



**INDIAN OIL CORPORATION LIMITED**  
**(Refineries Division)**  
**Barauni Refinery**

ADVT NO. BR/HR/RECTT/OR/2024-25

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES PROVISIONALLY SHORTLISTED AND CALLED FOR APPEARING FOR SKILL/PROFICIENCY/PHYSICAL TEST (SPPT)**

The “List of Candidates” shortlisted provisionally for appearing for the SPPT for the notified discipline as specified in BR Advertisement No. BR/HR/RECTT/OR/2024-25 has been hosted on this website ([www.iocl.com](http://www.iocl.com)) along with the scheduled dates and reporting time for SPPT.

All the shortlisted candidates are advised to appear for SPPT only if they are meeting all the prescribed criteria for eligibility and if they are in possession of originals of all the documents related to their Date of Birth; Educational Qualification; latest Caste Certificate (for SC/ST/OBC-NCL/EWS), as applicable, in the prescribed proforma; No Objection Certificate of employer, as applicable; In case of Apprenticeship: Completion certificate from BOAT/BOPT/RDAT/NCVT (with due endorsement of equivalence to the Second-Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of Bihar in case of Post Code 202) and any other document as required in our detailed advertisement or otherwise relevant with respect to various criteria mentioned in our detailed advertisement for submission.

***Refer to detailed list for reporting time & venue.***

- Candidates provisionally shortlisted for SPPT are advised to come along with All the Original certificate/ documents along with one self of SELF-ATTESTED photocopies of all the documents that have been prescribed in the Checklist enclosed herewith as **Annexure A**.
- The candidates are also required to fill and submit the “Document Submission Checklist” (Annexure A) at the time of SPPT. All candidates are advised to CAREFULLY go through the list of documents at Annexure A and the advertisement so as to come prepared for verification of all the documents and originals. Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement.
- The dates of SPPT is placed below:

<b>Date/Day of SPPT</b>	<b>Post Code</b>	<b>Name of Trade/ Discipline</b>
03.01.2025 (Friday)	201	Junior Engineering Assistant-IV (Production)
04.01.2025 (Saturday)	201 204	Junior Engineering Assistant-IV (Production) Junior Engineering Assistant-IV/ Junior Technical Assistant - IV (Electrical)
06.01.2025 (Monday)	202 206	Junior Engineering Assistant-IV (P&U) Junior Engineering Assistant-IV (Instrumentation)/ Junior Technical Assistant - IV
07.01.2025 (Tuesday)	205 207	Junior Engineering Assistant/ Junior Technical Assistant - IV (Mechanical) Junior Quality Control Analyst-IV

## Note

- The candidature **shall be considered** for the candidates **who appropriately submit 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.
- **Candidates submitting incomplete documents will be liable for rejection.**
- It may be noted that mere submission of documents does not entitle the candidate for appointment/selection. Candidature of candidates is liable for Rejection at any stage of selection or for Termination during the process and even after appointment; 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 their Admit Card/Call Letter.

**IMPORTANT:** Keeping in view the fact that Barauni Refinery is a restricted area, entry of the candidates shall ONLY be allowed on the basis of the **copy of the Admit Card retained by them along with the ‘Original Photo Id’** like Passport, PAN Card, Driving license, Aadhaar Card, Voter Id.

## NOTE-

The link for Score Card for CBT conducted on 29-09-2024 shall be made live soon (tentatively by 4<sup>th</sup> week of Dec’2024) for which candidates are requested to keep visiting on ‘Latest Job Opening’ under ‘IndianOil for Careers’ page of website [www.iocl.com](http://www.iocl.com) for updates.

<b>CHECK-LIST OF MANDATORY DOCUMENTS* TO BE PRODUCED FOR SPPT</b>	
<b>Please tick ( ✓ ) mark in appropriate box</b>	
<b>1</b>	Signed Print-out of Online application form and copy of call letter / admit card issued.
<b>2</b>	<b>Proof of Date of Birth:</b> Certificate issued by a Board of Secondary Education for passing Matriculation/ Higher Secondary shall be the only acceptable document in support of proof of age. Only Photo id proof with DoB shall not be considered as DoB proof.
<b>3</b>	Passport size photograph
<b>4</b>	Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University
<b>5</b>	Diploma / BSc (PCM)/ / ITI (as applicable): Final / Provisional Pass Certificate issued by the respective Board/University/ as applicable.
<b>6</b>	Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable)
<b>7</b>	All the Mark Sheet (Semesters/Year wise) of Diploma/B.Sc. (PCM)/ ITI (as applicable) issued by the respective Board/University.
<b>8</b>	For Post Code 202- Proficiency certificate from BOAT/BOPT or SCVT/NCVT in case of Apprentices with due endorsement of equivalence to the Second-Class Boiler Attendant Certificate of Competency, by the Competent Boiler Authority of the State of Bihar.  For other post Codes- Proficiency certificate from BOAT/BOPT or SCVT/NCVT in case of Apprentices
<b>9</b>	Certificate from the Institute where the candidate has pursued his Degree/Diploma/Sandwich Diploma (Industrial Training as a part of course with no break) course indicating that course is a regular full time course and the date of publication of result of the final year/ final semester of the Degree / Diploma course in case the date of Declaration of result is not mentioned in the Mark Sheet/Certificate.
<b>10</b>	Copy of documents related to higher qualification being pursued (suppression of any information regarding possession or pursuing of any higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination from services, in case recruited)
<b>11</b>	Proof of Qualification (Equivalence), self declaration of same area of work experience and Service Certificate/ Discharge Certificate etc in case of Ex-Servicemen
<b>12</b>	i. Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter, Designation, nature of experience etc. proving the continuance in service for the claimed period as experience. 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 applied post. ii. In Large Industrial Establishment, candidates shall bring a copy of the relevant page of the last published Balance sheet of the establishment (under self-certification). iii. Candidates employed directly or by any agency (including a contractor) in a Large Industrial Establishment shall also bring a) Copy of the work order issued to the agency/contractor by the Large Industrial Establishment b) Copy of the relevant page of the last published Balance sheet of the said large establishment (under self-certification). In case a candidate is unable to furnish copy of the work order issued to the agency/contractor, Certificate under signature and seal of the Agency/ Contractor will be required mentioning Industrial Establishment under whom the Agency/ Contractor is working alongwith the name of the work awarded and stating that the candidate has been engaged for the said work & the inability of the Agency/ Contractor to furnish work order copy.
<b>13</b>	'No Objection Certificate' from the employer in case employed with Government/ Semi Government/ PSU Bodies
<b>14</b>	Valid and latest Copy of SC/ST/OBC (NCL)/ EWS/ Disability certificate in the prescribed format/Govt. of India (mentioning applying for appointment to post under the Government of India)
<b>15</b>	Copy of Photo Identity Proof (Driving License/ Voter Id/ PAN Card/ Passport etc)
<b>16</b>	Aadhaar Card & PAN Card
<b>17</b>	Self Declaration on Medical fitness: Documents with reason for being declared UNFIT earlier in case of Medical Examination conducted by any Refinery and Declaration of any ailments, deficiencies or abnormalities, or findings of not meeting the physical fitness criteria as per Indian Oil's Pre-Employment medical standards.
<b>18</b>	Any other relevant documents in support of qualifications, experience, category, medical, age etc. As mentioned in our Advertisement No. <b>BR/HR/RECTT/OR/2024-25</b>
<b>19</b>	Any other relevant document as per advertisement or otherwise

**\*All attached documents MUST be Self-Attested**