

IMPORTANT INSTRUCTIONS TO THE CANDIDATES PROVISIONALLY SHORTLISTED FOR INTERVIEW & FOR DOCUMENT COLLECTION

The “List of Candidates” shortlisted provisionally for appearing for the Interview for all the notified requirements as specified in our Advertisement No. BR/RECTT/APPR/2017) has already been hosted on this website (www.iocl.com) along with the scheduled dates and reporting time for interview.

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 discipline-wise dates of Personal Interview is placed below:

Date / Day of Personal Interview	Post Code	Name of Trade/ Discipline
27-11-2017 (Monday)	101	Trade Apprentice / AO (CP) Disc. Chemical
28-11-2017 (Tuesday)	101	Trade Apprentice / AO (CP) Disc. Chemical
29-11-2017 (Wednesday)	101	Trade Apprentice / AO (CP) Disc. Chemical
30-11-2017 (Thursday)	101	Trade Apprentice / AO (CP) Disc. Chemical
01-12-2017 (Friday)	101	Trade Apprentice / AO (CP) Disc. Chemical
02-12-2017 (Saturday)	101	Trade Apprentice / AO (CP) Disc. Chemical
04-12-2017 (Monday)	103	Trade Apprentice (Boiler) Disc. Mechanical
04-12-2017 (Monday)	107	Technician Apprentice Disc. Instrumentation
05-12-2017 (Tuesday)	102	Trade Apprentice (Fitter) Disc. Mechanical
05-12-2017 (Tuesday)	105	Technician Apprentice Disc. Mechanical
06-12-2017 (Wednesday)	104	Technician Apprentice Disc. Chemical
06-12-2017 (Wednesday)	106	Technician Apprentice Disc. Electrical

Refer to detailed list for reporting time & venue.

- Candidates provisionally shortlisted for Interview are advised to bring all the originals of the following documents for verification. One complete ATTESTED set of copies of all the specified documents is to be submitted. The candidates are also required to fill and submit the “Document Submission Checklist” (Annexure A)

S. N.	Type of document(s)	Documents required
1	Admit Card	
2	Date of Birth Proof	✚ Tenth(Xth) class mark sheet issued by State/Central Board
3	Qualification Documents	✚ Final or provisional Degree / Diploma / ITI Certificate requirement in the prescribed discipline (with conversion formula from CGPA to percentage of marks, if applicable). [NCVT /SCVT certificate in case of ITI]
		✚ Complete Mark sheets of all the semesters or years of Degree /Diploma /ITI, issued by the institution/ University (not internet copy)
		✚ For post code 104 to 107, Certificate from Head of Institution/ University indicating the date of declaration of result, in case the same is not indicated on the qualification marksheet/ certificate
4	Caste Certificate (applicable for SC/ST/OBC-NCL)	✚ Latest Caste certificate (applicable for SC/ST/OBC-NCL only) in the prescribed format (in the proforma prescribed by the Central Govt and issued by the competent authority only)
5	Disability Certificate (applicable for PWBD)	✚ Disability certificate issued by the competent govt. authority/ medical board as prescribed.

Others

1. Three passport size Photographs.
2. Original of No Objection Certificate from employer in case employed in Govt./ Semi Govt./ Public Sector Undertaking, if the application is not sent through proper channel.
3. Service certificates and discharge certificate (applicable to ex servicemen only)
4. Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement.
5. The candidature of only the candidates **who submit all the necessarily required documents shall be considered. Also, only the documents submitted by the candidate shall be taken into consideration for checking and basing the eligibility of the candidate.**
6. **Candidates submitting incomplete documents will be liable for rejection.**
7. It may be noted that mere submission of documents does not entitle the candidate for engagement/selection.
8. 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	No	
2.0	Date of Birth Proof			
2.1	Tenth(Xth) class mark sheet / certificate issued by State/Central Board or	Yes	No	
3.0	Qualification Documents			
3.1	Twelfth(XIIth) class mark sheet(if applicable)	Yes	No	
3.2	Final/Provisional Diploma/ITI/ Certificate	Yes	No	
3.3	Complete Mark sheets of all semesters/years of Diploma/ITI	Yes	No	
4.0	Caste /PWBD Certificate			
4.1	Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Central Govt and issued by competent authority only)	Yes	No	
4.2	Disability Certificate (applicable for PWBD)	Yes	No	
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	No	
5.2	Service certificates and discharge certificate (applicable to ex servicemen only)	Yes	No	
5.3	Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement	Yes	No	
Total No: of Pages				

I undertake that I am meeting all the prescribed criteria as per Advt No. BR/RECTT/APPR/2017 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: _____