



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
HALDIA REFINERY
(A Govt. of India Undertaking)

Ref. No. APP-REGN/Haldia/Stg-1/2018

Date: 10.01.2019

NOTIFICATION FOR RECRUITMENT OF EX-APPRENTICES OF HALDIA REFINERY AS TRAINEES / IN REGULAR SCALE OF PAY FOR IDENTIFIED TECHNICAL NON-EXECUTIVE POSTS IN GRADE –IV AT HALDIA REFINERY

Haldia Refinery, a refining unit of Indian Oil Corporation Limited, proposes to fill up the approved vacancies in the identified technical cadres in Grade IV as Trainees – stipend – Rs 20,000/- against some posts for a period of 6 months, further assign regular pay scale of Rs.11,900 – 32,000/-(pre-revised)/ directly in the pay scale of Rs.11,900 – 32,000/-(pre-revised) against some posts from Indian Nationals having successfully completed their Apprenticeship Training from Haldia Refinery in the following disciplines:

Trade Apprentice/ Attendant Operator (Chemical Plant) Discipline – Chemical
Trade Apprentice (Fitter) Discipline – Mechanical
Trade Apprentice (Boiler) Discipline - Mechanical
Technician Apprentice Discipline – Chemical
Technician Apprentice Discipline – Mechanical
Technician Apprentice Discipline – Electrical
Technician Apprentice Discipline – Instrumentation

Candidates declared successful in the above recruitment exercise would be appointed as “**Trainees**”/ in **Regular Scale of Pay for Identified Technical Non-Executive Posts** in the respective job cadres/ job categories.

Candidates having **successfully completed** their Apprenticeship Training from **Haldia Refinery** in the abovementioned trades/ disciplines and meeting the following prescribed eligibility criteria are advised to fill up the attached Application Form and submit the same along with all the prescribed documents at the time of appearing for Written Test.

The Written Test will be of 2 hours duration from 10AM to 12 noon. Written Test will be held on **13.01.2019** at **DAV Public School, Haldia (Secondary Section), KoPT (Haldia Dock Complex) Township, PO: Haldia Township, Dist: Purba Medinipur, West Bengal, PIN: 721607**

PRESCRIBED ESSENTIAL EDUCATIONAL QUALIFICATION:

Sl. No.	Name of Post	Prescribed Eligibility Criteria	Relevant Discipline in which the candidate has completed Apprenticeship training from Haldia Refinery
1	Jr. Engineering Assistant-IV (Production)	3 years Diploma in Chemical/Refinery & Petrochemical Engg. or B.Sc (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.	(a) Trade Apprentice – Attendant Operator (Chemical Plant) Discipline – Chemical (b) Technician Apprentice Discipline – Chemical
2	Jr. Engineering Assistant -IV (Power & Utilities)	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	(a) Trade Apprentice (Boiler) Discipline – Mechanical (b) Technician Apprentice Discipline – Mechanical*

		<p>the state); provided that in case of non-availability of sufficient number of candidates meeting the prescribed Parameters, candidates possessing the following qualification may also be considered:</p> <ol style="list-style-type: none"> 1) Matric with ITI (Fitter) with Boiler Competency Certificate (with class as may prescribed by the Boiler Authority of the state). 2) B Sc. (PCM) with an Apprenticeship Training in Boiler Trade. 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>Subject to the condition below: Candidate selected under Category (2) & (3) above and posted in Boiler Operations shall undertake to acquire Boiler Competency certificate within four years of joining the services of the Corporation.</p>	(c) Technician Apprentice Discipline – Electrical*
3	Junior Engineering Assistant-IV (Electrical)	3 years Diploma in Electrical Engineering 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.	(a) Technician Apprentice Discipline – Electrical
4	Junior Engineering Assistant-IV (Mechanical)	3 years Diploma in Mechanical Engineering 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 or Matric with ITI in Fitter Trade with Pass class.	(a) Trade Apprentice (Fitter) Discipline – Mechanical (b) Technician Apprentice Discipline – Mechanical
5	Junior Engineering Assistant- IV (Instrumentation)	3 years Diploma in Instrumentation/Instrumentation & Electronics/ Instrumentation & Control Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.	(a) Technician Apprentice Discipline – Instrumentation
6	Junior Material Assistant- IV	3 years Diploma in Mechanical/Electrical/Instrumentation 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	(a) Technician Apprentice Discipline – Mechanical* (b) Technician Apprentice Discipline – Electrical* (c) Technician Apprentice Discipline – Instrumentation*

* Candidates completed apprenticeship in the mentioned trades against the respective posts, if selected, shall be appointed as Trainees for a period of 6 months.

** No woman is permitted to work in or allowed to enter any building in which generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area. Accordingly, women candidates are not considered for vacancies in Production, P&U Operations (Boiler & Electrical), F&S and also against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07:00pm (& up to 06:00am), like P&U(other work areas),QC or maintenance services performed in shifts.

Candidates selected for the post against Sl. No. 1, 3, 4, 5 above shall be assigned regular scale of pay (Rs. 11,900-32,000/- (pre-revised)) and jobs in the post.

Candidates selected for the post against Sl. No. 2 & 6 in the following job categories shall be required to complete 6 months of on-the-job training with stipend and shall be assigned regular scale of pay after completion of the training period of 6 months.

Sl.	Discipline of Apprenticeship training	Job Categories
1.	Technician – Mechanical/ Electrical	JEA-IV (P&U-Boiler Op)
2.	Technician – Electrical	JEA-IV (P&U-Elect Op)
3.	Technician - Mechanical/ Electrical/ Instrumentation	JMA-IV

STIPEND PAYABLE / OTHER BENEFITS AVAILABLE TO TRAINEES:

Trainees shall be eligible for payment of following stipend and other benefits:

- i. They will be paid a lump sum stipend of Rs. 20000/- per month during the training period of 6 months.
- ii. They will be entitled to membership of PF Trust and other benefits, as per existing guidelines.
- iii. The period of training shall be reckoned as service for the purposes of computation of Gratuity & Long Service Awards.
- iv. Date of Joining as Trainee shall be treated as date in grade for seniority.

AGE LIMIT / RELAXATION FOR CANDIDATES BELONGING TO SC/ST/OBC:

- The date of reckoning eligibility criteria for the purposes of possession of qualification, experience and meeting age criteria will be **31.12.2018**.
- Certificate issued by Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
- Minimum age is 18 years and maximum 26 years for General category candidates.
- Relaxation in age up to 5 years for SC/ST candidates & 3 years for OBC (NCL) candidates against reserved positions will be allowed.
- The period of apprenticeship training at Haldia Refinery shall be considered towards age relaxation.

CONCESSIONS FOR CANDIDATES BELONGING TO SC/ST:

SC/ST 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. Kindly note that the amount shall be credited to the bank accounts of the candidates. Hence, necessary bank details should be furnished by the candidates claiming reimbursement of the same at the time of the written test.

RESERVATION FOR CANDIDATES BELONGING TO SC, ST & OBC CATEGORIES:

- For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in the format 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.

SELECTION METHODOLOGY

- Selection would be based on Written Test of 2 hours duration followed by Skill/Proficiency/Physical Test (SPPT) which will be of qualifying nature. Date, time and venue of the written test/SPPT will be intimated separately.
- Every candidate will have to secure a minimum of 40% marks in the written test for qualifying for SPPT. The minimum qualifying marks will be relaxed by 5% for candidates belonging to SC/ST categories against reserved positions.
- Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for the SPPT or final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.

- Shortlisted candidates, in the ratio 1:2 (with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo SPPT.
- Category wise and Post wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said shortlist, only for such candidates who qualify in the SPPT.
- 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.
- Candidates are advised to ensure that they are Medically Fit as per the Pre-Employment Medical Examination Guidelines of the Corporation. Candidates are advised to go through the “Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination” before appearing for the selection process. The guidelines are available in the following link:
https://iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

Apprentices of Haldia Refinery engaged under PwBD categories against vacant identified posts in identified cadres, upon satisfactory completion of apprenticeship training, shall be appointed as Trainees to undergo a 6 month on-the-job training. Such candidates appointed as Trainees shall be assigned regular scale of pay and jobs upon completion of 6 months on-the-job training. They need not go through any further selection process.

GENERAL INSTRUCTIONS:

- Candidates are advised to carefully read the full advertisement for details of eligibility criteria before sending their applications.
- The prescribed qualification should be from a recognized University/Institute as a regular full-time course. A qualification acquired through Part-time/Correspondence/Distance Learning mode shall render the candidate ineligible. For ITI (Fitter), it should be a regular full time course recognized by NCVT/SCVT. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
- A Sandwich Diploma course (with industrial training as part of the course with no break) and Diploma under recognized lateral entry scheme (Class-XII (Sc)/ITI admitted in 2nd year of Diploma course) shall also be considered eligible.
- All the eligible candidates who have earlier completed their apprenticeship training from Haldia Refinery and fulfill the prescribed criteria must attach attested photocopies of all mark sheets of the qualifications from Matriculation onwards, **Apprenticeship completion Certificate in relevant trade/discipline issued by Haldia Refinery**, Latest Caste Certificate in such prescribed format applicable across India, Proof of Age (Certificate issued by Board of Secondary Education for passing Matriculation/Higher Secondary), two passport size color photographs, and any other relevant testimonials, documents, proof & certificates.
- Candidates currently working in Government / Semi Government / Public Sector Organization must produce “No Objection Certificate” at the time of appearing in the Selection Process. In case the candidate fails to do so, his candidature will not be considered.
- Candidates possessing higher professional qualifications such as BE/B.Tech/MBA/LLB/CA/MCA or any such equivalent professional qualification shall **NOT** be considered as eligible.
- Canvassing in any form is liable to render the candidate ineligible for any of the posts.
- 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 and cancellation of the selection process, etc. No correspondence will be entertained in this regard.
- In case it is detected at any stage of recruitment or thereafter, that a candidate does not fulfill the eligibility criteria and / or has furnished any incorrect / doctored / false information / certificate / documents or has suppressed any material fact(s), his/her candidature will stand withdrawn and cancelled. If any of these shortcomings is / are detected even after appointment, his/her services are liable to be terminated.

Note: Candidates who have NOT completed their Apprenticeship Training from Haldia Refinery and/or do not meet the prescribed eligibility criteria are advised NOT to send in their applications against this notification.

In case of any clarification, please contact 03224-223262 / 3274 / 3236 or email at HRRECTT@indianoil.in



Indian Oil Corporation Ltd.
Refineries Division
Haldia Refinery

APPLICATION FORM FOR NOTIFICATION NO. APP-REGN/Haldia/Stg-1/2018

POST APPLIED FOR _____

PERSONAL DETAILS OF THE CANDIDATE:

NAME OF THE CANDIDATE		Please affix latest passport size colour photograph	
DATE OF BIRTH			
GENDER			
RELIGION			
NATIONALITY			
STATE OF DOMICILE			
CATEGORY (PI tick)	GEN / SC / ST / OBC(NCL)		
NAME OF CASTE (if belonging to SC/ST/OBC-NCL)			
Whether belonging to PwBD Category	Yes / No		
If belonging to PwBD, mention type of disability & percentage			
Father's name			
Address of Correspondence (please provide complete address with PIN Code)			
Permanent Address of the candidate (please provide complete address with PIN code)			
Mobile No. 1		Alternate Mobile No.	
Email ID (primary)		Email ID (alternate)	

Please note that all correspondence will be carried out on the primary email id provided by the candidate.

DETAILS OF APPRENTICESHIP TRAINING UNDERGONE AT HALDIA REFINERY:

ENGAGEMENT NUMBER	
NAME OF TRADE/ DISCIPLINE IN WHICH APPRENTICESHIP TRAINING UNDERGONE	
DATE OF JOINING APPRENTICESHIP TRAINING AT HALDIA REFINERY	

DATE OF COMPLETION OF APPRENTICESHIP TRAINING AT HALDIA REFINERY (Please attach photocopy of Apprenticeship Completion Certificate issued by Haldia Refinery)	
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DETAILS OF EXPERIENCE AS ON 31.12.2018 AFTER COMPLETION OF APPRENTICESHIP TRAINING AT HALDIA REFINERY

Sl. No.	Name of the Organisation in which experience has been obtained	Duration		Details of experience/ Job Description in brief
		From date	To date	

Have you been found **UNFIT** during medical examination conducted by any Refinery Unit or diagnosed with ailments, deficiencies or abnormalities in the past, that do not meet the physical fitness criteria in terms of the Pre-Employment Medical Fitness Guidelines of the Corporation ? **Yes/No**
 If "Yes", please mention details along with documents:

Date of Pre-Employment Medical Examination	Refinery Unit where PEME carried out	Relevant findings of the Examination for Medical Unfitness	Clause under which declared Medically UNFIT

DECLARATION BY THE CANDIDATE

I hereby declare that the particulars furnished above are complete and true to the best of my knowledge and belief. I further understand that if at any stage, it is found that the information furnished by me in the application form is false or incorrect or I do not satisfy the eligibility criteria as per the notification, my candidature for the post applied for is liable to be withdrawn and cancelled without assigning any reasons thereof.

(Signature of the candidate)

Place:

Date:

CHECKLIST OF DOCUMENTS TO BE PRODUCED DURING DOCUMENT VERIFICATION AT THE TIME OF WRITTEN TEST/ SPPT

SI No	Documents (Original and self-attested photocopies)	Whether enclosed (Yes / No / Not Applicable)	Remarks
1	Document showing Proof of Age (Certificate issued by a Board of Secondary Education for passing Matriculation/ Higher Secondary)		
2	10 th Mark sheet & Pass Certificate		
3	12 th Mark sheet & Pass Certificate, if applicable		
4	BSc – Marksheets of all years/ Semesters & Final Degree Certificate		
5	ITI (Fitter) Certificate, (applicable for Trade Apprentice – Fitter discipline candidates)		
6	Diploma marks sheets and Final Diploma certificate (applicable for Technician Apprentices in Chemical, Mechanical, Electrical & Instrumentation disciplines)		
7	Full time regular course certificate from University/Institute, if not mentioned in certificate/Mark sheet.		
8	Apprenticeship Completion Certificate from Haldia Refinery		
9	NCVT certificate issued by RDAT after completion of AITT in case of Trade Apprentices		
10	Proficiency Certificate issued by BOAT after completion of Technician Apprenticeship training		
11	Boiler Competency Certificate, if applicable		
12	Experience Certificate, if any		
13	NOC (No-Objection Certificate) required in case employed with Govt./PSU/Semi-Govt Organization/ autonomous bodies		
14	Caste Certificate (applicable for SC/ST/OBC (NCL) category candidates only) – Certificate should be in the format prescribed by Govt. Of India.		
15	Document showing proof of Identity i.e. Aadhaar Card, PAN Card, Passport etc.		
16	4 copies of latest passport size photographs		



IndianOil

**INDIAN OIL CORPORATION LIMITED
HALDIA REFINERY**

Reimbursement of Travelling Expenses for candidates appearing in Written Test/ Personal Interview/ SPPT

(Only for SC/ST/PwBD candidates)

Name (In block letters): Address (in Block Letters): Contact No.: Email id:		Post Applied for:	Place of Written Test/ Personal Interview Date of Written Test/ Personal Interview
Journey From: To: Nearest Railway Station:	Mode of Journey Train: Bus:	Train/Flight No.	Roll No.: S.C.: S.T.: PwBD: Class & Date of Journey: Ticket (s) No.:
Fare One way Rs. Fare in words: Rs. Total fare both ways Rs.			
I Certify that: 1. That I have not claimed the amount from the Government or any present employer 2. I have not utilised Air/Rail/Bus Pass or concessional tickets for the journey. 3. I will return by the same class and mode of journey. Signature of Candidate			
Use in HR Department			
Verified the above particulars Rs. _____ may be reimbursed to applicant Signature of Officer In-Charge			
For Use Finance Department			
P.C. Voucher No.	Date	A/c Code	
Passed for Payment Rs. _____		A/c Head Travelling Expenses	
In words Rs. _____		Received payment	
Asstt/Acctt: ACO/SACO		Date: Signature	
Please attach bus/rail Journey tickets/ tickets & boarding passes for air travel			

**BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT
(ONLY FOR SC/ST/PwBD CANDIDATES)**

Date: _____

To
The Accounts Officer
Indian Oil Corporation Limited
Haldia Refinery
Haldia-721606
West Bengal

Dear Sir,

I hereby give my consent to accept the payments of claims on IOCL internet based online e-payments system at the sole discretion of IOCL. My Bank Account details for the said purpose are as under:-

Sl. No.	Particulars	Details
1.	Roll No.	
2.	Name of the Candidate	
3.	Category (SC/ST/PwBD)	
4.	Post Code & Name of the Trade/Discipline applied for	
5.	Address of the Candidate	
6.	Core Bank Account Number (of the candidate)	
7.	Bank Branch Name and Address	
8.	IFSC Code	
9.	PAN No. (if allotted)	
10.	E-mail ID	
11.	Mobile No.	

Original cancelled cheque related to the above account number for verifying the accuracy of the bank details is enclosed.

I hereby declare that the particulars given by me above are correct and complete. If the transaction is delayed or not effected at all for whatever reasons of incomplete or incorrect information, I would not hold the user institution responsible.

(Signature of the Candidate)

Bank Verification is required only in case :

Candidates not providing a cancelled cheque leaf (original) or if candidates name is not printed/appearing on the cancelled cheque Leaf (original) submitted to IOCL.

- a) Change in existing details.
- b) Please attach photocopy of Bank Pass Book, if cancelled cheque leaf not attached.

Bank Verification:-

I hereby confirm that the above accounts details of account holder are correct in all respects and the account of Beneficiary (Candidate) is maintained at our Bank Branch.

(Name of the Bank & Branch) Authorized Signatory)