



Indian Oil Corporation Limited
Panipat Refinery & Petrochemical Complex
Advertisement No. PR/P/48 (2016-17)

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES FOR WRITTEN TEST ON 02/04/2017

- With reference to our Advertisement No. PR/P/48 (2016-17) Written Test for engagement of apprentices in following trade/discipline is conducting on **02/04/2017** as per schedule:

Post Code	Trade/Discipline	Venue	Start time of Test
101	Trade Apprentices/Attendant Operator - Chemical Plant – Discipline- Chemical	Arya P.G . College, Opposite Bus Stand, Panipat, Haryana-132103	13:30 hours to 15:30 hours
102	Trade Apprentices (Fitter) Discipline- Mechanical	Delhi Public School, Panipat Refinery Township (Gate No.1), Panipat, Haryana-132140	09:30 hours to 11:30 hours
104	Technician Apprentices (Chemical) Discipline-Chemical	Arya P.G . College, Opposite Bus Stand, Panipat, Haryana-132103	13:30 hours to 15:30 hours
105	Technician Apprentices (Mechanical) Discipline-Mechanical	Arya P.G . College, Opposite Bus Stand, Panipat, Haryana-132103	09:30 hours to 11:30 hours
106	Technician Apprentices (Electrical)-Discipline-Electrical	Arya P.G . College, Opposite Bus Stand, Panipat, Haryana-132103	09:30 hours to 11:30 hours
107	Technician Apprentices (Instrumentation)-Discipline-Instrumentation	Arya P.G . College, Opposite Bus Stand, Panipat, Haryana-132103	09:30 hours to 11:30 hours

- Call letters to the eligible candidates has been issued to their registered e-mail id.
- Please ensure that you fulfill each of the eligibility criteria stipulated in our published advertisement no. PR/P/48(2016-17) & thereafter hosted on our website www.iocl.com relating to age, qualification, percentage of marks etc. as on the date of reckoning. This call letter is therefore provisional.
- **In case you are not meeting the above criteria, you are directed not to appear in the Written Test.**

- The Written Test shall be of **120** minutes duration. Written Test shall be of **85** questions and Multiple Objective Type Answer.
- Please bring with you blue/black ball point pen for marking answer in **OMR Answer Sheet**. Slide Rules, calculators, cellular phones, pagers, notebooks etc. are not allowed into the examination hall.
- Please reach the Examination Centre at least **Forty Five Minutes** before the schedule time mentioned above. Late comers will not be allowed to enter examination hall beyond 09.45 a.m. for Post Code 102, 105, 106 & 107 and 01:45 p.m. for Post Code 101 & 104.
- The list of shortlisted candidates for Personal Interview shall be displayed on notice board of the Test Venue i.e. DPS, Panipat Refinery Township (Gate No.1 & 2), Arya P.G. College, Opp. Bus Stand, Panipat and Panipat Refinery Gate No.1 also mentioning Time & date and Venue for the Personal Interview on same day.
- Personal Interview of the shortlisted candidates shall be held from **3rd April, 2017 to 6th April, 2017**. Candidates should therefore come prepared for their stay around **2 to 6 days** at Panipat accordingly.
- Shortlisted candidates for Personal Interview has to bring with them Original and attested true copy of each of the original/testimonials etc. as documentary evidence for verification as per annexure attached in our detailed advertisement. The details is enclosed at **Annexure-I**.
- Candidates have to make their own arrangement for travel, lodging and boarding for appearing in Tests.
- SC/ST/PwD candidates appearing for Written Test shall be reimbursed single second class rail/ordinary bus fare from the nearest railway station of the mailing address to the place of test/interview and back by the shortest route on production of ticket provided the distance is not less than 30 kms. Bank details form for TA claim reimbursement through online mode to be submitted alongwith copy of caste certificate/PwD certificate in the format prescribed at the time of Written Test. Bank details form is enclose as **Annexure-II**.
- Please note that, in case during subsequent verification of certificates/testimonials (including marks sheet), reveals contrary to your claim in the **On-line application** or any time thereafter, your candidature shall be summarily rejected at any stage of selection process without any further notice to you.
- Other Terms & Conditions shall remain same as per our Advertisement no. PR/PR/48(2016-17).

Annexure-I

CHECK-LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF PERSONAL INTERVIEW		
	Please tick (√) mark in appropriate box	
1	On - line Application Form	
2	Copy of Call letter for Written Test	
3	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.	
4	Photo Identity Proof : Driving License/Voter Id/PAN Card/Aadhaar Card/Passport etc.	
5	Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University	
6	Diploma/B.Sc (PMC/ Indl. Chemistry) /ITI (Fitter) : Certificate issued by the respective Board/University	
7	All Mark Sheets (All Semesters) of Diploma/BSc/ITI (Fitter) issued by the respective Board/University.	
8	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.	
9	Copy of SC/ST/OBC (NCL) certificate in the prescribed format (mentioning applying for appointment to post under the Government of India)	
10	PwD certificate (as per prescribed format)	
11	Copy of documents pursuing 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).	
12	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 Polytechnic/College from where the candidate pursued his Diploma course, along with his application form.	
13	Proof of Regular full time ITI (Fitter) course recognized by NCVT/SCVT.	
14	Certificate from a recognized University/Institute that the course is as a regular full time/sandwich Diploma course (Industrial training as part of the course with no break).	
15	Offer letter, joining letter, experience letter, Pay Slip, increment letter, relieving letter etc. as a proof of Experience, if any.	
16	Candidate should ensure that he is medically fit as per Indian Oil's Pre-employment medical standard.	
17	Reason of declared UNFIT earlier in case of medical examination conducted by any Refinery.	
18	Declaration of any ailments, deficiencies or abnormalities, and also any finding of not meeting the physical fitness criteria as per Indian Oil's Pre-employment medical standard	
19	Self-certificate that he is not pursuing Apprenticeship training or not pursued any Apprenticeship Training from any Industry etc.	
20	Permanent Mobile Number & email-id	
21	Aadhaar Card (Mandatory & should be linked with Bank Account)	
22	Bank Account	
23	All the documents (one set) should be attested. Two latest self-photographs.	
24	Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. PR/P/48 (2016-17)	

Annexure-II

**BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH ONLINE MODE
(ONLY FOR SC/ST/PWD CANDIDATES)**

Advertisement No. PR/P/48 (2016-17)

Date: _____

To

The Accounts Officer,
Indian Oil Corporation Limited,
Panipat Refinery & Petrochemical Complex
Panipat,
Haryana-132103

Dear Sir,

I hereby give my consent to accept the payments of our claims on IOCL internet based online e-payments system at the sole discretion of IOCL. My Bank Account details for the said purpose are as under:-

Sl. No.	Particulars	Details
1.	Roll No.	
2.	Name of the Candidate	
3.	Category (SC/ST/PwD)	
4.	Code & Name of the Trade/Discipline applied for	
5.	Address of the Candidates	
6.	Core Bank Account Number	
7.	Branch Name and Address	
8.	IFSC Code	
9.	PAN No. (if allotted)	
10.	Aadhaar Card (Should be linked with Bank A/c) No.	
11.	E-mail ID	
12.	Mobile No.	

Original cancelled cheque related to the above account number for verifying the accuracy of the bank details is enclosed.

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible.

(Signature of the Candidate)

Bank Verification is required only in case

- Candidates not providing a cancelled cheque leaf (original) or if candidates name is not printed/appearing on the cancelled cheque Leaf (original) submitted to IOCL.
- Change in existing details.
- Please attach photocopy of Bank Pass Book, if cancelled cheque leaf not attached.

Bank Verification:-

I hereby confirm that the above accounts details of account holder are correct in all respects and the account of Beneficiary (Candidate) is maintained at our Bank Branch.

**(Name of the Bank & Branch)
Authorized Signatory)**