



INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
BONGAIGAON REFINERY

Ref : BGR/Appr/2023/01

Date – 22.03.2024

Based on the performance in the Written Test held on 03.12.2023 at Bongaigaon Refinery (Venue: Delhi Public School /BGR Higher Secondary School; BGR Township; P.O. Dhaligaon; Dist. Chirang, Assam -783385) for Engagement of Apprentices (Advt. no.- BGR/Appr/2023/01 dated 21.10.2023) the candidates bearing following roll nos. have been provisionally shortlisted for appearing in the **Document Verification to be held at Bongaigaon Refinery, Administrative Building - Block-B [P.O. Dhaligaon, Dist. Chirang (Assam); PIN-783385]**. Accordingly, the following candidates are advised to report as per schedule mentioned below:

Trade Apprentice / Attendant Operator (Chemical Plant) Discipline – Chemical (101)					
Date & Time	ROLL NO.				
28.03.2024 from 9.00 AM	10100145	10100147			
Trade Apprentice (Fitter) Discipline – Mechanical (102)					
Date & Time	ROLL NO.				
28.03.2024 from 9.00 AM	10200028				
Technician Apprentice Discipline-Electrical (106)					
Date & Time	ROLL NO.				
28.03.2024 from 9.00 AM	10600026	10600057			
Technician Apprentice Discipline - Instrumentation (107)					
Date & Time	ROLL NO.				
28.03.2024 from 9.00 AM	10700001				
Trade Apprentice-Secretarial Assistant (108)					
Date & Time	ROLL NO.				
28.03.2024 from 9.00 AM	10800039	10800255	10800327	10800441	10800519
	10800604	10800610	10800786		
Trade Apprentice - Data Entry Operator (Fresher Apprentices) (110)					
Date & Time	ROLL NO.				
28.03.2024 from 9.00 AM	11000025	11000257	11000270	11000283	11000293

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. **BGR/Appr/2023/01** 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. 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.
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 found meeting the eligibility criteria will be advised to report for Pre-Engagement Medical Examination (PEME) on the next date after completion of documents verification.
14. 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.
15. 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.
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
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. **BGR/Appr/2023/01** dated **21.10.2023** 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/2023/01 dated 21.10.2023 before appearing for the Document Verification process.

**Recruitment Cell
Bongaigaon Refinery**