

15. Mere completion of document verification/empanelment after the selection process shall not confer any right of engagement as an apprentice in IOCL.
16. **Upon completion of the apprenticeship period, the Corporation shall have NO obligation to offer employment to such apprentices NOR can an Apprentice claim the right for employment on the grounds of completion of Apprenticeship.**

G. Requirements before filling out the Application Form and Microsoft 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 alerts. Candidates are advised to mention their correct email id/mobile number and keep checking their e-mail messages as all future communications for Document Verification/Offer Letter.**
2. The candidate should have the scanned copies of **self-attested** photocopies of the following documents:
 - Xth std/SSLC/Matriculation certificate and marksheet issued by concerned education Board as proof of Date of Birth.
 - Marksheet and Certificate/Degree or Provisional Certificate/Degree of the prescribed Educational Qualification-ITI/Diploma in Engineering/HSC/Graduation (as applicable)
 - Caste certificate in the prescribed central format, if applicable.
 - PwBD certificate in the prescribed central format, if applicable
 - EWS certificate in the prescribed central format, if applicable
 - PAN Card/Aadhar Card
 - Recent colour passport size photograph
 - Signature in blue ink.
3. The candidate must ascertain the correctness of all information before filling in the Application Form and its final submission. The candidate shall be wholly/exclusively responsible for the information provided in his/her Application Form and Microsoft Form. Any changes in the application will not be entertained by IOCL after final submission of Application Form.
4. **Cutoff/Reckoning date: The date for the purpose of possession of qualification and meeting age criteria shall be 31.01.2025.**
5. **Other Requirements:**
 - Candidate should have a PAN Card.
 - Candidates should have an Aadhaar Card.
 - Candidates should have a Bank Account linked with Aadhar & Cheque Book with their names printed.

H. How to Apply:

- Candidates meeting the prescribed eligibility criteria may apply online through NAPS/NATS Portal (as mentioned in F-2) from **24th January 2025 (10:00 A.M.) to 14th February 2025 (5.00 P.M.)** **NO other means / mode of application shall be accepted other than what is mentioned above in this advertisement. Candidates must ensure that they have successfully applied for the relevant post through respective NATS / NAPS portal, and thereafter, furnish the required details through Microsoft Form, within stipulated timeline.**
- The candidates need to login to the respective NATS/NAPS portal using their User ID and apply for the apprenticeship openings/opportunities with Indian Oil Corporation Limited.
- **AFTER APPLYING on the respective NATS/NAPS portal**, the candidate MUST also require to furnish few details including choice of 3 (three) locations for training as Apprentice and document verification through Microsoft Form, **latest by 14.02.2025**. By visiting the link at <https://forms.office.com/r/vmdXMdzXzF>, **candidates shall ensure to submit Microsoft Form, latest by 14.02.2025 failing which, candidates should not get their Call Letter for document verification and will not consider for further process.**
- Those applications which are incomplete / not in line with the terms & conditions will be liable for rejection.
- **BEFORE APPLYING**, the candidates must ensure that all their profile details (Caste, Educational background, Personal credentials etc.) along with aggregate percentage are appearing correctly in their application. Candidates are required to contact NATS/NAPS office in case of any corrections.

I. Verification of Documents:

Candidates who have been shortlisted on merit shall be called for Document Verification on a suitable date at any of our units / office located at the States where the vacancies have been notified, as decided by the management. No TA/DA will be paid by the Corporation to the candidates for attending document verification & joining. The following original documents along with a self-attested copy should be furnished at the Document Verification for joining at Location.

- 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-NCL category, the candidate should submit a latest Caste Certificate **(not more than 12 months old from the date of reckoning i.e. 31.01.2025)** 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". IndianOil Corporation Ltd. (MD) being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC-NCL approved by Central Government shall be treated as OBC-NCL for the purpose of reservation. **Name of OBC caste mentioned in the certificate should fall in the Central List of OBCs of the respective State.**
- 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 ITI (NCVT/SCVT) / HSC / Graduation/Diploma in Engineering.
- f) Final ITI (NCVT/SCVT) Certificate/HSC/Graduation/Diploma in Engineering issued by the respective Board / Authority/ Institute.
- g) Copy of first page of Bank passbook of Aadhaar seeded account, Aadhar card, PAN Card, cancelled cheque leaf.
- h) Pre-Engagement medical fitness certificate

J. IMPORTANT DATES TO NOTE:

1. DATE OF OPENING OF ONLINE APPLICATION: **24.01.2025 FROM 10:00 AM ONWARDS.**
2. LAST DATE OF SUBMISSION OF ONLINE APPLICATION: **14TH FEBRUARY 2025 UPTO 5 PM.**
3. Details of Document Verification as per Merit will be intimated on the registered mail ID.

(Candidates are advised to regularly visit IOCL Website for all future correspondence).