



इंडियन ऑयल कॉर्पोरेशन लिमिटेड

हल्दिया रिफाइनरी, डाकघर : हल्दिया ऑयल रिफाइनरी - 721606

जिला : पूर्व मेदिनीपुर (प० ब०)

**Indian Oil Corporation Limited**

Haldia Refinery, P.O.: Haldia Oil Refinery-721606

District : Purba Medinipur, West Bengal

Website : www.iocl.com, E-mail : haldia refinery@indianoil.in

Fax : 91-3224-252141, Phone : 91-3224-223270



रिफाइनरीज प्रभाग  
Refineries Division

By Registered Post/Courier

Ref. No. HR/RECTT/01/2021(APP)/10120538

Date: 29-12-2021

To  
RAJESH BETAL  
S/O ARUN BETAL  
VILL & PO-SATPATI  
PS-SALBONI  
PASCHIM MEDINIPUR - 721516  
West Bengal  
Mobile No. - 8972181901

**Subject: Offer of engagement as Trade/ Technician Apprentice at Haldia Refinery**

Dear Sir/ Madam,

With reference to the Written Test held on 21.11.2021, Document Verification, and subsequently being found Fit in Pre-Engagement Medical Examination, we are pleased to engage you as **Trade Apprentice/ Attendant Operator (Chemical Plant) Discipline - Chemical** at Haldia Refinery under the Apprentices Act, 1961/1973 (as amended) on the following terms and conditions:

1. You shall be given training in accordance with the provisions of the Apprentices Act, 1961/1973 (as amended) for a period of 12 months. The period of Apprenticeship Training may be extended under certain circumstances as provided under Rule 7 of the Apprenticeship Rules, 1992 (as amended). During the period of Apprenticeship Training, periodical assessment of your performance shall be conducted.
2. During the Apprenticeship period, you shall be paid a stipend of Rs. 11500/- per month. During the second year of apprenticeship training, there shall be an increase of 10 percent in the stipulated stipend amount [applicable to Trade Apprentice (Boiler)/ Trade Apprentice-Secretarial Assistant/ Trade Apprentice - Data Entry Operator (Fresher Apprentices)/ Trade Apprentice - Data Entry Operator (Skill Certificate Holders)]. The rates of stipend may undergo revision as may be prescribed under Apprentices Act, 1961/1973/ Apprenticeship Rules, 1992 (as amended)/ Corporation guidelines.
3. You shall enter into a contract of apprenticeship, which shall be registered with respective authorities viz. Board of Apprenticeship Training/ Regional Directorate of Apprenticeship Training/ Ministry of Skill Development and Entrepreneurship/ National Skill Development Corporation, as the case may be within the prescribed time limit.

4. You shall be a trainee and not a worker and as such the provisions of any law with respect to labour shall not apply. For matters relating to conduct and discipline, you shall be covered under the Certified Standing Orders of Haldia Refinery and shall be placed under the administrative control of authorities as prescribed from time to time.
5. Rules/guidelines, as may be prescribed by the Govt./framed by the Corporation from time to time shall apply.
6. This offer of engagement as apprentice is subject to the following conditions and you shall have to submit an affidavit to this effect on non-judicial stamp paper of Rs.10/- (in the attached format) duly notarized at the time of engagement :
  - i) That no other Contract of Apprenticeship already subsists between you and any other Employer.
  - ii) That you shall not enter into any other contract of Apprenticeship with any other Employer before the expiry or termination of this contract of Apprenticeship.
  - iii) That you have neither undergone Apprenticeship Training earlier nor pursuing Apprenticeship training under the Apprentices Act, 1961/1973 and Rules (as amended).
  - iv) That you neither possess higher professional qualifications such as BE/ B.Tech, MBA, CA, LLB, MCA or any such equivalent qualification nor pursuing higher qualification and completed the same on or before joining apprenticeship training.
  - v) That you have not undergone training and/or having job experience for a period of one year or more after attaining the Diploma qualification (applicable for Technician Apprentices).
  - vi) That you are a non-graduate and you have not undergone any institutional training or skill training (applicable for Fresher Apprentice).
  - vii) That no criminal case is pending against you nor have you been convicted in any criminal case in the past.
7. You shall carry out all lawful orders of the superiors in the establishment and
  - i) You shall learn your subject field conscientiously and diligently and attend to practical and instructional classes regularly.
  - ii) You shall maintain a record of your work during the period of your Apprenticeship Training in a proforma approved by the Approving Authority.
  - iii) You shall attend the classes, as per arrangement by the appropriate authority.
  - iv) You shall not remain absent/proceed on leave except with prior permission of the competent authority.
  - v) You shall abide by the rules and regulations of the establishment in all matters of conduct, discipline and safety.
8. The following leave & holidays shall be admissible to you during the Apprenticeship period :
  - a. General Leave : 32 days @ 8 days per quarter during the period of Apprenticeship including on medical grounds.
  - b. Casual Leave : 12 days per calendar (pro-rata)
  - c. You shall avail such holidays as are observed in Haldia Refinery

- d. Leave not availed shall lapse at the end of Apprenticeship period.
9. You shall be covered under suitable Accident Insurance Coverage.
10. You shall observe such total number of hours per week as prescribed under Apprenticeship Rules, 1992 (as amended).
11. You shall be provided with one pair of Safety Shoes and a Helmet (on returnable basis) (applicable for Technical category only).
12. No HRA or Company's accommodation and transport facilities shall be provided by the Corporation.
13. You shall produce in original and attested copies of the following certificates issued by Board/University/Institution/Competent Authority, at the time of your engagement –
- I. 10<sup>th</sup> Pass/Matriculation certificate.
  - II. SC/ST/OBC(NCL)/Disability/EWS-Income & Asset Certificate in the prescribed format (applicable for reserved category candidates).
  - III. Class XII marksheet/ Semester/ Year-wise mark sheets of Graduation/ Diploma Engineering/ ITI (Fitter) (issued by NCVT or SCVT), as applicable.
  - IV. Class XII/ Graduation/ Diploma Certificate/ ITI (Fitter) Certificate (issued by NCVT or SCVT), as applicable.
  - V. Certificate issued by the Institution that you have pursued a regular full time course.
  - VI. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks, if applicable.
  - VII. Certificate mentioning the date of publication of result from the Principal of the School/Institute/College/Polytechnic from where you pursued your Class XII/ ITI (Fitter)/ Graduation/Diploma course (applicable in case the date of declaration of result is not mentioned in the Mark Sheet).
  - VIII. Skill certificate in 'Domestic Data Entry Operator' issued by an awarding body recognised under National Skill Qualifications Framework or any other authority recognised by the Central Govt. in this regard {applicable for Trade Apprentice – Data Entry Operator (Skill Certificate Holder)}.
  - IX. Conduct Certificate from the Head of the Institution last attended.

In addition, you shall produce five copies of recently taken passport size photograph.

14. The Corporation shall have no obligation to offer any employment to you on completion of period of your Apprenticeship training. The above engagement is under the Apprentices Act, 1961/1973 (as amended) and does not confer any right or claim for employment.

15. At any stage of Apprenticeship training, if it is found that you do not fulfil the eligibility norms for engagement of apprentices and/or have furnished any incorrect/doctored/false information or certificate(s)/document(s)/declaration or have suppressed any material fact(s), your engagement as apprentice shall be liable for termination besides any other action in accordance with law that shall be taken against you.

If the above terms and conditions are acceptable to you, you are advised to send the attached acceptance letter (duly signed) signifying your acceptance of the terms and conditions of your engagement to the undersigned on email [hrrectt@indianoil.in](mailto:hrrectt@indianoil.in) latest by 03-01-2022 and report for Apprenticeship Training on **07-01-2022** to the undersigned, failing which this offer shall stand withdrawn and no correspondence shall be entertained in this regard.

Yours sincerely,  
For and on behalf of  
Indian Oil Corporation Limited  
Haldia Refinery

  
(G.K. Sahu)  
Deputy General Manager (HR)

**Encl.:**

1. Acceptance Letter Format
2. Format of Affidavit (Refer Sl. No. 6)

**LETTER OF ACCEPTANCE**

**(To be signed and scan copy to be sent to hrrectt@indianoil.in )**

To  
The Deputy General Manager (HR)  
Indian Oil Corporation Limited  
Haldia Refinery  
PO: Haldia Oil Refinery  
Distt: Purba Medinipur  
West Bengal - 721606  
**Email: hrrectt@indianoil.in**

**Sub: Engagement as Trade/ Technician Apprentice at Haldia Refinery**

I hereby accept the terms and conditions of my engagement as Trade/ Technician Apprentice at Indian Oil Corporation Limited, Haldia Refinery as stated in the Offer of Engagement Ref. No. **HR/RECTT/01/2021(APP)/10120538** dated **29-12-2021**. I shall report for Apprenticeship training as advised in the Offer of Engagement.

I further confirm that:

- 1) I will abide by the rules and regulations of the Corporation and will regulate my conduct in accordance with the Certified Standing Orders of Haldia Refinery.
- 2) I will diligently and faithfully carry out instructions given to me by my superiors in connection with my training to the best of my skill and ability.
- 3) I will be faithful and loyal to the Corporation and would ensure that my conduct would not in any way prejudice the interest of the Corporation.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Name : **RAJESH BETAL**

Trade/ Discipline : Trade Apprentice/ Attendant Operator (Chemical Plant) Discipline - Chemical

Address : \_\_\_\_\_

Mobile No. : \_\_\_\_\_ Email ID: \_\_\_\_\_