



**INDIAN OIL CORPORATION LIMITED**

**(Marketing Division)  
Northern Region**

**Advertisement No. IOCL/MKTG/NR/HR/SKILL DVLPMNT/1718**

**Notification for engagement of Apprentices under Apprentices Act, 1961**

Indian Oil Corporation Limited, the largest commercial undertaking in India and a Fortune “Global 500” Company, as a measure of Skill Building Initiative for the Nation, Proposes to engage Apprentices at its **Operating locations in Northern India in Delhi, Haryana, Himachal Pradesh, J & K, Punjab, Rajasthan, Uttar Pradesh & Uttarakhand.**

Applications are invited from candidates meeting the following qualification & other parameters for engagement as Apprentices under Apprentices Act, 1961 (as amended from time to time) in the Trade/Discipline mentioned below:

**A. Educational Qualification & Provisional Number of seats in Apprentice category including likely reservation shall be as follows:**

State	Disc Code	Discipline	Total	UR	SC	ST	OBC (NCL)	PWD
Delhi	101	Technician Apprentice Discipline – Mechanical	12	8	1	0	3	0
	102	Technician Apprentice Discipline – Electrical						
	103	Technician Apprentice Discipline – Instrumentation / Instrumentation & Electronics / Instrumentation & Control						
	104	Trade Apprentice – Fitter	46	24	6	3	12	1
	105	Trade Apprentice – Electrician						
	106	Trade Apprentice – Electronics Mechanic						
	107	Trade Apprentice – Instrument Mechanic						
	108	Trade Apprentice - Laboratory Assistant (Chemical Plant)						
Haryana	201	Technician Apprentice Discipline – Mechanical	15	9	2	0	4	0
	202	Technician Apprentice Discipline – Electrical						
	203	Technician Apprentice Discipline – Instrumentation / Instrumentation & Electronics / Instrumentation & Control						
	204	Trade Apprentice – Fitter	60	32	11	0	15	2
	205	Trade Apprentice – Electrician						
	206	Trade Apprentice – Electronics Mechanic						
	207	Trade Apprentice – Instrument Mechanic						
	208	Trade Apprentice - Laboratory Assistant (Chemical Plant)						
Himachal Pradesh	301	Technician Apprentice Discipline – Mechanical	3	3	0	0	0	0
	302	Technician Apprentice Discipline – Electrical						
	303	Technician Apprentice Discipline – Instrumentation / Instrumentation & Electronics / Instrumentation & Control						
	304	Trade Apprentice – Fitter	14	9	3	0	2	0
	305	Trade Apprentice – Electrician						
	306	Trade Apprentice – Electronics Mechanic						
	307	Trade Apprentice – Instrument Mechanic						

Jammu & Kashmir	401	Technician Apprentice Discipline – Mechanical	3	3	0	0	0	0
	402	Technician Apprentice Discipline – Electrical						
	403	Technician Apprentice Discipline – Instrumentation / Instrumentation & Electronics / Instrumentation & Control						
	404	Trade Apprentice – Fitter	10	7	0	1	2	0
	405	Trade Apprentice – Electrician						
	406	Trade Apprentice – Electronics Mechanic						
	407	Trade Apprentice – Instrument Mechanic						

Punjab	501	Technician Apprentice Discipline – Mechanical	8	5	2	0	1	0
	502	Technician Apprentice Discipline – Electrical						
	503	Technician Apprentice Discipline – Instrumentation / Instrumentation & Electronics / Instrumentation & Control						
	504	Trade Apprentice – Fitter	34	17	9	0	6	2
	505	Trade Apprentice – Electrician						
	506	Trade Apprentice – Electronics Mechanic						
	507	Trade Apprentice – Instrument Mechanic						
	508	Trade Apprentice - Laboratory Assistant (Chemical Plant)						
Rajasthan	601	Technician Apprentice Discipline – Mechanical	11	7	1	1	2	0
	602	Technician Apprentice Discipline – Electrical						
	603	Technician Apprentice Discipline – Instrumentation / Instrumentation & Electronics / Instrumentation & Control						
	604	Trade Apprentice – Fitter	43	21	6	5	8	3
	605	Trade Apprentice – Electrician						
	606	Trade Apprentice – Electronics Mechanic						
	607	Trade Apprentice – Instrument Mechanic						
	608	Trade Apprentice - Laboratory Assistant (Chemical Plant)						
Uttar Pradesh	701	Technician Apprentice Discipline – Mechanical	37	21	7	0	9	0
	702	Technician Apprentice Discipline – Electrical						
	703	Technician Apprentice Discipline – Instrumentation / Instrumentation & Electronics / Instrumentation & Control						
	704	Trade Apprentice – Fitter	148	74	29	1	38	6
	705	Trade Apprentice – Electrician						
	706	Trade Apprentice – Electronics Mechanic						
	707	Trade Apprentice – Instrument Mechanic						
	708	Trade Apprentice - Laboratory Assistant (Chemical Plant)						
Uttarakhand	801	Technician Apprentice Discipline – Mechanical	5	5	0	0	0	0
	802	Technician Apprentice Discipline – Electrical						
	803	Technician Apprentice Discipline – Instrumentation / Instrumentation & Electronics / Instrumentation & Control						
	804	Trade Apprentice – Fitter	21	16	3	0	2	0
	805	Trade Apprentice – Electrician						
	806	Trade Apprentice – Electronics Mechanic						
	807	Trade Apprentice – Instrument Mechanic						

- For Trade / Discipline, applicants with qualifications in Core branches only shall be considered.
- Reservation will be applicable as per the prescribed percentage for recruitment applicable to the state where Apprentices are engaged
- Period of Apprenticeship- -12 months
- # Reservation for Persons with Disability will be as follows:
  - i) Trade Apprentices – B.Sc., Discipline Code (108, 208, 508, 608 & 708)
  - ii) OH (One arm affected or one leg affected) or HH (Partially deaf) –only shall be eligible for Trade Apprentice - Laboratory Assistant (Chemical Plant)

#### **B. Stipend**

- Based on 90% of the semiskilled wages of State or Central, whichever is higher, revised periodically. An additional ₹ 2500/- shall be paid.

#### **C. Experience**

1. **For Trade Apprentice:** The prescribed qualification shall be from a recognized University / Institute **as a full time, regular course** in relevant discipline with minimum 50% marks in aggregate for General & OBC candidates and 45% marks in aggregate in case of SC/ST/PWD candidates against reserved positions.
2. **For Technician Apprentice:** The prescribed qualification shall be from a recognized University / Institute **as a full time, regular / sandwich Diploma course in Engineering** in relevant discipline with minimum 50% marks in aggregate for General & OBC candidates and 45% marks in aggregate in case of SC/ST/PWD candidates against reserved positions.
3. The candidates should **NOT** have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961 as amended from time to time.
4. Candidates, who have training or job experience for a period of one year or more after acquiring the prescribed qualifications etc, shall **NOT** be eligible for being engaged as Technician Apprentice.
5. The applicant for the position of Technician Apprentices should **NOT** have completed three years after passing of the qualifying examination as on **31.10.2017**.

#### **D. Age**

1. Minimum 18 years and maximum 24 years ( Relaxable by 5 years for SC/ST,i.e. upto max of 29 years, 3 years for OBC i.e. upto max of 27 years, for the posts reserved for them).
2. Candidates belonging to PWD categories shall be given age relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (Non-Creamy Layer) Candidates).The cutoff date for reckoning the age shall be **31.10.2017**.
3. **Concessions / Relaxation:**
  - i) SC/ST/PWD candidates appearing for written test / interview will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of test/interview and back by the shortest route on production of ticket and proof of relevant certificate (caste / disability certificate) provided the distance is not less than 30 KMs. The reimbursement will be made through banking mode only and hence the candidate is required to have savings bank account and need to inform the bank account number.
  - ii) SC/ST/OBC (NCL-non-creamy layer) candidates applying for Unreserved (UR) seat shall be considered subject to their fulfilling the standards, qualification criteria as applicable to candidates belonging to general category.

#### **E. Period of Apprentice Training:** 12 Months from the date of engagement

#### **F. Selection Methodology:**

- i) Selection process would consist of two stages i.e. Written test and Personal Interview.
- ii) Written test shall be of 85 marks and interview shall be of 15 marks.

- iii) Written Test shall be of Objective Type Multiple Choice Questions (MCQ's) consisting of 4 options with one correct option. Candidate has to choose the correct option.
- iv) There shall be 85 questions in the Written Test and Total marks shall be 85. Each correct answer shall carry 1 mark. There shall be no negative marking for wrong answers.
- v) From the total 85 objective type questions, 50 questions shall be from the concerned discipline and 35 questions on General Aptitude and Reasoning, General English/Hindi, Numerical Aptitude and General Knowledge.
- vi) Duration of Written Test shall be of 120 minutes i.e. two hours.
- vii) Candidates can opt for the Question Paper/Test either in English or Hindi language.
- viii) The candidates will have to qualify each stage of the selection process i.e. Written Test and Personal Interview. Minimum qualifying marks in Written Test and Interview is 40% separately. The same is relaxed by 5% for SC/ST/PWD candidates against the reserved post.
- ix) Candidates securing minimum qualifying marks in the Written Test and in the order of merit will be called to attend Personal Interview in the ratio of 1:3 for each seat. If there is a tie in scores secured by the candidate in the written test, then all candidates with same score shall be invited, even if the short listing ratio exceeds the prescribed limit.
- x) Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for Personal Interview or the final selection, as the same is related to number of positions, relative performance in respective categories.
- xi) Final selection for engagement of apprentices will be based on aggregate of Written Test and Personal Interview marks. Candidates, in the order of merit will be offered the apprenticeship.
- xii) In case of tie for final shortlisting for engagement, the candidate older in age will be given preference in the merit list. In case the age is also identical, then the candidate with the higher percentage of marks in the required qualification shall be preferred.
- xiii) Candidates are advised to ensure that they are medically fit as per IndianOil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-employment medical Examination" before they commence the application process. The guidelines are available in the following link: [www.iocl.com->careers->Pre-employment\\_Guiding\\_Pronciples11th\\_mar\\_2011.pdf](http://www.iocl.com->careers->Pre-employment_Guiding_Pronciples11th_mar_2011.pdf)

#### General Instructions:

- i) **The Corporation shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period.**
- ii) The candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application. Candidates are requested to apply sufficiently in advance before the closing date.
- iii) The candidates, who are short-listed for Written Test, shall have to download their Admit Cards for appearing in the Written Test through online portal only on the notified date. Admit Cards shall not be sent by post.
- iv) The exact date of written test/ interview shall be communicated separately. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website [www.iocl.com](http://www.iocl.com) or at <https://www.iocl.com/PeopleCareers/job.aspx> only. Candidates are thus advised to periodically visit our above website as all future correspondence and latest information with regards to written test/interview shall be only on our website and/ or the email provided by the candidate during application process.
- v) Cut Off date: The candidate must possess the prescribed qualification, age etc. as on **31.10.2017**.
- vi) All the candidates are advised to keep the printout of the online application form for reference for downloading Admit Card from IOC website

<https://www.iocl.com/PeopleCareers/job.aspx>). The candidate shall be required to give his Registration Number, password sent to his email/sms, date of birth along with Captcha details for downloading the Admit Card.

- vii) Candidates are required to bring one ID proof in ORIGINAL – anyone from among Aadhar Card/PAN Card/Voter ID Card/Driving License/Passport – along with Admit Card at the time of Written Test.
- viii) **Candidates without Admit Card and proof of ID as stated herewith will not be allowed to take the Test.**
- ix) The candidate has to bring all original certificates, testimonials, mark sheets along with a passport size photograph and self-attested copies of certificates and mark sheets for checking before the Personal Interview. In case it is detected before the Personal Interview that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s) or unable to produce requisite documents, his/her candidature will stand cancelled.
- x) SC/ST/OBC (NCL-non-creamy layer) candidates applying for Unreserved (UR) seat shall be considered subject to their fulfilling the standards, qualification criteria as applicable to candidates belonging to General category.
- xi) Candidates registered with Local/ State Employment Exchange (s)/Vocational Rehabilitation Centre for Person with Disability (PWD) and meeting the prescribed eligibility criteria, whose name are sponsored to IOCL against this notification are advised to apply Online, failing which their candidature will not be considered.
- xii) Caste/Tribe/Disability certificate is to be produced by reserved category candidates in the format prescribed by the Govt. and issued by Competent Authority only before the Personal Interview, if they get shortlisted for it. .
- xiii) **For Discipline codes 108, 208, 508, 608 & 708:** PWD candidates with less than 40% of permanent disability are NOT eligible. The PWD candidates are required to submit a Disability Certificate issued by Competent Authority as per the Persons with Disabilities (equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2009, failing which their candidature as PWD candidates will not be considered. Persons with Disabilities [OH and HH] must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.
- xiv) For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in the proforma prescribed by Govt. of India, which would, among others, specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993. Candidates belonging to OBC category but failing in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR candidates and indicate their category as “UR”. Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation.
- xv) Candidates have to apply for **ANY ONE TRADE/ DISCIPLINE ONLY**. Candidates applying for more than one Trade/discipline will not be considered and their applications will be summarily rejected.
- xvi) Further, only one mobile number and one email ID can be used for applying for the post. The same mobile number and email ID cannot be used by any other candidate for filling online application for this notification.
- xvii) Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
- xviii) Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/ Degree examination, its equivalent aggregate percentage of marks must be indicated in the Online Application Form as per the norms adopted by University/ Institute.

- xix) Candidates possessing higher professional qualifications such as BE/B Tech or equivalent, MBA or equivalent or MCA etc. shall **NOT** be considered.
- xx) **Suppression of information** regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection & termination any time during engagement / employment, if engaged.
- xxi) In case of non-availability of sufficient number of candidates to fill the reserved seats in a notified trade/discipline in a state, to fully utilise the opportunity of skill development to candidates, the vacant seat shall be offered in the following manner from the same state—
  - a) To candidates of other reserved categories in that discipline in that State.
  - b) In case if candidates of other reserved categories are also not available, then the seats lying unfilled shall be filled by persons of unreserved category in that Trade in that State.
  - c) In case candidates are not available even in unreserved category in that Trade in that State , then the seats shall be filled by reserved category candidates of other Trades in that State.
  - d) In case candidates are not available even in reserved category of other Trades, then the seats shall be filled by unreserved category candidates of other Trades in that State.
- xxii) The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/doctored/false, information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement/appointment if any, his/her engagement/ services are liable to be terminated.
- xxiii) Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.
- xxiv) The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability / insufficient number of candidates.
- xxv) Applications/ Registration which are incomplete or are received in any other mode/form, or not fulfilling the eligibility criteria and/or those received after the last date of receipt of applications shall not be considered 'Eligible' and treated as "Rejected".
- xxvi) Canvassing of any kind shall disqualify the candidate.
- xxvii) During the period of Apprenticeship, apart from monthly stipend as prescribed above, no other monetary or non-monetary benefit/facility such as accommodation, HRA, conveyance, medical facility etc. shall be admissible to apprentices. Candidates have to make their own arrangement for accommodation, conveyance, medical etc.
- xxviii) Mere selection in written examination or interview or empanelment after the selection process shall not confer any right of engagement to the applicants.
- xxix) The service terms and conditions of the apprentices shall be governed by The Apprentices Act, 1961, as amended from time to time.
- xxx) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at New Delhi.

**G. Requirement before filling on-line application form:**

- i) The candidate must have an active email ID and Mobile Number which must be valid for at least next one year. All future communication including Corrigendum/ Addendum with regard to this advertisement with candidate will take place only through [www.iocl.com](http://www.iocl.com) / e-mail / SMS Alerts.

- ii) The candidate should have the relevant documents / certificates pertaining to age, qualification, caste, scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) etc. ready before applying on-line
- iii) The candidate must ascertain the correctness of all information before filling in the 'Online Application Form' and its final submission.
- iv) The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.
- v) After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in online application for future reference.

**H. How to apply:**

Candidates meeting the above prescribed eligibility criteria may visit our website [www.iocl.com](http://www.iocl.com) or at (<https://www.iocl.com/PeopleCareers/job.aspx>) and apply on-line

**Only online mode of applications will be accepted.**

<b>DATE OF OPENING OF ONLINE APPLICATION:</b>	<b><u>17.11.2017</u></b>
<b>LAST DATE OF SUBMISSION OF ONLINE APPLICATION:</b>	<b><u>26.11.2017</u></b>
<b>Tentative Date of Written Test for all disciplines:</b>	<b><u>To be informed</u></b>
<b>Tentative dates for Personal Interview for all disciplines:</b>	<b><u>To be informed</u></b>

*Applicants may kindly note that only such queries which are relevant to this advertisement and have not been addressed in the above advertisement shall be entertained.*

**FOR DETAILED NOTIFICATION PLEASE VISIT OUR WEBSITE [www.iocl.com](http://www.iocl.com)**

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