



Adv Ref No.: GR/P/APP/2023-24

Date: 14.02.2024

**SUB: CANDIDATES PROVISIONALLY SHORTLISTED FOR 2<sup>nd</sup> ROUND OF DOCUMENT VERIFICATION**

Based on the performance in the Written Test held on 03.12.2023 for Engagement of Apprentices (Advt. no.- GR/P/APP/2023-24 dated 21.10.2023) the candidates bearing following roll nos. have been shortlisted provisionally for appearing in the 2<sup>nd</sup> round of Document Verification.

**SCHEDULE OF DOCUMENT VERIFICATION**

<b>VENUE OF REPORTING FOR DOCUMENT VERIFICATION</b>	<b>HR DEPARTMENT, 1ST FLOOR, OLD ADMINISTRATIVE BUILDING, INDIAN OIL CORPORATION LIMITED, GUWAHATI REFINERY, PO-NOONMATI, GUWAHATI, ASSAM, 781020</b>
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<b>S. NO.</b>	<b>ROLL NO.</b>	<b>CANDIDATES NAME (Mr./Ms.)</b>	<b>DATE AND TIME OF REPORTING</b>
1	10100045	HRITWIK KUMAR OJAH	19.02.2024, 09:00 AM
2	10100065	MONJIT SAIKIA	19.02.2024, 09:00 AM
3	10100106	SHARMISTHA DHAR	19.02.2024, 09:00 AM
4	10100099	JAYANTA KALITA	19.02.2024, 09:00 AM
5	10100102	BHABANA BORAH	19.02.2024, 09:00 AM
6	10100049	CHINMOY NATH	19.02.2024, 09:00 AM
7	10100093	RINKIMONI BORA	19.02.2024, 09:00 AM
8	10200008	SUMAN DEKA	19.02.2024, 09:00 AM
9	10200062	ALOK JYOTI DUTTA	19.02.2024, 09:00 AM
10	10500060	PRANJIT LAHKAR	19.02.2024, 09:00 AM
11	10500074	KIRTEE KAMAL BAISHYA	19.02.2024, 09:00 AM
12	10500117	CHINMOY DAS	19.02.2024, 09:00 AM
13	10500015	MANJIT MALAKAR	19.02.2024, 09:00 AM
14	10600040	DEEPJYOTI DAS	19.02.2024, 09:00 AM
15	10800369	BINAY KUNAR	19.02.2024, 09:00 AM
16	10800409	JITU BORO	19.02.2024, 09:00 AM
17	10800066	DIPANKAR SINHA	19.02.2024, 09:00 AM
18	10800302	SOURAV THAKURIA	19.02.2024, 09:00 AM
19	10800225	MINTU DUTTA	19.02.2024, 09:00 AM
20	10900032	SWARAJ MANDAL	19.02.2024, 09:00 AM
21	10900024	NIHAL BARMAN	19.02.2024, 09:00 AM

22	11000246	BIRAJ SINGHA	19.02.2024, 09:00 AM
23	11000350	MINTU NATH	19.02.2024, 09:00 AM
24	11100012	PARTHA PRATIM NATH	19.02.2024, 09:00 AM
25	11100013	RAHUL DOWERAH	19.02.2024, 09:00 AM

All the above shortlisted candidates are advised to bring the original and one set of self attested photocopies of the following documents and 2 (Two) copies of colour passport size photographs at the time of Document Verification, failing which their candidature is liable to be cancelled.

1. Copy of online application form and call letter for written test.
2. 10th Pass/Matriculation certificate issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.
3. SC/ST/OBC(NCL)/Disability/EWS-Income & Asset Certificate by reserved category candidates in the prescribed format issued by Competent Authority. (Refer Advt. No. GR/P/APP/2023-24 for details).
4. Class XII mark sheet issued by the concerned board/ Semester-wise/ year-wise mark sheets of ITI (Fitter) issued by NCVT or SCVT/Graduation/Diploma Engineering.
5. Class XII/Final ITI (Fitter) issued by NCVT or SCVT/Graduation/Diploma Certificate issued by respective Board/ Authority.
6. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks, if applicable, from concerned University/Institute.
7. Certificate mentioning the date of publication of result from the Principal of the Polytechnic/ School/College/ Institute from where the candidate pursued his/her Class XII/ITI (Fitter)/ Graduation/ Diploma course, if applicable.
8. For Candidates applying against Code 111 with Skill Certificate in 'Domestic Data Entry Operator' - Skill certificate issued by an awarding body recognized under National Skill Qualifications Framework or any other authority recognized by the Central Govt. in this regard.
9. Candidates (belonging to SC/ST/PwBD category) are advised to produce original tickets (with a set of photocopies) alongwith TA claim reimbursement form, Bank Details Form, Cancelled Cheque, copy of SC/ST/PwBD certificate etc. for claiming reimbursement of travelling allowance for To & Fro journey, provided the distance is not less than 30 KMs.
10. Original photo ID proof (AADHAAR Card/ PAN Card / Driving License/ Voter Identity Card etc.) along with self attested copy of the same.
11. Any other Certificate, as may be applicable.
12. In accordance with Govt. guidelines you are advised to register yourself with the respective authorities.
13. Candidates whose documents are found to be in order, shall be advised to undergo pre-engagement medical examination at Guwahati Refinery Hospital, Noonmati, Guwahati, Assam, 781020. The schedule of pre-engagement medical examination would be subsequently communicated to the candidates. Accordingly, the candidates are advised to carry sufficient money with them for their travel, stay and medical tests as some medical tests may be done outside Guwahati Refinery Hospital.

14. Since candidates may be referred outside Guwahati Refinery Hospital for few Medical Tests. Candidates are advised to carry sufficient cash / online payment mode for their medical tests. An amount of maximum up to Rs. 3000/- shall be reimbursed to the candidates towards expenses incurred for conducting test/investigation during pre-engagement medical, on production of receipt for same.
15. Please note that Medical Examination can stretch up to 3 days or more. Therefore, candidates are advised to make their own arrangement in this regard.
16. The guidelines and criteria for Physical Fitness for Pre Engagement Medical Examination required for engagement at Indian Oil Corporation Ltd. are available on the following link: [https://www.iocrefrecruit.in/iocrefrecruit/FILES/Preemployment\\_Medical\\_Apprentices.pdf](https://www.iocrefrecruit.in/iocrefrecruit/FILES/Preemployment_Medical_Apprentices.pdf)
17. Filling up of seats is solely at the discretion of the management based upon the suitability of candidates and no claim will arise for engagement, if some of the seats are not filled due to unsuitability / insufficient number of candidates.
18. Other Terms & Conditions as mentioned in our Advertisement No. GR/P/APP/2023-24 dated 21.10.2023 shall remain unchanged
19. For any clarification/ queries regarding the document verification process, candidates may contact at the phone number: **0361-2657001** and or email ID [grrecruitment@indianoil.in](mailto:grrecruitment@indianoil.in)

**Note: Candidates are once again advised to bring along with them all the above mentioned documents failing which their candidature will not be considered for further selection process.**

**Candidates not meeting the notified criteria advertised vide advertisement No. GR/P/APP/2023-24 dated 21.10.2023 are hereby advised not to attend the document verification process.**

RECRUITMENT TEAM  
INDIAN OIL CORPORATION LIMITED  
GUWAHATI REFINERY

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