



**INDIAN OIL CORPORATION LIMITED**  
(Marketing Division)

Southern Region, IndianOil Bhavan, No.139, Uttamar Gandhi Road, Chennai - 600034

Advertisement No. IOCL/MKTG/SR/APPR/2022-23

**Notification for Engagement of Trade/Technician Apprentices under the Apprentices Act, 1961**  
**at IOCL-Southern 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 **Non-Technical Trade Apprentices at its Locations in States of South India (Tamil Nadu & Puducherry, Karnataka, Kerala, Andhra Pradesh & Telangana).**

Applications are invited from candidates meeting the following qualification & other parameters for engagement as Apprentices under Apprentices Act, 1961/1973/ 1992 (as amended from time to time) in the Trade/Disciplines mentioned below:

STATE	Discp. Code	Discipline	Period of Apprenticeship (in Months)	Total	UR	EWS	SC	ST	OBC (NCL)	PwBD
Tamil Nadu & Puducherry	01	Trade Apprentice-Accounts Executive/Graduate Apprentice	12 Months or 13 Months 20 days*	78	36	7	14	0	21	
Karnataka	02	Trade Apprentice-Accounts Executive/Graduate Apprentice	12 Months or 13 Months 20 days*	24	12	2	3	1	6	
Kerala	03	Trade Apprentice-Accounts Executive/Graduate Apprentice	12 Months or 13 Months 20 days*	40	22	4	4	0	10	
Andhra Pradesh	04	Trade Apprentice-Accounts Executive/Graduate Apprentice	12 Months or 13 Months 20 days*	24	12	2	3	1	6	
Telangana	05	Trade Apprentice-Accounts Executive/Graduate Apprentice	12 Months or 13 Months 20 days*	24	12	2	3	1	6	
Tamil Nadu & Puducherry	06	Trade Apprentice- Data Entry Operator(Fresher)	15	5	4	0	0	0	1	
	07	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	2	2	0	0	0	0	
Karnataka	08	Trade Apprentice- Data Entry Operator(Fresher)	15	4	3	0	0	0	1	
	09	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	2	2	0	0	0	0	
Kerala	10	Trade Apprentice- Data Entry Operator(Fresher)	15	3	3	0	0	0	0	
	11	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	1	1	0	0	0	0	
Andhra Pradesh	12	Trade Apprentice- Data Entry Operator(Fresher)	15	3	3	0	0	0	0	
	13	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	1	1	0	0	0	0	
Telangana	14	Trade Apprentice- Data Entry Operator(Fresher)	15	3	3	0	0	0	0	
	15	Trade Apprentice- Data Entry Operator(Skill Certificate Holders)	15	1	1	0	0	0	0	
Tamil Nadu & Puducherry	16	Trade Apprentice- Retail Sales Associate(Fresher)	14	8	5	0	1	0	2	
	17	Trade Apprentice- - Retail Sales Associate (Skill Certificate Holders)	14	2	2	0	0	0	0	
Karnataka	18	Trade Apprentice- Retail Sales Associate(Fresher)	14	8	5	0	1	0	2	
	19	Trade Apprentice- - Retail Sales Associate (Skill Certificate Holders)	14	2	2	0	0	0	0	
Kerala	20	Trade Apprentice- Retail Sales Associate(Fresher)	14	8	6	0	0	0	2	

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	21	Trade Apprentice- - Retail Sales Associate (Skill Certificate Holders)	14	2	2	0	0	0	0
Andhra Pradesh	22	Trade Apprentice- Retail Sales Associate(Fresher)	14	8	5	0	1	0	2
	23	Trade Apprentice- - Retail Sales Associate (Skill Certificate Holders)	14	2	2	0	0	0	0
Telangana	24	Trade Apprentice- Retail Sales Associate(Fresher)	14	8	5	0	1	0	2
	25	Trade Apprentice- - Retail Sales Associate (Skill Certificate Holders)	14	2	2	0	0	0	0
<b>TOTAL</b>				<b>265</b>	<b>153</b>	<b>17</b>	<b>31</b>	<b>3</b>	<b>61</b>

**A. Age, Educational Qualification in Apprentice category shall be as follows.** Reservation will be applicable as per the prescribed percentage for recruitment applicable to the State of **Tamil Nadu & Puducherry, Karnataka, Kerala, Andhra Pradesh and Telangana.**

**B. Age:** Minimum 18 years and maximum 24 years as on **31.10.2022** (Relaxable by 5 years for SC/ST i.e. up to a max of 29 yrs., 3 years for OBC-NCL i.e. up to a max of 27 yrs., 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-NCL candidates.

**\*\*NOTE: The reservation for PwBD as indicated for the Discipline of Trade Apprentice (Accounts Executive), Trade Apprentice Data Entry Operator (Fresher & Skill Certificate Holders), Trade Apprentice Retail Sales Associate (Fresher & Skill Certificate Holders) shall be applied on horizontal basis, across all categories, as per the Government guidelines.**

**\*NOTE: Period of Apprenticeship for Discipline 01 to 05 is as per Qualification accepted by the respective Apprenticeship board in line with Apprenticeship guidelines.**

For PwBD (Persons with Benchmark Disability) category, Govt. of India Guidelines shall apply.

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. Engagement of apprentices belonging to PwBD category will be from categories below:

- |  |   |
|--|---|
| 1. PV-Low Vision, Blind  | P=Physical; V=Vision; H=Hearing;        |
| 2. PH-Hard of hearing, Deaf  | L=Locomotors;                           |
| 3. PL-Musculoskeletal (OH-OA/OL), Dwarfism,<br>Acid attack victim, Cerebral Palsy, Leprosy cured | OH=Orthopaedic Handicap;<br>OA=One Arm; |
| 4. Multiple (a combination of above)   | OL=One Leg                              |

Deployment of PwBD with other disabilities, may put such PwBDs at risk, considering ours being a hazardous industry, hence not included.

**STIPEND:** Rate of stipend payable to apprentices per month shall be as prescribed under Apprentices Act, 1961/1973/Apprentices Rules 1992 and as amended from time to time.

**Prescribed Qualification/Eligibility Criteria:**

- 1. For Discipline Code 01/02/03/04/05 - Trade Apprentice (Accounts Executive)/Graduate Apprentice - Graduate in any discipline with minimum 50% marks in aggregate for General and OBC & 45% in case of SC/ST/PwBD candidates for reserved positions from a recognized Institute/University.**
- 2. For Discipline Code 06/08/10/12/14 - Trade Apprentice-Data Entry Operator (Fresher) - Minimum 12th Pass (but below Graduate).**

3. **For Discipline Code 07/09/11/13/15-** Trade Apprentice-Data Entry Operator (Skilled Certificate Holders) - Minimum 12th Pass (but below Graduate). Additionally, candidates should possess Skill Certificate of 'Domestic Data Entry Operator' for training of less than one year issued by an awarding body recognized under National Skill Qualifications Framework or any other authority recognized by the Central Government.
4. **For Discipline Code 16/18/20/22/24 -** Trade Apprentice-Retail Sales Associate (Fresher) - Minimum 12th Pass (but below Graduate).
5. **For Discipline Code 17/19/21/23/25-** Trade Apprentice-Retail Sales Associate (Skilled Certificate Holders) - Minimum 12th Pass (but below Graduate). Additionally, candidates should possess Skill Certificate of 'Retail Trainee Associate' for training of less than one year issued by an awarding body recognized under National Skill Qualifications Framework or any other authority recognized by the Central Government.
6. 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.
7. **The candidates who have undergone Apprenticeship earlier or pursuing Apprenticeship Training in an Industry as per the Apprenticeship Act, 1961/1973/1992 as amended from time to time or job experience for a period of 1 year or more are NOT eligible.**
8. 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 course along with his Application Form.
9. Candidates registered with Local / State Employment Exchange(s)/ Vocational Rehabilitation Center 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.**
10. **Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence mode shall NOT be considered.**
11. Candidates possessing higher qualification other than the prescribed qualification, shall not be considered for the above notified posts and should not apply as their candidature shall not be considered.
12. 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.

**C. Period of Apprenticeship Training:** As indicated against respective Discipline codes.

**D. Selection Methodology:**

1. 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.
2. The Written Test will be conducted with Objective Type Multiple Choice Questions (MCQ's) consisting of four options with one correct option.

**Trade Apprentice (Accounts Executive)/Graduate Apprentice:**

- Generic Aptitude including Quantitative Aptitude
- Reasoning Abilities
- Basic English Language Skills

**Trade Apprentice (Data Entry Operator):**

- Generic Aptitude and Reasoning
- General English
- Numerical Aptitude
- General Knowledge/Awareness

**Trade Apprentice (Retail Sales Associate):**

- Generic Aptitude
- Reasoning Abilities
- Basic English

3. 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.

4. Candidates are advised to ensure that they are medically fit as per Indian Oil'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/Apprenticeships> -> **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. 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 12th November 2022 @ 5 p.m.**
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 Accounts Executive/Graduate Apprentice at <http://apprenticeshipindia.org/candidate-registration> and [https://www.mhrdnats.gov.in/boat/login/user\\_login.action](https://www.mhrdnats.gov.in/boat/login/user_login.action)
  - b) Trade Apprentice- Data Entry Operator & Retails Sales Associate at <http://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 **12th November 2022 @ 5 p.m.** 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](http://www.iocl.com) or at (<https://www.iocl.com/Apprenticeships>)
6. **Candidates are advised to periodically visit our above website as all future correspondence and latest information with regard 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](http://www.iocl.com) or at (<https://www.iocl.com/Apprenticeships>) 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 Degree Examination, its equivalent aggregate percentage of marks must be indicated in the On-line Application Form as per the norms adopted by 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, 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.**

**G. Requirement before filling online Application Form:** 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 shall be sent only through email/Sms alerts.

1. 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 <https://www.iocl.com/apprenticeships>-> **Engagement of Trade Apprentices in Southern Region (Marketing Division)-FY 2022-23.**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 and Mark sheets of the prescribed Educational Qualification- HSC/Graduation(as applicable)
  - Caste certificate, if applicable.
  - PWD certificate, if applicable
  - Signature in black ink.
  - Recent colour passport size photograph
2. 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.
3. **Cutoff date: The Candidate must possess the prescribed qualification, age etc. as on 31.10.2022.**
4. **Other Requirements :**
  - a) Candidate to register themselves as an Apprentice with appropriate authority of the respective State against which they are applying. You need to register at Apprentices -> Apprentice Registration.
  - 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.

#### **H. How to Apply:**

1. Candidates meeting the prescribed eligibility criteria may apply online from **28<sup>th</sup> October 2022 (10.00 A.M.) to 12<sup>th</sup> November 2022 (5.00 P.M.)** through the link which will be provided in our corporate website <https://www.iocl.com/apprenticeships> -> Engagement of Trade Apprentices in Southern Region (Marketing Division)- FY 2022-23. **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/mark sheet), 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 e-mail/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.

#### **I. 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 Proforma 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 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. 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. (Southern 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 HSC / Graduation.
- f) HSC/Graduation issued by the respective Board / Authority.

**J. IMPORTANT DATES TO NOTE :**

1. DATE OF OPENING OF ONLINE APPLICATION: 28th OCTOBER 2022 FROM 10 AM ONWARDS.
2. LAST DATE OF SUBMISSION OF ONLINE APPLICATION: 12th NOVEMBER 2022 UPTO 5 pm.
3. WRITTEN TEST WILL BE CONDUCTED AT CHENNAI, COCHIN, HYDERABAD, VIJAYWADA, AND BANGALORE ON 27<sup>TH</sup> NOVEMBER 2022 (SUNDAY). DETAILS OF DATE AND VENUE WILL BE INFORMED IN THE ADMIT CARD. ADMIT CARD WILL BE UPLOADED IN THE PORTAL AND INTIMATION WILL BE SENT VIA REGISTERED EMAIL/SMS.
4. TENTATIVE DATE FOR UPLOAD OF PROVISIONALLY QUALIFIED CANDIDATES FOR DOCUMENT VERIFICATION IS 9<sup>TH</sup> DECEMBER 2022.

(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).

**K. 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	Marksheets of the prescribed educational qualification
3	Degree Certificate of the prescribed educational qualification
4	Attested copy of the Caste certificate in the prescribed format issued by the Competent Authority if applicable
5	Signature in black ink.
6	Recent colour passport size photograph.

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