

IMPORTANT INSTRUCTIONS TO THE CANDIDATES PROVISIONALLY SHORTLISTED AND CALLED FOR APPEARING FOR PERSONAL INTERVIEW (P.I.)

The "List of Candidates" shortlisted provisionally for appearing for the Personal Interview for both the notified requirements as specified in our Advertisement No. BR/HR/RECTT/APPR/NT/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
06-03-2018 (Tuesday)	101	Trade Apprentice : Secretarial Assistant
	102	Trade Apprentice: Accountant

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.	DOCUMENT TYPE	DOCUMENT SUBMITTED		NO: OF PAGES
		Tick 'Yes' or 'No'		
1.0	Admit Card	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.0	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.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.0	Qualification Documents			
3.1	Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.2	Degree (B.A./ B.Sc./ B.Com , as applicable): Final/ Provisional Pass Certificate issued by the respective Board/ University	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.3	All the Mark Sheets (Semesters/Year wise) of Degree (B.A./ B.Sc./ B.Com , as applicable) issued by the respective Board/University.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.4	Copy of documents related to higher qualification being pursued	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.0	Caste / PwBD Certificate			
4.1	Caste Certificate for SC/ST candidates in the prescribed format (in Performa prescribed by Central Govt. & issued by Competent Authority)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.2	For OBC-NCL candidates latest caste certificate in the format prescribed by Govt. of India including mention of belonging to Non creamy layer	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.3	PwBD certificate (as per prescribed format)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.0	Others			
5.1	Three Passport size photograph	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.2	Copy of Photo Identity Proof (Driving License/ Voter Id/ PAN Card/ Passport etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.3	Aadhaar Card	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.4	'No Objection Certificate' from the employer in case employed with Government/ Semi Government/ PSU Bodies, if applicable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.5	Self Declaration on Medical fitness: as per Clause I of the Advt.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.6	Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. BR/HR/RECTT/APPR/NT/2018 Please Specify:.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Total Number of Pages				

***All attached documents MUST be Self-Attested**

I undertake that I am meeting all the prescribed criteria as per Advt No. BR/RECTT/APPR/NT/2018 of Barauni Refinery. 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: _____