



INDIAN OIL CORPORATION LIMITED
(Mathura Refinery)



Date: 17.12.2024

Candidates shortlisted for Document Verification & Skill/Proficiency/Physical Test (SPPT) against Advertisement no. MR/HR/RECT/2024 dated 20.07.2024

Based on the performance in the CBT held on 29.09.2024, candidates bearing the following Roll nos. have been provisionally shortlisted for appearing in the document Verification and Skill/Proficiency/Physical Test (SPPT) for selection to the posts of Non-executives at IOCL, Mathura Refinery following our Advertisement No. **MR/HR/RECT/2024 dated 20.07.2024**. Accordingly, all shortlisted candidates are advised to appear for Document Verification and Skill/Proficiency/Physical Test (SPPT) as per the scheduled date, reporting time and venue given below:

Venue of Reporting:	Learning & Development Centre, Mathura Refinery, Mathura, Uttar Pradesh - 281005
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<u>JUNIOR ENGINEERING ASSISTANT-IV (PRODUCTION): (Post Code:201)</u>	
Roll No.	Date & Time of Reporting
1111340320100002	Date: 06.01.2025 (Monday) Reporting Time: 09:30 AM
1111340320100017	
1111340320100074	
1111340320100080	
1111340320100084	
1111340320100085	
1111340320100130	
1111340320100174	
1111340320100179	
1151470320100004	
1151470320100065	
1151480320100037	
1181500320100041	
1181500320100074	

Roll No.	Date & Time of Reporting
1191180320100007	<p>Date: 07.01.2025 (Tuesday) Reporting Time: 09:30 AM</p>
1191190320100027	
1201410320100001	
1251490320100033	
1261420320100002	
1291350320100036	
1291360320100056	
1291370320100007	
1291370320100075	
1311610320100004	
1311610320100014	
1311610320100016	
1311610320100042	
1311610320100048	

Roll No.	Date & Time of Reporting
1311610320100130	<p>Date: 08.01.2025 (Wednesday) Reporting Time: 09:30 AM</p>
1321110320100034	
1331620320100023	
1341310320100015	
1341310320100037	
1341310320100234	
1341320320100006	
1341320320100050	
1341320320100051	
1341330320100007	
1351130320100040	
1381150320100012	
1381150320100047	
1421460320100072	

<u>JUNIOR ENGINEERING ASSISTANT-IV (P&U): (Post Code:202)</u>		
Date of Reporting : 09.01.2025 (Thursday)		
Reporting Time: 09:30 AM		
Roll No.	Roll No.	Roll No.
1111340320200009	1291360320200001	1361400320200001
1111340320200020	1341310320200002	1381150320200001
1171170320200004	1351130320200007	1381150320200004
1261420320200007	1361390320200001	1421460320200004
<u>JUNIOR ENGINEERING ASSISTANT-IV (INSTRUMENTATION)/ JUNIOR TECHNICAL ASSISTANT-IV (Post Code:206)</u>		
Date of Reporting: 09.01.2025 (Thursday)		
Reporting Time: 10 AM		
Roll No.	Roll No.	
1341310320600002	1341330320600002	
1341310320600060	1421460320600007	
Important:		
<p>>The above notification for SPPT is hosted on our website and no separate Call Letter / Communication is being issued for Document Verification & SPPT.</p> <p>>Outstation candidates appearing for SPPT are advised to carry sufficient cash as arrangements related to stay/lodging are to be made on their own.</p> <p>>Candidate should carry one set of self-attested photocopies along with all the Original Documents as per the checklist below along with this notification on www.iocl.com</p>		

CHECKLIST OF DOCUMENTS TO BE SUBMITTED DURING DOCUMENT VERIFICATION & SPPT

All the above shortlisted candidates shall bring Print out of on-line application form, duly signed, copy of the Admit Card/ Call Letter of CBT retained by them and following original documents along with self-attested copies of the same at the time of Document Verification and Skill/Proficiency/Physical Test (SPPT), failing which they will not be allowed to appear in the SPPT:

Sl. No.	Particulars of Document
A	Duly signed copy of the online application form along with Admit Card for CBT
B	Colour passport size photograph (4 copies) under self-attestation
C	Originals and Self-attested copies of the following documents:
i	Matriculation/Higher Secondary certificates issued by Board of Secondary Education.
ii	Marksheet of Class XII by the concerned education Board / Semester-wise or year-wise mark sheets of ITI in prescribed Trade issued by NCVT or SCVT/ Graduation/Diploma in Engineering issued by University/ Institute (as applicable)
iii	Certificate of Class XII Pass by the concerned education Board /Final ITI in prescribed Trade issued by NCVT or SCVT / Graduation/Diploma in Engineering Final/ Provisional Pass Certificate issued by respective University/Institute (as applicable).
iv	Certificate mentioning Full Time Regular Course(except Ex-Servicemen) for ITI / Diploma / Graduation from the college/institute/university
v	Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable). In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect from the Institute/ University to the effect that the Board/Institute/University does not follow any conversion formula.
vi	SC/ST/ Disability Certificate/ OBC (NCL) Certificate along with "Declaration" / EWS-Income & Asset Certificate. Certificate must be in the prescribed format (available on 'Latest Job Opening' section under 'IndianOil for Careers' page of website www.iocl.com) and issued by the Competent Authority. Note: Candidate must bring latest OBC-NCL/EWS Certificate of current financial year in the prescribed format as mentioned above, failing which their candidature will not be considered for Document Verification & SPPT.
vii	Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter etc. proving the continuance of experience for the period being claimed. The documents in support of Experience must clearly establish the period of experience as well as the nature of relevant prescribed experience being claimed against the post applied for.
viii	No Objection Certificate from employer (applicable for candidates employed in Govt. / Govt. Depts./ PSUs / Autonomous bodies.)
ix	For candidates applying for Post code 202, Boiler Competency Certificate (BCC) with Second Class OR National Apprenticeship Certificate in Boiler Attendant under the Apprentices Act, 1961 with due endorsement of equivalence to the Second-Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of Refinery Unit for which the candidate has applied for.

x	<p>For experiences being claimed under Large Industrial Establishment, wherever prescribed, copy of the relevant page of the last published Balance sheet of the establishment and copy of the work order issued to the agency/contractor along with the page of the balance sheet to be furnished where the candidate is employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment. In case a candidate is unable to furnish copy of the work order issued to the agency/contractor (as stipulated above), a certificate under signature and seal of the Agency/ Contractor will be required to be submitted by the candidate which shall include the following:</p> <p>i) Certificate mentioning the Industrial Establishment under whom the Agency/ Contractor is working along with the name of the work awarded and stating that the candidate has been engaged for the said work.</p> <p>ii) Certificate shall state the inability of the Agency/ Contractor to furnish work order copy.</p>
xi	<p>Proof of Qualification (equivalence), Self-Declaration of same area of work experience, Service Certificate, Discharge Certificate in case of Ex-Servicemen.</p>
xii	<p>Duly completed Proforma of Certificate for employed Officials - for candidates belonging to Ex Servicemen, as applicable {Please refer to Clause No. C (6)} of the advertisement.</p>
xiii	<p>Duly completed Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category- for candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. C (7)} of the advertisement.</p>
xiv	<p>Photo Identity Proof (Driving License/ Voter ID/ PAN Card/ Passport) (If the Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued only by CBSE/ ICSE/ State Boards; Birth Certificate, Category Certificate) as proof of his date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate/Admit card and photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear for Document Verification & SPPT).</p>
D	<p>Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. MR/HR/RECT/2024 dated 20.07.2024 Any other relevant document as per the advertisement or otherwise.</p>

The link for Score Card for CBT conducted on 29-09-2024 shall be made live soon(tentatively by 4th week of Dec'2024) for which candidates are requested to keep visiting on 'Latest Job Opening' under the 'IndianOil for Careers' page of website www.iocl.com for updates.

Recruitment Team
Indian Oil Corporation Limited
Mathura Refinery