Indian Oil Corporation Limited
(Refineries Division)
Barauni Refinery

ADVT NO. BR/HR/APPR/2021-22
IMPORTANT INSTRUCTIONS TO THE CANDIDATES PROVISIONALLY SHORTLISTED AND CALLED FOR DOCUMENT VERIFICATION (2ND ROUND)

The "List of Candidates" shortlisted provisionally for appearing for document verification (2nd round) for all notified trades/ disciplines as specified in our Advertisement No. BR/HR/APPR/2021-22 has been hosted on the website (www.iocl.com) along with the scheduled dates and reporting time for document verification.

All the shortlisted candidates are advised to appear for document verification (2nd round) 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/EWS), as applicable, in the prescribed Performa; PwBD certificate, as applicable, and any other document as required in our detailed advertisement or otherwise relevant with respect to various criteria mentioned in our detailed Advertisement for submission.

➤ The trade/ discipline-wise dates of document verification is placed below:

Date of DV & PEME	Post Code	Name of Trade/ Discipline
26.05.2022	101	Trade Apprentice - Attendant Operator (Chemical Plant) Discipline-Chemical
	102	Trade Apprentice (Fitter) - Discipline-Mechanical
	103	Trade Apprentice (Boiler) - Discipline-Mechanical
	104	Technician Apprentice - Discipline-Chemical
	105	Technician Apprentice - Discipline-Mechanical
	106	Technician Apprentice - Discipline - Electrical
	107	Technician Apprentice - Discipline-Instrumentation
	108	Trade Apprentice- Secretarial Assistant

Refer to detailed list for reporting time & venue.

➤ Candidates provisionally shortlisted for document verification are advised to come along with All the Original certificate/ documents along with one set 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)** at the time of document verification. 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 entitles the candidate for engagement. Candidature of candidates is liable for Rejection at any stage of engagement or for Termination during the process and even after engagement; in case anything contrary to their declaration/submission is found at a later stage.
- **Subsequent to document verification, candidates meeting all eligible criteria and upon verification of all supporting documents, candidates may be advised to report for Pre-Engagement medical Examination to BR Hospital. In this regard, Oust station candidates may suitable arrange their lodging/ boarding.**
- **Candidates to ensure to bring their Covid-19 vaccination certificate (double dose/ single dose).**

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 REQUIRED FOR ENGAGEMENT AS APPRENTICES AT BARAUNI REFINERY

Sl.	DOCUMENT TYPE			
1.0	**Admit Card**			
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 ☐	No ☐	
3.0	**Qualification Documents**			
3.1	X th Pass & XII th Pass Certificate and Mark Sheet issued by the respective Board/University	Yes ☐	No ☐	
3.2	Final/Provisional Class XII /B Sc (PCM) /B Sc/ BA, B Com degree certificate / Final/ Provisional Diploma Certificate (indicating year of passing.	Yes ☐	No ☐	
3.3	All the Mark Sheet (Semesters/Year wise) of Diploma/Degree issued by the respective Board/University.	Yes ☐	No ☐	
3.4	Copy of documents related to higher qualification being pursued	Yes ☐	No ☐	
4.0	**Caste / PwBD Certificate**	Yes ☐	No ☐	
4.1	**Caste Certificate for SC/ST candidates** in the prescribed format (in Performa prescribed by Central Govt. & issued by Competent Authority)	Yes ☐	No ☐	
4.2	**For OBC candidates** latest caste certificate in the format prescribed by Govt. of India which would, among other specifically mention that the candidate does not belong to the sections (Creamy layer) as mentioned in column 3 of the schedule to the department of personnel and training, Govt. Of India OM No. 36012/22/93-Estt.(SCT) dated 08.09.1993 and OM No. 36033/2/2013-Estt.(res) dated 30.09.2017	Yes ☐	No ☐	
4.3	**EWS** Certificate (wherever applicable)	Yes ☐	No ☐	
4.4	**For PwBD** candidates, disability certificate issued by competent authority as per the rights of persons with disabilities rules, 2017			
5.0	**Others**			
5.1	For candidates shortlisted for Code 111: Skill Certificate in 'Domestic Data Entry Operator'-Skill certificate issued by an awarding body recognized under National Skill Qualifications Framework or any other authority recognized by the Central Govt. in this regard.	Yes ☐	No ☐	
5.2	Conversion Certificate from CGPA/OGPA/Letter Grade to percentage of Marks, if applicable from concerned university/institutes	Yes ☐	No ☐	
5.3	Copy of Photo Identity Proof (Driving License/ Voter Id/ PAN Card/ Passport/Aadhar Card etc)	Yes ☐	No ☐	
5.4	Any other relevant documents in support of qualifications, category, medical, age etc. as mentioned in our Advertisement No. BR/HR/APPR/2021-22	Yes ☐	No ☐	
Total Number of Pages				
***All attached documents MUST be Self-Attested.**				