

Refineries Division-Bongaigaon Refinery

P.O. Dhaligaon-783385, Dist. Chirang

Advertisement No. BGR/Appr/2016/02

Date: 09.06.2016

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 Bongaigaon Refinery at Dhaligaon, 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, Reservation will be applicable as per the prescribed percentage for recruitment applicable to the state of Assam.

Code	Trade / Discipline	Qualification	Period of Apprenticeship (months)	Total Nos.*	UR	SC	ST	OBC (NCL)	Consolidated stipend per month
A1	Trade Apprentice / Attendant Operator (Chemical Plant) Discipline - Chemical	3 Years Full time B.Sc. (Physics, Maths, Chemistry/ Industrial Chemistry)	18	30	17	2	3	8	Rs 6970/- - 1 st year Rs 7220/- - 2 nd year
A2	Trade Apprentice (Fitter) Discipline-Mechanical	Matric with 2 (two) year ITI (Fitter) course	12	5	4	0	0	1	Rs 6970/-
A3	Trade Apprentice (Boiler) Discipline-Mechanical	3 Years Full time B.Sc. (Physics, Maths, Chemistry /Industrial Chemistry)	36	10	7	0	1	2	Rs 6490/- - 1 st year Rs 6700/- - 2 nd year Rs 6970/- - 3 rd year
A4	Technician Apprentice Discipline-Chemical	3 Years Full time Diploma in Chemical Engineering/ Refinery & Petrochemicals Engineering	12	25	15	1	3	6	Rs 7530/-
A5	Technician Apprentice Discipline-Mechanical	3 Years Full time Diploma in Mechanical Engineering	12	10	7	0	1	2	Rs 7530/-
A6	Technician Apprentice Discipline-Electrical	3 Years Full time Diploma in Electrical Engineering	12	5	4	0	0	1	Rs 7530/-
A7	Technician Apprentice Discipline-Instrumentation	3 Years Full time Diploma in Instrumentation Engineering or equivalent	12	5	4	0	0	1	Rs 7530/-
Total				90	58	3	8	21	

One post identified and reserved for Persons with Disabilities (PWD-OH/HH) against in Trade/Discipline Code No. A2,A5,A6 & A7.

The minimum wage is subject to revision from time to time under minimum wage act for engineering establishment issued by Govt. of Assam, which shall be applicable.

Note:

- The qualification prescribed shall be from recognized University / Institute as a regular full time course with minimum 50% marks (45% for SC/ST and PWD candidates against reserved positions) in aggregate.
- 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.
- Candidates who had training or job experience for a period of one year or more after the attainment of this qualification, shall not be eligible for being engaged as Technician Apprentice against the Discipline Codes **A4 to A7**. The applicant for the position of Technician Apprentices (Discipline Codes **A4 to A7**) should not have completed three years after passing of the qualifying examination as on **17.07.2016**.

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 Principal of the Polytechnic / College / Institute from where the candidate pursued his Diploma course, along with his application form.

Age:

Minimum 18 years and maximum 24 years as on date 01.07.2016 (Relaxable by 5 years for SC/ST, 3 years for OBC, for the posts reserved for them). Candidates belonging to PWD 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)].

Period of Apprenticeship Training:

12 months to 36 months: As indicated against respective Discipline Codes.

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/ PWD categories against reserved positions) and pre-employment medical fitness for being adjudged 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 in the following link :
http://www.iocl.com/PeopleCareers/Preemployment_Guiding_Principles11th_mar_2011.pdf.

Concession / Relaxation :

SC/ST/PWD candidate appearing for written test / interview will be reimbursed single 2nd 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 distance is more than 30 KMs, subject to submission of SC/ST/PWD certificate on spot.

General Instructions:

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of application as per format given in the advertisement by email to bgrrecruit@indianoil.in
- PWD candidates with less than 40% of permanent 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 as PWD candidates 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 candidates should submit a latest 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/section (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 positions provided they meet the age criteria applicable to UR candidates and indicate there as "UR". Indian Oil Corporation Ltd., (Bongaigaon Refinery) 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.
- The candidate must have possessed the prescribed qualification as on **17.07.2016**.
- Candidates applying for more than one Trade / discipline will not be considered and their application will be rejected.
- 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.
- The decision of the Management will be final and binding on all candidates on all matters relating to the 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.
- Canvassing in any form is liable to render the candidate to be ineligible.

Requirement before filling application form for sending through e-mail:

- Each applicant/candidate must have an active e-mail ID and Mobile Number and the same must valid for atleast one year as all communication to them to take place only through e- mail and SMS alerts.
- The candidate should have the relevant certificates/testimonials/documents/proofs pertaining to Age, Caste, Educational Qualifications, etc. before applying through e-mail.
- The candidate must ascertain the correctness of each information/details before filling in the application format and its final submission for sending through e-mail.
- The candidate shall be wholly exclusively responsible for the information / details so filled / provided in his / her application form.

How to apply:

Candidates undertaking the responsibility of correctness of particulars/details required in the application format will ensure that he possess all the relevant certificates/testimonials/proofs/supporting documents specially for **Age, Caste, Educational Qualifications, etc. and such other particulars/information at the time of submission of application format. Candidates interested to submit**

application for any one of the above-mentioned disciplines will have to follow the steps mentioned below :

- i. 1st Step : Type & fill the application format in A4 size paper
- ii. 2nd Step : Furnish particulars of personal details, educational details, communication details etc. and such other information as sought in the application format.
- iii. 3rd Step : Paste his / her passport size photograph and signature in designated place of the format.
- iv. 4th Step : Scan the filled up application format after affixing photograph with signature in PDF format (Not more than 1MB, 200 dpi in colour)
- v. 5th Step : Submit the duly filled clean visible scanned application format through **e-mail: bgrrecruit@indianoil.in**

Note :

- a) Only scanned mode of application through email will be accepted. Applications received in any other mode shall be rejected.
- b) Incomplete applications or application receive after the due date or multiple application for more than one discipline will be rejected.

Written Test

Based on the responsibility undertaken about the correctness of information/particulars/details furnished by candidates in the scanned application format, their eligibility for appearing in the written test will be decided and accordingly names of such candidate shall be intimated through email & SMS alert. Candidates whose names have been called for written test **"Admit Card For Written Test"** advising them to appear in the written test on scheduled date/time/venue through email.

For creation/generation of admit card for written test, such candidate will follow as given below step:

- i. Take a print of Admit Card for Written Test sent to you through e-mail and carry the same along with a photo Id proof for verification at the Written Test Venue.
- ii. Candidates not complying with above shall not be allowed to appear in the written test.

Interview

After evaluation of written test Answer Sheet (OMR) of all the candidates, who appear in the written test, list/name of candidate shortlisted for interview based on merit, shall be intimated through e-mail / SMS alert/ BGR Notice Boards.

All candidates whose names have been shortlisted for interview shall be required to bring the originals and one set of photo copy of following documents on the day of interview :

- a) Proof of date of birth (School Certificate/Birth Certificate issued by the State/Central government agency)
- b) Photo identify proof (Driving Licence/Voter's ID/PAN card/Adhaar Card/Passport)
- c) Degree/Diploma Certificates (Final/Provisional)
- d) Mark sheets of all years/semesters starting from 10th standard (Board).
- e) Caste Certificate in All India Format ((SC/ST/OBC (NCL))
- f) The PWD candidates are required to submit a Disability Certificate issued by the competent authority as per the Persons With Disabilities (equal Opportunities, Protection of Rights and Full Participation) amended rules 2009.

Note :

- 1) Only the candidate who bring all the required documents (original and one set of photo copy) shall be allowed to attend the interview. Also, only the documents submitted by the candidates shall be taken into consideration for checking and basing the eligibility of the candidates and allowing them to attend the interview.
- 2) Candidates submitting incomplete documents shall not be allowed to attend the interview.
- 3) The candidature of the candidates shortlist for interview shall be provisional subject to their meeting the prescribed eligibility criteria and verification/authenticity/documents submitted by them.
- 4) Queries, if any, may contact over phone **(03664-253157)** during office hours.

APPLICATION DATE OF SUBMISSION OF PDF SCAN COPY OF APPLICATION : **10.06.2016**
LAST DATE OF SUBMISSION OF PDF SCAN COPY OF APPLICATION THROUGH E-MAIL : **08.07.2016 (5 PM)**

(No application will be accepted after the last date of receipt)

PROFORMA OF APPLICATION (APPLIED FOR DISCIPLINE CODE: _____)

Name of discipline applied for: _____ at Bongaigaon Refinery

Affix your self attested recent passport size photograph

1. Name in full (Block letters) :
2. Parent's name :
3. Date of birth (As recorded in Matric) :
4. **Age as on 01/07/2016 (in Years-Months-Days)** :
5. Employment Exchange Reg. No. :
6. Mailing address :
7. Permanent address :
8. State of Domicile :
9. **Email Id. (Mandatory)** :
10. **Mobile No.(Mandatory)** :
11. Nationality :
12. Religion :
13. Category whether SC/ ST/ OBC :
14. Whether PWD & % disability :
15. Gender (Male / Female) :
16. Qualification from Matriculation onwards :

Sl. No.	Examination Passed	Name of the University/ Institution	Year of Passing	Percentage of marks obtained	Duration of course in years

17. Details of Experience : (if any)

Sl. No.	Name & Address of Employer	Post held	Areas of work	Period of service	
				From	To

I hereby declare that I have read & understood all the terms & conditions mentioned in the advertisement and the information furnished in this application are true, complete and correct to the best of my knowledge and belief.

I also understand that, in case of any false information submitted by me is detected at a later date (at any stage) my candidature shall be rejected without any further communication/ clarification/ notice to me.

Date: _____ Place: _____ Full signature of the Applicant

NOTE:

- 1) Send the duly filled in clean visible pdf scanned application via e-mail to **bgrrecruit@indianoil.in**
- 2) Application/ e-mail received after **08-07-2016 (5 PM)** would be summarily rejected