**INDIAN OIL CORPORATION LIMITED**

**(Marketing Division)**

**Western Region, Indian Oil Corporation Ltd (Marketing Division), Indian Oil Bhavan, C-33 G-Block, BKC, Bandra (East), Mumbai - 400051**

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**Advertisement No. IOCL/MKTG/WR/APPR./2019-20 (2nd cycle)**

**Notification for Engagement of Technical and Non-Technical Apprentices under the Apprentices Act, 1961 at Indian Oil Corporation Limited – Western Region (MD)**

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 Technical and Non-Technical Apprentices **at its Locations in States & Union Territory of Western India (Maharashtra, Gujarat, Madhya Pradesh, Chhattisgarh, Goa and Dadra & Nagar Haveli).**

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. 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 **States & Union Territory of Western India (Maharashtra, Gujarat, Madhya Pradesh, Chhattisgarh, Goa and Dadra & Nagar Haveli) -**

| STATE | Disc Code | Discipline | Total | UR | EWS | SC | ST | OBC (NCL) | PwBD |
|---|---|---|---|---|---|---|---|---|---|
| Maharashtra | 101 | Technician Apprentice-Mechanical | 190 | 91 | 10 | 20 | 18 | 51 | - |
| | 102 | Technician Apprentice-Electrical | | | | | | | |
| | 103 | Technician Apprentice-Instrumentation | | | | | | | |
| | 104 | Technician Apprentice-Civil | | | | | | | |
| | 105 | Technician Apprentice-Electrical & Electronics | | | | | | | |
| | 106 | Technician Apprentice-Electronics | | | | | | | |
| Gujarat | 107 | Technician Apprentice-Mechanical | 75 | 35 | 4 | 5 | 11 | 20 | - |
| | 108 | Technician Apprentice-Electrical | | | | | | | |
| | 109 | Technician Apprentice-Instrumentation | | | | | | | |
| | 110 | Technician Apprentice-Civil | | | | | | | |
| | 111 | Technician Apprentice-Electrical & Electronics | | | | | | | |
| | 112 | Technician Apprentice-Electronics | | | | | | | |
| Chhattisgarh | 113 | Trade Apprentice – Fitter | 10 | 6 | - | 1 | 3 | - | - |
| | 114 | Trade Apprentice – Electrician | | | | | | | |
| | 115 | Trade Apprentice – Electronics Mechanic | | | | | | | |
| | 116 | Trade Apprentice – Instrument Mechanic | | | | | | | |
| | 117 | Trade Apprentice – Machinist | | | | | | | |



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|---|---|---|---|---|---|---|---|---|---|
| Dadra & Nagar Haveli | 118 | Trade Apprentice – Fitter | 3 | 2 | - | - | 1 | - | - |
| | 119 | Trade Apprentice – Electrician | | | | | | | |
| | 120 | Trade Apprentice – Electronics Mechanic | | | | | | | |
| | 121 | Trade Apprentice – Instrument Mechanic | | | | | | | |
| | 122 | Trade Apprentice – Machinist | | | | | | | |
| Goa | 123 | Trade Apprentice – Fitter | 6 | 4 | - | - | 1 | 1 | - |
| | 124 | Trade Apprentice – Electrician | | | | | | | |
| | 125 | Trade Apprentice – Electronics Mechanic | | | | | | | |
| | 126 | Trade Apprentice – Instrument Mechanic | | | | | | | |
| | 127 | Trade Apprentice – Machinist | | | | | | | |
| Gujarat | 128 | Trade Apprentice – Fitter | 10 | 5 | - | 1 | 1 | 3 | - |
| | 129 | Trade Apprentice – Electrician | | | | | | | |
| | 130 | Trade Apprentice – Electronics Mechanic | | | | | | | |
| | 131 | Trade Apprentice – Instrument Mechanic | | | | | | | |
| | 132 | Trade Apprentice – Machinist | | | | | | | |
| Maharashtra | 133 | Trade Apprentice – Fitter | 30 | 15 | 1 | 3 | 3 | 8 | - |
| | 134 | Trade Apprentice – Electrician | | | | | | | |
| | 135 | Trade Apprentice – Electronics Mechanic | | | | | | | |
| | 136 | Trade Apprentice – Instrument Mechanic | | | | | | | |
| | 137 | Trade Apprentice – Machinist | | | | | | | |
| Madhya Pradesh | 138 | Trade Apprentice – Fitter | 40 | 18 | 2 | 6 | 8 | 6 | - |
| | 139 | Trade Apprentice – Electrician | | | | | | | |
| | 140 | Trade Apprentice – Electronics Mechanic | | | | | | | |
| | 141 | Trade Apprentice – Instrument Mechanic | | | | | | | |
| | 142 | Trade Apprentice – Machinist | | | | | | | |
| Chhattisgarh | 143 | Trade Apprentice – Accountant | 4 | 3 | - | - | 1 | - | 5 PV, 4 PH, 4 PL, 4 MD ** |
| Goa | 144 | | 3 | 3 | - | - | - | - | |
| Gujarat | 145 | | 24 | 11 | 1 | 1 | 4 | 7 | |
| Maharashtra | 146 | | 59 | 30 | 3 | 6 | 5 | 15 | |
| Madhya Pradesh | 147 | | 22 | 11 | 1 | 3 | 4 | 3 | |



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|---|---|---|---|---|---|---|---|---|---|
| Gujarat | 148 | Trade Apprentice – Data Entry Operator (Fresher Apprentices) | 2 | 2 | - | - | - | - | |
| Maharashtra | 149 | | 9 | 7 | - | - | - | 2 | |
| Madhya Pradesh | 150 | | 1 | 1 | - | - | - | - | |
| Gujarat | 151 | Trade Apprentice – Data Entry Operator (Skill Certificate Holder) | 2 | 2 | - | - | - | - | |
| Maharashtra | 152 | | 9 | 7 | - | - | - | 2 | |
| Madhya Pradesh | 153 | | 1 | 1 | - | - | - | - | |
| TOTAL | | | **500** | **254** | **22** | **46** | **60** | **118** | **17**** |

**NOTE:**

1. **The **reservation for PwBD** as indicated for the Discipline of **Trade Apprentice - Accountant, Trade Apprentice – Data Entry Operator (Fresher Apprentices) & Trade Apprentice – Data Entry Operator (Skill Certificate Holder)** shall be applied on horizontal basis, across all categories, as per the Government guidelines.

2. No. of seats indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of engagement.

3. In case of non-availability of suitable candidates for filling up seats against codes (**148,149&150**) or (**151,152&153**), the same shall be filled by suitable candidates from code (**148,149&150**) or (**151,152&153**), as the case may be, as per selection criteria and other criteria / parameters.

**A. Prescribed Qualification/Eligibility Criteria**

1. **For Discipline Code - 101/107 -** Technician Apprentice(Mechanical)- 3 years Diploma in Mechanical Engineering from recognized Institute/University with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.

2. **For Discipline Code – 102/108 -** Technician Apprentice(Electrical) – 3 years Diploma in Electrical Engineering from recognized Institute/University with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.

3. **For Discipline Code- 103/109**- Technician Apprentice(Instrumentation) – 3 years Diploma in Instrumentation Engineering from recognized Institute/University with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.

4. **For Discipline Code- 104/110** - Technician Apprentice(Civil) – 3 years Diploma in Civil Engineering from recognized Institute/University with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.

5. **For Discipline Code- 105/111** - Technician Apprentice(Electrical & Electronics) – 3 years Diploma in Electrical & Electronics Engineering from recognized Institute/University with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.

6. **For Discipline Code- 106/112**- Technician Apprentice(Electronics) – 3 years Diploma in Electronics Engineering from recognized Institute/University with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.

7. **For Discipline Code- 113/118/123/128/133/138** - Trade Apprentice (Fitter) – Regular Full time ITI (Fitter) recognized by NCVT / SCVT.



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8. **For Discipline Code- 114/119/124/129/134/139** - Trade Apprentice (Electrician) – Regular Full time ITI (Electrician) recognized by NCVT / SCVT.

9. **For Discipline Code- 115/120/125/130/135/140** - Trade Apprentice (Electronics Mechanic) – Regular Full time ITI (Electronics Mechanic) recognized by NCVT / SCVT.

10. **For Discipline Code- 116/121/126/131/136/141** - Trade Apprentice (Instrument Mechanic) – Regular Full time ITI (Instrument Mechanic) recognized by NCVT / SCVT.

11. **For Discipline Code- 117/122/127/132/137/142** - Trade Apprentice (Machinist) – Regular Full time ITI (Machinist) recognized by NCVT / SCVT.

12. **For Discipline Code – 143/144/145/146/147 -** Trade Apprentice-Accountant: Regular Full Time 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.

13. **For Discipline Code – 148/149/150 -** Trade Apprentice – Data Entry Operator (Fresher Apprentices): Class XII or its equivalent 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 Board/Institute.

14. **For Discipline Code – 151/152/153 -** Trade Apprentice – Data Entry Operator (Skilled Certificate Holders): Class XII or its equivalent *with Skill Certificate holder in 'Domestic Data Entry Operator'* 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 Board / Institute.

15. For all discipline codes: The prescribed qualification for Class XII / Graduate / Diploma holders should be from a recognized Board/ University/Institute as a **regular full time course in the relevant trade/discipline** with minimum 50% marks (45% for SC/ST and PwBD category candidates for the seats reserved for them) in aggregate.

    Wherever CGPA/OGPA or Letter Grade is awarded in the Class XII/ ITI (Fitter)/Degree/Diploma examinations, its equivalent aggregate percentage of marks must be indicated in the On-line Application as per the norms adopted by Board/University/Institute. Candidates will have to furnish certificate from the concerned University/Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter Grade at the time of document verification failing which their candidature will not be considered.

16. For ITI qualification in the relevant trade, eligibility shall be pass marks. Only regular full time ITI course recognised by NCVT/SCVT shall be considered.

17. Under Discipline Code **148/149/150**, "Fresher apprentice" will be considered. "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.

18. Under Discipline Code **151/152/153**, Skill Certificate Holders will be considered. Candidates applying against Codes 151/152/153 with Skill Certificate in 'Domestic Data Entry Operator' should possess skill certificate for training of less than one year issued by an awarding body recognised under National Skill Qualifications Framework or any other authority recognised by the Central Govt. in this regard.

19. Candidates possessing Diploma in Engineering in relevant trade / discipline under recognized lateral entry scheme (Class–XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of all semesters in the diploma course.

20. Candidates with qualification acquired through Distance Learning / Part Time / Correspondence Mode shall **NOT** be considered.

21. Candidates possessing higher professional qualifications such as **BE / B Tech, MBA, CA, LLB, MCA** or any such equivalent qualification or pursuing higher qualification **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.

22. Candidates applying for more than one Trade/Discipline will not be considered and their applications will be summarily rejected.

23. In case the date of declaration of result is not mentioned in the Mark Sheet, the candidate shall be required to submit a certificate mentioning the date of publication of result from the Principal of the School/Polytechnic/



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College/Institute from where the candidate pursued his/her Class XII/ITI(Fitter) /Graduation/Diploma course, at the time of Document Verification.

24. **Reservation for PwBD Candidates for the Discipline Code 143/144/145/146/146, 148/149/150 & 151/152/153**: 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 are given below -
**VH - PV: Low Vision (LV) / Partially Blind (PB)**
**HH – PH: Partially Deaf**
**OH – PL: Musculosketeletal (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**

*The Rights of Persons with Disabilities Act 2016 - Section 2(r) defines "person with benchmark disability" as a person duly certified by the certifying authority with:*
- Not less than 40% of a specified disability where specified disability has not been defined in measurable terms, and
- A disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
**PwBD** candidates with less than 40% of permanent disability are NOT eligible.

25. 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**.

26. Candidates who have **completed 3 YEARS** after acquiring the prescribed educational qualification as on **date of reckoning i.e. 29.02.2020** shall **NOT BE ELIGIBLE** for engagement as Technician Apprentices.

27. Candidates, who have undergone training and / or having job experience for a period of one year or more are not eligible for being engaged as Technician Apprentices.

28. 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 College/Institute from where the candidate pursued his Graduation/Diploma in Engineering, along with his application form.

29. 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**.

**O. Age Limit**

1. Minimum 18 years and maximum 24 years as on **29.02.2020** for General / EWS candidates**.** Relaxation of upper age limit to SC/ST/OBC (NCL)/PwBD candidates shall be extended as per Govt. guidelines.

2. Mark sheet / Certificate issued by Board of Secondary Education for passing Matriculation (Class X) examination shall be the only acceptable document in support of age.

**P. Reservation, Concessions & relaxations to candidates belonging to SC/ST/OBC(NCL)/PwBD/Economically Weaker Sections (EWS)**

1. Reservation for candidates belonging to SC, ST, OBC (NCL), PwBD & EWS categories will be in terms of numbers indicated above.

2. However, if the prescribed no. of persons belonging either to the Scheduled Caste or Scheduled Tribes are not available as per Selection criteria and other criteria/parameters, the seats reserved in any trade for them may be filled by persons belonging to the Scheduled Tribes or as the case may be to the Scheduled Caste on the basis of position in the merit list based on marks obtained in the Written Test, meeting the notified eligibility criteria and documents found in order upon verification etc. If the reserved seats cannot be filled even in the above given manner, seats so lying unfilled may be filled first by persons belonging to Other Backward Classes on the basis of position in the merit list based on marks obtained in the Written Test, meeting the notified eligibility criteria and documents found in order upon verification etc. Seats still



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remaining unfilled will be filled by candidates belonging to unreserved category on the basis of position in the merit list based on marks obtained in the Written Test, meeting the notified eligibility criteria and documents found in order upon verification etc.

Similarly, if seats reserved in any trade for the Other Backward Classes cannot be filled from the Other Backward Classes, then the seats so lying unfilled may be filled by persons belonging to the Scheduled Caste or Scheduled Tribes on the basis of position in the merit list based on marks obtained in the Written Test, meeting the notified eligibility criteria and documents found in order upon verification etc. Seats still remaining unfilled will be filled by candidates belonging to unreserved category on the basis of position in the merit list based on marks obtained in the Written Test, meeting the notified eligibility criteria and documents found in order upon verification etc.

Similarly, if seats reserved in any trade for the Economically Weaker Section (EWS) cannot be filled from the Economically Weaker Section (EWS), then the seats so lying unfilled may be filled by persons belonging to unreserved category on the basis of position in the merit list based on marks obtained in the Written Test, meeting the notified eligibility criteria and documents found in order upon verification etc.

3. Relaxation in upper age upto 5 years for SC/ST candidates and 3 years for OBC (NCL) candidates considered against reserved positions will be allowed.

4. Relaxation in upper age upto 10 years for Persons with Benchmark Disabilities (PwBD) candidates irrespective of reservation of seats for them. Further, upper age relaxation of 5 years to PwBD candidates belonging to SC/ST category and 3 years to PwBD-OBC(NCL) candidates.

5. A PwBD candidate availing of only age relaxation (no relaxation in eligibility qualification marks/in written test qualifying marks) shall be considered against unreserved seat in order of merit in the select list before being considered against a reserved seat.

6. Reservation for PwBD categories to be engaged as Apprentices shall be in consistence with Section 34(1) of the Rights of Persons with Disabilities Act, 2016.

7. Reservation in PwBD category will be extended on horizontal basis, against notified numbers of seats in identified Trade/Disciplines.

8. Minimum prescribed qualification marks will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.

9. A person with a specified disability listed in the Schedule appended to the Act but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, shall be allowed concessions/relaxations available to PwBDs. One shall be declared successful, if selected on merit against unreserved seats. His/her candidature will not be considered/adjusted against reservation provided to PwBDs under Section 34(1) of the Act of 2016.

10. For claiming the benefit of OBC category, the candidate should submit caste certificate in the proforma 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 and OM No. 36036/2/2013-Estt.(Res.) dated 30.05.2014. In case of candidates belonging to OBC (non-creamy layer) category, name of OBC caste mentioned in the certificate should fall in the Central List of OBCs of the respective State and non-creamy layer status should be valid as on cut-off date of reckoning eligibility criteria i.e. **29.02.2020**.

11. 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 (Unreserved)”.

12. Candidates belonging to EWS category are required to submit an Income & Asset Certificate issued by Competent Authority prescribed under Point No.5 of the Department of Personnel & Training’s O.M. No.36039/1/2019-Estt(Res) dated 31.01.2019.

13. SC/ST/PwBD candidates appearing for Written Test/Document Verification will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of Written Test/Document Verification and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.



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**Q. Period of Apprenticeship Training**

1. **12 Months** for all disciplines except
2. Trade Apprentice – Data Entry Operator (Fresher Apprentices) & Trade Apprentice – Data Entry Operator (Skilled Certificate Holders) will be having **15 Months** training

**R. Date of Reckoning Eligibility Criteria**

The date for the purpose of possession of qualification and meeting age criteria shall be **29.02.2020**

**Selection Methodology**

1. Selection shall be on the basis of performance of the candidates on the basis of marks obtained by them in the **Written Test** (Duration **90 Minutes**) and meeting notified eligibility criteria**.**

2. The Written Test will comprise of **100 questions** with Objective Type Multiple Choice Questions (**MCQs**) consisting of four option with one correct option. The questions would be in bilingual i.e. English & Hindi.

3. The written test will assess the candidates on the following parameters:-

**Trade Apprentice Accountant**

- Generic Aptitude including Quantitative Aptitude – 30 Marks
- Reasoning Abilities – 30 Marks
- Basic English Language Skills – 40 Marks

**Trade Apprentice (Data Entry Operator)**

- General Aptitude and Reasoning Abilities – 25 Marks
- Basic English Language Skills – 25 Marks
- Quantitative Aptitude – 25 Marks
- General Awareness – 25 Marks

**Trade Apprentice (Fitter/Electrician/Electronics Mechanic/Instrument Mechanic/Machinist) & Technician Apprentice (Mechanical/Electrical/Instrumentation/Civil/Electrical & Electronics/Electronics):**

- Technical Acumen in relevant discipline – 40 Marks
- Generic Aptitude including Quantitative Aptitude – 20 Marks
- Reasoning Abilities – 20 Marks
- Basic English Language Skills – 20 Marks

4. The candidates will have to secure a minimum of 40% marks in written test to qualify for selection process. The minimum qualifying marks shall be 35% for candidates belonging to SC/ST/PwBD categories against reserved positions.
5. Candidates selected as apprentices will have to fulfill the minimum physical fitness standard / parameters as specified in the Apprentice Act and amendments / modification issued from time to time. Only those candidates declared fit in pre-engagement medical and physical fitness shall be considered for engaging as apprentice.

**S. Document Verification**

Candidates shortlisted on the basis of their position in the merit list and subject to number of seats in respective Trades/Disciplines, shall be called for document verification. The following original documents along with a self-attested copy should be furnished at the time of Document Verification:

1. 10th Pass/Matriculation certificate issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.
2. SC/ST/OBC(NCL)/Disability/EWS-Income & Asset Certificate by reserved category candidates in the prescribed format issued by Competent Authority.
3. Class XII marksheet issued by the concerned education board/ Semester-wise/ year-wise mark sheets of ITI (Fitter) issued by NCVT or SCVT/Graduation/Diploma Engineering
4. Class XII/Final ITI (Fitter) issued by NCVT or SCVT/Graduation/Diploma Certificate issued by respective Board/ Authority.
5. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks, if applicable, from concerned University/Institute.



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6. Certificate mentioning the date of publication of result from the Principal of the Polytechnic/ School/College/ Institute from where the candidate pursued his/her Class XII/ITI (Fitter)/ Graduation/ Diploma course, if applicable.
7. For Candidates applying against Code 151/152/153 with Skill Certificate in 'Domestic Data Entry Operator' - Skill certificate issued by an awarding body recognised under National Skill Qualifications Framework or any other authority recognised by the Central Govt. in this regard.
8. Any other Certificate, as specified.

**Pre-Engagement Medical Fitness**

1. Candidates selected as apprentices will have to fulfil the minimum physical fitness standard / parameters as specified in the Apprentices Act and amendments/modifications issued from time to time.
2. Medical examination of PwBD candidates shall be with due consideration to the provisions of Rights of Persons with Disabilities Act, 2016.
3. **Only those candidates who are declared fit in pre-engagement medical examination shall be considered for engagement as apprentice.**

**T. Offer of engagement**

Finally shortlisted candidates whose documents including pre-engagement medical fitness certificate is found in order shall be issued offer of engagement.

**U. Liability to Declare**

1. Candidates with reported ailments, deficiencies or abnormalities shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT during medical examination conducted by any unit of IOCL or any other PSU while seeking engagement as an apprentice or while seeking a regular employment in the past, is also required to declare the same with reasons for being declared UNFIT.
3. Candidates have to necessarily declare in case he has been arrested, prosecuted, kept under detention or fined, convicted by a Court of Law or for any offence debarred / disqualified by any Public Service Commission from appearing in its examination.

**V. Other Conditions:**

1. **Stipend**: Rate of stipend payable to apprentices per month shall be as prescribed under Apprentices Act, 1961/1973 / Apprentices Rules 1992 (as amended) and Corporation's guidelines.

2. **Personal Protective Equipment**: The Apprentices selected against codes 101 to 142 shall be provided with one pair of safety shoes & a Helmet (returnable upon completion of training), wherever applicable.
3. 
4. **Company Accommodation/HRA**: No HRA or Company's accommodation shall be provided to Apprentices.

5. **Leave & Holidays**: The following leave & holidays shall be admissible to Apprentices:
   a) General Leave- 32 days @ 8 days per quarter during the period of Apprenticeship including on medical grounds.
   b) Casual Leave- 12 days per calendar year (pro-rata)
   c) An Apprentice shall avail such Holidays as are observed in the establishment in which he/she is undergoing Apprenticeship training.
   d) Leave not availed shall lapse at the end of apprenticeship period.

6. **Insurance Coverage**: Apprentices shall be covered under suitable Accident Insurance Coverage.

7. **Discipline**: Apprentices shall be covered under the Certified Standing Orders applicable to workmen at the establishment where they are undergoing Apprenticeship training.

8. **Period of Apprenticeship Training**: may be extended under certain circumstances as provided under Rule 7 of the Apprentices Rules 1992.

9. Rules/guidelines, as may be prescribed by the Govt/framed by the Corporation from time to time, shall apply.

10. 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.



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**W. 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 Apprenticeship agreement shall be registered on-line with respective authorities.

3. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature of the candidate will be cancelled. Candidate shall also render himself liable for criminal prosecution.

4. The candidature of the applicant would be provisional and subject to subsequent verification of certificates and testimonials etc. 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.

5. Candidates are required to bring one Photo ID proof in ORIGINAL – anyone from among Aadhar Card/PAN Card/Voter ID Card/Driving License/Passport – along with Admit Card at the time of Written Test.

6. Candidates without Admit Card and proof of ID as stated herewith will not be allowed to take the Written Test.

7. Any corrigendum/addendum or updates with regard to this advertisement shall be made available on our website: www.iocl.com.

8. Disputes, if any shall be subject to jurisdiction of the local Court at New Delhi, for which the candidate has applied for Apprenticeship.

9. **Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of online application.**

10. **Candidates are advised to register as a Trade Apprentice online in the Regional Directorate of Apprenticeship Training (RDAT) http://www.apprenticeship.gov.in/Pages/Apprenticeship/home.aspx OR as a Technician Apprentice online with the Board of Apprenticeship Training (BOAT) at https://portal.mhrdnats.gov.in/boat/commonRedirect/registermenunew!registermenunew.action**

11. Candidate for Trade Apprenticeship (Optional Trade) should register themselves on **NSDC** at **https://apprenticeshipindia.org**

12. If the application is not submitted in the line with the eligibility criteria, terms & conditions, then the application is liable for rejection.

13. Candidates are requested to apply sufficiently in advance before the closing date.

14. 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/Apprenticeships.aspx**)

15. **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.**

16. **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/Apprenticeships.aspx) ONLY.**

17. 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.

18. 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.



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19. **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. Candidate shall also render himself liable to criminal prosecution. If any of these shortcomings is/are detected even after engagement if any, his/her engagement is liable to be terminated.**

20. 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.

21. 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.

22. 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.

23. Mere selection in written examination or empanelment after the selection process shall not confer any right of engagement to the applicants.

24. **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.**

## X. How to apply

1. The candidates meeting the prescribed eligibility criteria may apply online from through the link which will be provided in our corporate website www.iocl.com (Careers-> Apprenticeships-> **Engagement of Technical and Non -Technical Trade & Technician Apprentices in Western Region (Marketing Division)-FY 2019-20 (2nd cycle). Only Online mode of applications will be accepted.**

2. Candidate needs to upload, scanned copy of the latest colour photograph, scanned copy of the documents namely proof of date of birth (Xth Std certificate/mark sheet), prescribed educational qualification, EWS / 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 e-mail / sms for downloading admit card for the written test.**

3. The candidate must have an active email ID and mobile phone number which must remain valid for at least next one year. All future communication with candidate will take place only through website / email / SMS alerts. Applications submitted through on-line mode will only be accepted.

4. The candidate should have scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photo and signature in digital form will be required to be uploaded. The candidate must ascertain the correctness of all information before filling in the On-line Application Form and its final submission.

5. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.

6. Incomplete applications, applications not fulfilling the eligibility criteria/parameters and applications received in mode/form other than on-line mode shall be treated as "Rejected".

7. A copy of on-line application shall be retained by the candidate for reference and produced for verification at the time of Document Verification.

8. Further information regarding written examination, call letters, results, etc. shall be made available through the websites www.iocl.com or through email. Candidates are, therefore, advised to keep visiting the websites www.iocl.com and check their registered email regularly.



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9. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail id : ioclinfo.rectt@gmail.com

**G. 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 e-mail /Sms messages as all future communications including communication to download admit cards for written test etc. 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-> Apprenticeships-> **Engagement of Technical and Non -Technical Trade & Technician Apprentices in Western Region (Marketing Division)-FY 2019-20 (2nd cycle).**

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)
    - EWS / 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. **Cut-off date: The candidate must possess the prescribed educational qualification, age etc. as on 29.02.2020.**

6. **Other Requirements :**

    a) Candidate to register themselves as an Apprentice with RDAT /BOAT /NSDC through the Government portal.
    b) Candidate should have a **PAN Card.**
    c) Candidate should have an **Aadhar Card.**
    d) Candidate should have a **bank account** & **cheque book** with their names printed.

**J. Important Dates for Candidates**

| | | |
|---|---|---|
| 1 | DATE OF OPENING OF ONLINE APPLICATION | 22.02.2020 |
| 2 | LAST DATE OF SUBMISSION OF ONLINE APPLICATION | 20.03.2020 |
| 3 | TENTATIVE DATE FOR DOWNLOAD OF ADMIT CARD BY CANDIDATES | 20.03.2020 |
| 4 | TENTATIVE DATE OF WRITTEN TEST | 29.03.2020 |
| | | |

**K. WRITTEN TEST WILL BE CONDUCTED AT MUMBAI, AHMEDABAD, BHOPAL, RAIPUR, PANJIM and SILVASSA**

**(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).**

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