



(Marketing Division)

Eastern Regional Office, IndianOil Bhawan, 2, Gariahat Road (S),
Dhakuria, Kolkata - 700068

Advertisement No. IOCL/MKTG/ER/APPR/2019/1

Notification for Engagement of Technical and Non-Technical Trade & Technician Apprentices under the Apprentices Act, 1961 at IOCL-Eastern Region (MD)

Indian Oil Corporation Limited, one of 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 **Technical and Non-Technical Trade & Technician Apprentices at its Locations in States of Eastern India (West Bengal, Bihar, Odisha, Jharkhand & 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:

A. Educational Qualification, Provisional Number of seats in Apprentice category including likely reservation shall be as follows. Reservation will be applicable as per the prescribed percentage for recruitment applicable to the State of **West Bengal, Bihar, Odisha, Jharkhand, & Assam as follows:-**

STATE	Disc Code	Discipline	Period of Apprenticeship (in Months)	Total	UR	EWS	SC	ST	OBC (NCL)	PwBD
West Bengal	1	Trade Apprentice Fitter	12	30	11	3	7	2	7	
	2	Trade Apprentice Electrician								
	3	Trade Apprentice Electronic Mechanic								
	4	Trade Apprentice-Instrument Mechanic								
	5	Trade Apprentice-Machinist								
	6	Technician Apprentice-Mechanical	12	48	19	5	11	2	11	
	7	Technician Apprentice-Electrical								
	8	Technician Apprentice-Instrumentation								
	9	Technician Apprentice-Civil								
	10	Technician Apprentice-Electrical & Electronics								
	11	Technician Apprentice-Electronics								
Bihar	12	Trade Apprentice Fitter	12	8	4	1	1	0	2	
	13	Trade Apprentice Electrician								
	14	Trade Apprentice Electronic Mechanic								
	15	Trade Apprentice-Instrument Mechanic	12	14	7	1	2	0	4	
	16	Trade Apprentice-Machinist								
	17	Technician Apprentice-Mechanical								
18	Technician Apprentice-Electrical									
19	Technician Apprentice-Instrumentation	12	14	7	1	2	0	4		
20	Technician Apprentice-Civil									

	21	Technician Apprentice-Electrical & Electronics								
	22	Technician Apprentice-Electronics								
Odisha	23	Trade Apprentice Fitter	12	9	4	1	1	2	1	
	24	Trade Apprentice Electrician								
	25	Trade Apprentice Electronic Mechanic								
	26	Trade Apprentice-Instrument Mechanic								
	27	Trade Apprentice-Machinist								
	28	Technician Apprentice-Mechanical								
	29	Technician Apprentice-Electrical								
30	Technician Apprentice-Instrumentation	12	15	6	2	2	3	2		
31	Technician Apprentice-Civil									
32	Technician Apprentice-Electrical & Electronics									
33	Technician Apprentice-Electronics									
34	Trade Apprentice Fitter									
35	Trade Apprentice Electrician									
36	Trade Apprentice Electronic Mechanic	12	4	1	0	1	1	1		
37	Trade Apprentice-Instrument Mechanic									
38	Trade Apprentice-Machinist									
39	Technician Apprentice-Mechanical									
Jharkhand	40	Technician Apprentice-Electrical	12	8	3	1	1	2	1	
	41	Technician Apprentice-Instrumentation								
	42	Technician Apprentice-Civil								
	43	Technician Apprentice-Electrical & Electronics								
	44	Technician Apprentice-Electronics								
Assam	45	Trade Apprentice Fitter	12	12	6	1	1	1	3	
	46	Trade Apprentice Electrician								
	47	Trade Apprentice Electronic Mechanic								

	48	Trade Apprentice-Instrument Mechanic								
	49	Trade Apprentice-Machinist								
	50	Technician Apprentice-Mechanical								
	51	Technician Apprentice-Electrical								
	52	Technician Apprentice-Instrumentation	12	21	8	2	2	3	6	
	53	Technician Apprentice-Civil								
	54	Technician Apprentice-Electrical & Electronics								
	55	Technician Apprentice-Electronics								
West Bengal	56	Trade Apprentice – Accountant	12	2	0	0	0	0	0	
Bihar	57	Trade Apprentice – Accountant	12	1	0	0	0	0	0	
Odisha	58	Trade Apprentice – Accountant	12	1	0	0	0	0	0	2 VH, 2 HH, 2 OH, 1 MD**
Jhar-khand	59	Trade Apprentice – Accountant	12	1	0	0	0	0	0	
Assam	60	Trade Apprentice – Accountant	12	2	0	0	0	0	0	
TOTAL				176	69	17	29	16	38	7**

NOTE: ** The reservation for PwBD as indicated for the Discipline of Trade Apprentice - Accountant shall be applied on horizontal basis, across all categories, as per the Government guidelines.

STIPEND: Trade & Technician Apprentice will be paid a consolidated Stipend of 90% of Minimum Wages of Semi-Skilled Worker + Rs 2500 towards Stationery, Conveyance & Miscellaneous expenses. Trade Apprentice Accountants will be paid a consolidated Stipend of 70% of minimum wages of Clerical Worker + Rs. 2500 towards Stationery, Conveyance & Miscellaneous expenses. Consolidated stipend is subject to the periodic revision in minimum wages as applicable to a particular location.

Prescribed Qualification/Eligibility Criteria:

- For Discipline Code - 01/12/23/34/45** -Trade Apprentice (Fitter) - Matric with 2 (Two) year ITI (Fitter) course.
- For Discipline Code - 02/13/24/35/46** - Trade Apprentice (Electrician) - Matric with 2 (Two) year ITI (Electrician) course.
- For Discipline Code - 03/14/25/36/47** - Trade Apprentice (Electronic Mechanic) - Matric with 2 (Two) year ITI (Electronic Mechanic) course.
- For Discipline Code - 04/15/26/37/48** - Trade Apprentice (Instrument Mechanic) - Matric with 2 (Two) year ITI (Instrument Mechanic) course.
- For Discipline Code - 05/16/27/38/49** - Trade Apprentice (Machinist) - Matric with 2 (Two) year ITI (Machinist) course
- For Discipline Code - 06/17/28/39/50** - Technician Apprentice (Mechanical) - 3 years Diploma in Mechanical Engineering
- For Discipline Code - 07/18/29/40/51** - Technician Apprentice (Electrical) - 3 years Diploma in Electrical Engineering
- For Discipline Code - 08/19/30/41/52** - Technician Apprentice (Instrumentation) - 3 years Diploma in Instrumentation Engineering
- For Discipline Code - 09/20/31/42/53** - Technician Apprentice (Civil) - 3 years Diploma in Civil Engineering
- For Discipline Code - 10/21/32/43/54** - Technician Apprentice (Electrical & Electronics) - 3 years Diploma in Electrical & Electronics Engineering
- For Discipline Code - 11/22/33/44/55** - Technician Apprentice (Electronics) - 3 years Diploma in Electronics Engineering
- For Technician Apprentices - 3 years Diploma in Engineering in the relevant discipline from a recognized Institute/University with minimum of 50% marks in aggregate for General and OBC and 45% in case of SC/ST candidates against reserved positions.**
- For Trade Apprentice-Accountant :** Graduate in any discipline with minimum 50% marks in aggregate for General & OBC candidates and 45% in case of

SC/ST/PwBD candidates for reserved positions from a recognized Institute/ University

- For all discipline codes :** The qualification prescribed shall be from a recognized University/Institute as a full time, regular course in relevant disciplines. Qualification acquired through Part-time/Correspondence/Distance Learning mode shall render the candidate ineligible.
 - Diploma under recognized Lateral Entry Scheme (Class XII-Sc)/ITI admitted in the second year of Diploma course shall also be considered.
 - Reservation for PwBD Candidates for the Discipline Code 56/57/58/ 59/60:** To be eligible against reservation for PwBD, the permanent disability should be a minimum of 40% as issued by the Competent Authority in the Disability Certificate. **Categories of Disability with a minimum of 40% and above eligible are given below:-**
VH - PV: Low Vision (LV)/Partially Blind (PB)
HH - PH: Partially Deaf
OH - 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 the above
 - For Discipline Code 56/57/58/59/60: 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 Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
 - The candidates who have undergone Apprenticeship earlier or pursuing Apprenticeship Training in an Industry as per the Apprenticeship Act, 1961/1973 as amended from time to time or job experience for a period of 1 year or more are NOT eligible.**
 - Candidates who have completed 3 years after acquiring the prescribed qualification as on the date of reckoning eligibility criteria for engagement shall not be eligible for 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 ITI course/Graduation/Diploma in Engineering, along with his application form.
 - Candidates registered with Local/State Employment Exchange(s)/Vocational Rehabilitation Centre for Person with Benchmark Disability (PwBD) and meeting the prescribed eligibility criteria, are required to **apply Online, failing which their candidature will not be considered.**
 - Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence mode shall NOT be considered.**
 - Candidates possessing higher professional qualifications such as **B.E or equivalent, MBA or equivalent or MCA/CA/ICWA, LLB 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 or any time during engagement.
 - B. Age:** Minimum 18 years and maximum 24 years as on **31.07.2019** (Relaxable by 5 years for SC/ST i.e. up to a max of 29 years, 3 years for OBC i.e. up to a max of 27 years, for the posts reserved for them).
Candidates belonging to PwBD categories shall be given age relaxation up to 10 years (up to 15 years for SC/ST and up to 13 years for OBC (Non-Creamy layer) candidates.
 - C. Period of Apprenticeship Training :** As indicated against respective Discipline codes.
 - D. Selection Methodology :**
 - The Selection shall be on the basis of performance of the candidates on the basis of marks obtained by them in the Written Test and meeting the notified eligibility criteria.
 - The written test will be conducted with Objective Type Multiple Choice Questions (MCQ's) consisting of four options with one correct option.
- Trade Apprentice Accountant:**
- Generic Aptitude including Quantitative Aptitude
 - Reasoning Abilities
 - Basic English Language Skills
- Trade Apprentice (Fitter/Electrician/Electronic Mechanic/Instrument Mechanic/Machinist) & Technician Apprentice (Mechanical/Electrical/Instrumentation/Civil/Electrical & Electronics/Electronics):**
- Technical Acumen in relevant discipline
 - Generic Aptitude including Quantitative Aptitude
 - Reasoning Abilities
 - Basic English Language Skills
- The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test (Minimum 40%, relaxable by 5% for candidates from SC/ST/PwBD categories against reserved positions) and Pre-engagement medical fitness for being adjudged suitable for engagement.
 - Candidates are advised to ensure that they are medically fit as per IndianOil's pre-engagement medical standard. Candidates are advised to go through the "Guidelines and Criteria for physical Fitness for Pre-engagement medical Examination" before they commence the application process. The guidelines are available in the following link : <https://www.iocl.com/PeopleCareers/Careers.aspx>->Pre-engagement Medical Format.

E. Concessions/Relaxation:

1. SC/ST/PwBD candidates appearing for written test will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of test and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.
2. SC/ST/OBC (NCL-Non Creamy Layer) candidates applying for Unreserved (UR) seats shall be considered subject to their fulfilling the standards applicable to candidates belonging to general category.

F. For getting the benefits of reservation under EWS category:

1. Should not be covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 Lakhs (Rupees Eight lakhs only). Income shall also include income from all sources i.e., salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income: -

- 5 acres of agricultural land and above;
 - Residential flat of 1000 sq.ft. and above;
 - Residential plot of 100 sq. yards and above in notified municipalities;
 - Residential plot of 200 sq.yards and above in areas other than the notified municipalities
- ii) The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.
 - iii) The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 - iv) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim as belonging to EWS:
 - District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner
 - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
 - Revenue Officer not below the rank of Tehsildar and
 - Sub-Divisional Officer of the area where the candidates and/or his family normally resides.
 - v) The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

G. General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of **online application on or before 18.08.2019 @ 5 PM.**
2. Candidates are advised to register as a Trade Apprentice online in the following portals under the respective State as per their Trades below :
 - a. Trade Apprentice - ITI at <http://www.apprenticeship.gov.in/Pages/Apprenticeship/home.aspx>
 - b. Technician Apprentice at <https://portal.mhrdnats.gov.in/boat/commonRedirect/registermenunew/registermenunew.action>
 - c. Trade Apprentice Accountant at <https://apprenticeshipindia.org/candidate-registration>
3. If the application is not submitted in line with the eligibility criteria, terms & conditions, then the application is liable for rejection.
4. **The last date for submission of on-line application is 18.08.2019 @ 5 PM.** Candidates are requested to apply sufficiently in advance before the closing date.
5. All the candidates are advised to keep the copy of the printout of the online application form for reference as candidates are required to quote their application no. and date of birth for downloading admit cards from our website: www.iocl.com or at (<https://www.iocl.com/PeopleCareers/job.aspx>)
6. Candidates are advised to periodically visit our above website as all future correspondence and latest information with regards to written test shall be only on our website and/or by Email/SMS-alerts.
7. 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.
8. Candidates have to apply for **ANY ONE DISCIPLINE CODE ONLY.** Candidates applying for more than one discipline Code will not be considered and their applications will be summarily rejected.
9. Wherever CGPA/OGPA or Letter Grade is awarded in the ITI /Degree/ Diploma in Engineering examination, its equivalent aggregate percentage of marks must be indicated in the On-line Application Form as per the norms adopted by University/Institute.
10. **The candidature of the applicant would be provisional and subject to subsequent verification of certificates and 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 if any, his/her engagement is liable to be terminated.**

11. 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.
12. 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 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.
13. 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 submission of on-line applications shall not be considered "Eligible" and treated as "Rejected". Canvassing of any kind shall disqualify the candidate.
14. Mere selection in written examination or empanelment after the selection process shall not confer any right of engagement to the applicants.
15. **Upon completion of the Apprenticeship period the Corporation shall have NO obligation to offer employment to such apprentices NOR can an Apprentice claim right for employment on the grounds of completion of Apprenticeship.**

H. Requirement before filling online Application Form:

1. The candidate must have an active email ID and Mobile number which must be valid for at least 1 year as all future communications with candidates will take place through Email/SMS alerts. Candidates are advised to mention their correct email id/mobile number and keep checking their Email/SMS messages as all future communications including communication to download admit cards for written test shall be sent only through e-mail/SMS alerts.
2. All the candidates are advised to keep a printout of the online application form as candidates must mention their application number and date of birth for downloading admit cards from the website www.iocl.com(Careers-> Latest Job Opening-> **Engagement of Technical and Non -Technical Trade & Technician Apprentices in Eastern Region (Marketing Division) - FY 2019-2020.**
3. The candidate should have the scanned copies of self-attested photocopies of the following documents ready in pdf/jpg format (not exceeding size of 100kb each)-before applying on-line -
 - Xth std/SSLC /Matriculation certificate/mark sheet issued by concerned education Board as proof of date of birth.
 - Certificate of the prescribed educational qualification-ITI/Graduation/ Diploma in Engineering (as applicable).
 - Caste certificate if applicable.
 - Signature in black ink.
 - Recent colour passport size photograph
4. 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.
5. **Cutoff date: The candidate must possess the prescribed qualification, age etc. as on 31.07.2019**
6. **Other Requirements:**
 - a) Candidate to register themselves as an Apprentice with RDAT (Regional Directorate of Apprenticeship Training) of the respective State against which they are applying/BOAT through the Government portal-www.apprenticeship.gov.in. You need to register at Apprentices -> Apprentice Registration.
 - b) Candidate should have a PAN Card.
 - c) Candidate should have an Aadhaar Card.
 - d) Candidate should have a bank account & cheque book with their names printed.

I. How to Apply:

1. **The candidates meeting the prescribed eligibility criteria may apply online from 05.08.2019 from 10 AM to 18.08.2019 5 PM** through the link which will be provided in our corporate website www.iocl.com(Careers-> Latest Job Opening-> Engagement of Technical and Non-Technical Trade & Technician Apprentices in Eastern Region (Marketing Division) - FY 2019-20. **Only Online mode of applications will be accepted.**
2. After filling up the online application, the scanned copy of the latest colour photograph, scanned copy of the documents namely proof of date of birth (Xth Std certificate/marksheet), prescribed educational qualification, caste certificate as applicable and signature to be uploaded without fail. In the absence of any single document, the application shall be summarily rejected. Eligible candidates will be intimated by Email/SMS for downloading admit card for the written test.
3. Those applications which are incomplete/not uploaded with self- attested copies of certificates/not in line with the terms & conditions will be liable for rejection.

J. Verification of Documents:

Candidates qualified in the written test shall be called for verification of the original documents. The following original documents along with a self-attested copy should be furnished at the time of verification:

- a) Xth std/SSLC/Matriculation certificate/mark sheet issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.
- b) Latest Caste certificate by reserved category candidates in the Performa prescribed by the Govt. and issued by Competent Authority only.

c) For claiming the benefit of OBC category, the candidate should submit a latest caste certificate (not more than 6 months old) in the Performa 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 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. (Eastern Region) 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.

d) Certificate from the Institute stating that the candidate has pursued through regular mode and the year of passing.

e) Semester-wise/year-wise mark sheets of ITI (NCVT)/Graduation/Diploma in Engineering.

f) Final ITI (NCVT) Certificate/Graduation/Diploma in Engineering Certificate issued by the respective Board/Authority.

K. IMPORTANT DATES TO NOTE:

1. DATE OF OPENING OF ONLINE APPLICATION: 05.08.2019 FROM 10 AM ONWARDS.
2. LAST DATE OF SUBMISSION OF ONLINE APPLICATION: 18.08.2019 UPTO 5 PM.
3. TENTATIVE DATE FOR DOWNLOAD OF ADMIT CARD FOR WRITTEN TEST 20.08.2019.

4. WRITTEN TEST WILL BE CONDUCTED AT KOLKATA, PATNA, BHUBANESWAR, RANCHI & GUWAHATI ON 25th AUGUST 2019 (SUNDAY). DETAILS OF DATE AND VENUE WILL BE INFORMED IN THE ADMIT CARD.

5. TENTATIVE DATE FOR UPLOAD OF PROVISIONALLY QUALIFIED CANDIDATES FOR DOCUMENT VERIFICATION IS 02.09.2019.

(Please note that any change in date of the Written Examination or the City will be intimated through the IOCL website. Hence candidates are advised to regularly check the website for any updates).

L. CHECKLIST OF DOCUMENTS TO BE UPLOADED WITH THE ON-LINE APPLICATION IN THE PORTAL :

Format: Jpg/Pdf; Size –Not exceeding 100kb for each document.

1	Proof of Date of Birth – Xth std /SSLC/Matriculation certificate/mark sheet mentioning the Date of Birth, School leaving certificate	
2	Certificate of the prescribed educational qualification-ITI (NCVT)/Graduation/Diploma in Engineering as applicable	
3	Attested copy of the Caste certificate in the prescribed format issued by the Competent Authority if applicable	
4	Signature in black ink	
5	Recent colour passport size photograph.	