



**Indian Oil Corporation Limited
(Refineries Division)
Panipat Refinery & Petrochemical Complex**

**IMPORTANT INSTRUCTIONS FOR THE ELIGIBLE CANDIDATES APPEARING FOR
WRITTEN TEST TO BE HELD ON 26/02/2017 AT ARYA P.G. COLLEGE, PANIPAT,
HARYANA**

- With reference to our Advertisement No. PR/P/38 (2016-17) Written Test is conducting on 26/02/2017 at Arya P.G. College, Opp. Bus Stand Panipat, Haryana. **Call Letter** to the eligible candidates has been issued to the registered e-mail id.
- Please ensure that you fulfill each of the eligibility criteria stipulated in our published advertisement no. **PR/P/38 (2016-17)** & thereafter hosted on our website www.iocl.com relating to age, qualification, percentage of marks & experience (wherever prescribed) as on the date of reckoning. This call letter is therefore provisional.
- **In case you are not meeting the above criteria, you are directed not to appear in the Written Test.**
- You will be admitted to the examination hall only on production of this Call letter. You will surrender the call letter duly signed at appropriate place, to the invigilator. Please retain a photocopy for your future reference. In case of failure of surrender, your candidature shall be considered cancelled.
- The written test will be of about **120 minutes** duration. Written Test shall be of 100 questions and Multiple Objective Type Answer. Please reach the examination center half an hour before the schedule time. Later comers will not be allowed to enter into examination hall beyond **09.45 a.m.**
- You are required to carry a Photo ID Proof for the Written Test along with a self attested photocopy. The original Photo ID shall be checked and verified during the test. The self-attested photocopy of ID shall be collected alongwith the admit card after the Written Test. Documents like Aadhar Card, PAN card, Driving license, Voter ID card, Passport etc. shall be accepted as Valid Photo ID proof.
- The list of shortlisted candidates for Skill/Proficiency/Physical Test (SPPT) shall be displayed on notice board of the Test Venue mentioning Time and Venue for the Test on same day.

RECRUITMENT FOR NON-EXECUTIVES GRADE-IV THROUGH OPEN ADVERTISEMENT AT PRPC

- Skill/Proficiency/Physical Test of the shortlisted candidates will be held on **27th and 28th February, 2017**. Candidates should therefore come prepared for their stay around 2 – 3 days at Panipat accordingly. Shortlisted candidates are required to wear Industrial Safety Shoes at the time of Skill/Proficiency/Physical Test.
- Fire & Safety discipline candidates who qualified for Skill / Proficiency / Physical Test shall undergo medical Examination w.r.t **minimum Physical Standard** as specified in our detailed advertisement
- Shortlisted candidates for Skill/Proficiency/Physical Test has to bring with them the ORIGINAL and attested true copy of each of the original certificates/testimonials etc. as documentary evidence for verification as per annexure attached in our detailed advertisement. The details is enclosed at annexure – I
- Candidates belonging to PwD (VH) category (wherever applicable) and who have requested for scribe at the time of making application shall be provided with a scribe at the test venue. 20 minutes per hour compensatory time will also be given.
- Candidates have to make their own arrangement for travel, lodging and boarding for appearing in Tests.
- Outstation SC/ST/PwD (wherever applicable) candidates will be eligible for reimbursement of IInd class Rail/Ordinary bus fare to and fro by the shortest route between the place of mailing address or actual place of journey and the place of Written Test, whichever is less, subject to submission of TA claim form with rail tickets/bus tickets and a copy of caste certificate in the format prescribed. The admissible TA shall be transferred to SC/ST/PwDs candidates in their Bank Account. Such candidates are advised to bring cancelled cheque of their Bank Account as per Annexure – II and submit the same after the Written Test.
- Please bring with you blue/black ball point pen sufficient number of HB pencils, eraser and a pencil sharpener for marking answer in Answer Sheet. Slide rules, calculators, cellular phones, pagers, notebooks etc. are not allowed into the examination hall.
- Please note that in case during subsequent verification of certificates/testimonials (including mark sheets), reveals contrary to your claim in the on-line application or any time thereafter, your candidature will be summarily rejected at any stage of selection process without any further notice to you.
- Other Terms & Conditions shall remain same as per our advertisement.

Annexure-I

Documents to be produced at the time of Skill/Proficiency/Physical Test

Sl. No.	Particulars
1	Copy of Registration Form
2	Copy of Admit Card
3	Proof of Date of Birth : Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary shall be the only acceptable document in support of proof of age.
4	Photo Identity Proof : Driving Licence/Voter Id/PAN Card/Aadhaar Card/Passport etc.
5	Xth Pass & XIIth Pass Certificate and Mark Sheet
6	Diploma/BSc/ITI (Fitter) : Original Certificate (As mentioned in Advertisement)
7	All the Mark Sheet (Semesters) of Diploma/BSc/ITI (Fitter) (as mentioned in Advertisement)
8	Mark Sheet / Certificate of Sub Officers' Course from Nagpur or any other recognized Institute
9	Heavy Motor Vehicle Driving License for Fire & Safety Discipline.
10	Certificate from the Institute where the candidate has pursued his Degree/Diploma etc. course that the course is a regular full time course and the date of publication of result of the final year/ final semester of the Degree / Diploma course in case the date of declaration of result is not mentioned in the Mark sheet.
11	Copy of SC/ST/OBC (NCL) certificate in the prescribed format (mentioning applying for appointment to post under the Government of India)
12	PwD certificate (as per prescribed format)
13	Proof of Ex-Servicemen (Service certificate etc. and qualification etc. as per guidelines of Govt. of India)
14	Proof of Apprenticeship Training in an Industry where the Apprenticeship training has been completed.
15	Proficiency certificate from BOAT and SCVT/NCVT certificate from RDAT in case of Apprentices.
16	No Objection Certificate from the employer in case of employed with Government / PSUs Bodies etc.
17	Copy of documents pursuing higher qualification (suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited).
18	Offer letter, joining letter, experience letter, Pay Slip, increment letter, relieving letter etc. as a proof of Experience as mentioned in Advertisement.
19	In case of Large Industrial Establishment : attach a copy of the relevant page of the last published balance sheet of the establishment under self-certificate by the candidate,
20	Candidate employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/Contractor alongwith the page of Balance Sheet.

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21	Candidate should ensure that he is medically fit as per Indian Oil's Pre-employment medical standard.
22	Reason of declared UNFIT earlier in case of medical examination conducted by any Refinery.
23	Declaration of any ailments, deficiencies or abnormalities, and also any finding of not meeting the physical fitness criteria as per Indian Oil's Pre-employment medical standard
24	4 Passport Size Photograph (recent)
25	All the documents in original to be produced at the time of SPPT along with one set of attested copy.
26	Any other relevant documents in support of qualifications, experience, category, medical, age, service etc. as mentioned in our Advertisement No. PR/P/38(2016-17) and call letters.

Signature of the Candidate

**BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH ONLINE MODE
(ONLY FOR SC/ST/PWD CANDIDATES)**

Date: _____

To

The Accounts Officer,
Indian Oil Corporation Limited,
Panipat Refinery & Petrochemical Complex
Panipat, **Haryana-132103**

Dear Sir,

With reference to your Advertisement No. PR/P/38 (2016-17), I appeared in the Written Test held on 26-02-2017, Arya PG College, Panipat Haryana.

I hereby give my consent to accept the payments toward re-imbusement of TA through IOCL internet based online e-payments system at the sole discretion of IOCL. My Bank Account details for the said purpose are as under:-

Sl. No.	Particulars	Details
1.	Roll No. & Registration No.	
2.	Name of the Candidate	
3.	Father's Name	
4.	Category (SC/ST/PwD)	
5.	Code and Name of the Post	
6.	Address of communication	
7.	Core Bank Account Number	
8.	Branch Name and Address	
9.	IFSC Code	
10.	PAN No. (if allotted)	
11.	E-mail ID	
12.	Mobile No.	

Original cancelled cheque related to the above account number for verifying the accuracy of the bank details is enclosed.

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

(Signature of the Candidate)

Bank Verification is required only in case

- Candidates not providing a cancelled cheque leaf (original) or if candidates name is not printed/appearing on the cancelled cheque Leaf (original) submitted to IOCL.
- Change in existing details.
- Please attach photocopy of Bank Pass Book, if cancelled cheque leaf not attached.

Bank Verification :-

I hereby confirm that the above accounts details of account holder are correct in all respects and the account of Beneficiary (Candidate) is maintained at our Bank Branch.

**(Name of the Bank & Branch)
Authorized Signatory)**