



**Indian Oil Corporation Limited
(Refineries Division)
Barauni Refinery**

ADVT NO. BR/HR/RECTT/OR/2019

**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 All the notified disciplines as specified in our Advertisement No. BR/HR/RECTT/OR/2019 has been hosted on this website (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, Experience; Latest Caste Certificate (for SC/ST/OBC/EWS), as applicable, in the prescribed Performa; PwBD certificate, as applicable, No Objection Certificate of employer, as applicable; in case of Apprenticeship : Completion certificate from BOAT/BOPT/RDAT 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.

- The discipline-wise dates of SPPT is placed below:

Date / Day of SPPT	Post Code	Name of Trade/ Discipline
30-07-2019 (TUESDAY)	201	Junior Engineering Assistant-IV (Production)
	202	Junior Engineering Assistant-IV (P&U-Boiler)
	203	Junior Engineering Assistant-IV (P&U-Turbine)
	211	Junior Nursing Assistant-IV
	207	Junior Engineering Assistant-IV (Instrumentation) / Junior Technical Assistant-IV (Instrumentation)

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 set 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.

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 entitles 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 the 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, Bank Passbook.**

CHECK-LIST OF DOCUMENTS* TO BE PRODUCED FOR SPPT		
		Please tick (<input type="checkbox"/>) mark in appropriate box
1	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.	
2	Passport size photograph	
3	Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University	
4	Diploma/BSc (PCM): Final/ Provisional Pass Certificate issued by the respective Board/University, as applicable.	
5	All the Mark Sheet (Semesters/Year wise) of Diploma/B.Sc. (PCM) issued by the respective Board/University.	
6	Proficiency certificate from BOAT/BOPT or SCVT/NCVT in case of Apprentices	
7	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.	
8	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)	
9	Proof of Qualification (equivalence) and Service Certificate/ Discharge Certificate etc in case of Ex-Servicemen	
10	Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving letter etc. proving the continuance in service for the claimed period as experience.	
11	'No Objection Certificate' from the employer in case employed with Government/ Semi Government/ PSU Bodies	
12	For Large Industrial Establishment proof, relevant page of last published balance sheet under self-certification or documents as detailed at Clause B (15) in the advertisement.	
13	Copy of SC/ST/OBC (NCL) certificate in the prescribed format (mentioning applying for appointment to post under the Government of India)	
14	PwBD certificate (as per prescribed format)	
15	EWS certificate (as per prescribed format)	
16	Copy of Photo Identity Proof (Driving License/ Voter Id/ PAN Card/ Passport etc)	
17	Aadhaar Card	
18	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.	
19	Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. BR/HR/RECTT/OR/2019	
20	Any other relevant document as per advertisement or otherwise	

*All attached documents MUST be Self-Attested