



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
PARADIP REFINERY, PARADIP

Advertisement No. PDRP/HR/02/Apprentices-16

Date: 01-07-2016

Notification for Engagement of Apprentices – Special Drive for Scheduled Tribe candidates

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 under Apprenticeship Act 1961/ Apprentices Amendment Act, 1973 at its Grass root Refinery at Paradip, Odisha.

As a Special Drive, applications are invited from **candidates belonging to ST category** 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 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).

| Discipline Code | Discipline | Qualification | Period of Apprenticeship (Months) | Total Nos. (Reserved for ST) | Consolidated Stipend per Month |
|------------------------|---|---|--|-------------------------------------|--|
| 101 | Trade Apprentice / Attendant Operator (Chemical Plant) Discipline– Chemical | 3 years Full-Time B.Sc. (Physics, Maths, Chemistry/ Industrial Chemistry) | 18 | 08 | Rs 6970/-, 7220/- respectively in 1 st & 2 nd Year of Apprenticeship |
| 102 | Technician Apprentice, Discipline– Chemical | 3 years Full-Time Diploma in Chemical Engineering / Refinery & Petrochemicals Engineering | 12 | 07 | Rs. 7530/- |
| | Total | | | 15 | |

Note :

1. Apprentices shall have to undergo Training inside Plant Area in Rotating shifts.
2. The qualification prescribed shall be from a recognized University/Institute as a regular full time course with minimum 35% marks in aggregate.
3. 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 Code **102**. The applicant for the position of Technician Apprentice, Discipline – Chemical, Discipline Code – **102** should not have completed three years after passing of the qualifying examination as on 30.06.2016. **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.**
4. 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.

Age Limit for Apprentices will be **minimum 18 years** and **maximum 29 years** as on **30.06.2016**

Period of Apprenticeship Training :

18 months for Discipline Code 101 and **12 months** for Discipline Code 102

After successful completion of Apprenticeship period and subsequent internship of 12 months (in two spells of 6 months each) in their respective work area, candidates may be considered for appointment / given due preference against vacancies in a regular post in respective disciplines, in terms of applicable guidelines/provisions.

Important Instructions :**Selection Methodology :**

1. 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%.
2. The candidates will have to qualify successfully through each stage of the selection process i.e. Written Test and Personal Interview (Minimum 30% marks) and pre-employment medical fitness for being adjudged suitable for engagement.
3. Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standards. Candidates are advised to go through the "Guidelines & Criteria for Physical Fitness for Pre-employment Medical Examination" before they commence the application process. The guidelines are available on our website www.iocl.com.

Concessions/Relaxation :

1. ST candidates appearing for Written Test and Personal Interview 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.

General Instructions :

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
2. The disciplines/trades notified above involve undertaking training in operations & maintenance activities in plant area. Petroleum Refining is considered as complex and hazardous process and as such disciplines/trades notified above are not identified for being undertaken by Persons with Disabilities (PWDs).
3. The candidate must fulfill the age criteria as on 30.06.2016.
4. Candidates appeared for final examinations in 2016 shall also be eligible to apply against the notification, however, such candidates, if shortlisted for Personal Interview must produce their final result at the time of Personal Interview.
5. In-complete applications, not supported by self authenticated copies of relevant documents, not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and shall be treated as 'Rejected'.
6. Candidates applying for more than one Discipline Code will not be considered and their application will be rejected.
7. 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 recruited.
8. 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.

9. 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.

Requirement before filling on-line application form :

The candidate must have an active email ID which must be valid for at least next one year. All future communication with candidate will take place only through email. Candidates are advised to mention their correct e-mail id and keep checking their e-mail messages as all future communication including e-mail messages to download Call letters for written test shall be sent only through e-mail. All the candidates are also advised to keep a printout of the online application form as candidates must mention their Application No. and Date of Birth for downloading Call letters from the website www.iocrefrecruit.in.

The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, **scanned copy of recent passport size colour photograph (Height: 125pixels , Width: 95 pixels, Size : not less than 10 kb, Format : .JPG) and signature in black ink (Height: 40pixels , Width: 150 pixels, Size : not less than 4 kb, Format : .JPG)** etc. ready before applying on-line. The signature placed on the application form must be the same as uploaded in the online recruitment package.

How to Apply :

Candidates meeting the above prescribed eligibility criteria may visit our website www.iocrefrecruit.in and apply on-line from **06-07-2016 to 30-07-2016**. Only online mode of applications will be accepted.

After successfully applying/registration of on-line application, the candidate must take a print out of the filled-in on-line application form, affix his photograph, put his signature in the space provided for the purpose and send the same along with all supporting documents as mentioned in the check list attached to the application form by ordinary post to **Indian Oil Corporation Limited, Paradip Refinery, Post Box No. 145, General Post Office (GPO), Bhubaneswar – 751 001, Odisha**. The last date of receipt of printout of online application form along with all supporting documents is **09-08-2016**. Printout of online application received after last date shall be summarily rejected.

Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail id : pdrp-apprenticeship@indianoil.in Contact No. 06722 – 252040.

IMPORTANT DATES

| | |
|---|---------------------|
| DATE OF OPENING OF ON-LINE APPLICATION | : 06-07-2016 |
| LAST DATE OF SUBMISSION OF ONLINE APPLICATION | : 30-07-2016 |
| LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONGWITH SUPPORTING DOCUMENTS | : 09-08-2016 |

CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH THE APPLICATION FORM

Please tick (✓) mark in appropriate box

| | | |
|-------|---|--|
| 1. | Proof of Date of Birth: 10 th Standard Mark Sheet by State or Central Board mentioning the date of birth, School Leaving Certificate. | |
| 2 | Photo Identity Proof : Driving Licence/Voter Id/PAN Card/Aadhaar Card/Passport. | |
| 3. | Essential Qualification: Discipline Code : 101 – Minimum 3 years full time, B.Sc.(Physics, Mathematics & Chemistry or Industrial Chemistry) Discipline Code : 102 – Minimum 3 years full time, regular Diploma in Chemical / Refinery & Petrochemicals Engineering | |
| 3.1 | Attested copies of all the Mark sheets and Pass Certificate issued by the respective Board/ University: | |
| 3.1 | 10 th Standard | |
| 3.2 | 12 th Standard | |
| 3.3 | For Discipline Code : 101 – Trade Apprentice / Attendant Operator (Chemical Plant), Discipline : Chemical. | |
| 3.3.1 | Mark sheet of B.Sc. 1 st Year | |
| 3.3.2 | Mark sheet of B.Sc. 2 nd Year | |
| 3.3.3 | Mark sheet of B.Sc. 3 rd Year | |
| 3.3.4 | Final Degree Certificate | |
| 3.4 | For Discipline Code : 102 – Technician Apprentice, Discipline : Chemical | |
| 3.4.1 | Mark sheet of Diploma 1 st Year / Diploma 1 st & 2 nd Semester | |
| 3.4.2 | Mark sheet of Diploma 2 nd Year / Diploma 3 rd & 4 th Semester | |
| 3.4.3 | Mark sheet of Diploma 3 rd Year / Diploma 5 th & 6 th Semester | |
| 3.4.4 | Final Diploma Certificate. | |
| 4.0 | Copy of Scheduled Tribe Certificate. | |
| 5.0 | Certificate from the Institute where the candidate has pursued his Diploma course regarding the date of publication of result of the final year / final semester of the Diploma course in case the date of declaration of result is not mentioned in the Mark Sheet. | |