



## CHENNAI PETROLEUM CORPORATION LIMITED

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

Advertisement No. CPCL/TA/2018-19

Date: 29.07.2018

### 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	Vacancies
1	Fitter	19
2	Welder	7
3	Electrician	9
4	Mechanic (Motor Vehicle)	10
5	Mechanic Machine Tool Maintenance	8
6	Machinist	5
7	Turner	4
8	Mechanic Auto Electrical and Electronics	2
9	Instrument Mechanic	3
10	Mechanic Repair and Maintenance of Vehicle	2
11	Draughtsman (Civil)	3
12	Draughtsman (Mechanical)	2
13	Computer Operator and Programming Assistant	6
14	Laboratory Assistant (Chemical Plant)	5
15	Attendant Operator (Chemical Plant)	7
16	Advanced Attendant Operator (Process)	14
17	Accountant	5
18	Back Office Assistant	10
19	Executive (Marketing)	2
20	Executive (Human Resource)	6
21	Executive (Computer Science)	6
22	Executive (Finance & Accounts)	3
23	Security Guard	4
<b>Total</b>		<b>142</b>

The number of vacancies indicated are tentative.

#### **Note:**

**One position** each in Fitter & Electrician trade are reserved for **PwBD – OH** (Partially Lower Limb damaged), **Two positions** in Back Office Assistant are reserved for **PwBD – VH** (Blind / Low Vision), **One position** each in Executive (Human Resource) & Executive (Computer Science) are reserved for **PwBD – HH**.

**ABBREVIATIONS USED:**

PwBD = Persons with Benchmark Disabilities, OH = Orthopedically Handicapped, HH = Hearing Handicapped, VH = Visually Handicapped.

**1. ELIGIBILITY CRITERIA:**

<b>Trade Code</b>	<b>Name of the Trade</b>	<b>Prescribed Qualification / Eligibility Criteria</b>
1	Fitter	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent and ITI (Fitter) course.
2	Welder	Passed 8th class examination from a recognised school and ITI (Welder) course.
3	Electrician	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent and ITI (Electrician) course.
4	Mechanic (Motor Vehicle)	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent and ITI (Mechanic Motor Vehicle) course.
5	Mechanic Machine Tool Maintenance	Passed 10th class examination under 10+2 system of education or its equivalent and ITI (Mechanic Machine Tool Maintenance) course.
6	Machinist	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent and ITI (Machinist) course.
7	Turner	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent and ITI (Turner) course.
8	Mechanic Auto Electrical and Electronics	Passed 10th class examination under 10+2 system of education or its equivalent and ITI (Mechanic Auto Electrical and Electronic) course.
9	Instrument Mechanic	Passed 10th class examination under 10+2 system of education or its equivalent and ITI (Instrument Mechanic) course.
10	Mechanic Repair and Maintenance of Vehicle	Passed 10th class examination under 10+2 system of education or its equivalent and ITI (Mechanic Repair and Maintenance of Heavy Vehicle) course.
11	Draughtsman (Civil)	Passed 10th class examination under 10+2 system of education or its equivalent and ITI (Draughtsman (Civil)) course.
12	Draughtsman (Mechanical)	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent and ITI (Draughtsman (Mechanical)) course.
13	Computer Operator and Programming Assistant	Passed 10th class examination under 10+2 system of education or its equivalent and ITI (Computer Operator and Programming Assistant) course.
14	Laboratory Assistant (Chemical Plant)	Passed B.Sc. with Physics, Chemistry and Mathematic or Biology.
15	Attendant Operator (Chemical Plant)	Passed B.Sc. with Physics, Chemistry and Mathematic or Biology.

16	Advanced Attendant Operator (Process)	Passed B.Sc. with Physics and Chemistry as compulsory and Mathematics as desirable subject
17	Accountant	Passed B.Com
18	Back Office Assistant	Passed any Graduation
19	Executive (Marketing)	MBA (Marketing) / Post Graduate Diploma in Marketing Management (2 years full time Course)
20	Executive (Human Resource)	MBA (HR) / MSW / Post Graduate Diploma in Personnel Management / Personnel Management & Industrial Relation (2 years full time Course)
21	Executive (Computer Science)	MCA (3 years full time Course)
22	Executive (Finance & Accounts)	CA/ICWA/ MFC / MBA (Finance & Accounts) / Post Graduate Diploma in Financial Management
23	Security Guard	Passed class 10th Examinations under 10+2 system of education or its equivalent.

**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).

Further, the candidates applying for Trade Code 23 (Security Guard) should possess the following minimum physical requirements: -

- i. Height: Male - 170cm, Female- 155cm (concession of 5cm for hill domicile, scheduled castes & scheduled tribes)
- ii. Weight: Proportionate to height and age as per medical standards.
- iii. Chest: Normal 81 cm - Expanded 85 cm, no requirement of chest for female candidates.
- iv. Eye Sight: Minimum distant vision should 6/6 and 6/9 of 2 eyes without correction i.e. without wearing of glasses
- v. General: Candidates should not have knock knee, flat foot, varicose vein or squint in eyes, bow legs, inability to close the left eye, Inability to flex the fingers properly and any other obvious deformities. He must be in good mental and bodily health and free from any physical defect likely to interfere with efficient performance of the duties

**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 & OBC candidates and overall percentage of 45% marks in case of SC /S T / 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 **01.07.2018**.

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/ST candidates.

2. **Stipend:**

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

3. **Period of Apprenticeship Training:**

For all the Trade Codes (Except Trade Code 16 & 23), the Period of Apprenticeship Training will be 12 months. For the Trade Code 16 & 23, the period of Apprenticeship Training will be for 18 months and 15 months respectively.

4. **Mode of Selection:**

The selection will be based on the percentage of marks scored by the candidates in their respective ITI trades / Diploma / 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 1 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 communications 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 01.07.2018.
- d) **Other Requirements:**
- i. Candidate shall have a PAN Card.
  - ii. Candidate shall have an Aadhar Card.
  - iii. Candidate shall have a bank account & cheque book with their names printed.
  - iv. Candidate to register themselves as an Apprentice with RDAT (Regional Directorate of Apprenticeship Training) through the Government portal - [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in). Candidates need to register at Apprentices -> Apprentice 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 30.07.2018 to midnight of 12.08.2018](#). 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 **12.08.2018**. 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 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 / Diploma / 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 fulfill 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 if any, 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-A of the Apprenticeship Rules 1991. 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 not be considered "Eligible" and they 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/PwBD shall be as per Government guidelines.
- n) For claiming the benefit of OBC category, the candidate should submit a proper Caste Certificate as per the proforma prescribed by the Government of India (copy available on our website [www.cpcl.co.in](http://www.cpcl.co.in)), 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 OM No.36012/22/93-Estt.(SCT) dated 08-09-1993 of the Department of Personnel and Training in the Govt. of India.
- o) 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.
- p) For any clarifications, please email at [recruitment@cpcl.co.in](mailto:recruitment@cpcl.co.in)

**Chief Manager (Personnel)**