



INDIAN OIL CORPORATION LTD.
PANIPAT REFINERY & PETROCHEMICAL COMPLEX
Advertisement No.: PR/P/48 (2024-25) dated 20-07-2024

Date: 16-12-2024

**CANDIDATES PROVISIONALLY SHORTLISTED FOR DOCUMENT VERIFICATION AND
SKILL/PROFICIENCY/PHYSICAL TEST (SPPT)**

Based on the performance of the candidates in the Computer Based Test (CBT) held on 29-09-2024 for the following Post Code(s), the candidates as per the attached **Annexure-A**, have been provisionally shortlisted for appearing in the **Document Verification (DV) and Skill/Proficiency/Physical Test (SPPT)** for selection to Non-Executives Posts at Panipat Refinery & Petrochemical Complex, Panipat, Haryana against published common Advertisement No. PR/P/48(2024-25) & thereafter hosted on our website www.iocl.com:

S. No.	Post Code	Name of Post
1	201	Junior Engineering Assistant-IV (Production)
2	203	Junior Engineering Assistant-IV (P&U-O&M)
3	205	Junior Engineering Assistant-IV (Mechanical) / Junior Technical Assistant-IV
4	206	Junior Engineering Assistant-IV (Instrumentation) / Junior Technical Assistant-IV
5	207	Junior Quality Control Analyst-IV
6	208	Junior Engineering Assistant-IV (Fire & Safety)

Candidates whose documents are found in order after document verification shall be allowed to appear for SPPT, which is qualifying in nature only. However, candidature for inclusion in Composite Merit List discipline-wise in descending order of marks (irrespective of category and relaxation) shall be drawn on the basis of the Computer Based Test (CBT) marks from & out of the said short-list; only for such candidates who qualify in the SPPT. The details of the selection process of SPPT are already mentioned in our website notification dated 20-07-2024.

VENUE FOR DOCUMENT VERIFICATION AND SPPT

PR Gate No. 1, Panipat Refinery & Petrochemical Complex, Panipat, Haryana strictly as per schedule mentioned in **Annexure-A**.

DOCUMENTS REQUIRED FOR VERIFICATION

- Candidates are required to bring:
 - a. Copy of the online application form along with corresponding originals documents/testimonials
 - b. Passport size color photographs under self-attestation
 - c. Self-attested copies of all documents/testimonials as per checklist enclosed as **Annexure-B** & defined formats in Advertisement.
- All candidates are advised to **CAREFULLY** go through the list of documents at **Annexure-B** and the Advertisement, so as to come prepared for verification of all the documents and corresponding originals.

LIABILITY TO DECLARE (AS PER CLAUSE N OF THE DETAILED ADVERTISEMENT):

1. A candidate found UNFIT for a position during medical examination by any other location/ Refinery unit of the Corporation or a Government Authority or any other PSU, shall be required to declare his medical condition with reasons for being declared "UNFIT". If the candidate applies / seeks employment/ engagement at any other location/ post of the Corporation, suppression of such information may render the candidature liable for Rejection.
2. Candidates have to necessarily declare in case he/she has been arrested, prosecuted, kept under detention or fined, convicted by a Court of Law or for any offence debarred/ disqualified by any Public Service Commission from appearing in its examination.



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IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

1. **The candidature shall be considered for the candidates who appropriately submit all the prescribed documents along with production of the corresponding Original documents/ certificates.**
2. After verification, original documents shall be returned to the candidates on the same day and only the self-attested copies shall be retained by IOCL. The candidate shall be responsible for safe custody of original documents.
3. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials etc. and meeting the prescribed eligibility criteria as notified.
4. Candidates called for Document Verification shall be required to come prepared and make their own arrangements for stay.
5. The Roll Nos. mentioned in **Annexure-A** are not in order of merit.
6. Candidates are advised to bring and **wear Industrial Safety Shoes/ hard top shoes for the SPPT**. Please note that the **Mobile phones shall not be allowed inside the refinery premises**.
7. Candidates shortlisted for Fire & Safety discipline (Post Code 208) shall undergo medical examination with respect to Minimum Physical & Medical Standards as specified in published common Advt. No. PR/P/48(2024-25) and only candidates qualifying the specified standards shall be permitted to attend the SPPT.
8. SC & PwBD candidates appearing for SPPT will be reimbursed single second class rail fare from nearest railway station from the mailing address to the place of SPPT (if shortlisted) and back by the shortest route on production of ticket and copy of cancelled cheque or Pass book, provided the distance is not less than 30 Kms.
9. The candidature of any candidate is liable to be cancelled, if at any stage it is found that the candidate does not meet the prescribed eligibility criteria. Merely getting shortlisted for the SPPT does not confer any right for appointment.
10. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, and cancellation of the selection process, etc. No correspondence will be entertained in this regard.
11. Canvassing in any form is liable to render the candidate ineligible.
12. Other terms & conditions will remain the same as per published common Advertisement No. PR/P/48 (2024-25).



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Annexure- B

CHECKLIST FOR DOCUMENT SUBMISSION AT THE TIME OF DV AND SPPT

S. No.	Documents to be produced for DV & SPPT
1	Copy of Admit Card, Online Application Form and Communication issued for SPPT
2	Photo Identity Proof (Driving License/ Voter ID/ PAN Card/ Passport/Aadhar Card etc.) - attach any one
3	Proof of Date of Birth: 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.
4	Class Xth & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University
5	Final/Provisional Certificate of Degree/ Diploma in Engineering/ ITI (SCVT/ NCVT) issued by the respective Institute/Board/University (As per prescribed qualification)
6	Mark Sheet of all Semesters/Year wise of Degree/Diploma in Engineering/ ITI issued by the respective Institute/Board/University.
7	Certificate from the Institute where the candidate has pursued Degree/Diploma etc. course that the 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, the candidate must submit a certificate mentioning the date of publication of result from the Principal of the College from where the candidate has pursued diploma/ graduation course.
8	Conversion Certificate from CGPA/OGPA/Letter Grade to percentage of Marks , if applicable from concerned university/institute
9	Documents pertaining to possession of / in pursuit of higher qualification (Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited)
10	Valid Heavy Driving License- For candidates applying for Post code 208
11	Copy of SC/ST/ Disability Certificate/ OBC (NCL) Certificate alongwith "Declaration" valid for the year 2024-25/ EWS-Income & Asset Certificate valid for the year 2024-25 as per prescribed format and issued by the Competent Authority. Format is also available on our website www.iocl.com
12	Only those communities that are mentioned in the common list of OBCs approved by Central Government shall be treated as OBC for the purpose of reservation.
13	Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, Relieving letter, Designation, Nature of experience etc. must clearly establish the period of experience as well as the nature of relevant prescribed experience being claimed against the post applied for.
14	For experiences being claimed under Large Industrial Establishment, wherever prescribed, copy of the relevant page of the last published Balance sheet of the establishment under self-certification by the candidate 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 , 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.



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S. No.	Documents to be produced for DV & SPPT
15	Proof of Apprenticeship Training: Apprenticeship Completion Certificate from Organization/ Industry where the Apprenticeship Training has been completed and Certificate of Proficiency from BOAT and SCVT/NCVT certificate from RDSDE (where applicable)
16	No Objection Certificate from the current employer in case employed with Govt. /Govt. Departments / PSUs/Autonomous Bodies etc., failing which they candidate will not be allowed to appear in the SPPT
17	Proof of Qualification (equivalence), Self-Declaration of same area of work experience, Service Certificate, Discharge Certificate in case of Ex-Servicemen
18	Duly completed Proforma of Certificate for employed Officials- to be submitted by candidates belonging to Ex-Servicemen {Please refer to Clause No. C (6) of the Advertisement }
19	Duly completed Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex-Servicemen Category- to be submitted by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. C (7) of the Advertisement }
20	Travelling Allowance Claim Reimbursement & Bank Mandate form - applicable only for SC/ST/PwBD candidates (TA claim format can be downloaded from the website www.iocl.com)
21	Latest Passport Size Color Photographs

IMPORTANT NOTE: Keeping in view the fact that Panipat Refinery & Petrochemical Complex is a restricted area, entry of the candidates shall ONLY be allowed based on the **copy of the Admit Card retained by them along with the Original Photo ID like Passport, PAN Card, Driving license, Aadhaar Card etc.**
