

G. How to Apply:

1. Candidates meeting the prescribed eligibility criteria and registered on NATS/NAPS apprenticeship portal, as applicable, may apply online through the NAPS/NATS portal from **17th January 2025 (10:00 A.M.) to 16th February 2025 (11.55 P.M.)** Link to portal mentioned in point : E (2) a & b.
2. The candidates need to LOGIN to the respective NATS/NAPS portal using their User ID/Email ID and APPLY for the Apprenticeship Openings / Opportunities with Indian Oil Corporation Limited.
3. Those applications which are incomplete/ not in line with the terms & conditions will be liable for rejection.
4. 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.
4. 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.

H. Verification of Documents:

Candidates who have applied through NAPS/NATS portal and have been shortlisted on merit may be called for Document Verification on a suitable date at Southern Regional Office- Marketing Division, Indian Oil Corporation Limited at Chennai or at any of our units/ offices 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.

The following original documents along with a self-attested copy should be furnished at the time of document verification and 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". 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.
- 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) /Graduation/Diploma in Engineering.
- f) Final ITI (NCVT) 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.

I. IMPORTANT DATES TO NOTE:

1. **DATE OF OPENING OF APPLICATION THROUGH NAPS/NATS PORTAL: 17th JANUARY 2025 FROM 10:00 AM ONWARDS.**
2. **LAST DATE OF SUBMISSION OF ONLINE APPLICATION THROUGH NAPS/NATS PORTAL: 16th FEBRUARY 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).