



Advertisement No. DR/TA2016 (2) Date: 21-07-2016

NOTIFICATION FOR ENGAGEMENT OF APPRENTICES

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 Digboi Refinery at Digboi, Assam.

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 / Disciplines mentioned below;

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 of Assam.

Trade code	Trade / Discipline	Qualification	Period of Apprenticeship (Months)	Total Nos.	UR	SC	ST	OBC (NCL)	Consolidated stipend per month#
A4	Technician Apprentice Discipline - Chemical	3 years full time regular/ Sandwich Diploma course in Chemical Engineering / Refinery & Petrochemicals Engineering	12	10	6	0	1	3	7560/-
A5	Technician Apprentice Discipline - Mechanical	3 years full time regular/ Sandwich Diploma course in Mechanical Engineering	12	10	5	1	1	3	7560/-
A6	Technician Apprentice Discipline - Electrical	3 years full time regular/ Sandwich Diploma course in Electrical Engineering	12	15	9	1	2	3	7560/-
TOTAL				35*	20	2	4	9	

Note the following w.r.t. the above:

- Post relevant to positions in A4 are operated in rotating shifts, including evening shift and night shift operated beyond 7.00 pm, attracting relevant provisions of Factories Act, 1948 regarding restrictions on deployment of women.
- Candidates with Sandwich Diploma Course / Qualification will also be considered against the above trades. Part time diploma obtained through correspondence / distance mode is not allowed.
- * Out of 35 vacancies, one vacancy is reserved for Persons with disabilities having Orthopedically Handicapped (OH) - One arm affected or one leg affected in trade/discipline code A-5.
- # The consolidated stipend payable to apprentices has been linked to percentage of minimum wages of semi skilled worker of Assam State. Thus, the rates of stipend will undergo revision with the periodic revision in minimum wages being paid to semiskilled worker of Assam state.
- The qualification prescribed shall be from a recognized University/Institute as a regular full time course with minimum 50% marks (45% for SC/ST/PWD candidates against reserved positions) in aggregate.
- The candidate should not have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprenticeship 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 A4 to A6.
- The applicant for the above positions of technician apprentices (Discipline codes A4 to A6) should not have completed three years as on 31-07-2016 after passing the qualifying examination.
- The number of seats indicated is provisional and may vary depending on requirement at the time of engagement.

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 course, along with his application form.

- (A) Age:
- Minimum 18 years and maximum 24 years as on 31-07-2016 (Relaxable by 5 years for SC/ST, 3 years for OBC for the vacancies reserved for them).
 - Candidates belonging to PWD categories shall be given age relaxation up to 10 years (up to 15 years for SC and up to 13 years for OBC (Non-creamy layer) candidates).

After successful completion of Apprenticeship period, candidates may be considered for appointment/ given due preference against vacancies in a regular post in respective disciplines, in terms of applicable guidelines / provisions.

(B) Selection Methodology:

- Selection 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%.
- 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 and PWD categories against reserved positions) and pre-employment medical fitness for being adjusted suitable for engagement.
- 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 at the following link: http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf.

(C) Concessions/Relaxation:

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, provided the distance is not less than 30 KMs.

(D) General Instructions:

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before applying for the above vacancies.
- PWD candidates with less than 40% of permanently 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 Opportunities 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.
- 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, specially mention that the

candidate does not belong to the persons/part (Creamy Layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Govt. of India OM No. 36012/22/93-Estt. (SCT) dated 08-09-1993. 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. (Assam Oil Division), Digboi being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Govt. shall be treated as OBC for the purpose of reservation.

- Age and educational qualification will be reckoned as on 31-07-2016.
- Incomplete applications, not supported by self authenticated copies of relevant documents, not fulfilling the prescribed eligibility criteria or those received late after the last date of receipt of applications shall not be considered and shall be treated as "Rejected".
- Candidates applying for more than one Trade/discipline will not be considered and their application will be rejected.
- Candidates possessing higher professional qualifications viz. 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 at any time during engagement/employment, if recruited.
- The decision of the Management will be final and binding on 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.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, at any stage of the selection process, if it is found that the candidate has furnished false or incorrect information then the candidature/engagement of the candidate is liable to be cancelled.
- Management of IOCL (AOD) reserves the right to change / modify / cancel the selection process at its sole discretion without assigning any reason.

How to Apply: The candidates are required to submit the Application in the prescribed application format and are advised to submit one set of self attested certificate / testimonials of the following documents.

- Matriculation / Higher Secondary & Age Proof:** Admit Card, Mark sheet & Pass certificate.
- Educational Qualification:** Marks sheets / Pass / Provisional certificates of all years / semesters of Diploma course.
- Caste / Category certificate:** In All India Format (for SC / ST / OBC) (if applicable).
- 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.

The duly filled in Applications as per the prescribed format should reach **Chief Human Resource Manager, Indian Oil Corporation Limited (AOD), DIGBOI - 786171, District - Tinsukia, State - Assam** on or before 19-08-2016 through post only.

Candidates should superscribe Advt. No., Trade code and Trade Name / Discipline 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.

Advt. No. DR/TA2016 (2) **APPLICATION FORMAT** Date: 21-07-2016

(USE CAPITAL LETTERS, LIMIT INFORMATION TO BOXES ONLY)

1. Trade applied for	CODE:	NAME OF TRADE:	Affix latest self attested Passport Size photo		
2. Category (please tick)	SC	ST		OBC	GEN
3. Name (in block letters):					
4. Gender:	Male	Female			
5. Father's name					
6. Postal Address	PO	DISTRICT	PIN		
	STATE				
7. Nationality		8. State of Domicile	9. Contact Tel. No		
10. e-mail ID					
11. Date of Birth	Date	Month	Year		
			Age as on 31-07-2016		

12. QUALIFICATION as on 31-07-2016

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

13. Whether enrolled as Apprentice earlier (Please tick)

Yes	No
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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 of the selection process and subsequent to my selection, if 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 _____

Name of candidate: