



INDIAN OIL CORPORATION LIMITED
(Marketing Division)
Western Region

Advertisement No. IOCL/MKTG/WR/APPR./2018 for Accountant/Technician/Trade Apprentices

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 Western India in Maharashtra, Gujarat, Madhya Pradesh, Goa, Chhattisgarh and UT of Dadra & Nagar Haveli.

Applications are invited from candidates meeting the following qualification & other parameters for engagement as Apprentices under Apprentices Act, 1961/1973 (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. The consolidated stipend payable shall be as mentioned below or as revised (under the Act) from time to time (whichever is higher). Reservation will be applicable as per the prescribed percentage for recruitment applicable to the state where Apprentices are engaged.

State	Discipline Code	Discipline	Qualification	UR	SC	ST	OBC (NCL)	PwBD	TOTAL
Maharashtra	1	Trade Apprentice - Fitter	Matric with 2(Two) year ITI (Fitter) course	92	15	22	31	2	162
	2	Trade Apprentice - Electrician	Matric with 2(Two) year ITI (Electrician) course						
	3	Trade Apprentice - Electronics Mechanic	Matric with 2(Two) year ITI (Electronics Mechanic) course						
	4	Trade Apprentice - Instrument Mechanic	Matric with 2(Two) year ITI (Instrument Mechanic) course						
	5	Trade Apprentice - Machinist	Matric with 2(Two) year ITI (Machinist) course						
	6	Trade Apprentice - Accountant	Graduate in any discipline						
	6A	Trade Apprentice - Accountant (PwBD)	Graduate in any discipline						
Gujarat	7	Trade Apprentice - Fitter	Matric with 2(Two) year ITI (Fitter) course	55	10	18	21	1	105
	8	Trade Apprentice - Electrician	Matric with 2(Two) year ITI (Electrician) course						
	9	Trade Apprentice - Electronics Mechanic	Matric with 2(Two) year ITI (Electronics Mechanic) course						
	10	Trade Apprentice - Instrument Mechanic	Matric with 2(Two) year ITI (Instrument Mechanic) course						
	11	Trade Apprentice - Machinist	Matric with 2(Two) year ITI (Machinist) course						
	12	Trade Apprentice - Accountant	Graduate in any discipline						
	12A	Trade Apprentice - Accountant (PwBD)	Graduate in any discipline						
Goa	13	Trade Apprentice - Fitter	Matric with 2(Two) year ITI (Fitter) course	8	Nil	Nil	Nil	Nil	8

	14	Trade Apprentice - Electrician	Matric with 2(Two) year ITI (Electrician) course						
	15	Trade Apprentice - Electronics Mechanic	Matric with 2(Two) year ITI (Electronics Mechanic) course						
	16	Trade Apprentice - Instrument Mechanic	Matric with 2(Two) year ITI (Instrument Mechanic) course						
	17	Trade Apprentice - Machinist	Matric with 2(Two) year ITI (Machinist) course						
	18	Trade Apprentice - Accountant	Graduate in any discipline						
Madhya Pradesh	19	Technician Apprentice Discipline-Mechanical	3 years Diploma in Mechanical Engineering	34	7	10	7	Nil	58
	20	Technician Apprentice Discipline-Electrical	3 years Diploma in Electrical Engineering						
	21	Technician Apprentice Discipline-Instrumentation	3 years Diploma in Instrumentation Engineering						
	22	Technician Apprentice Discipline-Civil	3 years Diploma in Civil Engineering						
	23	Technician Apprentice Discipline-Electrical & Electronics	3 years Diploma in Electrical & Electronics Engineering						
	24	Technician Apprentice Discipline-Electronics	3 years Diploma in Electronics Engineering						
Chhattisgarh	25	Technician Apprentice Discipline-Mechanical	Minimum 3 years full time, regular/ sandwich Diploma in Mechanical Engineering	10	Nil	2	2	Nil	14
	26	Technician Apprentice Discipline-Electrical	Minimum 3 years full time, regular/ sandwich Diploma in Electrical Engineering						
	27	Technician Apprentice Discipline-Instrumentation	3 years Diploma in Instrumentation Engineering						
	28	Technician Apprentice Discipline-Civil	3 years Diploma in Civil Engineering						
	29	Technician Apprentice Discipline-Electrical & Electronics	3 years Diploma in Electrical & Electronics Engineering						
	30	Technician Apprentice Discipline-Electronics	3 years Diploma in Electronics Engineering						
Dadra & Nagar Haveli	31	Trade Apprentice - Fitter	Matric with 2(Two) year ITI (Fitter) course	3	Nil	Nil	Nil	Nil	3

32	Trade Apprentice - Electrician	Matric with 2(Two) year ITI (Electrician) course						
33	Trade Apprentice - Electronics Mechanic	Matric with 2(Two) year ITI (Electronics Mechanic) course						
34	Trade Apprentice - Instrument Mechanic	Matric with 2(Two) year ITI (Instrument Mechanic) course						
35	Trade Apprentice - Machinist	Matric with 2(Two) year ITI (Machinist) course						
36	Trade Apprentice - Accountant	Graduate in any discipline						
Total			202	32	52	61	3	350

NOTE: The consolidated stipend will be as per Apprenticeship Rules with an additional amount of Rs. 2500/-.

B. # Consolidated stipend per month is subject to the periodic revision in Minimum wages as applicable for the State where apprentices are engaged.

*Reservation for Persons with Disability (PwBD Category) will be as follows:

- Trade Apprentices - Accountant Discipline Codes 6A & 12A

Trade	Categories of disability (Minimum 40% and above)
Trade Apprentices - Accountant PwBD	<ul style="list-style-type: none"> • PV: Low Vision (LV)/Partially Blind (PB). • PH: Partially deaf • PL: Musculoskeletal (OA - One Arm affected / OL - One Leg affected / OAL - One Arm and One Leg affected), Leprosy cured, Dwarfism, Acid Attack Victim, Cerebral Palsy • MD: A combination of above

Note:

- (i) For Discipline code 1-18 & 31-36: The qualification prescribed shall be from a recognized University/Institute as full time, regular course in relevant disciplines with minimum 50% marks in aggregate for General & OBC candidates and 45% marks in aggregate in case of SC/ST/PwBD candidates against reserved positions.
- (ii) For Discipline code 19-30: The qualification prescribed shall be from a recognized University/Institute as full time, regular Diploma course in Engineering in relevant disciplines with minimum 50% marks in aggregate for General & OBC candidates and 45% marks in aggregate in case of SC/ST/PwBD candidates against reserved positions.
- The candidates should NOT have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961/1973 as amended from time to time.
- Candidates, who had training or job experience for a period of one year or more after the attainment of these qualifications, shall NOT be eligible for being engaged as Technician Apprentice against the Discipline Codes 19-30. The applicant for the position of Technician Apprentices (Discipline Codes 19-30) should NOT have completed three years after passing of the qualifying examination as on 31.01.2018.
In case the date of Declaration of result is not mentioned in the Mark Sheet, the candidate must submit a certificate mentioning the date of publication of result from the Principal of the Polytechnic / College / Institute from where the candidate pursued his Diploma / Degree course, along with his application form.

C. **Age:** Minimum 18 years and maximum 24 years as on **31.01.2018** (Relaxation by 5 years for SC/ST, 3 years for OBC, for the posts reserved for them).

Candidates belonging to PwBD 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)

D. **Period of Apprenticeship Training::** 12 months

E. **Selection Methodology:**

- Selections for engagement of Apprentices would be based on written test and personal interview. The written Test will be of two hours duration & would carry a weightage of 85%. The maximum weightage for interview will be 15%.

- ii. The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test and Personal Interview (Minimum 40%, relaxable by 5% for candidates from SC/ST/PwBD Categories against reserved positions) and Pre-employment medical fitness for being adjudged suitable for engagement.
- iii. 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

F. Concessions / Relaxation: SC/ST/PwBD 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, 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, along with the IFSC code of the concerned branch.

G. 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. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application and apply online from 05.02.2018 to 20.02.2018. Candidates are requested to apply sufficiently in advance before the closing date.
- iii. 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 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.
- iv. All the candidates are advised to keep the printout of the online application form for reference as candidates are required to quote their application no. and date of birth for downloading call letters from website www.iocl.com or at (<https://www.iocl.com/PeopleCareers/job.aspx>).
- v. **Cut Off date:** The candidate must possess the prescribed qualification, age etc. as on **31.01.2018**.
- vi. Candidates registered with Local/ State Employment Exchange (s)/Vocational Rehabilitation Centre for Person with Benchmark Disability (PwBD) 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.
- vii. Latest Caste certificate is to be produced by reserved category candidates in the proforma prescribed by the Govt. and issued by Competent Authority only.
- viii. **For Discipline codes 6A & 12A:** PwBD candidates with less than 40% of permanent disability are NOT eligible. The PwBD 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 PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them / take instructions using suitable aids and appliances.
- ix. 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.
- x. 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.
- xi. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
- xii. 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.
- xiii. Candidates possessing higher professional qualifications such as BE or equivalent, MBA or equivalent or MCA shall NOT be considered. 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 / recruited.
- xiv. 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.
 - xv. 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.
 - xvi. 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.
 - xvii. 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". Canvassing of any kind shall disqualify the candidate.
 - xviii. Mere selection in written examination or interview or empanelment after the selection process shall not confer any right of engagement to the applicants.
 - xix. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai.

H. 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 / 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. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.
- iv. After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in online application for future reference.

I. How to apply:

Candidates meeting the above prescribed eligibility criteria may visit our website www.iocl.com or at (<https://www.iocl.com/PeopleCareers/job.aspx>) and apply on-line from 05.02.2018 to 20.02.2018. Only online mode of applications will be accepted.

DATE OF OPENING OF ONLINE APPLICATION:	: <u>05.02.2018</u>
LAST DATE OF SUBMISSION OF ONLINE APPLICATION:	: <u>20.02.2018</u>
Tentative Date of Written Test for all disciplines	: <u>To be informed</u>
Tentative dates for Personal Interview for all disciplines	: <u>To be informed</u>

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.

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