



**INDIAN OIL CORPORATION LIMITED  
(REFINERIES DIVISION)  
BONGAIGAON REFINERY**

Ref : BGR/Appr/2019/02

Date : 14<sup>th</sup> December, 2020

Based on the performance in the Written Test held on 24.11.2019 at Bongaigaon Refinery (Venue: Delhi Public School, Dhaligaon; BGR Township; P.O. Dhaligaon; Dist. Chirang, Assam -783385) for Engagement of Apprentices against advt. no.- BGR/Appr/2019/02 dated 25.10.2019, candidates bearing the following Roll. Nos. has been provisionally shortlisted for further round of document verification for Engagement as Trade/Technician Apprentice at IOCL, Bongaigaon Refinery.

<b>Trade Apprentice / Attendant Operator (Chemical Plant) Discipline – Chemical (101)</b>			
1010256			
<b>Trade Apprentice (Fitter) Discipline - Mechanical (Post Code - 102)</b>			
1020039			1020138
<b>Technician Apprentice Discipline- Mechanical (105)</b>			
1050043	1050106	1050164	1050297
<b>Technician Apprentice Discipline-Electrical (106)</b>			
1060071	1060102		
<b>Technician Apprentice Discipline - Instrumentation (107)</b>			
1070006			
<b>Trade Apprentice- Data Entry Operator (Fresher Apprentices) (110)</b>			
1100031	1100657		

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES**

Keeping in view the prevailing COVID-19 pandemic situation, the document verification shall be conducted online. Shortlisted candidates are advised to send self-attested scanned copies of their original documents through e-mail at [bgrrecruit@indianoil.in](mailto:bgrrecruit@indianoil.in) on or before 20.12.2020:

1. Candidates are advised to send self-attested scanned copies of the following documents related to their age, qualification, caste/category (if applicable), Govt. issued Photo-identity Card (AADHAAR Card/ PAN Card / Driving License/ Voter Identity Card/Passport etc.) and colour passport size photograph of self (in jpg format) to the email address given above, failing which their candidature is liable to be cancelled:
  - a) 10th Pass / Matriculation certificate issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.
  - b) Class XII marksheets issued by the concerned board / Semester-wise / year-wise marksheets of ITI (Fitter) issued by NCVT or SCVT / Graduation / Diploma Engineering.
  - c) Class XII / Final ITI (Fitter) issued by NCVT or SCVT / Graduation / Diploma Final Certificate issued by respective Board / Authority.
  - d) Conversion certificate from CGPA / OGPA / Letter Grade to percentage of marks, if applicable, from concerned University/Institute.
  - e) Certificate mentioning the date of publication of result from the Principal of the Polytechnic / School / College / Institute from where the candidate pursued his/her Class XII / ITI (Fitter) / Graduation / Diploma course, if applicable.
  - f) SC/ST/OBC(NCL)/Disability/EWS-Income & Asset Certificate by reserved category candidates in the prescribed Central Govt. format issued by Competent Authority. (Refer Advt. No. BGR/Appr/2019/02 for details).
  - g) For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in the performa prescribed by Govt. of India (applicable for central govt. Jobs), 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 and OM. No. 36036/2/2013-Estt.(Res.) dated 30.05.2014. In case of candidates belonging to OBC (non-creamy layer) category, name of OBC caste mentioned in the certificate should fall in the Central List of OBCs of the respective State and non creamy layer status should be valid as on cut-off date of reckoning eligibility criteria i.e. 31.10.2019.

- h) Candidates belonging to EWS category are required to submit an Income & Asset Certificate issued by Competent Authority prescribed under Point No.5 of the Department of Personnel & Training's O.M. No.36039/1/2019-Estt(Res) dated 31.01.2019.
- i) Copy of original photo ID proof (AADHAAR Card/ PAN Card / Driving License/ Voter Identity Card/Passport etc.).
- j) Any other Certificate, as may be applicable.

2. Candidates are also advised to send the scanned copy of the declaration form duly filled and signed. **Format of the declaration form will be sent at the registered e-mail id of the shortlisted candidates.**

3. Copy of application form & call letter for written test duly signed by the candidate will also be required to be forwarded in the e-mail.

4. Last date of submission of documents by candidates as mentioned above through e-mail is **20.12.2020**.

5. In case of non-submission of any of the document as specified above, the candidate shall not be shortlisted for Pre-Engagement Medical Examination (PEME).

6. Please ensure that the scanned copies are clearly legible and easy to read.

7. Candidates, whose documents are prima facie found to be in order, shall be advised to report for PEME at Bongaigaon Refinery Hospital, BGR Township, Dhaligaon, Assam – 783385, along with all the test reports as per PEME guidelines, done in any hospital nominated by IOCL /Govt. Hospital. Candidates shall be reimbursed an amount limited to **Rs.3000/-** subject to production of receipts as per rules.

8. Candidates shall also be advised to come prepared and make their own arrangement for necessary stay so as to follow the quarantine guidelines, as applicable to the state of Assam.

9. Candidates being found medically fit in PEME shall be issued an Offer of Engagement.

10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates and testimonials etc. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfill the eligibility norms (Refer detailed Advertisement No. BGR/Appr/2019-02 dated 25.10.2019) and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her engagement is liable to be terminated.

11. Other terms & conditions as per Advertisement No. BGR/Appr/2019-02 dated 25.10.2019 will remain unchanged. Candidates are therefore **requested to ensure that they fulfill all the eligibility criteria as mentioned in the advertisement no. BGR/Appr/2019/02 dated 25.10.2019 before the Document Verification process.**

12. Please note that the candidature of the candidates shall be provisional and the self-attested copies shall be verified with originals at the time of joining.

In case of any queries, kindly contact

**Phone : 03664-254871**  
**e-Mail : [bgrrecruit@indianoil.in](mailto:bgrrecruit@indianoil.in)**

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**Recruitment Cell  
Bongaigaon Refinery**

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