



INDIAN OIL CORPORATION LIMITED
(Refineries Division)
Haldia Refinery

Advt. No. - PH/R/01/2020

- On-line registration of application commences **on 07.12.2020 (10:00 Hrs) and closes on 21.12.2020 (17:00 Hrs)**.
- The link to the on-line registration of the application has been hosted on the website www.iocl.com
- The Written Test is likely to be held in the month of **January 2021**.

Requirement of Experienced Non-Executive Personnel at Haldia Refinery

Indian Oil Corporation Limited the largest commercial undertaking in India and a Fortune "Global 500" company requires result oriented experienced personnel with initiative and enterprise for its Refinery at Haldia (West Bengal).

On-line Applications are invited from bright, young and energetic persons of Indian Nationality for the following technical posts in the pay scale of **Rs. 25,000-1,05,000/- (Revised)**:

Post Code	Name of Post	Likely no. of Vacancies & Reservation							ExSM
		Total	UR	EWS^	SC	ST	OBC (NCL)	PwBD	
203	Junior Engineering Assistant-IV (Electrical)/ Junior Technical Assistant-IV	3*	1*	0	1*	0	1*	1*	As per Govt. guidelines
206	Junior Quality Control Analyst-IV	1*	0	0	0	1*	0	0	
207	Junior Engineering Assistant-IV (Fire & Safety)	1*	0	0	0	0	1*	0	
	Total	5*	1*	0	1*	1*	2*	1*	

* Includes backlog vacancies

- Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.
- Number of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of appointment.
- Petroleum Refining is a complex and hazardous process and candidates belonging to Persons with Benchmark Disabilities category (40% or higher) are not deployed. Such candidates may be considered only against identified positions/numbers, as indicated above.

The Rights of Persons with Disabilities Act 2016 - Section 2(r) defines "person with benchmark disability" as a person duly certified by the certifying authority with:

- not less than 40% of a specified disability where specified disability has not been defined in measurable terms, and
- a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/ take instructions using suitable aids and appliances. Appointment of candidates belonging to PwBD categories will be from categories below against identified posts under categories notified for code 203:

- | | | | |
|---|---------------|----------------|------------|
| 1. PV-Low vision | P=Physical; | V=Vision; | H=Hearing; |
| 2. PH-Hard of hearing | L=Locomotors; | O=Orthopaedic; | |
| 3. PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured | OA=One Arm; | OL=One Leg | |
| 4. Multiple (a combination of 1,2 or 3 above) | | | |
| 5. Deaf | | | |

Being a hazardous industry, deployment of PwBDs with other Disabilities may put such PwBDs at risk, hence not included.

A. Qualification & Experience Criteria:

Sl. No.	Name of Post	Post Code	Qualification (Full Time Regular Courses only from Indian Universities/ Institutes)	Area of Experience
1	Junior Engineering Assistant-IV (Electrical)/ Junior Technical Assistant-IV	203	3 years Diploma in Electrical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General, EWS & OBC(NCL) candidates & 45% in case of SC/ST/PwBD candidates against reserved/ identified for PwBD positions.	Minimum one year of post qualification experience in operation/ maintenance of Power Generators/ Distribution Sub-Stations (LT & HT at 0.4 KV & 6.6 KV level or above respectively)/ Maintenance of HT/LT Switch gears (PCC/MCC)/ Transformers/ Motors/ ACBs/ VCBs/ UPS/ Battery Chargers/ Variable speed drives/ protective relays including electromagnetic/ Static/ Numerical relays in Petroleum Refinery/ Petro-chemicals/ Heavy Chemical/ Fertilizers / Power Plants/ large industrial establishments.
2	Junior Quality Control Analyst-IV	206	B.Sc. with Physics, Chemistry/ Industrial Chemistry & Mathematics with minimum of 50% marks in aggregate for General, EWS & OBC(NCL) candidates & 45% in case of SC/ST/PwBD candidates against reserved/ identified for PwBD positions.	Minimum one year of post qualification experience in handling instruments like HPLC, XRF, WDXRF, GC, ICAP, AAS, Auto Analyzers, Flash Points, etc. in a Petroleum Refinery/ Petro-chemical/ Heavy Chemical/ Gas Processing Industry/ Fertilizers/ Power Plants/ large industrial establishments.
3	Junior Engineering Assistant – IV (Fire & Safety)	207	Matric plus Sub-Officers' Course from NFSC-Nagpur or Equivalent (Regular Course) from any other recognized institute, with <u>Heavy Vehicle Driving License.</u>	Minimum one year of post qualification experience in Fire & Safety set-up involving handling of fire-fighting equipment, fire water networks, related communication systems, emergency handling, fire-fighting, operation of fire tenders/pump-house, etc. in a Petroleum Refinery/ Petro-chemical/ Heavy Chemical/ Gas Processing Industry/ Fertilizers/ Power Plants/ large industrial establishments.
			<p>As per clause 7 of the Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination of the Corporation, in addition to the other physical and medical standards applicable to candidates for Technical function, <u>persons to be recruited for Fire & Safety will have to additionally meet the following physical and medical standards:</u></p> <p>7.1 Height: Male: Minimum 165 cms. (Relaxable by 5 cms in case of Garhwalis, Assamese Gorkha and members of Schedule Tribe) Female: Minimum 157 cms. (Relaxable by 2.5 cms in case of Garhwalis, Assamese Gorkha and members of Schedule Tribe)</p> <p>7.2 Chest: Male: 81cms Unexpanded and 86 cms Expanded (Fully expanded with minimum 5 cms Expansion)</p> <p>7.3 Weight: Male: Minimum 50 Kgs. Female: Minimum 46 Kgs.</p> <p><u>Disqualification:</u> BMI beyond 28 with systemic involvement for candidates upto 35 years of age BMI beyond 30 with systemic involvement for candidates above 35 years</p> <p>7.4 Medical Standards: For both Male and Females: a) Vision – Better Eye – 6/6 without aid (Eligible vision – 6/6 only) Worse eye – 6/12 b) No Colour Blindness c) No Night Blindness d) Must not have knock knee, flat foot, squint eyes and stammering</p>	

NB: Candidates applying for the post of JEA-IV (F&S) – Post code 207 should mandatorily possess Heavy Vehicle Driving License, without which the candidate will not be considered for the post of JEA-IV(F&S).

B. Important Instructions:

1. The prescribed qualification should be from a recognized Indian University/Institute as a regular full time course / Diploma course (including a sandwich diploma course with industrial training as part of the course; with no break) with minimum 50% marks (45% for SC/ST and PwBD category candidates against reserved positions) in aggregate.
2. Candidates possessing Diploma under recognized lateral entry scheme (Class-XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
3. Qualification of MSc (Chemistry) shall not be considered a disqualification for the post code 206. However, percentage requirement shall be applied on graduation level exam (BSc-PCM) only.
4. Candidates possessing higher professional qualifications such as Engineering Graduates/ MBA/ MCA/ CA/ CS/ ICWA/ LLB or those claiming possession of a Qualification equivalent to the Qualification prescribed shall not be considered for any of the above posts.
5. A candidate is allowed to apply for only one discipline/ post. In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
6. Qualification for the purpose of clause 'A' of this advertisement would mean the qualification based on which candidature is offered or considered claimed by a candidate. Prescribed qualification shall be strictly adhered to.
7. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
8. 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.
9. **Large Industrial Establishment would mean industrial/manufacturing Units whose investment in plant & machineries exceed Rs. 10 crores and which has been in operation.**
 - Candidates shall be required to attach a copy of the relevant page of the last published Balance sheet of the establishment with the physical application under self-certification by the candidate.
 - Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor along with the page of the balance sheet of the Large Industrial Establishment.
 - **For Ex-Servicemen**, a declaration of same area of work experience will be sufficient and no document will be required.
10. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Haldia Refinery against this notification, are advised to apply Online, failing which their candidature will not be considered.
11. A Person with a specified disability listed in the Schedule but not covered under Section 34 (1), if certified by a Certifying Officer as a person with disability of 40% or above, in terms of provisions of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions / relaxations available to PwBDs against post codes 203 only and if selected on merit against unreserved vacancies, he shall be declared successful. His candidature will not be considered / adjusted against reservation provided to PwBDs under Section 34 (1) of the Act of 2016.
12. A PwBD candidate availing of only age-relaxation (no relaxation in eligibility qualification marks / in written test qualifying marks) shall be considered against unreserved vacancy in order of merit in the select list before being considered against a reserved post.
13. The criteria for full time regular course shall not be insisted upon in case of Ex-Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognised by AICTE/ MHRD, GoI and have secured the prescribed minimum percentage of marks. Ex-servicemen claiming equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry.
14. Candidates applying for the post of JEA-IV (F&S) – Post code 207 should mandatorily possess Heavy Vehicle Driving License, without which the candidate will not be considered for the post of JEA-IV(F&S). Such candidates will also have to upload copy of the Heavy Vehicle Driving License in the application portal as well as submit hard copy of the same on the day of Written Test.

C. Opportunity for Women:

1. No woman is permitted to work in or allowed to enter any building in which the generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area.
2. Accordingly, Women candidates will not be considered for vacancies in Production and also against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am), like P&U Operations (Boiler & Electrical), Quality Control and Fire & Safety or maintenance services normally performed in shifts. However, subject to limitations above, exemptions if any, work & work performance requirements and availability of identified positions, women may be appointed against Post Code 203 only.

D. Reservation for candidates belonging to SC/ST/OBC (Non-Creamy Layer)/ExSM/PwBD & EWS categories:

1. Reservation of Posts for SC/ST/OBC (Non-Creamy Layer)/ ExSM/ PwBD candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines.
2. SC/ST/OBC(NCL) candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed by/extended to them.
3. For claiming the benefit under OBC(Non-Creamy Layer) category, the candidate should submit a **latest caste certificate (issued not earlier than 6 months from the tentative date of written test i.e. 03.01.2021)** in the format prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/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 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017.

4. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions advertised provided they meet the age criteria applicable to UR candidates and indicate their category as "UR". Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation. Relevant List can be viewed at <http://www.ncbc.nic.in>.
5. Prescribed reservations for PwBD & Ex-servicemen will be applied on horizontal basis as per Govt. guidelines. Candidates belonging to Persons with Benchmark Disabilities (PwBD) category shall be considered only against the identified numbers and positions. The identified posts along with categories of disability for appointment of PwBD candidates are as under:

Sl.	Posts	Category of disability
1	Junior Engineering Assistant (Electrical)/Junior Technical Assistant - IV	1. PV - Low Vision 2. PH – Hard of hearing 3. PL - Musculoskeletal (OH-OA/OL), Dwarfism, Acid Attack Victim, Cerebral Palsy, Leprosy cured. 4. Multiple (A combination of 1, 2 or 3 above). 5. Deaf P-Physical ; V- Vision; H-Hearing; L-Locomotors; O-Orthopedic ; H- Handicap

6. PwBD candidates with less than 40% of permanent disability are not eligible. The PwBD candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered. PwBD candidates must be capable of performing the task assigned to them.

E. Other Concessions/Relaxations to SC/ST/PwBD & Ex-servicemen (ExSM) :

1. The minimum qualifying marks will be relaxed by 5% in written test for candidates belonging to SC/ST/PwBD categories against reserved positions.
2. SC/ST/PwBD candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single 2nd class rail fare from the nearest railway station of the mailing address to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route on production of valid tickets, provided the distance is not less than 30 Kms.
3. SC/ST/PwBD/ExSM candidates are exempted from payment of application fee.

F. Age limit/ Relaxation for candidates belonging to SC/ST/OBC(NCL)/PwBD/ Ex-servicemen (ExSM) :

1. Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary Examination shall be the only acceptable document in support of proof of age.
2. Minimum age shall be 18 years and Maximum age shall be 26 years for General & EWS candidates as on **30.11.2020**.
3. Relaxation in age up to 5 years for SC/ST and 3 years for OBC(NCL) candidates considered against reserved positions will be allowed.
4. PwBD candidates will be allowed age-relaxation up to 10 years (up to 15 years for SC/ST and up to 13 years for OBC(NCL) candidates), if considered against reserved positions.
5. An Ex-serviceman who has put in not less than 6 months continuous service in Armed Forces, shall be allowed to deduct the period in Armed Forces service from his actual age which shall be his resultant age. The resultant age shall not exceed the prescribed maximum age by more than 3 years (8 years for disabled Defence services personnel belonging to SC/ST).
6. PwBD / ExSM candidates belonging to SC/ST/OBC(NCL) categories shall be eligible for grant of cumulative age relaxation under the categories.
7. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
8. Period of Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post will be considered for relaxation in age.
9. Further, period of Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post may be considered as experience. However, in such cases, relaxation towards age shall not be available.

G. Consideration for Ex-Apprentices:

Apprentices of IOCL completing apprenticeship training in any of IOCL Refineries **on or before 30.11.2020** are also eligible to apply.

H. Date of reckoning Eligibility criteria:

The date for the purposes of possession of qualification & experience and meeting age criteria shall be **30.11.2020**.

I. Pay & Perks:

Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/ Performance Related Pay, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Group Savings Linked Insurance, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation rules.

J. Selection Methodology:

1. The selection methodology will comprise of Written Test and a Skill/Proficiency/Physical Test (SPPT) which will be of qualifying nature.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.

3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
4. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration or the final selection, as the same is related to the number of positions, ratio applied and relative performance in respective categories.
5. Short listed candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo a Skill/Proficiency/Physical Test (SPPT). The SPPT for each discipline shall be conducted by a duly constituted committee.
6. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name/ last few names, in proportion to the prescribed ratio, will get eliminated.
7. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.
8. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
9. PwBD and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.
10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.
11. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment, if some of these vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.
12. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

K. Pre-Employment Medical and Physical Fitness:

1. Candidates are advised to ensure that they are medically fit as per IndianOil's Pre-Employment Medical standards. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-Employment Medical Examination" and satisfy themselves of meeting the fitness criteria before they commence the application process. The guidelines are available on the following link <https://onlineenroll.co.in/IOCLHALDIAREFINERYRECTT/documents/Pre-Employment%20Medical%20Exam%20guidelines%202019.pdf>
2. **In addition to the other physical and medical standards applicable to candidates for Technical functions, persons applying for the post of JEA-IV(F&S) will have to additionally meet the physical and medical standards specified for F&S function as mentioned in detail as per Clause 7 of the Pre-Employment Medical Examination guidelines.**

L. Liability to Declare :

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT during medical examination conducted by any refinery unit while seeking engagement as an apprentice or while seeking an employment in the past shall also be required to declare the same with reasons for being declared UNFIT.

M. General Instructions :

1. Candidates are advised to read the full advertisement carefully for details of educational qualification and other eligibility criteria before submission of on-line application.
2. A candidate employed in Govt/ Govt Departments/ PSUs/ Autonomous Bodies will be required to submit '**NO OBJECTION CERTIFICATE**' at the time of Written Test, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test. Such candidates, if offered an appointment, shall be required to submit '**CLEAR RELEASE ORDER**' from their employer at the time of joining, without which they will not be allowed to join.
3. General, EWS and OBC(NCL) candidates are required to pay Rs.150/- (Rupees One hundred and fifty only) as application fee (non-refundable) through online mode only. The bank charges, as applicable, have to be borne by the candidate. Procedure of payment of application fees have been mentioned in detail in the application portal.

N. How to Apply: On-Line Application Form

1. Before applying on-line, a candidate must have an active email ID and a mobile phone number which must remain valid for at least twelve month period for future communication (including issue of call letters).
2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, Disability Certificate (where applicable), scanned copy of colour photograph and signature in jpg format (size not exceeding 25 kb) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.
3. Candidates meeting the prescribed eligibility criteria for a post may visit the website <https://onlineenroll.co.in/IOCLHALDIAREFINERYRECTT/> and apply on-line. The link to the online application portal is also hosted on the official website of IndianOil i.e. www.iocl.com. The website/ portal will remain open from **07.12.2020 (10:00 Hrs) to 21.12.2020 (17:00 Hrs)**. Only online mode of applications will be accepted. All future communication with candidate will take place only through website / email / mobile phone. Candidates will be required to upload self-attested photocopies of all the

supporting documents as per Document checklist annexed to this Notification. The procedure of uploading the documents has been mentioned in detail in the application portal.

4. **Candidates are mandatorily required to submit the printout of the online application along with self-attested photocopies of all supporting documents as per Document Checklist annexed to this notification & 4 copies of passport size colour photographs, at the venue of the written test on the day of written test i.e. tentatively on 03.01.2021, in a sealed envelope. Candidates should super scribe the Name & Post code of Post Applied for, Name of the Refinery Unit and Post Code on the top of the envelope. Printout of online application form along with all documents received after last date i.e. 03.01.2021, will be treated as 'Rejected'.**
5. Candidates are advised to carry a copy of the application form and Written Test Admit card with originals & self-attested copies of all documents/ testimonials and produce the same at the time of SPPT for verification.
6. Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria shall be treated as **"Rejected"**.
7. Further information regarding written examination, call letters, results, etc. shall be made available through this website www.iocl.com / over email. Candidates are, therefore, advised to keep visiting the website regularly.
8. The candidate must ascertain the correctness of each information/ details before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/ exclusively responsible for the information/details so filled/provided in the online Application Form.
9. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail id & Contact Nos. given below.

For Queries / Clarification(s)

Unit	Contact No.	e-mail ID
Haldia Refinery	03224-223262/ 223271/ 223268 (during working hours excluding Saturdays and Sundays) Candidates are also advised to refer to the helpline numbers available on the application portal for their queries while filling up the online application form.	HRRECTT@indianoil.in

Important Dates for Candidates:

DATE OF OPENING OF PORTAL FOR ONLINE APPLICATIONS	: 07.12.2020
LAST DATE OF SUBMISSION OF ONLINE APPLICATION ALONGWITH UPLOAD OF ALL SUPPORTING DOCUMENTS AS MENTIONED IN THE DOCUMENT CHECKLIST ATTACHED WITH THIS NOTIFICATION IN THE ONLINE APPLICATION PORTAL AND PAYMENT OF REQUISITE FEES	: 21.12.2020
DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONGWITH HARD COPIES OF ALL SUPPORTING DOCUMENTS AS MENTIONED IN THE DOCUMENT CHECKLIST ATTACHED WITH THIS NOTIFICATION BY HAND ON THE TENTATIVE DAY OF WRITTEN TEST	: 03.01.2021
TENTATIVE DATE OF WRITTEN TEST	: 03.01.2021
TENTATIVE DATE OF PUBLICATION OF WRITTEN TEST RESULT	: 08.01.2021

Canvassing in any form is liable to render a Candidate Ineligible

Beware of Frauds
Recruitment in Indian Oil are undertaken only through Employment Exchange / Press Notifications

Advertisement No. PH/R/01/2020
Document Checklist

Checklist of documents to be submitted along with the printout of the online application form. Please tick (✓) mark in appropriate box and enclose this duly signed checklist along with the printout of the application form while submitting the same at the Written Test Centre.

Sl.	Particulars of Document	Whether submitted (Yes/No)
1	Proof of Date of Birth- Marksheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination	
2	Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Aadhaar Card/ Passport)	
3	10th Standard Marksheet and Passing certificate	
4	12th Standard Marksheet and Passing certificate	
5	All semesters/ year-wise Mark Sheets and Final Diploma/ Degree Certificate of Qualifying examination issued by the respective Board/ University (where applicable)	
6	ITI (Fitter) Trade Mark sheets and certificate (where applicable)	
7	Boiler Competency Certificate (BCC) (where applicable)	
8	Document for conversion formula from CGPA to percentage (where applicable) for calculating Final percentage of marks obtained for a qualification.	
9	Certificate from the Institute where the candidate has pursued his Degree 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/ graduation course, along with his/ her application form.	
10	Heavy Vehicle Driving License (applicable for candidates applying for the post of JEA-IV(F&S) – Post code 207)	
11	Latest Caste/ Category Certificate (applicable for SC/ST/OBC(NCL)/EWS candidates) in the prescribed format.	
12	Disability Certificate (applicable for PwBD candidates) in the prescribed format	
13	Discharge Certificate (applicable for ExSM candidates) in the prescribed format	
14	Proof of requisite post qualification experience. (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.)	
15	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.	
16	Apprenticeship Completion Certificate from Organization/ Industry where the Apprenticeship Training has been completed (where applicable)	
17	No Objection Certificate (NOC) from employer in case the candidate is employed with Govt./ Govt. Departments/ PSUs/ Autonomous Bodies	
18	Any other relevant document(s) in support of qualifications, experience, category, age etc. as mentioned in our Advertisement No. PH/R/01/2020	

(Signature of the candidate)

Name:

Post applied for: