



इंडियन ऑयल कॉर्पोरेशन लिमिटेड
(असम ऑयल डिवीजन)
INDIAN OIL CORPORATION LIMITED
(ASSAM OIL DIVISION)



Employment Opportunities for Ex-Apprentices of IOCL (AOD), Digboi Refinery

REF NO: DR/R1/2017

Date: 06/12/2017

Ex-Apprentices of IOCL (AOD) who have successfully completed their Apprenticeship training on or before 30.11.2017 and who meet the qualification and age criteria (as mentioned below) are advised to apply for selection process for consideration towards employment against regular vacancies in Grade IV in the Pay of ₹ 11,900 - 32,000.

Post Code	Name of the Post	Discipline	No. of Posts	Reservation
101	Jr. Engg. Asstt-IV (Production)	Chemical	22	UR-11, SC-02, ST-03, OBC-06
102	Jr. Engg. Asstt-IV (P&U)	Mechanical/ Electrical	09	UR-6, SC-01, OBC-02
103	Jr. Engg. Asstt-IV (Electrical)	Electrical	06	UR-4, OBC-02
104	Jr. Engg. Asstt-IV (Mechanical)	Mechanical	11	UR-6, SC-01, ST-01, OBC-03
106	Jr. Engg. Asstt-IV (Quality Control)	QC	03	UR-2, OBC-01

No. of vacancy may vary and consequent change will be applicable in reservation criteria as per guidelines. Women candidates are allowed to apply against post code 103 & 104 only since other posts 101, 102 & 106 are operated in rotating shifts.

Essential educational qualification required with respect to each post is given below:

Post code	Name of Post	Essential Educational Qualification
101	Junior Engineering Assistant – IV (Production)	3 (three) Years full time regular/Sandwich Diploma in Chemical/Refinery & Petrochemical Engg. or BSc (Math, Physics, Chemistry or Industrial Chemistry) from a Govt. recognized Indian university/Institute with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.

102	Junior Engineering Assistant – IV (P&U)	<p>3 years Diploma in Mechanical or Electrical Engg. From recognized Institute /University & Boiler Competency Certificate(with class as may be prescribed by the Boiler Authority of the State), provided that in case of non-availability of sufficient number of candidates meeting the prescribed parameters, candidates possessing the following qualification shall also be considered.</p> <p>1) Matric with ITI (Fitter) with Boiler Competency Certificate (with class as may prescribed by the Boiler Authority to the State). 2) B.Sc (PCM) with an Apprenticeship Training in Boiler Trade.</p> <p>3) 3 Years Diploma in Mechanical or Electrical Engg. from recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.</p> <p><u>Subject to the condition below:</u></p> <p>Candidates selected under category (2) and (3) above and posted in Boiler Operations shall undertake to acquire Boiler Competency certificate within four years of joining of the services of the corporation.</p>
103	Junior Engineering Assistant – IV (Electrical)	<p>3 Years full time Diploma in Electrical Engg. (including a sandwich diploma course with Industrial training as part of the course; with no break) with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/ identified for PwBD positions.</p>
104	Junior Engineering Assistant – IV (Mechanical)	<p>3 Years full time Diploma in Mechanical Engg.(including a sandwich diploma course with Industrial training as part of the course; with no break) with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST/PwBD candidates against reserved/identified for PwBD positions.</p>
106	Jr. Quality Control Analyst-IV	<p>B.Sc with Physics, Chemistry & Mathematics with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST/PwD candidates for identified positions or M.Sc (Chemistry regular course) from a recognized Institute/University with minimum of 45% marks in aggregate for General & OBC candidates OBC candidates & 40% in case of SC/ST/PwD candidates against reserved/Identified for PwD positions</p>

Age Limit: Minimum 18 years and maximum 26 years as on 30.11.2017 for General candidates. (Relaxable by 5 years for SC / ST and 3 years for OBC (NCL) against reserved positions). Further, the period of Apprenticeship training shall be considered towards experience and relaxation in age shall be given to that extent. Training period (other than Apprenticeship Training in relevant trade /discipline) shall not be counted towards experience. **Certificate issued by Board of secondary education for passing matriculation shall be the only acceptable document in support of proof of Age.**

Selection Methodology :

1. Selection will be based on Written Test of 2 (two) hours duration followed by Skill/Proficiency/Physical Test (SPPT). SPPT will be of qualifying nature with no marks to be assigned.
2. Candidate securing minimum of 40% marks for Gen/OBC candidates and 35% SC/ST/PwBD against reserved positions shall qualify for SPPT. The written test shall comprise of Subject Knowledge, Reasoning ability/General Awareness.
3. Candidates who have availed of concession in Age, Eligibility qualification marks or in written test qualifying marks , will be considered against reserved vacancies, irrespective of their position in select list (in order of merit within category. However, a PWbD candidate availing of only age relaxation will be entitled to be first considered against an unreserved post, in order of merit in the select list, before being considered against a reserved post.

4. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for SPPT or the final selection, as the same is related to number of positions, ration applied and relative performance in respective categories.
5. Candidates shall be shortlisted in the ratio of 1:2 for SPPT subject to securing minimum qualifying marks in the written test.

Note for Ex-Apprentices:

1. Age, Educational Qualification & Apprenticeship completion will be determined as on **30.11.2017**. No application fee is required to be paid by ex-apprentices.
2. For the purpose of consideration for apprentices who have completed apprenticeship training in the past (under local notifications followed till 19.10.2015) shall be allowed relaxation in qualification parameters with respect to minimum percentage of marks in qualification prescribed under Stage-I rectt process.
3. The eligible ex-apprentices are advised to report for Written Test scheduled on **24/12/2017 (Sunday) at 10:00 AM, Venue: Carmel School, Digboi.**
4. Candidates are required to submit your application with self attested Photostat copies of all testimonials in support of age, educational qualification, caste/category, apprentice training completion certificate latest by **13.12.2017**.
5. Call letters shall be sent to the eligible ex-apprentices meeting the eligibility criteria by **15.12.2017**.
6. In case of ex-apprentices, who have undergone apprenticeship training as Fresher trade apprentice (NCVT certification) for a period of 3 years and ex-ITI (Fitter) candidates who have undergone apprentice training for a period of 1(one) year are required to submit the hardcopy of the documents and appear for verification of credentials from **06-12-2017 to 13-12-2017 (till 04:30 PM)** since the recent address details are not updated with us. Accordingly, they are advised to report to IOCL AOD), HR dept for verification and submission of documents as per schedule given above. They are advised to produce documents of Age, Educational Qualification, Caste/Category certificate including successful apprenticeship completion certificate.
7. Please note that the candidature of ex apprentices will be considered as provisional and their eligibility will be subject to verification of all supporting certificates / testimonials and subject to meeting all eligibility criteria as per recent recruitment guidelines of the Corporation.
8. Apprentices, who have completed apprenticeship training in the relevant trade under the Apprenticeship Act of 1961 & Apprenticeship (Amendment) Act 1973 at **IOCL(AOD)** will be considered Eligible.
9. The period of apprentice training undertaken as above by the candidate shall be considered towards experience. Applicable relaxation to that extent shall be allowed to them in recruitment process. The apprenticeship period will also be considered for grant of age relaxation;
10. Qualification for the purpose of selection to any post will mean the qualification based on which candidature is offered /considered as claimed by a Candidate. Reservation in posts for SC/ ST/ OBC (NCL) / PwBD candidates will be provided as per rules & regulations notified by the Government of India. Candidates possessing professional qualifications such as B.E , B.Tech MBA,CA, LLB MCA or any such equivalent qualification are not eligible. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection & termination anytime during employment, if recruited. Please note that Part-time or Diploma obtained through correspondence / distance education mode is also not acceptable.
11. **Ex-apprentices shall be allowed a maximum of two opportunities (Three for candidates belonging to SC, ST, PwBD categories)** to appear for selection process under **stage-1** conducted by the refinery to fill vacancies in the respective posts/disciplines.
12. Ex-apprentices who are not successful in such selection process i.e in stage-1 , shall avail of opportunity for recruitment against vacancies notified through open advt under stage-II recruitment on All India basis till they meet the prescribed eligibility conditions, with relaxations as may apply.

Reservation for candidates belonging to SC, ST, OBC & PWD:

1. Reservation for candidates belonging to SC, ST, OBC & PwBD categories will be in terms of numbers indicated above.
2. 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.
3. Candidates belonging to OBC category but falling 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.

General Instructions:

1. 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:
http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf
2. Written Test and Skill/ Proficiency/ Physical Test shall be conducted only at Digboi, Dist: Tinsukia, Assam.
3. Please note that the candidature will be considered as purely provisional & their eligibility will be subject to verification of all supporting certificates / documents and subject to meeting all eligibility criteria for recruitment in the Corporation.
4. **Please note that a candidate can apply for only one post.** Candidature of candidates submitting multiple applications for more than one post will be summarily rejected without any further communication.
5. Persons with Bench marked Disabilities (PwBD) are required to submit a Certificate issued by a Medical Board constituted by the Central / State Government, failing which their candidature as PwBD candidates will not be considered.
6. Candidates presently employed in any Govt. /Semi-Govt./Autonomous Bodies will be required to produce '**No Objection Certificates**' at the time of written test and personal interview and '**Release Order**' from their employers at the time of joining.
7. SC/ ST/ PwBD candidates appearing for Written Test and Skill/ Proficiency/ Physical Test will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of Written Test and Skill/ Proficiency/ Physical test and back by the shortest route on production of tickets, provided the distance is not less than 30 KMs.
8. Please note that filling up of vacancies is solely at the discretion of the Management based on suitability of candidates and no claim will arise for appointment, if vacancies are not filled due to unsuitability / insufficient number of candidates. Hence, the decision of the 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 recruitment process etc. Hence, no enquiry / communication will be entertained in this regard.
9. Mere selection in Written Examination or Skill / Proficiency / Physical Test or empanelment after the selection process shall not confer any right of appointment to the applicants. Canvassing in any form is liable to render the candidate ineligible for any of the above posts. In case it is detected at any stage of recruitment or thereafter, that a candidate does not fulfill 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 appointment, his / her services are liable to be terminated.
10. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Margherita Court situated at Margherita, Assam.

IOCL (AOD) Management reserves the right to change / modify / cancel the selection process at any point of time without assigning any reason whatsoever.

How to Apply : Typed Applications as per the prescribed format as given with this advertisement , supported by self-attested photocopies of all relevant documents (qualification/experience/age/caste/category etc.) including relevant apprentice training completion certificate should be sent to DGM (HR), Indian Oil Corporation Limited (AOD), DIGBOI - 786171 so as to reach on or before **13/12/2017**

Candidates should super scribe Advt. No., Post Code and Name of the post applied for on the top of the envelope. Applications received after last date shall be summarily rejected.

In case of any query, please contact our recruitment section on **03751-263133/03751-263131**

(USE CAPITAL LETTERS, LIMIT INFORMATION TO BOXES ONLY)

1. Post applied for

2. Category (please tick)

SC	ST	OBC	GEN	EX-SM	PWD
					Specify disability

Affix latest Passport Size photo

3. Name (in block letters):

4. Gender

5. Father's name

6. Postal Address

District: PIN CODE

7. Nationality

8. State of Domicile

9. Contact Mobile No

10. e-Mail-id

11. Date of Birth

Date

Month

Year

Age as on 30.11.2017

12. QUALIFICATION

(Academic, Technical or Professional Qual – from class 10 th onwards)	Duration of Course (in years)	Whether Regular Course (Yes/No)	Marks obtained	Total aggregate Marks of all yrs/sem	% of marks obtained	Month & Year of Passing	Name of University/ Institute/ Board

13. Post Qualification Apprentice Training undergone as on 30.11.2017

Name of the Company / Organization	Duration of Apprentice Training		Number of		Specify apprentice Training programme undergone i.e Trade/Technician Apprentice
	From	To	Years	Months	

I hereby declare that the particulars furnished above are complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that the information given in the application is false or incorrect or if I do not satisfy the eligibility criteria stated in the advertisement/Notification, my candidature/appointment is liable to be cancelled/Terminated.

Date _____ Place _____ Signature _____

Enclosures to be submitted along with the application form by 13/12/2017

- Self-attested Photostat Copies of academic qualifications of all years/ semesters
- Certificate issued by Board of secondary education for passing matriculation shall be the only acceptable document in support of proof of Age.
- Certificate of Disability issued by medical board duly constituted by central/ state govt. -applicable for PwBD candidates only
- Caste/category Certificate of SC/ST/OBC/PwBD/EXSM (wherever applicable)
- NOC/Release order in case presently employed in Govt./Semi Govt./PSU
- Apprenticeship Completion Certificate including NCVT certificate as applicable