

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES PROVISIONALLY SHORTLISTED FOR INTERVIEW & FOR DOCUMENT COLLECTION**

The “List of Candidates” shortlisted provisionally for appearing for the Interview for all the notified requirements as specified in our Advertisement No. BR/RECTT/APPR/2016) has already been hosted on this website ([www.iocl.com](http://www.iocl.com)) along with the scheduled dates and reporting time for interview.

All the shortlisted candidates are advised to appear for Interview only if they are meeting all the prescribed criteria for eligibility and if they are in possession of originals of all the documents related to their Date of Birth; Educational Qualification; latest Caste Certificate (for SC/ST/OBC/PWD), as applicable, in the prescribed proforma; No Objection Certificate of employer, as applicable; any other document as required in our advertisement.

- Candidates provisionally shortlisted for Interview are advised to bring all the originals of the following documents for verification. **One complete ATTESTED set of copies of all the specified documents is to be submitted.** The candidates are also required to fill and submit the “Document Submission Checklist” (Annexure A)

S. N.	Type of document	Documents required
1	Admit Card	
2	Date of Birth Proof	<ul style="list-style-type: none"><li>▪ Tenth(Xth) class mark sheet issued by State/Central Board or Birth certificate issued by the authorized authority</li><li>▪ Twelfth(XIIth) class mark sheet(if applicable)</li></ul>
3	<u>Qualification Documents</u>	<ul style="list-style-type: none"><li>▪ Final or provisional Degree / Diploma / ITI Certificate requirement in the the prescribed discipline (with conversion formula from CGPA to percentage of marks, if applicable)</li><li>▪ Mark sheets of all the semesters or year of Degree /Diploma /ITI</li></ul>
4	<u>Caste Certificate (applicable for SC/ST/OBC)</u>	<ul style="list-style-type: none"><li>▪ Latest Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Central Govt and issued by competent authority only)</li></ul>
5	<u>Disability Certificate (applicable for PWD)</u>	<ul style="list-style-type: none"><li>▪ Disability certificate issued by the competent govt. authority/ medical board as prescribed.</li></ul>

**Others**

1. **Three passport size Photographs.**
2. Original of **No Objection Certificate** from employer in case employed in Govt./ Semi Govt./ Public Sector Undertaking, if the application is not sent through proper channel.
3. Service certificates and discharge certificate (applicable to ex servicemen only)
4. Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement.
5. The **candidature of only the candidates who submit all the necessarily required documents shall be considered.** Also, only the documents submitted by the candidate shall be taken into consideration for checking and basing the eligibility of the candidate.
6. Candidates submitting incomplete documents will be liable for rejection.
7. It may be noted that mere submission of documents does not entitle the candidate for engagement/selection.
8. Candidates are advised to **carefully read the “Important Instructions to the candidates for Selection Process” specified on the Page 2 & 3 of the Admit Card/Call Letter.**

**IMPORTANT:** Keeping in view the fact that Barauni Refinery is a restricted area, entry of the candidates shall **ONLY** be allowed on the basis of the **copy of the Admit Card retained by them along with the ‘Original Photo –Id’ like Passport, PAN Card, Driving license, Aadhaar Card, Voter Id, Bank Passbook.**

**DOCUMENT SUBMISSION CHECKLIST (Annexure 'A')**

SI. No.	DOCUMENT TYPE	DOCUMENT SUBMITTED		NO: OF PAGES
		Tick 'Yes' or 'No'		
<b>1.0</b>	<b>Admit Card</b>			
1.0	Copy of Admit Card	Yes	No	
<b>2.0</b>	<b>Date of Birth Proof</b>			
2.1	Tenth(Xth) class mark sheet issued by State/Central Board or Birth certificate issued by the authorized authority	Yes	No	
2.2	Twelfth(XIIth) class mark sheet(if applicable)	Yes	No	
<b>3.0</b>	<b>Qualification Documents</b>			
3.1	Final/Provisional Diploma/ITI/ Certificate	Yes	No	
3.2	Mark sheets of all semesters/years of Diploma/ITI	Yes	No	
<b>4.0</b>	<b>Caste /PWD Certificate</b>			
4.1	Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Central Govt and issued by competent authority only)	Yes	No	
4.2	Disability Certificate (applicable for PWD)	Yes	No	
<b>5.0</b>	<b>Others</b>			
5.1	No Objection Certificate from employer (applicable to candidate presently employed in State / Central Govt, PSU, Govt Organization / department or autonomous body)	Yes	No	
5.2	Service certificates and discharge certificate (applicable to ex servicemen only)	Yes	No	
5.3	Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement	Yes	No	
	Total No: of Pages			

I undertake that I am meeting all the prescribed criteria as per Advt No. BR/RECTT/APPR/2016 of Barauni Refinery. Also I have not undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961/1973. I am not possessing higher professional qualifications such as BE or equivalent, MBA or equivalent or MCA. I understand that suppression/fabrication of any fact/document shall render me ineligible for selection/engagement/appointment ( as applicable).

Name: \_\_\_\_\_ Roll No: \_\_\_\_\_ Signature of candidate: \_\_\_\_\_

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

*Mandatory form for submission by all candidates appearing for Interview*