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Indian Oil Corporation Ltd.

(Marketing Division)

Northern Region, IndianOil Bhawan, 1, Sri Aurobindo Marg, Yusuf Sarai, New Delhi – 110016

Advertisement No. IOCL/MKTG/NR/APPR/2025-26/1

Notification for Engagement of Trade/Technician/Graduate Apprentice under the Apprentices Act, 1961 at IOCL (Marketing Division)-Northern Region

IndianOil 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 **Technician, Graduate and Trade Apprentice (Technical and Non – Technical) at its Locations in States and UTs of India (Delhi, Haryana, Punjab, Chandigarh, Himachal Pradesh, Jammu & Kashmir, Uttar Pradesh, Rajasthan, Uttarakhand).**

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

A. Educational qualification, provisional number of seats in apprentice category including likely reservation shall be as follows. Reservation will be applicable as per the prescribed percentage for recruitment applicable to the States/UT.

State	Disc Code	Discipline	Total	UR	EWS	SC	ST	OBC (NCL)	PWD
Delhi	101	Technician Apprentice-Mechanical	22	11	2	3	1	5	0
	102	Technician Apprentice-Electrical							
	103	Technician Apprentice-Instrumentation							
	104	Technician Apprentice-Civil							
	105	Technician Apprentice-Electrical & Electronics							
	106	Technician Apprentice-Electronics							
	107	Trade Apprentice – Fitter	12	7	1	1	0	3	
	108	Trade Apprentice – Electrician							
	109	Trade Apprentice – Electronics Mechanic							
	110	Trade Apprentice – Instrument Mechanic							
	111	Trade Apprentice – Machinist							
	112	Graduate Apprentice	35	16	3	5	2	9	2
	113	Trade apprentice - Data Entry Operator	11	7	1	1	0	2	
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)							
Haryana	101	Technician Apprentice-Mechanical	23	11	2	4	0	6	0
	102	Technician Apprentice-Electrical							
	103	Technician Apprentice-Instrumentation							
	104	Technician Apprentice-Civil							
	105	Technician Apprentice-Electrical & Electronics							
	106	Technician Apprentice-Electronics							
	107	Trade Apprentice – Fitter	15	8	1	2	0	4	
	108	Trade Apprentice – Electrician							
	109	Trade Apprentice – Electronics Mechanic							
	110	Trade Apprentice – Instrument Mechanic							
	111	Trade Apprentice – Machinist							
	112	Graduate Apprentice	18	10	1	3	0	4	0
	113	Trade apprentice - Data Entry Operator	8	5	0	1	0	2	
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)							
Punjab	101	Technician Apprentice-Mechanical	20	9	2	5	0	4	0
	102	Technician Apprentice-Electrical							
	103	Technician Apprentice-Instrumentation							
	104	Technician Apprentice-Civil							
	105	Technician Apprentice-Electrical & Electronics							
	106	Technician Apprentice-Electronics							
	107	Trade Apprentice – Fitter	22	10	2	6	0	4	
	108	Trade Apprentice – Electrician							
	109	Trade Apprentice – Electronics Mechanic							
	110	Trade Apprentice – Instrument Mechanic							
	111	Trade Apprentice – Machinist							
	112	Graduate Apprentice	8	5	0	2	0	1	0
	113	Trade apprentice - Data Entry Operator	6	4	0	1	0	1	
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)							
Himachal Pradesh	101	Technician Apprentice-Mechanical	2	2	0	0	0	0	0
	102	Technician Apprentice-Electrical							
	103	Technician Apprentice-Instrumentation							
	104	Technician Apprentice-Civil							
	105	Technician Apprentice-Electrical & Electronics							
	106	Technician Apprentice-Electronics							
	107	Trade Apprentice – Fitter	1	1	0	0	0	0	
	108	Trade Apprentice – Electrician							
	109	Trade Apprentice – Electronics Mechanic							
	110	Trade Apprentice – Instrument Mechanic							
	111	Trade Apprentice – Machinist							
	112	Graduate Apprentice	3	3	0	0	0	0	0
	113	Trade apprentice - Data Entry Operator	1	1	0	0	0	0	
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)							

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State	Code	Trade	UR	EWS	SC	ST	OBC (NCL)	PWD
Chandigarh	101	Technician Apprentice-Mechanical	2	2	0	0	0	0
	102	Technician Apprentice-Electrical						
	103	Technician Apprentice-Instrumentation						
	104	Technician Apprentice-Civil						
	105	Technician Apprentice-Electrical & Electronics						
	106	Technician Apprentice-Electronics						
	107	Trade Apprentice – Fitter	0	0	0	0	0	0
	108	Trade Apprentice – Electrician						
	109	Trade Apprentice – Electronics Mechanic						
	110	Trade Apprentice – Instrument Mechanic						
	111	Trade Apprentice – Machinist						
	112	Graduate Apprentice	13	7	1	2	0	3
	113	Trade apprentice - Data Entry Operator	12	6	1	2	0	3
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)						
J&K	101	Technician Apprentice-Mechanical	7	6	0	0	0	1
	102	Technician Apprentice-Electrical						
	103	Technician Apprentice-Instrumentation						
	104	Technician Apprentice-Civil						
	105	Technician Apprentice-Electrical & Electronics						
	106	Technician Apprentice-Electronics						
	107	Trade Apprentice – Fitter	3	3	0	0	0	0
	108	Trade Apprentice – Electrician						
	109	Trade Apprentice – Electronics Mechanic						
	110	Trade Apprentice – Instrument Mechanic						
	111	Trade Apprentice – Machinist						
	112	Graduate Apprentice	2	2	0	0	0	0
	113	Trade apprentice - Data Entry Operator	2	2	0	0	0	0
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)						
Rajasthan	101	Technician Apprentice-Mechanical	36	16	3	6	4	7
	102	Technician Apprentice-Electrical						
	103	Technician Apprentice-Instrumentation						
	104	Technician Apprentice-Civil						
	105	Technician Apprentice-Electrical & Electronics						
	106	Technician Apprentice-Electronics						
	107	Trade Apprentice – Fitter	11	6	1	1	1	2
	108	Trade Apprentice – Electrician						
	109	Trade Apprentice – Electronics Mechanic						
	110	Trade Apprentice – Instrument Mechanic						
	111	Trade Apprentice – Machinist						
	112	Graduate Apprentice	22	11	2	3	2	4
	113	Trade apprentice - Data Entry Operator	14	8	1	2	1	2
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)						
Uttar Pradesh	101	Technician Apprentice-Mechanical	80	35	8	16	0	21
	102	Technician Apprentice-Electrical						
	103	Technician Apprentice-Instrumentation						
	104	Technician Apprentice-Civil						
	105	Technician Apprentice-Electrical & Electronics						
	106	Technician Apprentice-Electronics						
	107	Trade Apprentice – Fitter	31	14	3	6	0	8
	108	Trade Apprentice – Electrician						
	109	Trade Apprentice – Electronics Mechanic						
	110	Trade Apprentice – Instrument Mechanic						
	111	Trade Apprentice – Machinist						
	112	Graduate Apprentice	40	18	4	8	0	10
	113	Trade apprentice - Data Entry Operator	16	8	1	3	0	4
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)						
Uttarakhand	101	Technician Apprentice-Mechanical	10	7	1	1	0	1
	102	Technician Apprentice-Electrical						
	103	Technician Apprentice-Instrumentation						
	104	Technician Apprentice-Civil						
	105	Technician Apprentice-Electrical & Electronics						
	106	Technician Apprentice-Electronics						
	107	Trade Apprentice – Fitter	5	5	0	0	0	0
	108	Trade Apprentice – Electrician						
	109	Trade Apprentice – Electronics Mechanic						
	110	Trade Apprentice – Instrument Mechanic						
	111	Trade Apprentice – Machinist						
	112	Graduate Apprentice	6	5	0	1	0	0
	113	Trade apprentice - Data Entry Operator	4	4	0	0	0	0
	114	Trade Apprentice-Data Entry Operator (Skill Certificate Holders)						

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Note: The reservation for PwBD as indicated for the discipline of Graduate Apprentice, Trade Apprentice Data Entry Operator (Fresher & Skill Certificate Holders) shall be applied on horizontal basis, across all categories, as per the Government guidelines. PwBD are not eligible to apply for Discipline Code 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111. A person with specified disability listed in the Schedule appended to the Act but not covered under Section 34(1), if certified by the certifying Officer as a person with disability of 40% or above, shall be allowed concession/relaxation available to PwBD. His/her candidature will not be considered/adjusted against reservation provided to PwBDs under Section 34(1) of the Act of 2016.

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, Acid attack victim, Cerebral Palsy, Leprosy cured	OH=Orthopaedic Handicap; OA=One Arm; OL=One Leg
4. MD-Multiple Disabilities (a combination of above)	

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 1992/2019 as amended from time to time.

For Graduate and Technician Apprentice, the stipend will be paid in two parts, Rs 4500 for Graduate Apprentice and Rs 4000 for Technician Apprentice will be paid by the Board of Apprenticeship Training (BOAT) directly in their bank accounts and the remaining amount by Indian Oil Corporation Ltd. **It is essential that the candidates have an Aadhaar seeded bank account that is enabled for Direct Benefit Transfer (DBT) for receiving the Government's share of stipend from BOAT.**

Trade Apprentice would be receiving the stipend in full, from Indian Oil Corporation Limited.

However, the above shall be subject to change as per guidelines and advice from Government/ Board of Apprenticeship Training/ National Apprenticeship Promotion Scheme (NAPS) or any such body stipulated by the Act/ Rules for issuing guidelines regarding Apprenticeship, from time to time.

Prescribed Qualification/Eligibility Criteria:

1. **For Discipline Code – 107 -** Trade Apprentice (Fitter) –Matric with regular full time 2 (Two) year ITI (Fitter) course recognized by NCVT/SCVT.
2. **For Discipline Code – 108 -** Trade Apprentice (Electrician) – Matric with regular full time 2 (Two) year ITI (Electrician) course recognized by NCVT/SCVT.
3. **For Discipline Code – 109 -** Trade Apprentice (Electronics Mechanic) – Matric with regular full time 2(Two) year ITI (Electronics Mechanic) course recognized by NCVT/SCVT.
4. **For Discipline Code – 110 - Trade Apprentice (Instrument Mechanic) – Matric with regular full time 2(Two) year ITI (Instrument Mechanic) course recognized by NCVT/SCVT.**
5. **For Discipline Code – 111 -** Trade Apprentice (Machinist) – Matric with regular full time 2(Two) year ITI (Machinist) course recognized by NCVT/SCVT.
6. **For Discipline Code – 101 - Technician Apprentice (Mechanical)–3 years regular full time Diploma in Mechanical Engineering with minimum 50% marks in aggregate for General, EWS and OBC-NCL& 45% in case of SC/ST/PwBD candidates for reserved positions from a Institute/University recognized by AICTE/UGC.**
7. **For Discipline Code –102 -** Technician Apprentice (Electrical)–3 years regular full time Diploma in Electrical Engineering with minimum 50% marks in aggregate for General, EWS and OBC-NCL& 45% in case of SC/ST/PwBD candidates for reserved positions from a Institute/University recognized by AICTE/UGC.
8. **For Discipline Code – 103 -** Technician Apprentice (Instrumentation) –3 years regular full time Diploma in Instrumentation Engineering with minimum 50% marks in aggregate for General, EWS and OBC-NCL& 45% in case of SC/ST/PwBD candidates for reserved positions from a Institute/University recognized by AICTE/UGC.
9. **For Discipline Code – 104 -** Technician Apprentice (Civil) – 3 years regular full time Diploma in Civil Engineering with minimum 50% marks in aggregate for General, EWS and OBC-NCL& 45% in case of SC/ST/PwBD candidates for reserved positions from a Institute/University recognized by AICTE/UGC.
10. **For Discipline Code – 105 -** Technician Apprentice (Electrical & Electronics)–3 years regular full time Diploma in Electrical & Electronics Engineering with minimum 50% marks in aggregate for General, EWS and OBC-NCL& 45% in case of SC/ST/PwBD candidates for reserved positions from a Institute/University recognized by AICTE/UGC.
11. **For Discipline Code – 106 -** Technician Apprentice (Electronics) –3 years regular full time Diploma in Electronics Engineering with minimum 50% marks in aggregate for General, EWS and OBC-NCL& 45% in case of SC/ST/PwBD candidates for reserved positions from a Institute/University recognized by AICTE/UGC.
12. **For Discipline Code – 112 -** Graduate Apprentice **(BBA/BA/B. Com/B.Sc.)**– Regular full time Graduate in any discipline with minimum 50% marks in aggregate for General, EWS and OBC-NCL& 45% in case of SC/ST/PwBD candidates for reserved positions from a Institute/University recognized by AICTE/UGC.
13. **For Discipline Code – 113 -** Trade Apprentice-Data Entry Operator (Fresher) – Class 12th (but below graduate)
14. **For Discipline Code - 114 -** Trade Apprentice-Data Entry Operator (Skilled Certificate Holders) - Class 12th (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.
15. **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 NOT ELIGIBLE for the above notified disciplines.**
16. Wherever CGPA/OGPA or Letter Grade is awarded in the Class XII//ITI/ Degree /Diploma examinations, its equivalent aggregate percentage of marks must be indicated in the Online Application as per the norms adopted by Board/University/Institute. Candidates will have to furnish certificate from the concerned University/Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter grade at the time of document verification failing which their candidature will not be considered.
17. Diploma under recognized Institute/University lateral entry scheme (Class XII/ ITI) admitted in the second year of Diploma course shall also be considered eligible subject to meeting prescribed percentage of marks based on aggregate of all semesters in the diploma course.
18. **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 after attainment of the qualification are NOT eligible.**
19. **Candidates applying under NATS who have completed five years as on 30.09.2025 in relevant discipline after acquiring the prescribed qualification as per the last semester/ year marksheet shall NOT BE ELIGIBLE for engagement as apprentices.**
20. **Candidates applying under NAPS who have completed five years as on 30.09.2025 in relevant discipline after acquiring the prescribed qualification as per the last semester/ year marksheet shall NOT BE ELIGIBLE for engagement as apprentices.**
21. 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 Polytechnic/College/Institute from where the candidate pursued his course along with his Application Form.
22. 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 only through NAPS/ NATS portal, **failing which their candidature will not be considered.**
23. Candidates possessing higher professional qualifications such as **B.E or equivalent, MBA or equivalent or MCA / CA/ ICWA, LLB or any such equivalent or pursuing higher qualification and having completed the same on or before joining the apprenticeship training shall NOT** be considered eligible. A declaration from the candidate in this regard shall be obtained at the time of joining. 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 period of training.

B. Age Minimum 18 years and maximum 24 years as on **30.09.2025** (Relaxation of 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).

C. Period of Apprenticeship Training 12 Months

D. Selection Methodology

1. Candidates registered on NAPS/NATS portal, and applying against the notification shall be considered for selection. **There will be no written Test/ Interview.**
2. Merit list of all the candidates who have applied against a respective post in the portal and meeting the eligibility criteria shall be prepared based on the percentage of marks secured in the prescribed qualification for the post. In case of two candidates securing same percentage of marks, the candidate with earlier date of birth (older in age) shall be considered. In case of same date of birth, candidates having a higher percentage marks in matriculation shall be considered.
3. 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.**
4. Candidates successfully qualifying document verification and Pre-engagement medical fitness shall be adjudged suitable for engagement and shall be issued offer of Engagement for Apprenticeship Training.

E. Concessions/Relaxation

1. SC/ST/OBC (NCL-Non Creamy Layer) candidates applying for Unreserved

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(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 applying through NAPS/NATS portal on or before 11th October 2025 @ 11:55 PM**
2. Candidates are advised to register as Graduate/Technician/Trade Apprentice online in the following portals under the respective State as per their Trades below:
   a) Trade Apprentice - ITI at NAPS portal **(http://www.apprenticeshipindia.gov.in/)**
   b) Trade Apprentice - Data Entry Operator at NAPS portal **(http://www.apprenticeshipindia.gov.in/)**
   c) Technician Apprentice - Diploma at NATS portal **(https://nats.education.gov.in/student_register.php)**
   d) Graduate Apprentice at NATS portal **(https://nats.education.gov.in/student_register.php)**
3. Before applying against an opportunity, candidate MUST ensure that their profile (Personal Details, Educational Details, Category etc) along with aggregate percentage are appearing correctly in the portal. In case of any corrections, candidates are required to contact NAPS/NATS office. The responsibility to maintain correct details in their profile solely lies with the candidate.
4. Once registered, candidate needs to LOGIN to the respective NATS/NAPS portal using their User ID/Email ID and APPLY for the apprenticeship Openings/ Opportunities with the Establishment ID of Indian Oil Corporation Limited (MD)-Northern Region Office
   - NATS - NDLSDC000005
   - NAPS-E05200700003
5. Candidates not fulfilling the eligibility criteria and other terms & conditions of the advertisement will be liable for rejection.
6. The last date for applying through NAPS/NATS portal and filling the Microsoft Office Form **(Link for the same has been mentioned in H.2) is 11th October 2025@ 11:55 PM**. Candidates are requested to apply sufficiently in advance before the closing date.
7. **Candidates are advised to periodically visit our website https://www.iocl.com/apprenticeships as all future correspondence and latest information with regard to apprentice engagement shall be only on our website and/or by e-mail/SMS-alerts.**
8. **Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website: https://www.iocl.com/apprenticeships ONLY.**
9. Candidates can apply for **ONLY ONE DISCIPLINE CODE** from the advertisement. Candidates applying for more than one discipline code will not be considered and their applications will be summarily rejected.
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 applying shall not be considered "Eligible" and treated as "Rejected". Canvassing of any kind shall disqualify the candidate.
14. **The period of Apprenticeship Training is 12 months for all disciplines. 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. Registration Process

1. The candidate must register themselves in NAPS/NATS portal, as applicable (NATS- for Graduate and Diploma holders, NAPS for ITI and Data Entry Operator) and have a valid and active Apprentice Registration/ Enrolment Number. **They must ensure 100 percent completion/ updation of their profile as mentioned in Point F.3.**
2. 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 for Document Verification/ Engagement Letter shall be sent only through email/SMS alerts.
3. The candidate must ascertain the correctness of all information before final submission of application through NAPS/ NATS portal. The candidate shall be wholly/exclusively responsible for the information provided in his/her Application Form (NAPS/ NATS) and Microsoft Office Form. Any changes in the application will not be entertained by IOCL after final submission.
4. **Cutoff/Reckoning date: The date for the purpose of possession of qualification and meeting age criteria shall be 30.09.2025.**
5. **Other Requirements:**
   a) Candidate should have a PAN Card.
   b) Candidate should have an Aadhaar Card.
   c) Candidate should have a Bank Account & Cheque Book with their names printed.
   d) Candidate should have a bank account seeded to his/her Aadhaar Number and the account to be enabled for DBT. If the same is not available, the candidate is required to visit their bank and get their account both Aadhar seeded and DBT enabled.
   e) Candidates should check if their bank account is Aadhaar seeded using the following link : https://myaadhaar.uidai.gov.in/
   f) Candidates should check if their bank account is enabled for Direct Benefit Transfer (DBT) using the following link: https://www.npci.org.in/ and check the status under consumer tab of the link.

      In case any of the above mentioned in 5 (e) and (f) are not linked/ activated, candidate must approach their respective bank's branch for enabling the same.
   g) Candidates should submit the details of the active bank account to which their Aadhaar is seeded to the Corporation for release of monthly Stipend.

H. How to Apply

1. Candidates meeting the prescribed eligibility criteria may apply online through the NAPS/NATS portal from **12th September 2025 (10:00 AM) to 11th October 2025 (11:55 PM).** Candidate to ensure that they have successfully applied for the relevant opportunity through respective NAPS/ NATS portal and thereafter submitted the required information through Microsoft Office Form within the stipulated timeline. **No other mode of applications will be accepted.**
2. After applying on the respective NATS/NAPS portal, the candidate MUST also submit their details along **with preferred State and three preferred locations** in Microsoft Office Form, latest by 11.10.2025, 11:55 PM by visiting the link at **https://forms.office.com/r/DHBa1WFthJ**

   Please note that Candidates must submit only one response. Multiple submission of Microsoft Form shall NOT be entertained. It may however be noted that, while location preference shall be considered, the actual posting will be decided based on the requirements of the Corporation; and no further changes shall be entertained.

I. Verification of Documents

Candidates who have applied through NAPS/NATS portal and have been shortlisted on merit will be intimated about document verification on a suitable date at any of our units/ offices or through other modality as decided by the management. The following original documents along with a self-attested copy should be furnished at the time of document verification for joining at Location:

a) Mark sheet/Certificate issued by Board of Secondary Education for passing Matriculation(Class X) Examination shall be the only acceptable document in support of age. 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 30.09.2025)** 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". Indian Oil 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 seed account, Aadhar card, PAN Card, cancelled cheque leaf.

h) Pre-Engagement medical fitness certificate.

J. Important Dates at a Glance

1. **DATE OF OPENING OF APPLICATION: 12th SEPTEMBER 2025 FROM 10:00 AM ONWARDS.**
2. **LAST DATE OF SUBMISSION OF APPLICATION: 11th OCTOBER 2025 UPTO 11:55 PM.**
3. **DETAILS FOR DOCUMENT VERIFICATION FOR SHORTLISTED CANDIDATES AS PER MERIT WILL BE INTIMATED ON THE REGISTERED EMAIL ID.**

(Please note that any change in dates will be intimated through the IOCL website. Hence candidates are advised to regularly check the website for any updates).

EN 24/45