



**INDIAN OIL CORPORATION LTD.
PANIPAT REFINERY & PETROCHEMICAL COMPLEX**

Date: 29.06.2022

**CANDIDATES PROVISIONALLY SHORTLISTED FOR
SKILL/PROFICIENCY/PHYSICAL TEST (SPPT) AT PANIPAT REFINERY &
PETROCHEMICAL COMPLEX**

Based on performance in the Written Test held on 19.06.2022, candidates bearing following Roll Numbers have been provisionally shortlisted for appearing in the Skill/Proficiency/Physical Test (SPPT) for selection to Non-Executives Posts at Panipat Refinery & Petrochemical Complex, Panipat, Haryana against Advertisement No. PR/P/47(2022-23).

Important Instructions for the Candidates:


1. Candidates are advised to report at Gate No. 1, Panipat Naphtha Cracker, Panipat, Haryana strictly as per schedule mentioned below.
2. Candidates are advised to bring the **original** and **one set of self-attested photocopies of all documents** as per checklist & defined formats in Advt. (also attached as Annexure-I), failing which their candidature is liable to be cancelled.
3. 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.**
4. All candidates are strictly advised to follow Covid-19 appropriate behaviors likewearing of mask/ face cover, maintaining social distancing and carrying hand sanitizers at all times during the SPPT at PRPC premises.
5. Candidates are advised to carry duly filled Declaration Form (**attached as Annexure-II**), copy of their Written Test Call Letter along-with valid original I.D. Proof.
6. The candidature of all the shortlisted candidates is provisional and subject to their meeting the prescribed eligibility criteria as notified.
7. 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.
8. SC candidates appearing for SPPT will be reimbursed single second class rail fare from nearest railway station of the mailing address to the place of SPPT and back by the shortest route on production of ticket, copy of cancelled Cheque or Pass book provided the distance is not less than 30 kms.
9. Other terms & conditions will remain same as per Advt. No. PR/P/47(2022-23).

Name of the Post : Jr. Engineering Assistant-IV(Production) (Post Code: 201) Date of SPPT: 05.07.2022 & Time of SPPT: 10.00 AM							
Sl. No.	Roll Nos.		Sl. No.	Roll Nos.		Sl. No.	Roll Nos.
1	20100033		11	20100442		21	20100699
2	20100104		12	20100532		22	20100755
3	20100123		13	20100534		23	20100756
4	20100127		14	20100567		24	20100770
5	20100135		15	20100579		25	20100780
6	20100138		16	20100587		26	20100861
7	20100205		17	20100609		27	20100907
8	20100228		18	20100614		28	20100914
9	20100419		19	20100686		29	20100921
10	20100425		20	20100694		30	20100928
Name of the Post : Jr. Engineering Assistant-IV(Production) (Post Code: 201) Date of SPPT: 06.07.2022 & Time of SPPT: 10.00 AM							
Sl. No.	Roll Nos.		Sl. No.	Roll Nos.		Sl. No.	Roll Nos.
1	20100929		8	20101065		15	20101353
2	20100930		9	20101085		16	20101390
3	20100942		10	20101115		17	20101412
4	20100950		11	20101162		18	20101437
5	20100963		12	20101279		19	20101443
6	20101015		13	20101287		20	20101501
7	20101042		14	20101338			

Name of the Post : Jr. Engineering Assistant-IV(Instrumentation) (Post Code: 205) Date of SPPT: 06.07.2022 & Time of SPPT: 10.00 AM	
Sl. No.	Roll Nos.
1	20500036
2	20500074
3	20500112

Annexure- I

CHECKLIST OF DOCUMENTS (ORIGINAL & SELF-ATTESTED COPIES) TO BE BROUGHT BY CANDIDATE DURING SPPT	
1.	Print out of On - line Application Form & Call Letter issued for Written Test. Also, bring copy of this Notice mentioning your Roll No.
2.	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.
3.	Photo Identity Proof : Driving License/Voter Id/PAN Card/Aadhaar Card/Passport.
4.	Xth Pass & XIIth Pass Certificate and Mark Sheets
5.	Diploma/Degree (As per prescribed qualification) : Final Certificate issued by the respective University/Institute/Board
6.	Mark Sheets of all semesters/years of Diploma/Degree (as per prescribed qualification) issued by the respective University/Institute/Board.
7.	Certificate from the Institute where the candidate has pursued his 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 pursued his/ her diploma/ graduation course.
8.	Document for conversion formula from CGPA/OGPA to percentage (where applicable) for calculating Final percentage of marks obtained for a qualification.
9.	Copy of latest SC/ST/OBC (NCL)/EWS certificate in the prescribed Central Government format (in format specifying appointment to posts in Government of India/Public Sector Undertaking). Format is also available on our website www.iocl.com and www.iocrefrecruit.in .
10.	Proof of Qualification (equivalence)/ Self-Declaration of same area of work experience/ Service Certificate/ Discharge Certificate in case of Ex-Servicemen
11.	Duly completed Proforma of Certificate for employed Officials- to be submitted by candidates belonging to Ex-Servicemen, as applicable {Please refer to Clause No. E(6)}
12.	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. E(7)}
13.	Proof of Apprenticeship Training: Apprenticeship Completion Certificate from Organization/ Industry where the Apprenticeship Training has been completed and Proficiency certificate from BOAT and SCVT/NCVT certificate from RDAT (where applicable)
14.	No Objection Certificate from the current employer in case employed with Govt. /Govt. Departments / PSUs/ Autonomous Bodies etc.
15.	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).
16.	Offer/Appointment Letter, Joining Letter, Experience Letter/Certificate, Pay Slip(s), 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 being claimed for
17.	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.
18.	Latest Passport size colored photograph
19.	Any other relevant documents in support of qualifications, experience, category, medical, age, service etc. as mentioned in our Advertisement No. PR/P/47(2022-23)

PANIPAT REFINERY & PETROCHEMICAL COMPLEX		पानीपत रिफाइनरी एवं पेट्रोकेमिकल कॉम्प्लेक्स		आवेदित पद का नाम Name of Post applied for	
 <h2 style="text-align: center;">घोषणा पत्र</h2> <h3 style="text-align: center;">DECLARATION FORM</h3> <p style="text-align: center;">(उम्मीदवार द्वारा भरा जाये/To be filled in block letters by the candidate)</p> <p>टिप्पणी: 1. झूठी सूचना प्रस्तुत करने या किसी सही सूचना को छिपाने से उम्मीदवार को रोजगार का अयोग्य माना जायेगा।</p> <p>NOTE: Furnishing of false information or suppression of any factual information will render the candidate unfit for employment.</p> <p>2. कृपया प्रमाण पत्रों/टेस्टीमोनियल तथा अंकपत्रों की सत्यापित प्रति संलग्न करें।</p> <p>Please attach attested photocopies of certificates/testimonials, marksheets, etc.</p>		परीक्षा तथा इंटरव्यू का स्थान तथा तारीख Place & Date of Test/Interview		रोजगार दफ्तर की पंजीयन संख्या Regn. No. of Employment Exchange	
		परीक्षा अनुक्रमांक/पंजीयन संख्या (यदि हो) Test Roll/Registration No. (if any)		सम्पर्क नं. : Contact No. : E-mail id.:	
नाम (उपनाम पहले) हिन्दी में Name (Surname first)-In English		पिता/पति का नाम Father/Husband's Name		व्यवसाय Occupation	
राष्ट्रीयता Nationality		धर्म Religion		जन्म तारीख Date of Birth अंको में (In Figures)	
अधिवास प्रदेश Domicile state		वैवाहिक स्थिति Marital Status		<input type="checkbox"/> शब्दों में (In Words) <input type="checkbox"/> तारीख Date : <input type="checkbox"/> मास Month : <input type="checkbox"/> वर्ष Year	
मातृ भाषा Mother Tongue		<input type="checkbox"/> वैवाहित Married <input type="checkbox"/> एकल Single			
स्थायी पता Permanent Address		वर्तमान पता (पत्र व्यवहार के लिये) Present Address (For correspondence)			
पिन कोड Pin Code		पिन कोड Pin Code			
<input type="checkbox"/> अनुसूचित जाति Scheduled Caste <input type="checkbox"/> अनुसूचित जनजाति Scheduled Tribe <input type="checkbox"/> अन्य पिछड़ी जाति Other Backward Class (OBC)		जाति/जनजाति/अन्य पिछड़ी जाति का नाम Name of Caste/Tribe/OBC जारीकर्ता प्राधिकारी का नाम व पता Name & Address of Issuing Authority नोट : प्रमाणपत्र की अनुप्रमाणित सत्य प्रति संलग्न करें तथा सत्यापन हेतु प्रमाण पत्र भी दिखायें। Note : Attach an attested true copy of certificate and produce the Original certificate for verification.			
<input type="checkbox"/> शारीरिक रूप से विकलांग Physically Handicapped		विकलांगता का प्रकार Nature of Disability			
<input type="checkbox"/> भूतपूर्व सैनिक Ex-Serviceman <input type="checkbox"/> विकलांग भूतपूर्व सैनिक Disabled Ex-Serviceman <input type="checkbox"/> लड़ाई में मारे गए रक्षा कार्मिक का आश्रित (सम्बन्ध) Dependent of Defence Personnel Killed in Action (State Relationship)		क्या आपका कोई संबंधी आई ओ सी में नियुक्त है। यदि हां तो नाम, पदनाम तथा उसका कार्यालयीन पता दें। Whether any of your relatives is employed in loc? If yes, give name, designation and official address. क्या आप किसी आई ओ सी निदेशक से सम्बंधित हैं तो कृपया उसका नाम, व पदनाम दें। Whether you are related to any of the Directors of loc? If yes, give his name and designation			
खेलकूद में निपुणता Proficiency in sports		खेल का नाम Name of Sports			
<input type="checkbox"/> राष्ट्रीय स्तर National Level <input type="checkbox"/> राज्य स्तर State Level <input type="checkbox"/> जिला स्तर District Level					

कृ. पृ. उ. P.T.O.

शैक्षिक योग्यतायें EDUCATIONAL QUALIFICATIONS

पास की गई परीक्षाएँ Exam. Passed (मैट्रिकुलेशन से शुरू करें) (Start from Matriculation)	विषय Subject	पास करने का वर्ष Year of Passing	श्रेणी तथा कुल प्राप्त अंक (%) Division & Total Marks obtained (%)	बोर्ड/विश्वविद्यालय/संस्थान Board/University/Institute

नोट : कृपया प्रमाण-पत्रों की अनु प्रमाणित सत्यप्रति सलंगन करें तथा सत्यापन हेतु मूल प्रमाण-पत्र प्रस्तुत करें।
Note : Please attach attested true copies of Certificate and produce originals for verification.

क्या आप उच्च शिक्षा ग्रहण कर रहे हैं। यदि हाँ तो उसका विवरण दें—
Whether pursuing Higher Education. If yes give details -

कम्प्यूटर प्रचालन में प्रवीणता Proficiency of Computer operation	आशुलिपि/टंकण ज्ञान, यदि है Knowledge of Stenography/Typing if any गति प्रति मिनट (SPM) आशुलिपि (अंग्रेजी) English Steno : आशुलिपि (हिन्दी) Hindi Steno : टंकण (हिन्दी) Typing Hindi : टंकण (अंग्रेजी) Typing English :
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अनुभव (यदि हो) EXPERIENCE (IF ANY)

नियोक्ता का नाम व पता Name & Address of Employer	जिस पद पर कार्य किया / Position held	कार्य का प्रकार Nature of Job	अवधि Period		मूल वेतन व वेतनमान Basic Pay & Pay Scale	कुल वेतन Gross Pay
			कब से From	कब तक TO		

नोट : कृपया अनुभव प्रमाण पत्र की अनु प्रमाणित सत्यप्रति सलंगन करें।
Note : Please attach attested true copies of Experience Certificate (s)

क्या आई.ओ.सी. द्वारा पहले आयोजित किसी लिखित परीक्षा/साक्षात्कार में बैठे थे? यदि ऐसा है तो ब्योरा दें Whether appeared in earlier written test/interview conducted by IOC. if so, give details.	यदि चयन किया गया है कार्यभार ग्रहण में कितना समय लगेगा If selected, how soon can you join?
क्या आवेदन उचित माध्यम से भेजा गया/ अनापति प्रस्तुत किया गया। Whether application forwarded through proper channel/NOC submitted <input type="checkbox"/> हाँ Yes <input type="checkbox"/> नहीं No	साक्षात्कार किस भाषा में देना चाहेंगे? Option to speak in interview <input type="checkbox"/> अंग्रेजी English <input type="checkbox"/> हिन्दी Hindi <input type="checkbox"/> हिन्दी अंग्रेजी दोनों Both English & Hindi
	यदि नहीं तो संक्षेप में कारण बतायें। If no, briefly state reason.

क्या आप कभी जेल गये हैं, जुर्माना अथवा नजरबंद किये गये अथवा किसी अपराध के लिये दोषी पाये गये हैं। अथवा लोक सेवा आयोग द्वारा रोके गये हैं अथवा अयोग्य ठहराये गये हैं। यदि ऐसा है तो उसका पूर्ण विवरण दें। कृपया अलग कागज पर दें।
Have you ever been prospected, kept under detention or fined, convicted by the court of law for offence, debarred or disqualified by any Public Service Commission from appearing in the examination? If so, give complete details of the matter (Use a separate sheet)

संक्षेप में अतिरिक्त सूचना (यदि कोई हो तो) Additional information in brief (if any)

मैं प्रमाणित करता/करती हूँ कि मेरे द्वारा ऊपर प्रस्तुत ब्योरे सही है और जहाँ तक मेरी जानकारी और विश्वास हैं सम्पूर्ण हैं।
I certify that the particulars furnished above by me are correct and complete to the best of my knowledge and belief.

Date _____ (उम्मीदवार के हस्ताक्षर)
(Signature of Candidate)

केवल कार्यालय में प्रयोग के लिये FOR OFFICE USE ONLY

मूल दस्तावेजों का सत्यापन Verification of Original Documents <input type="checkbox"/> जन्म तिथि Date of Birth <input type="checkbox"/> अर्हकतायें Qualification <input type="checkbox"/> अनुभव Experience <input type="checkbox"/> वर्तमान/अंतिम वेतन Present/last pay	दावों का सत्यापन Verification of claims <input type="checkbox"/> अनुसूचित जाति SC <input type="checkbox"/> अनु. जनजाति ST <input type="checkbox"/> अन्य पिछड़ी जाति OBC <input type="checkbox"/> शारीरिक रूप से विकलांग Physically Handicapped <input type="checkbox"/> भूतपूर्व सैनिक Ex-Serviceman <input type="checkbox"/> अल्प संख्यक वर्ग Minority
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अभ्युक्तितायें Remarks	सत्यापनकर्ता Verification by : नाम Name..... पदनाम Designation..... (हस्ताक्षर Signature)
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