



HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
Ambalamugal P.O., Ernakulam Dist., Kerala-682302

ENGAGEMENT OF APPRENTICES

Applications are invited through online mode i.e, (Apprenticeship Training Portal - apprenticeshipindia.gov.in) from eligible candidates belonging to Kerala State for undergoing Apprenticeship Training under the Apprentices Act, 1961.

CATEGORY – TRADE APPRENTICES (ITI holders)

Sl. No.	Discipline/ Subject Field	Vacancy	Monthly Stipend (in Rs.)	Duration of Training
1	Front Office Assistant	1	Rs.7,700/-	01 year
2	Machinist	1	Rs.7,700/-	01 year

GENERAL

1. The candidates should have obtained minimum 60% marks in the qualifying examination. In case of non-availability of candidates as stipulated above, candidates with minimum 50% of marks obtained in the qualifying examination will also be considered.
2. In the case of SC/ST Candidates the requirement of 1st Class / 60% Marks in the qualifying examination is relaxed to 2nd Class / 50% Marks.
3. Candidates should not have completed more than three years after passing the Examination.
4. Candidates who have already undergone/ are currently undergoing Apprenticeship training under the Apprentices Act in any Government or Public Sector or Private industrial organization are not eligible to apply for Apprenticeship Training.
5. Guidelines under Apprentices Act on Reservation will be adhered to. The category/ reservation claimed during the initial online submission of application only will be considered. The candidates will have to produce the relevant certificate as per Govt. standards from certificate issuing authority in support of the category/reservation claimed at the time of verification of document failing which their claim for reservation will be considered as 'General' category only.
6. The candidates should meet minimum physical standards as prescribed in Clause 4 of the Apprenticeship Rules 1992 and Amendments thereof if any.
7. The selected apprentices will be provided with accommodation on standard rent and subsidized canteen facility.
8. **SELECTION PROCEDURE:**

Short-listing of candidates for selection will be done based on the percentage of marks obtained in the basic prescribed qualification. The short listed candidates will be called for verification of original certificates/documents followed with Interview. Candidates short-listed for the certificate verification should bring the original certificates towards the proof of age, qualification, caste, disability (if any) etc and self attested copies of all these certificates and their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.

9. **APPLICATION FEE: - NIL**

10. PROCEDURE FOR REGISTRATION AND SUBMISSION OF APPLICATION THROUGH APPRENTICESHIP TRAINING PORTAL:

For Students who have already enrolled in the Apprenticeship Training portal and having login details	For students who have so far not enrolled in the National Web Portal
<p>After verification of candidate enrollment by MSDE, a student will be able to login and apply.</p> <p>Step 1 :</p> <ol style="list-style-type: none"> a. Login – User ID & Password b. Click Apprenticeship Opportunities c. Choose Course, Location etc d. Type Establishment Name “Hindustan Organic Chemicals Limited” and click on search e. List of Trades available in the organization will be displayed f. Click Apply - against the respective trade 	<p>Step 1:</p> <ol style="list-style-type: none"> a. Go to https://www.apprenticeshipindia.gov.in/ b. Click Enroll under “Candidate” c. Complete the Registration procedure (Qualification Certificate, Govt ID Proof, Bank Pass Book, Photo, Resume etc required) d. Aadhaar verification should be done. e. A unique Enrollment Number will be generated for the candidate after verification by MSDE <p>Please note : Please wait for at least one day for Enrollment verification and approval. After this, candidate can proceed to Step 2.</p> <p>Step 2:</p> <ol style="list-style-type: none"> a. Login – User ID & Password b. Click Apprenticeship Opportunities c. Choose Course, Location etc d. Type Establishment Name “Hindustan Organic Chemicals Limited” and click on search e. List of Trades available in the organization will be displayed f. Click Apply - against the respective trade

In case of any issues/queries related to Apprenticeship Training portal, you may please contact RI Centres/ RDSDE Trivandrum OR you can check the Candidate User Manual from the “Get Started Menu” in the Home Page.

11. **Candidates are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification before submitting the applications.**

12. HOCL reserves the right to call for any additional documentary evidence from applicants in support of educational qualification / other notified eligibility requirements as indicated in their online application, and information / replies to such queries should be only through the e-mail pad.kochi@hoclindia.com. However, HOCL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.

13. No correspondence regarding the rejection of application in case of ineligibility shall be entertained.

14. Call letters for Certificate Verification/Interview shall not be sent to short-listed candidates by post. They shall be informed by e-mail or through HOCL website www.hoclindia.com

15. Mere submission of application through Apprenticeship Training portal and issue of call letter shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.

16. Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.

17. Upon completion of the Apprenticeship period, HOCL 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.

18. If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.

19. Any amendment, modification or addition to this advertisement will be given in HOCL's website only.

20. **For any further clarification, please contact us via e-mail pad.kochi@hoclindia.com.**

21. IMPORTANT DATES :

Commencement of Online Application : 05.04.2023

Last Date of Online Application : 16.04.2023

05.04.2023

CHIEF GENERAL MANAGER (HR)