



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

**NOTICE**

Ref. No. HR/RECTT/01/2024-25(APP)

DATE: 27.08.2025

**SUB: CANDIDATES PROVISIONALLY SHORTLISTED FOR 3<sup>rd</sup> ROUND OF DOCUMENT VERIFICATION FOR ENGAGEMENT AS TRADE/ TECHNICIAN APPRENTICES AT HALDIA REFINERY**

WITH REFERENCE TO OUR ADVERTISEMENT NO. HR/RECTT/01/2024-25(APP) DATED 03.05.2025 AND BASED ON AGGREGATE PERCENTAGE OF MARKS OBTAINED IN THE PRESCRIBED QUALIFICATION FOR ENGAGEMENT AS TRADE/ TECHNICIAN APPRENTICES, THE FOLLOWING CANDIDATES HAVE BEEN PROVISIONALLY SHORTLISTED FOR 3<sup>rd</sup> ROUND DOCUMENT VERIFICATION FOR ENGAGEMENT AS TRADE/ TECHNICIAN APPRENTICES AT HALDIA REFINERY.

**SCHEDULE OF DOCUMENT VERIFICATION:**

<b>VENUE OF REPORTING FOR DOCUMENT VERIFICATION</b>	<b>HR DEPARTMENT, 1<sup>ST</sup> FLOOR, NEW ADMINISTRATIVE BUILDING INDIAN OIL CORPORATION LIMITED, HALDIA REFINERY PO: HALDIA OIL REFINERY, DIST: PURBA MEDINIPUR WEST BENGAL, PIN: 721606</b>
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**DATE OF REPORTING FOR DOCUMENT VERIFICATION: 02.09.2025**

Sl. No.	Code	Trade/ Discipline	No. of candidates scheduled
01.	108	Trade Apprentice – Secretarial Assistant	2
02.	110	Trade Apprentice – Data Entry Operator (Fresher Apprentices)	4

**REPORTING TIME – 9.30 AM**

SL. NO.	POST CODE	IOCL APPLICATION NUMBER
1	108	40108137000445
2	108	40108137000644
3	110	40110137000070
4	110	40110137000641
5	110	40110137000653
6	110	40110137000704

\*The application nos. mentioned above are not in order of merit.

## IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

THE CANDIDATES ARE ADVISED TO BRING THE **ORIGINAL AND ONE SET OF SELF-ATTESTED PHOTOCOPIES** OF THE FOLLOWING DOCUMENTS RELATED TO THEIR AGE, QUALIFICATION, CASTE/CATEGORY (IF APPLICABLE) AND **6 (SIX) COPIES OF COLOUR PASSPORT SIZE PHOTOGRAPHS AND ANY GOVT. ISSUED PHOTO-IDENTITY PROOF IN ORIGINAL (PAN CARD, AADHAAR CARD, VOTER ID CARD, DRIVING LICENCE, PASSPORT ETC.)** AT THE TIME OF REPORTING FOR DOCUMENT VERIFICATION, FAILING WHICH THEIR CANDIDATURE IS LIABLE TO BE CANCELLED.

1	Printout of filled-up On-line Application Form duly signed by the applicant
2	Print of NATS/ NAPS portal registration with applicant details
3	<b>Proof of Date of Birth:</b> 10 <sup>th</sup> Pass/Matriculation certificate issued by the concerned education board shall be the only acceptable document for proof of date of birth.
4	Class XII marksheet and passing certificate issued by the concerned education board;
5	Semester-wise/ year-wise mark sheets of ITI (Fitter) issued by NCVET or SCVT/Graduation/Diploma in Engineering.
6	Class XII/Final ITI (Fitter) issued by NCVET or SCVT/Graduation/Diploma Passing Certificate issued by respective Board/ Authority.
7	Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks, if applicable, from concerned University/Institute.
8	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. Certificate from the Principal of the Polytechnic/ School/College/ Institute from where the candidate pursued his/her Class XII/ITI (Fitter)/ Graduation/ Diploma course must also mention that course was completed by candidate through Regular Full-time mode and regarding his/her good conduct.
9	SC/ ST/ Disability Certificate / OBC (NCL) Certificate along with "Declaration" / EWS-Income & Asset Certificate/ "DECLARATION for ECONOMICALLY WEAKER SECTIONS Candidates". Certificate must be in the prescribed format (available on websites <a href="http://www.iocl.com">www.iocl.com</a> / <a href="http://www.iocrefrecruit.in">www.iocrefrecruit.in</a> ) and issued by the Competent Authority.
10	For Candidates applying against Code 111 with Skill Certificate in 'Domestic Data Entry Operator' - Skill certificate issued by an awarding body recognised under National Skill Qualifications Framework or any other authority recognised by the Central Govt. in this regard.
11	Passport size photograph (6 copies)
12	Photo Identity Proof - Aadhaar Card / PAN Card/ Voter ID Card/ Driving License/ Passport
13	Any other relevant documents/ certificate as specified in support of qualifications, experience, category, medical etc. as mentioned in our <b>Advertisement No. HR/RECTT/01/2024-25 (APP) dated 03.05.2025</b>

CANDIDATES WHOSE DOCUMENTS ARE FOUND TO BE IN ORDER, SHALL BE ADVISED TO UNDERGO PRE-ENGAGEMENT MEDICAL EXAMINATION AT HALDIA REFINERY HOSPITAL, CLUSTER-11, HALDIA REFINERY TOWNSHIP, DIST: PURBA MEDINIPUR, WEST BENGAL, PIN – 721607. 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 HAVE TO BE DONE OUTSIDE HALDIA REFINERY HOSPITAL.

CANDIDATES (BELONGING TO SC/ST/PwBD CATEGORY) ARE ADVISED TO PRODUCE ORIGINAL BUS/ TRAIN 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 AS PER THE TERMS & CONDITIONS MENTIONED IN THE NOTIFICATION.

### **NOTE:**

THE CANDIDATURE OF ALL THE ABOVE SHORTLISTED CANDIDATES IS PROVISIONAL AND SUBJECT TO THEIR MEETING THE PRESCRIBED ELIGIBILITY CRITERIA NOTIFIED VIDE OUR ADVERTISEMENT NO. **HR/RECTT/01/2024-25(APP) DATED 03.05.2025** AND VERIFICATION OF DOCUMENTS. IN CASE ANY OF THE CANDIDATES DO NOT MEET THE PRESCRIBED ELIGIBILITY CRITERIA, THEY ARE REQUESTED NOT TO APPEAR FOR THE DOCUMENT VERIFICATION PROCESS.

THEREFORE, ALL THE SHORTLISTED CANDIDATES ARE ADVISED TO CAREFULLY READ THE ADVERTISEMENT NO. HR/RECTT/01/2024-25(APP) DATED 03.05.2025 PUBLISHED IN THE OFFICIAL WEBSITE OF IOCL i.e. [www.iocl.com](http://www.iocl.com)

THE CANDIDATURE OF ANY CANDIDATE IS LIABLE TO BE CANCELLED IF AT ANY STAGE OF THE SELECTION PROCESS IT IS FOUND THAT HE/ SHE DOES NOT MEET THE PRESCRIBED ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS AS MENTIONED IN THE RELEVANT ADVERTISEMENT.

SHORTLISTING OF THE CANDIDATES FOR THE DOCUMENT VERIFICATION PROCESS DOES NOT CONFER ANY RIGHT ON THE CANDIDATE FOR ENGAGEMENT AS APPRENTICES AT HALDIA REFINERY.

FOR ANY CLARIFICATION/ QUERIES REGARDING THE DOCUMENT VERIFICATION PROCESS, CANDIDATES MAY CONTACT AT THE FOLLOWING NUMBERS: **03224-223289 / 03224-223262 / 8101474673**/ email ID [hrrrectt@indianoil.in](mailto:hrrrectt@indianoil.in) .

RECRUITMENT TEAM  
INDIAN OIL CORPORATION LIMITED  
HALDIA REFINERY

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