



**INDIAN OIL CORPORATION LIMITED
MATHURA REFINERY
MATHURA**

**'DOCUMENT VERIFICATION' FOR JR. ENGINEERING ASSISTANT -IV
(FIRE & SAFETY/ INSTRUMENTATION / MECHANICAL MAINTENANCE
/ POWER & UTILITIES / PRODUCTION) POSTS.**

A. LIST OF DOCUMENTS TO BE UPLOADED

Candidates are required to upload the following documents:

1. Date of Birth
 - Tenth(Xth) class mark sheet or Birth certificate issued by the authorized authority
 - Twelfth(XIIth) class mark sheet(if applicable)
2. Qualification Document
 - Final/Provisional Diploma/ITI/Sub Officers Course Certificate
 - Final/Provisional Diploma/ITI/Sub Officers Course equivalency Certificate (if applicable)
 - Mark sheets of all semesters/years of Diploma/ITI/Sub Officers Course
3. Post Qualification Experience document
 - Offer of Appointment
 - First and Last pay slip
 - Release Order
 - Experience / Service certificate
 - Apprenticeship training certificates (if applicable)
4. Caste Certificate(applicable for SC/ST/OBC)
 - Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Govt and issued by competent authority only)
5. Others
 - No Objection Certificate from employer (applicable to candidate presently employed in State / Central Govt, PSU, Govt Organization / department or autonomous body)
 - Service certificates and discharge certificate (applicable to ex servicemen only)

B. GENERAL INSTRUCTIONS

- Apart from the specified documents, candidates may upload any relevant documents with respect to various criteria's mentioned in our detailed Advertisement
- Only the documents uploaded and submitted by the candidate shall be taken into consideration for checking the eligibility criteria for being called for the Interview.
- The size of all the scanned documents may be limited to 10 MB per candidate.
- The scanned documents to be uploaded in PDF format only can be uploaded in a single file or multiple PDF files. No other format other than PDF shall be accepted.
- **Candidates are required to ensure that all relevant documents in the relevant upload fields have been uploaded before submitting the documents online.**
- The last date for uploading the documents is 27th June'2015. Candidates are required to upload the documents on or before the last date, failing which the candidature of the candidate shall not be considered.
- 'Document Upload Link' has been sent to the provisionally shortlisted candidates through e-mail and alternatively the same can also be accessed through our website www.iocl.com

In case of any Queries / Assistance, please contact on the following numbers:

Landline: 0565-2418153 / 7137 / 7135

Mobile: 09927800449

ONLINE SUBMISSION OF DOCUMENTS LAST DATE: 27th JUNE'2015