



**INDIAN OIL CORPORATION LIMITED**  
**(Mathura Refinery, Mathura)**  
**ADVT NO: MR/HR/RECT(JEA)/1/2016**



**IMPORTANT INSTRUCTIONS FOR THE CANDIDATE**

- Candidate has to bring Originals along with one set of self attested photocopies of all documents. List of documents given below for reference.
- Candidate has to report for the 'Skill/Proficiency/Physical' Test (SPPT) wearing Industrial Safety Shoes
- Candidate may note that the call for 'Skill/Proficiency/Physical' Test (SPPT) is provisional and is subject to verification / scrutiny of all documents.
- Candidate shall be permitted to attend the 'Skill/Proficiency/Physical' Test (SPPT) only if all the required documents are found to be in order.
- Please note that during subsequent verification of documents, in case the revelation is contrary to your claim, your candidature will be summarily rejected at any stage of the selection process without any further notice to you.
- Please ensure that you fulfill all the eligibility criteria as stipulated in our detailed Advertisement No: ADVT NO: MR/HR/RECT(JEA)/1/2016, hosted on our website [www.iocl.com](http://www.iocl.com). In case you are not meeting any of the criteria, you are advised to ignore this Admit Card.

**GENERAL INSTRUCTIONS FOR THE CANDIDATE**

- Entry to the Venue will be on production of this Admit Card only. You are required to surrender the Original Admit Card at the venue. Please retain a photocopy for your future reference.
- In case the photograph is not uploaded/printed above or is not visible/clear, the candidate should affix his/her recent passport size photograph and get it attested by a Gazetted Officer.
- Candidate to bring three Passport size color photographs alongwith photo Identity proof (Driving license/Voter ID Card/PAN Card/ Aadhaar Card/ Passport/Govt. ID etc.) in original for verification purpose.
- Candidate is advised to make sure about the location in advance so that he/she arrives on the specified date atleast 30 minutes before scheduled time. At the Venue, the candidate is expected to maintain discipline.
- SC/ST candidates appearing shall be reimbursed second class rail/bus fare from the nearest railway / bus station of the Correspondence / Present address (as mentioned in the online application) to Mathura Refinery and back by the shortest route subject to production of documentary evidence of rail / bus tickets and copy of caste certificate (in the proforma prescribed by the Govt. and issued by Competent Authority only), provided the distance is not less than 30 kms.
- Candidates called for SPPT shall be required to come prepared and make their own arrangement for stay at Mathura
- IOCL-Mathura Refinery reserves the right to cancel the process if considered necessary at any stage of selection/appointment. Candidate to please note that this Admit Card does not confer an offer of employment to him/her. His/her candidature for this test is provisional and is subject to his/her fulfilling the educational and other eligibility criteria prescribed for the post. Mere attending the SPPT does not bind IOCL-Mathura Refinery to select the candidate for employment.
- Canvassing directly or indirectly will disqualify the candidature.

**INDIAN OIL CORPORATION LIMITED  
MATHURA REFINERY, MATHURA**

**ADVT NO: MR/HR/RECT(JEA)/1/2016**

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**LIST OF DOCUMENTS TO BE SUBMITTED FOR DOCUMENT VERIFICATION**

Candidates are required to bring Originals and one self attested photocopy set of the following documents:

1. Date of Birth

- Tenth(Xth) class mark sheet issued by State/Central Board or Birth certificate issued by the authorized authority

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. **Large Industry Establishment balance sheet(Mandatory)**

- **Copy of the relevant page of the last published balance sheet of the establishment where the candidate has acquired post qualification experience mentioning the investment in plant & machineries exceeding Rs 10 crores is to be submitted under self certification  
(In case candidate was employed by any agency (including a contractor) in a Large Industrial Establishment, then candidate is required to submit copy of the relevant page of balance sheet of the Large Industrial Establishment)**

5. 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)
- In case of OBC candidates, issue date of Caste Certificate should not be more than 06(six) months old

6. 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)

- *Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement*
- *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 for the next stage i.e. Skill/Proficiency/Physical Test*