



## CHENNAI PETROLEUM CORPORATION LIMITED

(A group company of IndianOil)  
Manali Refinery, Manali, Chennai – 600068

Advertisement No. CPCL/TA/2019-20

Date: 05.01.2020

### Notification for engagement of Trade Apprentices under the Apprentices Act, 1961

Chennai Petroleum Corporation Limited (CPCL), as a measure of Skill Building Initiative for the Nation, invites applications for engagement as Trade Apprentices under Apprentices Act, 1961 / 1973 (as amended from time to time) in the designated / optional trades mentioned below: -

| Trade Code   | Trades  | Total     |
|--------------|---|-----------|
| 1            | Fitter  | 7         |
| 2            | Welder  | 10        |
| 3            | Electrician   | 8         |
| 4            | MMV   | 10        |
| 5            | Machinist   | 10        |
| 6            | Turner  | 5         |
| 7            | Mechanic (Ref.& AC)   | 3         |
| 8            | Instrument Mechanic   | 4         |
| 9            | Draughtsman (Mech.)   | 4         |
| 10           | Draughtsman (Civil)   | 1         |
| 11           | Computer Operator & Programming Assistant                             | 5         |
| 12           | Food Production (Genl.)   | 2         |
| 13           | Mechanic-cum-Operator Elect. Com. System                              | 2         |
| 14           | Executive (Marketing)   | 2         |
| 15           | Executive (Human Resource)  | 3         |
| 16           | Executive (Computer Science)  | 7         |
| 17           | Executive (Finance & Accounts)  | 1         |
| 18           | Office Assistant (Skill Certificate Holders)                          | 2         |
| 19           | Warehouse Executive (Receipts & Despatch) (Skill Certificate Holders) | 2         |
| 20           | Storekeeper (Fresher Apprentice)                                      | 2         |
| 21           | Data Entry Operator (Fresher Apprentice)                              | 2         |
| <b>Total</b> |   | <b>92</b> |

The number of vacancies indicated are tentative.

#### **Note:**

**One position** each in Fitter & Electrician trade are reserved for Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, **one position** each in Machinist & Welder are reserved for Deaf and Hard of Hearing, **one position** in Turner is reserved for Blindness and Low Vision and **one position** in Executive (Human Resource) is reserved for Multiple Disability.

## 1. ELIGIBILITY CRITERIA:

| Trade Code | Name of the Trade   | Prescribed Qualification / Eligibility Criteria  |
|------------|---|--|
| 1          | Fitter  | Passed 10 <sup>th</sup> class examination and ITI (Fitter) course.   |
| 2          | Welder  | Passed 10 <sup>th</sup> class examination and ITI (Welder) course.   |
| 3          | Electrician   | Passed 10 <sup>th</sup> class examination and ITI (Electrician) course.  |
| 4          | Mechanic (Motor Vehicle)  | Passed 10 <sup>th</sup> class examination and ITI (MMV) course.  |
| 5          | Machinist   | Passed 10 <sup>th</sup> class examination and ITI (Machinist) course.  |
| 6          | Turner  | Passed 10 <sup>th</sup> class examination and ITI (Turner) course.   |
| 7          | Mechanic Refrigeration and Air Conditioning                           | Passed 10 <sup>th</sup> class examination and ITI (Mechanic Ref.& AC) course.  |
| 8          | Instrument Mechanic   | Passed 10 <sup>th</sup> class examination and ITI (Instrument Mechanic) course.  |
| 9          | Draughtsman (Civil)   | Passed 10 <sup>th</sup> class examination and ITI (Draughtsman (Civil)) course.  |
| 10         | Draughtsman (Mechanical)  | Passed 10 <sup>th</sup> class examination and ITI (Draughtsman (Mech.)) course.  |
| 11         | Computer Operator and Programming Assistant                           | Passed 10 <sup>th</sup> class examination and ITI (COPA) course.   |
| 12         | Food Production (Genl.)   | Passed 10 <sup>th</sup> class examination and ITI (Food Production Genl.) course.  |
| 13         | Mechanic-cum-Operator Elect. Com. System                              | Passed 10 <sup>th</sup> class examination and ITI (Electronics Mechanic / Mechanic Consumer Electronic Appliances / Technician Power Electrics System) course. |
| 14         | Executive (Marketing)   | MBA (Marketing) / Post Graduate Diploma in Marketing Management (2 years full time Course).  |
| 15         | Executive (Human Resource)  | MBA (HR) / MSW / Post Graduate Diploma in Personnel Management / Personnel Management & Industrial Relation (2 years full time Course).                        |
| 16         | Executive (Computer Science)  | MCA (3 years full time Course).  |
| 17         | Executive (Finance & Accounts)  | CA/ICWA/ MFC / MBA (Finance & Accounts) / Post Graduate Diploma in Financial Management.   |
| 18         | Office Assistant (Skill Certificate Holders)                          | Passed 12 <sup>th</sup> class examination and candidate should possess Skill Certificate of "Office Assistant".  |
| 19         | Warehouse Executive (Receipts & Despatch) (Skill Certificate Holders) | Passed 12 <sup>th</sup> class examination and candidate should possess Skill Certificate of "Warehouse Executive (Receipts & Despatch or relevant)".           |
| 20         | Store Keeper (Fresher Apprentice)                                     | Passed 12 <sup>th</sup> Class Examination.   |
| 21         | Data Entry Operator (Fresher Apprentice)                              | Passed 12 <sup>th</sup> Class Examination.   |

**Note:** All the ITI candidates must possess the National Trade Certificate (NTC) recognized by the National Council of Vocational Training (NCVT) or State Council of Vocational Training (SCVT).

**Skill Certificate Holder** means a person, who holds a skill certificate of training of less than one year, issued by an awarding body recognized under National Skills Qualifications Framework or any other authority recognized by the Central Government in this regard.

**Fresher Apprentice** means a non-graduate apprentice, who has not undergone any institutional training or skill training, before taking up on-the-job training or practical training under the Apprentices Act, 1961

**For all the Trade codes:**

The qualification prescribed shall be from a recognized University / Institute as a full time, regular course in relevant Trades / Degree with overall percentage of minimum 50% for General, EWS & OBC candidates and overall percentage of 45% marks in case of SC /ST / PwBD candidates against reserved positions.

**Candidates possessing higher professional qualifications than the prescribed qualification are not eligible.**

No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.

**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: Minimum 18 years and maximum 24 years as on 01.12.2019.

Age Relaxation for SC/ST/OBC Candidates: Upper age limit is relaxable by 5 years for SC/ST candidates, 3 years for OBC candidates.

Age Relaxation for PwBD Candidates: Upper age is relaxable by 10 years for General candidates, 13 years for OBC candidates and 15 years for SC candidates.

**2. Stipend:**

Candidates will be paid a consolidated monthly stipend of Rs. 10,000/- (Rupees Ten Thousand only).

**3. Period of Apprenticeship Training:**

For all the Trade Codes (Except Trade Codes 21 & 22), the Period of Apprenticeship Training will be 12 months. For the Trade Codes 21 & 22, the period of Apprenticeship Training will be for 15 months.

**4. Mode of Selection:**

The selection will be based on the percentage of marks scored by the candidates in their respective ITI trades / Degree. In case more than one candidate scoring the same percentage of marks at the cut-off level, the marks scored by the candidates in their 10<sup>th</sup> standard shall be considered. In case the 10<sup>th</sup> standard marks are also found to be equal then the senior most candidates, based on the date of birth, shall be considered for selection. The selection will be subject to the verification of certificates of the short listed candidates and their medically fitness.

**5. Requirement before filling online Application Form:**

- a) The candidate must have an active email ID and Mobile number which must be valid for at least one year as all future communications with candidates will take place through email. Candidates are advised to mention their correct email ID / Mobile number and keep checking their e-mail as all future communication shall be sent only through e-mail.
- b) 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.
- c) Cut-off date: The candidate must possess the prescribed qualification, age as on 01.12.2019.
- d) **Other Requirements:**
  - Candidate shall have a PAN Card, an Aadhar Card and a Bank Account.

- e) Before applying for above apprentices' positions, candidates have to first register themselves in online portals of the following agencies of Govt. of India:

**To apply for Designated Trades** (i.e. Trade Codes from 1 to 13): With the concerned Regional Directorate of Skill Development and Entrepreneurship under Ministry of Skill Development and Entrepreneurship at <https://apprenticeship.gov.in/Pages/Apprenticeship/ApprenticeRegistration.aspx>

**To apply for Optional Trades** (i.e. Trades Codes from 14 to 21): With the National Skill Development Corporation under Ministry of Skill Development and Entrepreneurship at <https://apprenticeshipindia.org/candidate-registration>

**6. How to Apply in online:**

The candidates will have to apply online for the Apprenticeship Training through the website of Chennai Petroleum Corporation Limited. To apply visit: [www.cpcl.co.in](http://www.cpcl.co.in). The candidate must possess a valid e-mail ID. The site will be functional from [10:30 hours of 06.01.2020 to midnight of 17.01.2020](#). Once the candidates submit their data Online, system will display a Registration Number and generate a Registration Slip. The candidates will have to download the slip and keep it safe with them for future reference and appearing for the verification of their records.

**7. General Instructions:**

- a) Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of online application.
- b) If the application is not submitted in line with the eligibility criteria, terms & conditions, then the application is liable for rejection.
- c) The last date for submission of on-line application is **17.01.2020**. Candidates are requested to apply well in advance before the closing date.
- d) Candidates are advised to periodically visit our above website as all future correspondence and latest information shall be made available only on our website and/or by email.
- e) Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website.
- f) A candidate is allowed to apply for only one Trade / Discipline. In case of receipt of more than one application for more than one Trade / Discipline, all the applications will be rejected.
- g) Wherever CGPA/OGPA or Letter Grade is awarded in the ITI / Degree examination, its equivalent overall percentage of marks must be indicated in the On-line Application Form as per the norms adopted by University / Institute.
- h) 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 his/her engagement is liable to be terminated.
- i) Engagement of selected candidates is subject to his/her being declared medically fit as per Schedule II of the Apprenticeship Rules 1992. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.

- j) 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.
- k) Applications/Registrations 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 be treated as "Rejected". Canvassing of any kind shall disqualify the candidate.
- l) 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.
- m) Reservation for SC/ST/OBC/EWS/PwBD shall be as per Government guidelines. Candidates seeking relaxation and concession w.r.t. SC/ST/OBC/EWS/PwBD have to submit their Caste / Disability Certificate as per the proforma prescribed by the Govt. of India (copy available on our website [www.cpcl.co.in](http://www.cpcl.co.in))
- n) Furnishing false / incorrect information or suppression of material fact(s), if detected at any stage even after engagement, shall invite termination of the training without any notice.
- o) For any clarifications, please email at [recruitment@cpcl.co.in](mailto:recruitment@cpcl.co.in).

**Deputy General Manager (Personnel)**