



IndianOil

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

**List of candidates provisionally shortlisted for 3<sup>rd</sup> & 4<sup>th</sup> round of Document Verification and PEME for engagement as Apprentices at Mathura Refinery against Advt. dated 28.11.2025**

In accordance with the provisions mentioned in the advertisement no. MR/HR/APP2/2025 dated 28.11.2025, candidates bearing the following IOCL Application Nos. have been provisionally shortlisted for 3<sup>rd</sup> & 4<sup>th</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 no.'s are advised to report for Document Verification at **HR department, Admin Building, Mathura Refinery, Mathura -281005 on 09.03.2026 (Monday) at 09:00 am.**

<b>Trade Apprentice-Secretarial Assistant (108)</b>			
<b>IOCL Application Nos.</b>			
50108147000631		50108147000792	

  

<b>Trade Apprentice – Data Entry Operator (Fresher Apprentices) (110)</b>			
<b>IOCL Application Nos.</b>			
50110147000159	50110147000194	50110147000506	50110147001056

**IMPORTANT NOTES:**

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. MR/HR/APP2/2025 dated 28.11.2025. 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 marksheets), 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. 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** & self-attested copies of all testimonials for verification as mentioned below:
  - 10th Pass/Matriculation certificate issued by the concerned education board as proof of date of birth.
  - Class XII marksheet issued by the concerned education board; Semester-wise/ year-wise marksheets of ITI (Fitter) issued by NCVET or SCVT/Graduation/Diploma in Engineering.
  - Class XII/Final ITI (Fitter) issued by NCVET 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. 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.
  - SC/ ST/ Disability Certificate / OBC (NCL) Certificate alongwith “Declaration” / EWS-Income & Asset Certificate/ “DECLARATION for ECONOMICALLY WEAKER SECTIONS Candidates”. Certificate must be in the prescribed format (available on websites [www.iocl.com](http://www.iocl.com) / [www.iocrefrecruit.in](http://www.iocrefrecruit.in)) and issued by the Competent Authority.
  - Print of NATS/ NAPS portal registration with applicant details.
  - Affidavit confirming compliance with all eligibility conditions prescribed for undergoing apprenticeship as per the standard template uploaded, (Annexure A of detailed advertisement)
  - Any other Certificate/document, as specified.
5. 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.
  6. Original photo ID proof (AADHAAR/ PAN/ Driving License/ Voter Identity Card/Passport) along with self-attested copy of the same.
  7. Candidates found meeting the eligibility criteria will be advised to report for Pre-Engagement Medical Examination (PEME) after completion of documents verification.
  8. Please note that the Medical Examination can stretch up to 3 days or more. Therefore, candidates are advised to make their own arrangement in this regard.
  9. 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://iocl.com/admin/img/Apprenticeships/Files/0e3daa81ce034b74a40511b5fcef7345.pdf>
  10. 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.
  11. Other Terms & Conditions as mentioned in our Advertisement No. MR/HR/APP2/2025 dated 28.11.2025 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. MR/HR/APP2/2025 dated 28.11.2025, before appearing for the Document Verification process.**

**Mathura Refinery  
Recruitment Cell  
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