



No. PDR/HR/1: 138

Date: 23-07-2025

List of Candidates Provisionally Shortlisted for 2nd round of Document Verification for Engagement as Apprentices at Paradip Refinery.

In accordance with the provisions mentioned in the advertisement no. PDR/HR/01/Apprentices-25 dated 03.05.2025, candidates bearing the following Application Nos. have been provisionally shortlisted for 2nd round of Document Verification and subsequent Pre-Engagement Medical Examination subject to meeting the eligibility criteria and Documents found in order upon verification for Engagement as Trade/Technician Apprentices at Paradip Refinery, Indian Oil Corporation Limited.

Accordingly all shortlisted candidates are advised to appear for Document Verification as per scheduled date, reporting time and venue given below:

PLEASE NOTE THAT NO SEPARATE COMMUNICATION WILL BE ISSUED / SENT TO THE SHORTLISTED CANDIDATES FOR APPEARING IN DOCUMENT VERIFICATION.

**Venue: HR Conference Hall,
Administrative Building
Paradip Refinery,
Paradip, At/ P.O: Jhimani,
Via-Kujang,
Dist.: Jagatsinghpur, Odisha-754141**

A. TRADE APPRENTICE- DATA ENTRY OPERATOR (FRESHER APPRENTICES), CODE-110

Date	Time	Application No.		
30.07.2025	09:00 AM	70110142000283	70110142000312	70110142000502
		70110142002710	70110142003018	

Important Notes for the candidates

1. The candidates have to ensure that they fulfil each of the eligibility criteria/parameters including qualification (along with minimum % marks in aggregate), age stipulated in our published advertisement no. PDR/HR/01/Apprentices-25 dated 03.05.2025 and hosted on our website www.iocl.com. In case they are not meeting the above criteria {including minimum % marks in aggregate as mentioned in Clause A (1) of aforesaid advertisement} as on the date of reckoning, they are directed not to appear for the Document Verification.
2. In case during subsequent verification of certificates / testimonials (including mark sheets), contradiction to the claim in the on-line application or any time thereafter is found, the candidature will be summarily rejected at any stage of selection process without any further notice.
3. The Application Nos. mentioned above are not in the order of merit.
4. Shortlisting of the candidates for the Document Verification does not confer any right for engagement as Apprentices.
5. Candidates shall be required to carry a copy of the online application submitted by him/her, five (5) nos. recent Pass port size Color photograph along with **the originals** & self-attested copies of all testimonials for verification as mentioned below:
 - A. 10th Pass/Matriculation certificate issued by the concerned education board as proof of date of birth.
 - B. Class XII marksheet issued by the concerned education board; Semester-wise/ year-wise mark sheets of ITI (Fitter) issued by NCVET or SCVT/Graduation/Diploma in Engineering
 - C. Class XII/Final ITI (Fitter) issued by NCVET or SCVT/Graduation/Diploma 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. 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.
 - F. 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.
- G. 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.
 - H. Print of NATS/ NAPS portal registration with applicant details
 - I. Any other Certificate/document, as specified.
6. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature of the candidate will be cancelled.
 7. Only those communities that are mentioned in the common list of OBCs approved by Central Government shall be treated as OBC for the purpose of reservation.
 8. Outstation SC/ST/PwBD candidates will be eligible for reimbursement of 2nd class Rail/Ordinary bus fare to and fro by the shortest route between the place of mailing address or actual place of journey and the place of Document Verification, whichever is less, subject to submission of TA claim form with rail tickets /bus tickets and a copy of caste certificate in the format prescribed. (TA Claim format can be downloaded from the website www.iocl.com).
 9. Candidates are advised to plan for stay of 2-3 days (on self-arrangement basis) at Paradip for document verification and subsequent Pre Engagement Medical Examination. Corporation does not hold any responsibility for the same.
 10. Candidates are advised to carry sufficient money with them as some of the Medical tests may be carried out, outside the Hospital, in case the facility is not available at our Hospital.

(Recruitment Cell)
Indian Oil Corporation Limited, Paradip Refinery
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