



LIST OF CANDIDATES PROVISIONALLY SHORT-LISTED FOR DOCUMENT VERIFICATION FOR ENGAGEMENT AS APPRENTICES UNDER APPRENTICES ACT, 1961/1973 (AMENDED) AT GUJARAT REFINERY AGAINST ADVT. NO. JR/01/2022



Venue of Document Verification :
Administration Building Auditorium, Indian Oil Corporation Limited - Gujarat Refinery,
Vadodara – 391320

Trade Apprentice - Secretarial Assistant -Post Code (108)

Date: 01.05.2023 Reporting Time: 10:00 am

ROLL NOS.

4884	4981	5001	
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Trade Apprentice - Accountant -Post Code (109)

Date: 01.05.2023 Reporting Time: 10:00 am

5434	5447		
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Trade Apprentice - Data Entry Operator (Fresher) (110)

Date: 01.05.2023 Reporting Time: 10:00 am

5558	6375	7096	8136
5589	6471	7106	8657
6104	6501	7222	
6354	6905	8111	

INSTRUCTIONS FOR CANDIDATES

Candidates provisionally shortlisted for DOCUMENT VERIFICATION are advised to come along with All the Original certificates/ documents and one set of SELF-ATTESTED photocopies of all the documents that have been prescribed as per the advertisement:

The following original documents along with a self-attested copy should be furnished at the time of Document Verification:

- 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 (available on websites www.iocl.com and www.iocrefrecruit.in).
- Class XII mark sheet issued by the concerned education board/Semester-wise/ year-wise mark sheets of ITI(Fitter) issued by NCVT/SCVT/Graduation/Diploma Engineering
- Class XII/Final ITI(Fitter) certificate issued by NCVT/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.
- Conduct Certificate from the Head of the Institution last attended.
- Certificate mentioning the date of publication of result from the Principal of the Polytechnic/School/College/Institute/University from where the candidate pursued his/her Class XII/ITI(Fitter)/Graduation/Diploma course, if applicable.
- Certificate from a recognized University/Institute where the candidate has pursued his Degree/Diploma etc. that the course is as a Regular Full time/Sandwich Diploma Course (Industrial training as part of the course with no break).
- Proof of employment, if applicable with salary slip.
- 02 Nos. Color Photograph (Passport Size).
- Any other Certificate, as specified in the advertisement

Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement.

1. The candidature of the candidates shall only be considered on appropriate submission of all the prescribed documents along with production of the Original documents/ certificates. Also, only the documents submitted by the candidate shall be taken into consideration for checking and basing the eligibility of the candidate.
2. Candidates submitting incomplete documents will be liable for rejection.
3. It may be noted that mere submission of documents does not entitle the candidate for engagement / selection. Candidature of candidates is liable for Rejection at any stage of selection or for Termination during engagement; in case anything contrary to their declaration/submission is found at a later stage.

Candidates are advised to carefully read the ***“Important Instructions to the candidates for Selection process”*** specified on the Admit Card/Call Letter.

Other Important points:

01. It is requested to carry copy of the Admit Card retained by you along with the ‘Original Photo–Id’ like Passport, PAN Card, Driving license, Aadhaar Card, Voter Id, Bank Passbook for entry in Administration Building.

02. Candidates found meeting the eligibility criteria will be advised to report for Pre Engagement Medical Examination (PEME) at Gujarat Refinery Hospital, Vadodara after completion of documents verification.

03. 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. Corporation does not hold any responsibility for the same.

04. Since Candidates may be referred outside Gujarat Refinery Hospital for few Medical test, candidates are **advised to carry sufficient cash/ online payment mode for their medical tests.**

05. 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

06. **Clause J (Liability to Declare) of Advertisement No. JR/01/2022** is again reiterated and brought to the notice of Shortlisted candidates :

“Candidates with reported ailments, deficiencies or abnormalities shall make a declaration to this effect while submitting their application / during PEME.

A candidate found UNFIT during medical examination conducted by any refinery unit or any other PSU while seeking engagement as an apprentice or while seeking a regular employment in the past, is also required to declare the same with reasons for being declared UNFIT.”

07. All candidates are strictly advised to follow Covid-19 appropriate behaviour like wearing of face mask/ face cover, maintaining social distancing and use of hand sanitizers at all times.

08. 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.

Candidates are requested to ensure that they fulfill all the eligibility criteria as mentioned in the advertisement no. JR/01/2022 dated 24.09.2022 before appearing for the Document Verification process.