



INDIAN OIL CORPORATION LIMITED  
(REFINERIES DIVISION)  
HALDIA REFINERY

**NOTICE**

Ref. No.: PH/R/01/2021

DATE: 11.11.2021

**SUB: CANDIDATES PROVISIONALLY SHORTLISTED FOR SKILL/ PROFICIENCY/ PHYSICAL TEST (SPPT) FOR RECRUITMENT OF EXPERIENCED NON-EXECUTIVES AT HALDIA REFINERY**

WITH REFERENCE TO OUR ADVERTISEMENT NO. PH/R/01/2021 AND BASED ON PERFORMANCE IN THE WRITTEN TEST HELD ON 24.10.2021 AT KOLKATA, CANDIDATES BEARING THE FOLLOWING ROLL NUMBERS HAVE BEEN PROVISIONALLY SHORTLISTED FOR **SKILL/ PROFICIENCY/ PHYSICAL TEST (SPPT) FOR RECRUITMENT OF EXPERIENCED NON-EXECUTIVES AT HALDIA REFINERY.**

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:**

THE CANDIDATES ARE ADVISED TO BRING ALL THE **ORIGINAL** DOCUMENTS AND **ONE SET OF SELF-ATTESTED PHOTOCOPIES** OF ALL / ANY PENDING DOCUMENTS WHICH WAS NOT SUBMITTED BY THE CANDIDATE AT THE TIME OF WRITTEN TEST, FAILING WHICH THEIR CANDIDATURE IS LIABLE TO BE CANCELLED.

CANDIDATES ARE ADVISED TO CARRY AN **ORIGINAL** GOVT. ISSUED PHOTO ID LIKE AADHAAR, VOTER ID, PASSPORT, PAN CARD, ETC. CANDIDATES ARE ALSO ADVISED TO CARRY A PHOTOCOPY OF THE SAME GOVT. ISSUED PHOTO ID. CANDIDATES ARE ADVISED TO **WEAR SAFETY SHOES / HARD TOP SHOES** FOR THE SPPT.

**ALL CANDIDATES ARE STRICTLY ADVISED TO FOLLOW KEY COVID-19 APPROPRIATE BEHAVIOUR LIKE WEARING OF MASK/ FACE COVER, MAINTAINING SOCIAL DISTANCING AND USE OF HAND SANITISERS AT ALL TIMES DURING THE SPPT AT HALDIA REFINERY PREMISES.**

**SCHEDULE OF SPPT**

**VENUE OF REPORTING FOR DOCUMENT VERIFICATION:**

HALDIA REFINERY TRAINING CENTRE (GROUND FLOOR), INDIAN OIL CORPORATION LIMITED, HALDIA REFINERY, P.O.: HALDIA OIL REFINERY, DIST: PURBA MEDINIPUR, WEST BENGAL, PIN: 721606.

**DATE: 24.11.2021**

**TIME OF REPORTING – 09:00 AM AT IOCL, HALDIA REFINERY MAIN GATE**

**POST CODE: 205 – JEA-IV (INSTRUMENTATION)**

20520004	20520012	20520014	20520024
20520033	20520037	20520038	

**DATE: 25.11.2021**

**TIME OF REPORTING – 09:00 AM AT IOCL, HALDIA REFINERY MAIN GATE**

**POST CODE: 206 – JQCA-IV**

20620006	20620013	20620016	20620027
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**POST CODE: 207 – JEA-IV (F&S)**

20720006	20720014	20720018	20720025
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## CHECKLIST OF DOCUMENTS TO BE SUBMITTED DURING DOCUMENT VERIFICATION FOR SPPT

Original as well as self-attested photocopies of the following documents are to be submitted during Document Verification for SPPT.

Sl. No.	Particulars of Document
1.	Duly signed printout of online application form along with Admit Card for Written Test
2.	Colour passport size photograph (4 copies)
3.	<b>Self-attested copies of the following documents:</b>
(a)	Proof of Date of Birth- Marksheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination
(b)	10 <sup>th</sup> & 12 <sup>th</sup> Standard Marksheets and Passing certificates
(c)	All semesters/ year-wise Mark Sheets and Final Diploma/ Degree Certificate of Qualifying examination issued by the respective Board/ University (where applicable)
(d)	Certificate for conversion formula from CGPA/ OGPA/ Letter Grade to percentage of marks from concerned University/ Institute (if applicable) for calculating Final percentage of marks obtained for a qualification.
(e)	SC/ ST/ Disability Certificate/ OBC (NCL) Certificate along with "Declaration" / EWS-Income & Asset Certificate/ "DECLARATION for ECONOMICALLY WEAKER SECTIONS Candidates". Certificate must be in the prescribed format (available on website www.iocl.com and www.iocrefreruit.in ) and issued by the Competent Authority. OBC(NCL) Certificate should not be more than 6 months old as on the date of Written Test.
(f)	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 submitted 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.
(g)	For experience 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.
(h)	Apprenticeship Completion Certificate from Organization/ Industry where the Apprenticeship Training has been completed (if applicable)
(i)	Certificate from the Institute where the candidate has pursued his/ her Degree stating that it is a regular full time course and also stating 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 pursued his/ her diploma/ graduation course, along with his/ her application form.
(j)	<b>Heavy Vehicle Driving License (applicable for candidates applying for the post of JEA-IV(F&amp;S) - Post code 207)</b>
(k)	Proof of Qualification (equivalence) / Self Declaration of same area of work experience / Service Certificate/ Discharge Certificate in case of Ex-Servicemen.
(l)	Duly completed <i>Proforma of Certificate for employed Officials</i> - to be submitted by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. E (8)}
(m)	Duly completed <i>Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category</i> - to be submitted by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. E (9)}
(n)	No Objection Certificate (NOC) from employer in case the candidate is employed with Govt./ Govt. Departments/ PSUs/ Autonomous Bodies
(o)	Photo Identity Proof ( Aadhar Card/Driving License/ Voter Id/ PAN Card/ Passport)
(p)	Any other relevant document(s) in support of qualifications, experience, category, age etc. as mentioned in our Advertisement No. PH/R/01/2021

THE ABOVE SHORTLISTED CANDIDATES MAY CONTACT AT THE FOLLOWING NUMBERS FOR ANY CLARIFICATION/ QUERIES PERTAINING TO SPPT: **03224-223262/ 223271/ 223268**

RECRUITMENT TEAM  
INDIAN OIL CORPORATION LIMITED  
HALDIA REFINERY