



INDIAN OIL CORPORATION LIMITED
(REFINERIES DIVISION)
HALDIA REFINERY

NOTICE

Ref. No. HR/RECTT/01/2024-25(APP)

DATE: 23.06.2025

SUB: CANDIDATES PROVISIONALLY SHORTLISTED FOR DOCUMENT VERIFICATION FOR ENGAGEMENT AS TRADE/ TECHNICIAN APPRENTICES AT HALDIA REFINERY

WITH REFERENCE TO OUR ADVERTISEMENT NO. **HR/RECTT/01/2024-25(APP) DATED 03.05.2025** AND BASED ON AGGREGATE PERCENTAGE OF MARKS OBTAINED IN THE PRESCRIBED QUALIFICATION FOR ENGAGEMENT AS TRADE/ TECHNICIAN APPRENTICES, THE FOLLOWING CANDIDATES HAVE BEEN PROVISIONALLY SHORTLISTED FOR DOCUMENT VERIFICATION FOR ENGAGEMENT AS TRADE/ TECHNICIAN APPRENTICES AT **HALDIA REFINERY**.

SCHEDULE OF DOCUMENT VERIFICATION:

VENUE OF REPORTING FOR DOCUMENT VERIFICATION	HR DEPARTMENT, 1ST FLOOR, NEW ADMINISTRATIVE BUILDING INDIAN OIL CORPORATION LIMITED, HALDIA REFINERY PO: HALDIA OIL REFINERY, DIST: PURBA MEDINIPUR WEST BENGAL, PIN: 721606
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DATE OF REPORTING FOR DOCUMENT VERIFICATION: 26.06.2025

Sl. No.	Code	Trade/ Discipline	No. of candidates scheduled
01.	101	<i>Trade Apprentice – Attendant Operator (Chemical Plant) Discipline – Chemical</i>	21
02.	102	<i>Trade Apprentice (Fitter) Discipline – Mechanical</i>	5
03.	108	<i>Trade Apprentice – Secretarial Assistant</i>	6
04.	109	<i>Trade Apprentice – Accountant</i>	1

REPORTING TIME - 9:00 AM		
Sl. No.	POST CODE	IOCL APPLICATION NO.
1	101	40101137000007
2	101	40101137000208
3	101	40101137000225
4	101	40101137000285
5	101	40101137000302
6	101	40101137000329
7	101	40101137000388
8	101	40101137000394
9	101	40101137000448
10	101	40101137000592
11	101	40101137000617
12	101	40101137000738
13	101	40101137000765
14	101	40101137000790
15	101	40101137000812
16	101	40101137000818
17	101	40101137000828

REPORTING TIME – 1.00 PM		
Sl. No.	POST CODE	IOCL APPLICATION NO.
18	101	40101137000846
19	101	40101137000909
20	101	40101137000991
21	101	40101137001008
22	102	40102137000120
23	102	40102137000182
24	102	40102137000422
25	102	40102137000601
26	102	40102137000744
27	108	40108137000435
28	108	40108137000492
29	108	40108137000664
30	108	40108137000756
31	108	40108137000868
32	108	40108137000975
33	109	40109137000021

DATE OF REPORTING FOR DOCUMENT VERIFICATION: 27.06.2025

Sl. No.	Code	Trade/ Discipline	No. of candidates scheduled
01.	104	<i>Technician Apprentice Discipline – Chemical</i>	12
02.	105	<i>Technician Apprentice Discipline – Mechanical</i>	6
03.	106	<i>Technician Apprentice Discipline – Electrical</i>	8
04.	110	<i>Trade Apprentice – Data Entry Operator (Fresher Apprentices)</i>	10

REPORTING TIME - 9:00 AM		
Sl. No.	POST CODE	IOCL APPLICATION NO.
1	104	40104137000215
2	104	40104137000286
3	104	40104137000398
4	104	40104137000400
5	104	40104137000406
6	104	40104137000444
7	104	40104137000464
8	104	40104137000665
9	104	40104137000792
10	104	40104137000809
11	104	40104137000830
12	104	40104137000877
13	105	40105137000323
14	105	40105137000439
15	105	40105137000461
16	105	40105137000568
17	105	40105137000621
18	105	40105137000973

REPORTING TIME – 1.00 PM		
Sl. No.	POST CODE	IOCL APPLICATION NO.
19	106	40106137000013
20	106	40106137000050
21	106	40106137000172
22	106	40106137000430
23	106	40106137000557
24	106	40106137000745
25	106	40106137000852
26	106	40106137000947
27	110	40110137000095
28	110	40110137000109
29	110	40110137000214
30	110	40110137000312
31	110	40110137000320
32	110	40110137000378
33	110	40110137000545
34	110	40110137000640
35	110	40110137000760
36	110	40110137000857

The application nos. mentioned above are not in order of merit.

IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

THE CANDIDATES ARE ADVISED TO BRING THE **ORIGINAL** AND **ONE SET OF SELF-ATTESTED PHOTOCOPIES** OF THE FOLLOWING DOCUMENTS RELATED TO THEIR AGE, QUALIFICATION, CASTE/CATEGORY (IF APPLICABLE) AND **6 (SIX) COPIES OF COLOUR PASSPORT SIZE PHOTOGRAPHS AND ANY GOVT. ISSUED PHOTO-IDENTITY PROOF IN ORIGINAL (PAN CARD, AADHAAR CARD, VOTER ID CARD, DRIVING LICENCE, PASSPORT ETC.)** AT THE TIME OF REPORTING FOR DOCUMENT VERIFICATION, FAILING WHICH THEIR CANDIDATURE IS LIABLE TO BE CANCELLED.

1	Printout of filled-up On-line Application Form duly signed by the applicant
2	Print of NATS/ NAPS portal registration with applicant details
3	Proof of Date of Birth: 10 th Pass/Matriculation certificate issued by the concerned education board shall be the only acceptable document for proof of date of birth.
4	Class XII marksheet and passing certificate issued by the concerned education board;
5	Semester-wise/ year-wise mark sheets of ITI (Fitter) issued by NCVET or SCVT/Graduation/Diploma in Engineering.
6	Class XII/Final ITI (Fitter) issued by NCVET or SCVT/Graduation/Diploma Passing Certificate issued by respective Board/ Authority.
7	Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks, if applicable, from concerned University/Institute.
8	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. Certificate from the Principal of the Polytechnic/ School/College/ Institute from where the candidate pursued his/her Class XII/ITI (Fitter)/ Graduation/ Diploma course must also mention that course was completed by candidate through Regular Full-time mode and regarding his/her good conduct.
9	SC/ ST/ Disability Certificate / OBC (NCL) Certificate alongwith “Declaration” / EWS-Income & Asset Certificate/ “DECLARATION for ECONOMICALLY WEAKER SECTIONS Candidates”. Certificate must be in the prescribed format (available on websites www.iocl.com / www.iocrefrecruit.in) and issued by the Competent Authority.
10	For Candidates applying against Code 111 with Skill Certificate in ‘Domestic Data Entry Operator’ - Skill certificate issued by an awarding body recognised under National Skill Qualifications Framework or any other authority recognised by the Central Govt. in this regard.
11	Passport size photograph (6 copies)
12	Photo Identity Proof - Aadhaar Card / PAN Card/ Voter ID Card/ Driving License/ Passport
13	Any other relevant documents/ certificate as specified in support of qualifications, experience, category, medical etc. as mentioned in our Advertisement No. HR/RECTT/01/2024-25 (APP) dated 03.05.2025

CANDIDATES WHOSE DOCUMENTS ARE FOUND TO BE IN ORDER, SHALL BE ADVISED TO UNDERGO PRE-ENGAGEMENT MEDICAL EXAMINATION AT HALDIA REFINERY HOSPITAL, CLUSTER-11, HALDIA REFINERY TOWNSHIP, DIST: PURBA MEDINIPUR, WEST BENGAL, PIN – 721607. THE SCHEDULE OF PRE-ENGAGEMENT MEDICAL EXAMINATION WOULD BE SUBSEQUENTLY COMMUNICATED TO THE CANDIDATES. ACCORDINGLY, THE CANDIDATES ARE ADVISED TO CARRY SUFFICIENT MONEY WITH THEM FOR THEIR TRAVEL, STAY AND MEDICAL TESTS AS SOME MEDICAL TESTS MAY HAVE TO BE DONE OUTSIDE HALDIA REFINERY HOSPITAL.

CANDIDATES (BELONGING TO SC/ST/PwBD CATEGORY) ARE ADVISED TO PRODUCE ORIGINAL BUS/ TRAIN TICKETS (WITH A SET OF PHOTOCOPIES) ALONGWITH TA CLAIM REIMBURSEMENT FORM, BANK DETAILS FORM, CANCELLED CHEQUE, COPY OF SC/ST/PwBD CERTIFICATE ETC. FOR CLAIMING REIMBURSEMENT OF TRAVELLING ALLOWANCE FOR TO & FRO JOURNEY AS PER THE TERMS & CONDITIONS MENTIONED IN THE NOTIFICATION.

NOTE:

THE CANDIDATURE OF ALL THE ABOVE SHORTLISTED CANDIDATES IS PROVISIONAL AND SUBJECT TO THEIR MEETING THE PRESCRIBED ELIGIBILITY CRITERIA NOTIFIED VIDE OUR ADVERTISEMENT NO. **HR/RECTT/01/2024-25(APP) DATED 03.05.2025** AND VERIFICATION OF DOCUMENTS. IN CASE ANY OF THE CANDIDATES DO NOT MEET THE PRESCRIBED ELIGIBILITY CRITERIA, THEY ARE REQUESTED NOT TO APPEAR FOR THE DOCUMENT VERIFICATION PROCESS. THEREFORE, ALL THE SHORTLISTED CANDIDATES ARE ADVISED TO CAREFULLY READ THE ADVERTISEMENT NO. HR/RECTT/01/2024-25(APP) DATED 03.05.2025 PUBLISHED IN THE OFFICIAL WEBSITE OF IOCL i.e. www.iocl.com

THE CANDIDATURE OF ANY CANDIDATE IS LIABLE TO BE CANCELLED IF AT ANY STAGE OF THE SELECTION PROCESS IT IS FOUND THAT HE/ SHE DOES NOT MEET THE PRESCRIBED ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS AS MENTIONED IN THE RELEVANT ADVERTISEMENT.

SHORTLISTING OF THE CANDIDATES FOR THE DOCUMENT VERIFICATION PROCESS DOES NOT CONFER ANY RIGHT ON THE CANDIDATE FOR ENGAGEMENT AS APPRENTICES AT HALDIA REFINERY.

FOR ANY CLARIFICATION/ QUERIES REGARDING THE DOCUMENT VERIFICATION PROCESS, CANDIDATES MAY CONTACT AT THE FOLLOWING NUMBERS: **03224-223289 / 03224-223262 / 8101474673/** email ID hrrrectt@indianoil.in .

RECRUITMENT TEAM
INDIAN OIL CORPORATION LIMITED
HALDIA REFINERY
