



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

ADVT NO. BR/RECTT/APPR/2018

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES PROVISIONALLY SHORTLISTED AND CALLED
FOR APPEARING FOR PERSONAL INTERVIEW (PI)**

The “List of Candidates” shortlisted provisionally for appearing for the Personal Interview for both the notified requirements as specified in our Advertisement No. BR/RECTT/APPR/2018) has been hosted on this website (www.iocl.com) along with the scheduled dates and reporting time for PI.

All the shortlisted candidates are advised to appear for Interview 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/PWBD), as applicable, in the prescribed proforma; No Objection Certificate of employer, as applicable; any other document as required in our advertisement.

➤ The trade-wise dates of Personal Interview is placed below:

Date / Day of Personal Interview	Post Code	Name of Trade/ Discipline
03-12-2018 (Monday)	102	Trade Apprentice (Fitter) Discipline-Mechanical
	105	Technician Apprentice Discipline-Mechanical
	103	Trade Apprentice (Boiler) Discipline-Mechanical
	106	Technician Apprentice Discipline - Electrical
	107	Technician Apprentice Discipline-Instrumentation
04-12-2018 (Tuesday)	104	Technician Apprentice Discipline-Chemical
	101	Trade Apprentice/ Attendant Operator (Chemical Plant) : Discipline-Chemical
05-12-2018 (Wednesday)	101	Trade Apprentice/ Attendant Operator (Chemical Plant) : Discipline-Chemical
06-12-2018 (Thursday)	101	Trade Apprentice/ Attendant Operator (Chemical Plant): Discipline-Chemical
07-12-2018 (Friday)	101	Trade Apprentice/ Attendant Operator (Chemical Plant): Discipline-Chemical

Refer to detailed list for reporting time & venue.

- Candidates provisionally shortlisted for PI 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**). 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 entitle the candidate for engagement/selection. Candidature of candidates is liable for Rejection at any stage of selection or for Termination during engagement; 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.**

DOCUMENT SUBMISSION CHECKLIST (Annexure 'A')

Sl. No.	DOCUMENT TYPE	DOCUMENT SUBMITTED		NO: OF PAGES
		Tick 'Yes' or 'No'		
1.0	Admit Card			
1.0	Copy of Admit Card	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.0	Date of Birth Proof			
2.1	Tenth(Xth) / Twelfth (XIIth) Certificate issued by State/Central Board (Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary is the only acceptable document in support of proof of age)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.0	Qualification Documents			
3.1	Twelfth (XII th) class mark sheet(if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.2	Final/Provisional B.Sc. (PCM) degree Certificate / Final/Provisional Diploma Certificate (indicating year of passing)/ ITI Certificate issued / recognized by NCVT/SCVT	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.3	Complete Mark sheets of all semesters/years of Degree/Diploma/ITI	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.0	Caste /PWBD Certificate (Applicable for SC/ST/OBC/PwBD candidates)			
4.1	For SC/ST candidates : Caste certificate in the prescribed format (in the proforma prescribed by the Central Govt and issued by competent authority only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.2	For OBC candidates : Latest caste certificate in the proforma prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 and OM No. 36033/2/2013-Estt.(Res.) dated 30.09.2017.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.2	For PwBD candidates : Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.0	Others			
5.1	No Objection Certificate from employer (applicable to candidate presently employed in State / Central Govt, PSU, Govt Organization / department or autonomous body)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.2	Service certificates and discharge certificate (applicable to ex-servicemen only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.3	Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Total No: of Pages				

I undertake that I am meeting all the prescribed criteria as per Advt No. BR/RECTT/APPR/2018 of Barauni Refinery. Also I have not undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961/1973. I am not possessing higher professional qualifications such as BE or equivalent, MBA or equivalent or MCA. I understand that suppression/fabrication of any fact/document shall render me ineligible for selection/engagement/appointment (as applicable).

Name: _____ Roll No: _____ Signature of candidate: _____

Date: _____

Mandatory form for submission by all candidates appearing for Interview