



INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
HALDIA REFINERY

NOTICE

Ref. No.: PH/R/01/2020

DATE: 08.01.2021

SUB: CANDIDATES PROVISIONALLY SHORTLISTED FOR SKILL/ PROFICIENCY/ PHYSICAL TEST (SPPT) FOR RECRUITMENT OF EXPERIENCED NON-EXECUTIVES AT HALDIA REFINERY

WITH REFERENCE TO OUR ADVERTISEMENT NO. PH/R/01/2020 AND BASED ON PERFORMANCE IN THE WRITTEN TEST HELD ON 03.01.2021 AT KOLKATA, CANDIDATES BEARING THE FOLLOWING ROLL NUMBERS HAVE BEEN PROVISIONALLY SHORTLISTED FOR **SKILL/ PROFICIENCY/ PHYSICAL TEST (SPPT) FOR RECRUITMENT OF EXPERIENCED NON-EXECUTIVES AT HALDIA REFINERY.**

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:

THE CANDIDATES ARE ADVISED TO BRING THE **ORIGINAL** AND **ONE SET OF SELF-ATTESTED PHOTOCOPIES** OF ALL / ANY PENDING DOCUMENTS WHICH WAS NOT SUBMITTED BY THE CANDIDATE AT THE TIME OF WRITTEN TEST, FAILING WHICH THEIR CANDIDATURE IS LIABLE TO BE CANCELLED.

CANDIDATES ARE ADVISED TO CARRY AN **ORIGINAL** GOVT. ISSUED PHOTO ID LIKE AADHAR, VOTER ID, PASSPORT, PAN CARD, ETC. CANDIDATES ARE ADVISED TO CARRY A PHOTOCOPY OF THE SAME GOVT. ISSUED PHOTO ID. CANDIDATES ARE ADVISED TO **WEAR SAFETY SHOES / HARD TOP SHOES** FOR THE SPPT.

ALL CANDIDATES ARE STRICTLY ADVISED TO FOLLOW KEY COVID-19 APPROPRIATE BEHAVIOURS LIKE WEARING OF MASK/ FACE COVER, MAINTAINING SOCIAL DISTANCING AND USE OF HAND SANITISERS AT ALL TIMES DURING THE SPPT AT HALDIA REFINERY PREMISES.

SCHEDULE OF SPPT:

VENUE OF REPORTING FOR DOCUMENT VERIFICATION:

HALL NO-2, HALDIA REFINERY TRAINING CENTRE, INDIAN OIL CORPORATION LIMITED, HALDIA REFINERY, P.O.: HALDIA OIL REFINERY, DIST: PURBA MEDINIPUR, WEST BENGAL, PIN: 721606.

DATE: 11.01.2021

TIME OF REPORTING – 09:00 AM AT IOCL, HALDIA REFINERY MAIN GATE

POST CODE: 203 – JEA-IV (ELECTRICAL)/ JTA-IV

20320001	20320022	20320051
20320075	20320210	20320274
20320371	20320390	20320450

POST CODE: 206 – JQCA-IV

20620001	20620006
----------	----------

POST CODE: 207 – JEA-IV (F&S)

20720012	20720024
----------	----------

CHECKLIST OF DOCUMENTS TO BE SUBMITTED DURING DOCUMENT VERIFICATION FOR SPPT

The following documents are to be submitted along with the printout of the application form during Document Verification for SPPT.

Sl.	Particulars of Document to be submitted
1	Admit Card for SPPT along with Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Aadhaar Card/ Passport)
2	4 copies of recent passport size colour photographs of self.
3	Proof of Date of Birth- Marksheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination
4	10 th Standard Marksheet and Passing certificate
5	12 th Standard Marksheet and Passing certificate
6	All semesters/ year-wise Mark Sheets and Final Diploma/ Degree Certificate of Qualifying examination issued by the respective Board/ University (where applicable)
7	ITI (Fitter) Trade Mark sheets and certificate (where applicable)
8	Boiler Competency Certificate (BCC) (where applicable)
9	Document for conversion formula from CGPA to percentage (where applicable) for calculating Final percentage of marks obtained for a qualification.
10	Certificate from the Institute where the candidate has pursued his Degree/ Diploma/ qualifying qualification stating that it is a regular full time course and also stating 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/ degree course, along with his/ her application form.
11	Heavy Vehicle Driving License (applicable for candidates applying for the post of JEA-IV(F&S) – Post code 207)
12	Latest Caste/ Category Certificate (applicable for SC/ST/OBC(NCL)/EWS candidates) in the prescribed format. OBC (NCL) certificate should not be more than 6 months old on the date of SPPT.
13	Disability Certificate (applicable for PwBD candidates) in the prescribed format
14	Discharge Certificate (applicable for ExSM candidates) in the prescribed format
15	<u>Proof of requisite post qualification experience.</u> (Experience Certificate OR Appointment Letter and Last Salary Slip/ Latest Salary Slip OR Clear Release Order etc. issued by the employer will be acceptable as valid proof for Post-Qualification Experience.)
16	A Self-certified copy of Relevant Page of Balance Sheet as proof that the Company is a Large Industrial Establishment wherever post-qualification experience (mentioned in the detailed advt.) is required to be in Large Industrial Establishment. Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment are required to furnish a copy of the work order issued to the agency/contractor along with the relevant page of the balance sheet of the Large Industrial Establishment.
17	Apprenticeship Completion Certificate from Organization/ Industry where the Apprenticeship Training has been completed (where applicable).
18	No Objection Certificate (NOC) from employer in case the candidate is employed with Govt./ Govt. Departments/ PSUs/ Autonomous Bodies
19	Any other relevant document(s) in support of qualifications, experience, category, age etc. as mentioned in our Advertisement No. PH/R/01/2020

ABOVE SHORTLISTED CANDIDATES MAY CONTACT AT THE FOLLOWING NUMBERS FOR ANY CLARIFICATION/ QUERIES PERTAINING TO SPPT: **03224-223262/ 223271/ 223268**

RECRUITMENT TEAM
INDIAN OIL CORPORATION LIMITED
HALDIA REFINERY