



**INDIAN OIL CORPORATION LIMITED**  
**(REFINERIES DIVISION)**  
**BONGAIGAON REFINERY**

Ref : BGR/Appr/2025/04

Date : 13.08.2025

In accordance with the provisions mentioned in the advertisement no. BGR/Appr/2025/01 dated 03.05.2025, candidates bearing the following IOCL Application Nos. have been provisionally shortlisted for 2<sup>nd</sup> round of Document Verification and subsequent Pre-Engagement Medical Examination subject to meeting the eligibility criteria and Documents found in order upon verification.

The candidates bearing following IOCL Application nos are advised to report for **Document Verification to be held at HR Conference Hall, Block – B, Administrative Building, Bongaigaon Refinery, [P.O. Dhaligaon, Dist. Chirang (Assam); PIN 783385]** as per the schedule mentioned below:

Trade Apprentice-Secretarial Assistant (108)			
IOCL Application No.			
Date & Time Date 21.08.2025 from 09:00AM	98108141000179	98108141000089	

1. The candidates have to ensure that they fulfil each of the eligibility criteria/parameters including qualification (along with minimum % marks in aggregate), age etc, stipulated in our advertisement no. BGR/Appr/2025/01 dated 03.05.2025. In case the candidate does not meet the eligibility criteria as laid down in the advertisement, they are directed not to appear for the Document Verification.
2. In case during subsequent verification of certificates / testimonials (including mark sheets), contradiction to the claim in the on-line application or any time thereafter is found, the candidature will be summarily rejected at any stage of selection process without any further notice.
3. The Application Nos. mentioned above are not in the order of merit.
4. Shortlisting of the candidates for the Document Verification does not confer any right for engagement as Apprentices.
5. Candidates shall be required to carry a copy of the online application submitted by him/her, two (2) nos. recent Passport size Color photograph along with **the originals** & a self-attested copy of all testimonials for verification as mentioned below:
  - 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.
  - SC/ST/OBC(NCL)/Disability/EWS-Income & Asset Certificate by reserved category candidates in the prescribed format issued by Competent Authority. (Refer Advt. No. BGR/Appr/2025/01 for details).
  - 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.
  - Class XII/Final ITI (Fitter) issued by NCVT or SCVT/Graduation/Diploma Certificate issued by respective Board/ Authority.
  - Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks, if applicable, from concerned University/Institute.

- 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.
  - 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.
6. SC/ST/PwBD candidates appearing for Document Verification will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of Document Verification and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.
  7. Original photo ID proof (AADHAAR Card/ PAN Card / Driving License/ Voter Identity Card etc.) along with self-attested copy of the same.
  8. Any other Certificate, as may be applicable.
  9. Candidates found meeting the eligibility criteria will be advised to report for Pre-Engagement Medical Examination (PEME) on the advised after completion of documents verification.
  10. 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.
  11. Since candidates may be referred outside Bongaigaon 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.
  12. 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)
  13. 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.
  14. Other Terms & Conditions as mentioned in our Advertisement No. BGR/Appr/2025/01 dated 03.05.2025 shall remain unchanged.

**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 are requested to ensure that they fulfill all the eligibility criteria as mentioned in the advertisement no. BGR/Appr/2025/01 dated 03.05.2025, before appearing for the Document Verification process.**

**Bongaigaon Refinery  
Recruitment Cell  
Contact:03664-25-4871  
Email id:bgrrecruit@indianoil.in**