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
   - Twelth(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.**

- 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: 31st JULY'2015