ENGAGEMENT OF APPRENTICE TRAINEES
AS PER THE
APPRENTICES ACT, 1961

HPCL is a Government of India Enterprise under the Ministry of Petroleum and Natural Gas (MOP&NG), Government of India. It is engaged in Refining, Storage, Distribution and vast marketing network consisting of Zonal offices, Regional offices, Terminals, Pipeline networks Aviation Service stations, LPG Botting Plants and Inland Relay Depots etc. spread across India.

HPCL Marketing Division proposes to engage Trade Apprentice Trainees and Skill Certificate Holders at Locations spread across India as per provision of Apprentices Act, 1961 and the Rules thereof.

Engagement of Apprentices

1. Important Dates

Commencement of Online Application: 24-01-2022	Last date of Online Application*: 30-01-2022

Last date of Online Application is subject to change as per management discretion

2. Training Position Description and Eligibility Criteria

Applications are invited from candidates meeting the following qualification & other parameters for engagement as Apprentices under Apprentices Act, 1961 in the Trade mentioned below for the provisional number of training positions including applicable reservation as per the prescribed percentage for respective States.

A. Number of Provisional Training Positions

I. Designated Trades

State	Trade	Total	SC	ST	OBC-NC	UR	PwBD (VH/HH/OH)**
Andhra Pradesh	COPA	3	0	0	2	1	0
	Electrician	12	2	1	2	7	0
	Electronics Mechanic	1	0	0	0	1	0
Assam	Electrician	1	0	0	0	1	0
Chandigarh	COPA	5	0	0	1	3	1
Chhattisgarh	Electrician	1	0	0	0	1	0
Dadra and Nagar Haveli	COPA	1	0	0	0	1	0
Delhi	COPA	4	1	0	1	2	0
	Electrician	2	0	0	1	1	0
Gujarat	COPA	3	0	1	1	0	1
	Electrician	6	0	0	2	4	0
Haryana	COPA	2	0	0	1	1	0
	Electrician	3	1	0	0	2	0
	Electronics Mechanic	3	0	0	1	2	0
Jammu & Kashmir	COPA	1	0	0	0	1	0
	Electrician	3	0	0	1	2	0
Jharkhand	Electrician	1	0	0	0	1	0
Karnataka	Electrician	8	2	0	3	3	0
	Electronics Mechanic	5	0	0	1	4	0
Kerala	COPA	4	0	0	1	3	0
	Electrician	5	1	0	0	4	0
Madhya Pradesh	COPA	1	0	1	0	0	0
	Electrician	8	2	1	2	3	0
Maharashtra	COPA	28	5	2	8	10	3
	Electrician	32	1	2	7	22	0
	ICTSM	2	0	0	0	2	0
Odisha	Electrician	2	0	0	0	2	0
Punjab	COPA	1	0	0	0	1	0
	Electrician	2	1	0	0	1	0
	Electronics Mechanic	1	0	0	1	0	0
Rajasthan	COPA	4	0	1	2	1	0
	Electrician	5	1	0	1	3	0
Tamil Nadu	COPA	2	1	0	0	1	0
	Electrician	8	1	0	3	4	0
Telangana	COPA	3	0	0	1	2	0
	Electrician	6	0	0	1	5	0
Uttar Pradesh	COPA	4	1	0	1	1	1
	Electrician	17	3	0	4	10	0
West Bengal	COPA	2	0	0	1	1	0
	Electrician	4	1	0	0	3	0

**VH- Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped*

II. Optional Trades

State	Trade	Total	SC	ST	OBC-NC	UR
Andhra Pradesh	Mechanical Fitter	6	1	0	1	4
Chhattisgarh	Mechanical Fitter	1	0	0	0	1
Delhi	Mechanical Fitter	1	0	0	0	1
Gujarat	Mechanical Fitter	3	0	1	1	1
Haryana	Mechanical Fitter	1	0	0	0	1
Jammu & Kashmir	Mechanical Fitter	1	0	0	0	1
Jharkhand	Mechanical Fitter	1	0	0	0	1
Karnataka	Mechanical Fitter	8	0	1	1	6
Kerala	Mechanical Fitter	6	0	0	3	3
Madhya Pradesh	Mechanical Fitter	7	0	1	1	5
Maharashtra	Mechanical Fitter	24	1	2	6	15
Odisha	Mechanical Fitter	1	0	0	0	1
Punjab	Mechanical Fitter	1	0	0	0	1
Rajasthan	Mechanical Fitter	3	0	0	1	2
Tamil Nadu	Mechanical Fitter	9	2	0	2	5
Telangana	Mechanical Fitter	3	0	0	1	2
Uttar Pradesh	Mechanical Fitter	18	4	0	5	9
West Bengal	Mechanical Fitter	2	0	0	1	1

III. Skill Certificate Holders

State	Trade	Total	SC	ST	OBC-NC	UR	PwBD (VH/HH/OH)**
Andhra Pradesh	Domestic Data Entry Operator	3	0	0	1	1	1
Delhi	Domestic Data Entry Operator	7	1	1	1	4	0
Gujarat	Domestic Data Entry Operator	4	1	0	0	3	0
Karnataka	Domestic Data Entry Operator	1	0	0	0	0	1
Kerala	Domestic Data Entry Operator	3	0	0	0	3	0
Madhya Pradesh	Domestic Data Entry Operator	1	0	0	1	0	0
Maharashtra	Domestic Data Entry Operator	20	3	3	7	6	1
Rajasthan	Domestic Data Entry Operator	3	1	0	0	2	0
Tamil Nadu	Domestic Data Entry Operator	4	0	0	1	3	0
Telangana	Domestic Data Entry Operator	1	0	0	0	1	0
Uttar Pradesh	Domestic Data Entry Operator	2	0	0	1	1	0
West Bengal	Domestic Data Entry Operator	1	0	0	0	1	0

*VH- Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped
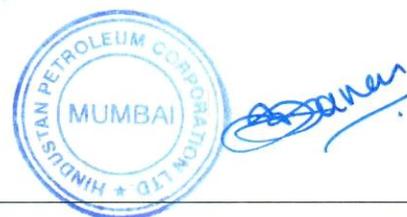
NOTE:

- The above number of training positions are only tentative and the Management reserves the right to increase or decrease the number of training positions for the mentioned trades.

B. Qualification Criteria, Duration of Training & Month Stipend

S.No	Trade	Age Limit	Minimum Qualification	Eligibility Criteria	Pass out Year	Duration of Training	Monthly Stipend
1.	COPA		10th Pass with Regular Full Time ITI (COPA) course			12 months	
2.	Electrician		10th Pass with Regular Full Time ITI (Electrician) course			18 months	
3.	Electronics Mechanic	Min age- 18 yrs. & Max age-.25 yrs. as on 24-01-2022	10th Pass with Regular Full Time ITI (Electronics Mechanic) course	60% aggregate marks of all semesters/ years for Gen/OBC-NC and 50% for SC/ST/PWD/ (VH/HH/OH*) Candidates in ITI	ITI Pass out after 01-01-2019 onwards. Candidates passed out prior to 01-01-2019 are not eligible to apply	18 months	
4.	ICTSM		10th Pass with Regular Full Time ITI (ICTSM) course			18 months	
5.	Mechanical Fitter	Age relaxation by 5 yrs. for SC/ST, 3 yrs. for OBC-NC & 10 yrs. for PwBD	10th Pass with Regular Full Time ITI (Mechanical Fitter) course			24 months	Rs. 12000/-
6.	Domestic Data Entry Operator		12th Pass or its equivalent with Skill Certificate holder in Domestic Data Entry Operator	60% aggregate marks for Gen/OBC-NC and 50% for SC/ST/PWD/ (VH/HH/OH*) Candidates in 12th Class	12th Class Pass out after 01-01-2019 onwards Candidates passed out prior to 01-01-2019 are not eligible to apply	12 months	

ELIGIBILITY REQUIREMENTS:

- Only Indian national are eligible to apply.

- The prescribed qualification for Class XII/Class X should be from recognized board such as CBSE/ICSE/State Board.

- The prescribed qualification for ITI Course should be recognized by NCVT/SCVT.

- Candidates applying for Skill Certificate in 'Domestic Data Entry Operator' should possess skill certificate 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 Govt. in this regard.

- ITI Pass out Candidates belonging to General/OBC-NC category must have 60% aggregate whereas candidates belonging to SC/ST/PwBD (VH/HH/OH) must have 50% aggregate marks in all years/semesters in qualifying examination.

- 12th Pass out Candidates applying for position of Skill Certificate Holder belonging to General/OBC-NC category must have 60% aggregate whereas candidates belonging to SC/ST/PwBD (VH/HH/OH) must have 50% aggregate marks in all years/semesters in 12th class or its equivalent.

- Wherever CGPA/OGPA or Letter Grade is awarded in the Class XII/Class X/ITI, its equivalent aggregate percentage of marks must be indicated in the On-line Application as per the norms adopted by the Board/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. In case where above percentage/conversion is not available then the percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the qualifying subjects in all the semester(s)/year(s) by aggregating maximum marks. The fraction of percentage so arrived will be ignored i.e. 49.99% will be treated as less than 50%.

- Candidates who are ITI Pass out after 01-01-2019 onwards are eligible to apply. Candidates passed out prior to 01-01-2019 are not eligible to apply for apprenticeship training.

- Candidates applying for Skill Certificate Holder, who are 12th class Pass out after 01-01-2019 onwards are eligible to apply. Candidates passed out prior to 01-01-2019 are not eligible for apprenticeship training.

- Age Limit: Minimum 18 years and maximum 25 years as on **24-01-2022.** Max. Age relaxation by 5 yrs. for SC/ST, 3 yrs. for OBC and 10 yrs. for PwBD (VH/HH/OH) Candidates.

- Relaxations in Eligibility criterion, Age and Reservations for SC, ST, OBC-NC, and PwBD (Persons with benchmarked disabilities –with degree of disability 40% or above) will be as per Government Guidelines / Apprentices Act, 1961.

- Candidates who have been engaged previously as Apprentice or are undergoing Apprenticeship training elsewhere under the Apprentices Act, 1961 and have an apprenticeship contract with any other organization under the Apprentices Act, 1961 on the Apprenticeship Portal (https://www.apprenticeshipindia.gov.in) are not eligible to apply. In case of any existing apprenticeship contract with any organization may lead to rejection of the application.

- Candidates possessing higher professional qualifications such as BE/B Tech, MBA, CA, LLB, MCA or any such equivalent qualification or pursuing higher qualification shall NOT be considered. 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 engagement.

- Candidates applying for more than one Trade will not be considered and their applications will be summarily rejected.

- Candidates who have got work experience of one year or more are not eligible to apply.

- Candidates should first register themselves (as a candidate) in the Apprenticeship website (https://www.apprenticeshipindia.gov.in). After getting the registration/enrolment number, they should apply on the HPCL Apprentice Application Link as follows: https://jobs.hpcl.co.in/Recruit_New/tatlogin.jsp . Candidates registered on Apprenticeship website and have applied through HPCL Apprentice Application Link will only be considered for Apprenticeship Training subject to clearing of eligibility criteria and the requisite selection methodology.

SELECTION METHODOLOGY

- Candidates fulfilling all the above mentioned eligibility criteria will be called for Document Verification. Management reserves the right to restrict the number of candidates to be called for **Document Verification which will be tentatively scheduled in the month of February/March 2022.**

- Shortlisting of candidates will be done based on the percentage of marks obtained in the prescribed qualification applicable to the respective trade. Shortlisted candidates will have to appear for verification of documents.

- Final offer for Apprenticeship Training would be subject to clearing the Medical Test as per HPCL standards and submission of all documents / certificates towards proof of Age, Qualifications, Caste, Medical certificate of PwBD and medical fitness etc.., as may be applicable.

PROCESS TO APPLY FOR APPRENTICESHIP AT HPCL

- First register on Apprenticeship Portal (**https://www.apprenticeshipindia.gov.in**) and obtain Apprentice Registration Number/Candidate Code (***alphanumeric number starting with A***)

- Once candidates have obtained Apprentice Registration Number/Candidate Code, register of HPCL Apprentice Application Link- **https://jobs.hpcl.co.in/Recruit_New/tatlogin.jsp** using the option – **Sign up for New Registration**

- Please use the same mobile Number and email ID as used for registering on Apprenticeship Portal

- Once candidates have registered, they will receive details of their login and password on their email ID as provided for registration from HPCL Apprentice Team

- Sign in to the HPCL Apprentices Application Link **https://jobs.hpcl.co.in/Recruit_New/tatlogin.jsp** through the login credentials (email ID and password) as received over their registered email ID

- Once candidates have logged in,

  - Candidates applying for trades- **COPA, Electrician, Electronics Mechanic, ICTSM, Mechanical Fitter** to select **TRADE APPRENTICE ENGAGEMENT 2021 FOR ITI PASS OUTS** under Active Advertisements

  - Candidates applying for trade- **Domestic Data Entry Operator** to select **APPRENTICE ENGAGEMENT 2021 FOR DOMESTIC DATA ENTRY OPERATOR** under Active Advertisements

- Please note candidates are allowed to **fill only one Application** from above.

- Candidates are requested to carefully read the instructions mentioned on each part of the Application Form

- Once candidates have selected the Advertisement, fill the **Apprentice Registration Number/Candidate Code** as obtained from Apprentice Registration Portal.

- Select the **Position** from the dropdown as per the trades mentioned in the Advertisement. Candidates can apply for single training position only.

- Candidates are required to fill their **Personal Details** as mentioned on the application form. The fields marked * are mandatory.

- Once candidates have filled their personal details, click on **Validate your details.** In case of error, please fill the data correctly as per error message.

- Once validated, click on **Save & Next** to move to next part of application form.

- Candidates are next required to fill their details **Contact Details**. Candidates are requested to correctly provide their address for correspondence and permanent address along with contact number.

- Candidates are also required to select **Preference training state** and **corresponding Preference training city** from the dropdown. Please refer the training positions mentioned under **Part 2 (A)- Number of Provisional Training Positions** in the Advertisement above.

- Click on validate your details, save & next to move to next part of Application Form- **Qualification Details**.

  1. *Candidates applying for trades mentioned under Designated Trade and Optional Trades are required to mandatorily fill their **ITI qualification details** and **Senior Secondary Certificate (10th Class) Qualification details**.*

  2. *Candidates applying for trade mentioned under Skill Certificate Holders are required to mandatorily fill their qualification of **Domestic Data Entry Operator Certificate, Senior Secondary Certificate (10th Class) Qualification details and Higher Secondary Certificate (12th Class or its equivalent) Qualification details.***

- Click on validate your details, save & next to move to next part of Application Form- **Banking Details**. Candidates to ensure to correctly fill their bank account details.

- As part of last part of application form, candidates are required to upload their recent **Passport sized photograph** and their **Signature**.
- Candidates are requested to recheck the details filled in application form under **Preview** and in case of any corrections, click on the section/Back and edit the details.

- Candidates are requested to read the declaration carefully.

- For final submission of the application form, check the boxes of declaration and click on **Final Submit**.

- After submission of the application, candidates will receive confirmation email on their registered email ID with **HPCL Application Number**.

IMPORTANT POINTS TO NOTE

- HPCL does not give any commitment/assurance on providing permanent/temporary employment to Apprentices on successful completion of Apprenticeship period.

- Furnishing of wrong/false information will lead to disqualification and HPCL will not be responsible for any of the consequences of furnishing such wrong/false information. If any of the above discrepancies w.r.t to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact detected/notice even after

engagement, his/her training will be liable for termination without any further notice. Canvassing in any form during any stage of engagement process will lead to cancellation of candidature.

- **Apprentice will be placed for training at locations spread across India. Therefore, only the Candidates willing to be placed across India should apply.**

- HPCL will not be providing any accommodation facility/travel allowance to the candidates.

GENERAL CONDITIONS

- The engagement of Apprentices will be governed by the Apprentices Act 1961 / Apprentices Amendment Act, 1973 and Rules thereof.

- The engagement as Apprentice Trainees will be for the period as mentioned in the table above against each trade.

- Candidates selected as Trade Apprentice Trainee/Skill Certificate Holder shall be paid monthly stipend of 12000/- (Rupees Twelve Thousand Only/-).

- The reserved category candidates are required to submit SC/ST/OBC-NC and PwBD (VH/HH/OH) certificate/s in the prescribed format application (the formats can be downloaded from our site **https://www.hindustanpetroleum.com/careers > Downloads > Downloads for Apprentices**

- Candidates must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the Central Government / State Government from time to time (for OBCNC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site **http://www.ncbc.nic.in,** for ST category the list of castes for each state is available on the site **www.ncst.nic.in** and for SC category the list of castes for each state is available on the site **http://www.socialjustice.nic.in**. A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

- The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

- The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NC candidates and such candidates will have to indicate their category as Unreserved (UR)

- If the SC/ST/OBC-NC/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

- A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. The final selection would be based on candidate's medical fitness with respect to identified training position.

  NOTE : Candidates are "NOT" Required to submit hard copy of application forms to HPCL. The details filled in the online Registration / application form will be considered final & no changes will be entertained w.r.t personal or any other details later on.

- Candidates are requested to keep their original documents along with self-attested copies of the same ready as per eligibility criteria, in case they are called for Document Verification.

- All communications will be through the email ID/ Mobile Number provided by the candidates in his/her online application.

- Application with incomplete / wrong particulars will be not considered. The email ID & Mobile number provided in online Registration/ application should remain valid for at least one year. Candidates must use proper e-mail IDs created in their names. *Applications with pseudo/fake email IDs will attract appropriate actions under the law.*

- HPCL will not be responsible for any loss/ non-delivery of email/ any other communication sent.
- All the details given in the online Registration form will be treated as final & no changes will be entertained. Any request for change in category (GEN/SC/ST/OBC-NC/PwBD-[VH/HH/OH]) once filled in the online Registration/Application Form will not be considered and accordingly concessions/relaxation applicable will not be extended.

- Depending upon number of applications, HPCL reserves the right to raise the minimum eligibility standards/criteria and modify the selection process.

- HPCL reserves the right to determine the total number of apprentices to be engaged/candidates to be selected at any stage of selection process.

- Reimbursement of 2nd class rail fare by the shortest route for document verification is admissible for outstation SC, ST, PwBD candidates appearing for document verification, provided the distance travelled is not less than 30km. (candidates opting center/venue for document verification other than the venue nearest from mailing address will not be reimbursed travel fare). The candidates will be required to fill in the Travel Reimbursement Form as detailed on HPCL website (**https://www.hindustanpetroleum.com/careers > Downloads > Downloads for Apprentices**) and submit it along with original Tickets/Travel Proof for travel undertaken.

- Management reserves the right to restrict the number of candidates to be called for document verification/medical tests without assigning any reasons.

- Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.

- **All the candidates are required to remain updated at each step of the selection process by visiting Corporate HPCL and Apprenticeship Portal**

CONTACT DETAILS

- All queries pertaining to the selection process/submission of application form on HPCL Link may be addressed to HPCL Apprentice Engagement Team as per respective State:

State	Email ID	Phone Number
Andhra Pradesh	ravikvv@hpcl.in	0891-2866116
Assam	Nagesh.Kanduru@hpcl.in	033-66095167
Chandigarh	nareshrakheja@hpcl.in	011-22408210
Chhattisgarh	Nagesh.Kanduru@hpcl.in	033-66095167
Dadra and Nagar Haveli	saurabh.sengar@hpcl.in	079-26484077
Delhi	nareshrakheja@hpcl.in	011-22408210
Gujarat	saurabh.sengar@hpcl.in	079-26484077
Haryana	nareshrakheja@hpcl.in	011-22408210
Jammu & Kashmir	nareshrakheja@hpcl.in	011-22408210
Jharkhand	Nagesh.Kanduru@hpcl.in	033-66095167
Karnataka	indupriya.s@hpcl.in	040-27778547
Kerala	koteeswaris@hpcl.in	044-28882224
Madhya Pradesh	prabhat.kumar@hpcl.in	0755-2789814
Maharashtra	apprentices@hpcl.in	022-23768082
Odisha	Nagesh.Kanduru@hpcl.in	033-66095167
Punjab	nareshrakheja@hpcl.in	011-22408210
Rajasthan	saurabh.sengar@hpcl.in	079-26484077
Tamil Nadu	koteeswaris@hpcl.in	044-28882224
Telangana	Vishnu.Santhosh@hpcl.in	040-27778546
Uttar Pradesh	hemasingh@hpcl.in	0522-2723314
West Bengal	Nagesh.Kanduru@hpcl.in	033-66095167

- All queries pertaining to registration on Apprenticeship Portal may be addressed to Regional Directorate of Skill Development & Entrepreneurship (RSDSE) of respective state