

इंडियन ऑयल कॉर्पोरेशन लिमिटेड

नारदन रीजन :

इंडियन ऑयल भवन,

यूसुफ सराय, नई दिल्ली-110016



Indian Oil Corporation Limited

Northern Region :

Indian Oil Bhawan, Yusuf Sarai, New Delhi-110016

Tel. : 26518080

Gram : INDIANOIL

मार्केटिंग डिवीजन
Marketing Division

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Ref No : MD/WR/APPRENTICE/2022-23/WR11983

Date : 02-02-2023

To :

DHANANJAY PANDURANG JADHAV

Registration No : WR11983

18 A/P PUNDIWADI NEAR KAMAN TAL :- PALUS DIST :- SANGLI

NEAR KAMAN PUNDIWADI

SANGLI MAHARASHTRA 416308

Subject : Engagement of Apprentice as per Apprentices Act 1961

Dear Madam / Sir,

With reference to the Online Test and Document Verification held for engagement as Apprentices, we are pleased to engage you as GRADUATE APPRENTICE, under the Apprentices Act, 1961 and its rules (as amended from time to time) on the following terms and conditions:

1. You shall be given training in accordance with the provisions of the Apprenticeship Act, 1961 (as amended from time to time) for a period of 12 Months. During this period of training, periodical tests will be conducted. Upon successful completion of Apprenticeship period, the contract shall come to an end.
2. During the Apprenticeship period, you shall be paid stipend as per the government guidelines and policy of corporation at the time of engagement. Over and above the statutory rates of Rs 9,000/-, an additional amount of Rs.2500/- shall be paid to the Apprentices towards stationery, conveyance and Misc. expenses.
3. Pre-Engagement Medical Examination should be completed and brought when appearing for completing Joining formalities at Location allotted to you. An amount of maximum up to Rs. 3000/- shall be reimbursed to the eligible candidate who will be assigned location after successful completion of document verification, towards expenses incurred for conducting tests/investigations during pre-engagement medical, on production of receipt for the same in original. The reimbursement will be made to the apprentice after he/she joins the assigned location.
4. No hard copy of Engagement Letter will be sent to the residential address. Candidates are to download the Engagement Letter from the Application portal ONLY.
5. You shall enter into a Contract of Apprenticeship, which shall be registered with the Regional Directorate of Apprenticeship Training (in case of designated trades) or National Skill Development Council (in case of optional trades), of the respective States in which you are engaged for apprenticeship, under the aegis of Ministry of Skill Development & Entrepreneurship Directorate General of Training. The Contract of Apprenticeship, in case of Technician Apprentices will be registered with Board of Apprenticeship Training, under the Ministry of Human Resource Development.
6. You are required to bring all the original educational documents, cast certificates, ID Proofs, etc. as mentioned in the advertisement for verification, failing which the offer shall stand withdrawn.
7. You are required to upload the following documents in the application portal on the date of joining at the location to enable stipend payment.
 - i. Joining Slip duly signed and stamped by the Location in-charge
 - ii. PEME (Pre-Engagement Medical Examination)
 - iii. Affidavit in the prescribed format
 - iv. Bank Mandate Form
 - v. Cancelled check/ passbook
 - vi. PAN Card
 - vii. Checklist duly signed by verifying officer at the location
8. You must sign and accept the contract generated in government portal within three days of joining.
9. You shall be an apprentice and not a workman; however, you shall be covered under the Certified Standing Orders applicable to workmen of Marketing Division, IOCL. You shall abide by the rules/regulations of the Corporation in the matter of discipline & safety.
10. The offer of engagement as is valid only in case the following eligibility criteria are fulfilled:
 - i. You should not have completed three years after passing of the qualifying examination as on 31.12.2022. You do not have a work experience of more than one year as on 31.12.2022
 - ii. You have not undergone an Apprenticeship Training earlier or are not pursuing Apprenticeship anywhere in India on the date of issue of the letter.
 - iii. You are found medically fit by Government Medical Officer of the status of a Civil Surgeon.
 - iv. You are not facing a prosecution in any court of law for any serious criminal offence.

11. The following leave shall be admissible to you during the Apprenticeship period: General Leave: 32 days @ 8 days per quarter during the period of apprenticeship including on medical grounds. Casual Leave: 12 days per calendar year.

12. You shall declare in writing that no other Contract of Apprenticeship subsists already between you and any other Employer and undertake that you shall not enter into any other contract of Apprenticeship with any other Employer before the expiry of termination of this contract of Apprenticeship.

13. You shall carry out all lawful orders of the superiors in the establishment and

- i. You shall conduct yourself as a trainee and not as a worker.
- ii. You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
- iii. You shall maintain a record of your work during the period of your Apprenticeship Training in a proforma approved by the Appropriate Authority.
- iv. You shall attend the classes, as per arrangement by the Appropriate Authority.
- v. You shall not remain absent except with prior permission in terms of Point (7) above.

14. You shall observe working hours and holidays as are observed in the location where you are undergoing Apprenticeship Training.

15. You shall observe and abide by all the rules / provisions of the Apprentice Act & its rules (as amended from time to time), provision of Law with respect to labour will not be applicable to you.

16. During the period of Apprenticeship, apart from monthly stipend as prescribed above, no other monetary or non-monetary benefit/facility such as accommodation, HRA, conveyance, medical facility etc. shall be admissible to you. You have to make your own arrangement for accommodation, conveyance, medical etc.

17. The expenses incurred on journey for joining at location specified will be borne by you and Corporation will not reimburse the same.

18. You shall be provided with one pair of Safety Shoes and a Helmet if you are assigned to locations which are not admin offices.

19. After successful completion of Apprenticeship period, you shall be relieved from training. It shall not be obligatory on the part of Corporation to offer you appointment after successful completion of the Apprenticeship period. The above engagement is under the Apprenticeship Act, 1961 and does not confer any right or claim for absorption against regular vacancies or otherwise.

20. In the event of furnishing false information or concealing / suppressing of any factual information prior to or at any time during your Apprentice Training, your engagement shall be liable for termination besides any other action in accordance with law that shall be taken against you.

21. If the above-mentioned terms and conditions are acceptable to you, it is advised to confirm your acceptance immediately in the application Portal with your Login ID with your expected date of joining and report for joining at WESTERN REGIONAL OFFICE on or before 13-02-2023

Joining Location and Address:

WESTERN REGIONAL OFFICE

INDIAN OIL CORPORATION LTD (MD), PLOT NO. C-33, BLOCK, BANDRA-KURLA COMPLEX, BANDRA (E), MUMBAI - 400 051

Failing which, this offer shall stand withdrawn, and no correspondence shall be entertained in this regard.

Yours sincerely,

For Indian Oil Corporation Limited



Marketing Division