



इंडियन ऑयल कॉर्पोरेशन लिमिटेड (विपणन प्रभाग)

पश्चिमी क्षेत्र इंडियन ऑयल भवन, बी.के.सी.
प्लॉट सी-33, जी ब्लॉक, बांद्रा-कुर्ला संकुल
बांद्रा(पूर्व), मुंबई-400051.

दूरभाष : 26722369 / 26722377

**Indian Oil Corporation Limited
(Marketing Division)**

Western Region, Indianoil Bhavan,
B.K.C.

Plot C-33, G Block, Bandra-Kurla
Complex Bandra(East), Mumbai-
400051

Ph.No.26722369 / 26722377

Ref. No.: HR/ER/Apprentice-2021-22/1

Date: 17-02-2022

To,

**ATISH GANGADHAR LAD
1377 CHIRKE COLONY, LOHAGAON
PUNE
MAHARASHTRA -411047**

Sub: Offer of Engagement - TECHNICIAN APPRENTICE-MECHANICAL as per Apprenticeship Act 1961

Dear Shri/Ms ATISH GANGADHAR LAD

With reference to the Written Test and Personal Interview held for engagement as **TECHNICIAN APPRENTICE-MECHANICAL**, we are pleased to engage you as in the **MECHANICAL** discipline at **PUNE BOTTLING PLANT (CHAKAN)-CHAKAN SHIKAPUR SH55, AT POST: BHOSE, TALUKA: KHED, DIST: PUNE, MAHARASHTRA - 410501** under The Apprentices Act, 1961 (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 Apprentices 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 Apprentice period, the contract shall stand terminated.
2. During the Apprentice Period, you shall be paid a minimum stipend of Rs. 10,500/- per month for 12 months. The rate of stipend payable to you shall be as prescribed under the Apprentices Act, 1961/1973/Apprentices Rules 1992 (as amended) and Corporation's guidelines.
3. You shall enter into a contract of Apprenticeship, which shall be registered with the Board of Apprenticeship Training under the aegis of Ministry of Human Resource Development.
4. You shall be an apprentice and not a worker. However, you shall be covered under the Certified Standing Orders applicable to the workmen of Marketing Division, IOCL. You shall abide by the rules/regulations of the company in the matter of discipline & safety.
5. You shall have to submit an undertaking at the time of joining to the fact that you have not undergone Apprentice training under the Apprentices Act, 1961 (as amended from

time to time) and rules framed thereunder in the same field, i.e., (Discipline – **MECHANICAL**).

6. The offer of engagement as **TECHNICIAN APPRENTICE-MECHANICAL** is valid only in case the following eligibility criteria are fulfilled:
 - i. You have not undergone Apprenticeship Training earlier or are not pursuing Apprenticeship anywhere in India on the date of issuance of the letter.
 - ii. You are not facing a prosecution in any court of law for any serious criminal offence.
 - iii. You should not have completed three years after passing of the qualifying examination as on 31.01.2022. You do not have a work experience of more than one year as on 31.01.2022.
7. 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.
8. You shall declare in writing that no other contract of apprenticeship subsists already between you and 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.
9. You shall carry out of 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 Appropriate Authority.
 - iii. You shall attend the classes, as per arrangement by the Appropriate Authority.
 - iv. You shall not remain absent except with prior permission in terms of Point (7) above.
10. You shall observe such Holidays as observed in location where you will undergo Apprenticeship Training.
11. 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.
12. You shall be provided with one pair of Safety Shoes and a Helmet (on non-returnable basis)
13. You will be reimbursed an amount of maximum upto Rs. 3,000/- towards expenses incurred for conducting tests / investigations during pre-engagement medical on production of receipt for the same.
14. You shall produce, in original, the following documents along with **5 recent colored passport size photograph at the time of your joining :-**
 - i. 10th pass/Matric certificate showing your date of Birth
 - ii. Educational qualification certificate(Matric onwards)
 - iii. SC/ST/OBC/PWD Certificate, as applicable to the respective category candidates, issued by the Competent Authority as per the format enclosed.
15. Discipline should be maintained by you at the time of training.
16. The Corporation shall have no obligation to offer regular employment.
17. In the event of furnishing false information or concealing/suppressing of any factual information prior to or at any time during your Apprenticeship Training, your engagement shall be liable for termination besides any other actions in accordance with law that shall be taken against you.
18. After successful completion of Apprenticeship period, you shall be relieved from training. **It shall not be obligatory on the part of Management to offer you appointment after**

successful completion of the Apprenticeship period. The above engagement is under the Apprentices Act, 1961 and does not confer any right or claim for absorption against regular vacancies or otherwise.

If the above terms and conditions are acceptable to you, you are advised to confirm your acceptance by signing each page of this letter and sending it to the email IDs – kpgradeep@indianoil.in under the subject **“Acceptance of Engagement of Technician Apprentice”** and advised to report for Apprenticeship Training **on or before 27-02-2022** to the Location-in-charge of the location allocated failing which, this offer shall stand withdrawn and no correspondence shall be entertained in this regard.

Yours sincerely,
For: Indian Oil Corporation Limited

A handwritten signature in black ink, appearing to read 'Uma Maheshwari', is written over a light blue horizontal line.

(Uma Maheshwari)
Chief Manager (ER)-WR