



**INDIAN OIL CORPORATION LIMITED  
BARAUNI REFINERY**

**THIS HAS REFERENCE TO THE WRITTEN TEST HELD ON 24-11-2019 FOR VARIOUS TRADES  
NOTIFIED UNDER POST CODE 101 TO 111 OF ADVT. NO. BR/HR/APPR/2019-20 OF BR**

**THE POST CODE-WISE LIST OF SUCCESSFUL CANDIDATES WHO HAVE BEEN PROVISIONALLY SHORTLISTED FOR THE 4<sup>th</sup> ROUND OF ONLINE DOCUMENT VERIFICATION IS GIVEN BELOW**

**LIST OF CANDIDATES PROVISIONALLY SHORTLISTED FOR 4<sup>th</sup> ROUND OF ONLINE  
DOCUMENT VERIFICATION IS PLACED BELOW**

Sl. No.	Post Code	Roll No.	Name of the Candidate
<b>POST CODE : 101</b>			
1	101	101176	Ashutosh Kumar Singh
2	101	100161	Rahul Kumar
3	101	101713	Smriti Kumari
4	101	101805	Santosh Kumar
5	101	101826	Amit Kumar Bharati
6	101	101731	Saurav Kumar
7	101	100956	Ranjan Kumar
8	101	100213	Nitish Kumar
9	101	100818	Mukesh Kumar
10	101	101835	Rajesh Kumar
<b>POST CODE : 103</b>			
1	103	300023	Sherbahadur Yadav
<b>POST CODE : 105</b>			
1	105	500384	Abhimanyu Kumar
2	105	500306	Amitesh Singh
<b>POST CODE : 106</b>			
1	106	600215	Akshay Kumar
<b>POST CODE : 107</b>			
1	107	700099	Md Alim Raja
2	107	700120	Yuvraj Kumar
3	107	700114	Nitish Kumar
4	107	700082	Pritam Kumar
5	107	700094	Komal Kumari
6	107	700057	Rajnish Kumar
7	107	700078	Neha Kumari
8	107	700116	Vikas Kumar
<b>POST CODE : 108</b>			
1	108	800343	Chandan Kumar

POST CODE : 109			
1	109	900046	Shubham Kumar
POST CODE : 110			
1	110	110113	Sudhir Kumar
2	110	110671	Vishal Kumar Raja
3	110	110256	Sunny
POST CODE : 111			
1	111	111026	Md. Altaf

## **INSTRUCTIONS TO THE CANDIDATES**

In view of the prevailing COVID-19 pandemic situation, the document verification shall be conducted online. Shortlisted candidates are advised to send the self-attested scanned copies of their original documents through e-mail at **brrecttcell@indianoil.in** on or before **28.12.2020**

### **A. LIST OF SCANNED COPIES OF THE DOCUMENTS TO BE SENT UNDER SELF ATTESTATION:**

1. **Copy of the Admit Card & Photograph (coloured in jpeg format).**

#### **Proof of Date of Birth:**

2. Certificate issued by a Board of Secondary Education for passing Matriculation Examination shall be the only acceptable document in support of proof of age. No other document will be accepted for verification of date of birth.

#### **Qualification Documents:**

3. Xth Pass & XIIth Pass Certificate and Mark Sheet issued by the respective Board/University
4. Final/Provisional Class XII /B Sc (PCM) /B Sc/ BA, B Com degree certificate / Final/ Provisional Diploma Certificate (indicating year of passing).
5. In case the date of declaration of result is not mentioned in the marksheets, the candidate shall be required to submit a certificate mentioning the date of publication of result from the Principal of the School/Poly-Technic/College/Institute/University from where the candidate pursued his / her class 12<sup>th</sup> / ITI (Fitter) / Graduation/Diploma Course, for document verification.
6. All the Mark Sheet (Semesters/Year wise) of Diploma/Degree issued by the respective Board/University.
7. Copy of documents related to higher qualification being pursued

#### **Caste / PwBD Certificate**

8. **Caste Certificate for SC/ST candidates** in the prescribed format (in Performa prescribed by Central Govt. & issued by Competent Authority)
9. **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.
10. **EWS Certificate** (wherever applicable) – candidates belonging to EWS category shall be 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. 36036/1/2019-Estt (Res) dated 31.01.2019.
11. **For PwBD candidates**, disability certificate issued by competent authority as per the rights of persons with disabilities rules, 2017

#### **Others**

12. For candidates shortlisted for Post Code 111: Skill Certificate in 'Domestic Data Entry Operator'- Skill certificate for training of less than 1 year issued by an awarding body recognized under National Skill Qualifications Framework or any other authority recognized by the Central Govt. in this regard.
13. Conversion Certificate from CGPA/OGPA/Letter Grade to percentage of Marks, if applicable from concerned university/institutes

14. Copy of Photo Identity Proof ( Driving License/ Voter Id/ PAN Card/ Passport/Aadhar Card etc)
15. Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. **BR/HR/APPR/2019-20**
- 16. Duly filled-in and signed scanned copy of Annexure-A enclosed herewith**

#### **B. GENERAL INSTRUCTIONS**

- Provisional short-listing of the candidates for the document verification process does not confer any right to the candidate for engagement as apprentice at Barauni Refinery
- In case of non-submission of the documents as specified above, the candidature is liable for cancellation and candidate may not be considered for next stage of Pre-Engagement Medical Examination.
- Please ensure that the scanned copies of the documents are clearly legible and easy to read.
- The candidate must undertake that the self attested scanned copies of the documents as mentioned above being submitted are true and authentic to the best of his/her knowledge and in case of any discrepancies/mismatch of these document with the original documents, which are to be produced in the subsequent stages of engagement process, the same shall lead to cancellation of his/her candidature. Also, in such cases, the candidate shall not be eligible for any re-imbursement for Pre-Engagement Medical Examination, if undertaken.
- The candidate must ensure that he or she meets all the prescribed criteria as per **Advt No. BR/HR/APPR/2019-20** of Barauni Refinery. Candidate shall not be in possession of higher professional qualifications such as BE/B Tech or equivalent, MBA, CA, LLB, MCA etc or any such equivalent qualification.
- In case of any suppression/fabrication of any fact/document, the same shall render the candidate ineligible for selection/engagement process (as applicable)
- No further claim in this regard shall be entertained in case of having being found not meeting the criteria as laid down in out the **Advt No. BR/HR/APPR/2019-20**

#### **Note:**

- Submission of the complete set of requisitioned documents under Self-Attestation is a MUST which further certifies that the candidate is submitting all genuine and authentic photocopies re-produced from the Original documents in his/ her possession.
- Upon documents being found prima-facie in order, candidates shortlisted for further selection process i.e Pre-Engagement Medical Examination shall be advised to report to BR Hospital along with their PEME Report, 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. However, re-imbursement of expenses towards Pre-Engagement Medical Examination shall be subject to verification of online submitted document with original document and found to be in order as mentioned above under "General Instructions".
- Separate detailed guideline shall be issued to the candidates shortlisted for next stage i.e Pre-Engagement Medical Examination.

**--HR Recruitment Cell  
Barauni Refinery**

ADVT NO: BR/HR/APPR/2019-20

**CHECKLIST & UNDERTAKING FOR ONLINE DOCUMENT SUBMISSION THROUGH EMAIL FOR  
ENGAGEMENT FOR APPRENTICES AT BARAUNI REFINERY (Annexure 'A')**

Sl.	DOCUMENT TYPE(Scanned Copies)	DOCUMENT SUBMITTED ONLINE Tick 'Yes' or 'No'	NO: OF PAGES
1.0	<b>Admit Card &amp; Photograph (colour scan)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.0	<b>Proof of Date of Birth:</b> (Certificate issued by a Board of Secondary Education for passing Matriculation shall be the only acceptable document in support of proof of age.)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.0	<b>Qualification Documents</b>		
3.1	X th Pass & XII th Pass Certificate and Mark Sheet issued by the respective Board/University	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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 <input type="checkbox"/> No <input type="checkbox"/>	
3.3	All the Mark Sheet (Semesters/Year wise) of Diploma/Degree issued by the respective Board/University.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.4	Copy of documents related to higher qualification being pursued, if any	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.0	<b>Caste / PwBD Certificate</b>		
4.1	<b>Caste Certificate for SC/ST candidates</b> in the prescribed format (in Performa prescribed by Central Govt. & issued by Competent Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.2	<b>For OBC candidates</b> 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 <input type="checkbox"/> No <input type="checkbox"/>	
4.3	<b>EWS Certificate</b> (wherever applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.4	<b>For PwBD</b> candidates, disability certificate issued by competent authority as per the rights of persons with disabilities rules, 2017	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

Signature of candidate:

Date:

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<b>5.0</b>	<b>Others</b>			
<b>5.1</b>	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 <input type="checkbox"/>	No <input type="checkbox"/>	
<b>5.2</b>	Conversion Certificate from CGPA/OGPA/Letter Grade to percentage of Marks, if applicable from concerned university/institutes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>5.3</b>	Copy of Photo Identity Proof ( Driving License/ Voter Id/ PAN Card/ Passport/Aadhar Card etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>5.4</b>	Any other relevant documents in support of qualifications, experience, category, medical, age etc. as mentioned in our Advertisement No. <b>BR/HR/APPR/2019-20</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Total Number of Pages****\*All attached documents MUST be Self-Attested****UNDERTAKING**

As per **Advt No. BR/HR/APPR/2019-20**, undersigned had applied for the Post Code \_\_\_\_\_ against apprenticeship requirement at Barauni Refinery and have been provisionally shortlisted for document verification.

I hereby declare that as per email dated 08-09-2020 from Barauni Refinery, I am submitting herewith the self attested scanned copies of the requisite document as specified in **Annexure-A** above.

I further undertake that the self attested scanned copies of the documents as per **Annexure A** being submitted herewith are true and authentic to the best of my knowledge. I also understand that in case of any discrepancies/mismatch of these document with my original documents, which are to be produced in the subsequent stages of engagement process, the same shall lead to cancellation of my candidature.

I also undertake that in case of such discrepancies / mismatch, I shall not be eligible for any re-imbursement against pre-engagement medical examination expenses, in case of further short listing for Pre-Engagement Medical Examination.

I also undertake that I am meeting all the prescribed criteria as per **Advt No. BR/HR/APPR/2019-20** of Barauni Refinery. I am not possessing higher professional qualifications such as BE or equivalent, MBA or equivalent or MCA. I understand that suppression/fabrication of any fact/document shall render me ineligible for selection/engagement/appointment (as applicable).

No further claim in this regard shall be raised by me in case of having being found not meeting the criteria as laid down in the advertisement as well as those placed in this undertaking.

**Name:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_

**Signature of candidate:**

**Date:**