



**INDIAN OIL CORPORATION LIMITED  
(Refineries Division)**

**Advertisement No. PR/P/43 (2019-20)**

- On-line registration of application commences **on 29.10.2019 (10:00 Hrs)** and **closes on 29.11.2019 (17:00 Hrs)**.
- The link to the on-line registration of the application has been hosted on the website [www.iocl.com](http://www.iocl.com) & [www.iocrefrecruit.in](http://www.iocrefrecruit.in)
- The Written Test is likely to be held on **8<sup>th</sup> December, 2019**.

**Requirement of Experienced Non-Executive Personnel**

Indian Oil Corporation Limited the largest commercial undertaking in India and a Fortune "Global 500" company requires result oriented experienced personnel with initiative and enterprise for its Panipat Refinery & Petrochemical Complex, Panipat, Haryana.

**On-line Applications** are invited from bright, young and energetic persons of Indian Nationality for the following posts in the pay scale of **Rs.11,900-32,000/-**:

Code	Name of Post	Tentative Vacancies							
		Total	UR	EWS	SC	ST	OBC (NCL)	PwBD*	EXM
1	2	3	4	5	6	7	8	9	10
101	Junior Engineering Assistant-IV (Production)	33	14	3	7		9	Nil	As per Govt. guidelines
102	Junior Engineering Assistant-IV (Mech Fitter-cum-Rigger)/ Junior Technical Assistant – IV	2	1	0	0		1	1	
103	Junior Engineering Assistant-IV (Instrumentation)/Junior Technical Assistant – IV	2	1	0	0		1	1	

# Since, there is No reservation for ST category in the State of Haryana; ST candidates shall be treated under Unreserved Category.

\*PwBD candidates may apply in terms of the notified categories of disability under Clause D (5) below.

^ Reservation for Economically Weaker Section (EWS) applicable vide Department of Public Enterprises' O.M. 20(10)/99-DPE-GM-Part-2019-FTS-1517 dated 25.01.2019 and Department of Personnel & Training's O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019.

- Positions are operated with work arrangements in one, two or three shifts. Incumbents may be required to perform duties in any of the work arrangements depending upon work exigencies.
- Number of vacancies indicated above is tentative and may increase or decrease in the relevant categories at the absolute discretion of the management and in compliance with the Presidential Directives on reservation at the time of appointment.
- Petroleum Refining is a complex and hazardous process and candidates belonging to Persons with Benchmark Disabilities category (40% or higher) are not deployed. Such candidates may be considered only against identified positions/numbers, as indicated above.

**The Rights of Persons with Disabilities Act 2016** - Section 2(r) defines "person with benchmark disability" as a person duly certified by the certifying authority with:

- not less than 40% of a specified disability where specified disability has not been defined in measurable terms and
- a disability where specified disability has been defined in measurable terms.

The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances. Appointment of candidates belonging to PwBD categories will be from categories below against identified posts under categories notified for Post Code 102 & 103:

- PV-Low vision
- PH-Hard of hearing
- PL-Musculoskeletal (OH/OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured
- Multiple (a combination of 1, 2 or 3 above)

P=Physical; V=Vision; H=Hearing;  
L=Locomotors; O=Orthopaedic;  
OA=One Arm;  
OL=One Leg

Being a hazardous industry, deployment of PwBDs with other Disabilities may put such PwBDs at risk, hence not included.

**A. Qualification & Experience Criteria:**

Sl. No.	Name of Post	Post Code	Qualification (Full Time Regular Courses only from Indian Universities/ Institutes)	Area of Experience
1	Junior Engineering Assistant-IV (Production)	101	3 years Diploma in Chemical/ Refinery & Petrochemical Engineering or B.Sc. (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC candidates against reserved positions.	Minimum one year of post qualification experience in operation (rotating shift) of Pump House, Fired Heater, Compressor, Distillation Column, Reactor, Heat exchanger etc. in a Petroleum Refinery/ Petrochemicals/ Fertilizer/ Heavy Chemical/ Gas Processing Industry.
2	Junior Engineering Assistant-IV (Mech-Fitter-cum-Rigger) / Junior Technical Assistant - IV	102	3 years Diploma in Mechanical Engineering from recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/PwBD candidates against reserved/identified for PwBD positions or Matric with ITI in Fitter Trade with Pass class.	Minimum one year of post qualification experience in maintenance/overhauling of rotary equipment such as Compressors, Gas/Steam Turbines, Boilers, Columns, Valves, Pumps, Mechanical Seals/Dry gas seals, Bearings (Journal/Anti-friction), Safety valves, etc; in Petroleum Refinery/Petrochemical/Heavy Chemical/Fertiliser/Power Plants/large industrial establishment.
3	Junior Engineering Assistant-IV (Instrumentation) / Junior Technical Assistant - IV	103	3 years Diploma in Instrumentation/ Instrumentation & Electronics/ Instrumentation & Control Engineering from a recognized Institute/ University with minimum of 50% marks in aggregate for General & OBC candidates & 45% in case of SC/PwBD candidates against reserved/identified for PwBD positions.	Minimum one year of post qualification experience in Maintenance of Modern instrumentation control system like DCS, PLC with electronic field instrumentation, Control Valve, Smart Positioners, loop configuration, online Analyzers condition monitoring, cabling, earthing etc., in a Petroleum Refinery/ Petrochemicals/ Heavy Chemical/ Fertilizers /Power Plants/ Gas Processing Industry/ large industrial establishments.

**B. Important Instructions:**

- The prescribed qualification should be from a recognized Indian University/Institute as a regular full time course / Diploma course (including a sandwich diploma course with industrial training as part of the course; with no break) with minimum 50% marks (45% for SC and PwBD category candidates) in aggregate.
- Candidates holding a qualification acquired through part-time/correspondence/distance education mode are not eligible.
- Candidates possessing Diploma under recognized lateral entry scheme (Class-XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of 4 semesters in the diploma course.
- Qualification of MSc (Chemistry) shall not be considered a disqualification for post code 101. However, percentage requirement shall be applied on graduation level exam (BSc-PCM) only.
- Candidates possessing higher professional qualifications such as Engineering Graduates/MBA/MCA/ CA/CS/ICWA/LLB or those claiming possession of a Qualification equivalent to the Qualification prescribed shall not be considered for any of the above posts.
- A candidate is allowed to apply for only one discipline. In case of receipt of more than one application for more than one discipline, all the applications will be rejected.
- Qualification for the purpose of this clause would mean the qualification based on which candidature is offered or considered claimed by a candidate. Prescribed qualification shall be strictly adhered to.
- The criteria for full time regular course shall not be insisted upon in case of Ex-Servicemen, provided they possess a requisite EQUIVALENT qualification that has been acquired during the service period and is recognized by AICTE/MHRD, GoI and have secured the prescribed minimum percentage of marks.
- Ex-servicemen claiming equivalence in qualification shall be required to produce a copy of equivalence certificate by the concerned Ministry.
- The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, etc.
- Suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited.
- Large Industrial Establishment would mean industrial/manufacturing Units whose investment in plant & machineries exceed Rs. 10 crores and which has been in operation.
  - Candidates shall be required to attach a copy of the relevant page of the last published Balance sheet of the establishment with the physical application under self-certification by the candidate.
  - Candidates employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment shall also be eligible to apply, provided they furnish copy of the work order issued to the agency/contractor along with the page of the balance sheet.

13. Candidates who are registered with Local Employment Exchange(s)/ District Sainik Resettlement Board and meeting the prescribed eligibility criteria, whose names are sponsored to Panipat Refinery & Petrochemical Complex against this notification, are advised to apply Online, failing which their candidature will not be considered.
14. A Person with a specified disability listed in the Schedule but not covered under Section 34 (1), if certified by a Certifying Officer as a person with disability of 40% or above, in terms of provisions of the Rights of Persons with Disabilities Act, 2016 shall be allowed concessions / relaxations available to PwBDs against post code 103 only, and if selected on merit against unreserved vacancies, he shall be declared successful. His candidature will not be considered / adjusted against reservation provided to PwBDs under Section 34 (1) of the Act of 2016.
15. A PwBD candidate availing of any age-relaxation (no relaxation in eligibility qualification marks / in written test qualifying marks) shall be considered against unreserved vacancy in order of merit in the select list before being considered against a reserved post.

**C. Opportunity for Women:**

1. No woman is permitted to work in or allowed to enter any building in which the generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No woman is allowed to work in LPG storage and handling area.
2. Accordingly, Women candidates will not be considered for vacancies in Production and also against the cadres/work areas that require shift operations, 365 days in a year or necessitates undertaking work beyond 07.00 pm (& upto 06.00 am), like P&U Operations (Boiler & Electrical), Quality Control and Fire & Safety or maintenance services normally performed in shifts. However, subject to limitations above, exemptions if any, work & work performance requirements and availability of identified positions, women may be appointed against Post Codes 102 & 103 only.

**D. Reservation for candidates belonging to SC/ST/OBC (Non – Creamy Layer)/ExSM/PwBD & EWS Categories:**

1. Reservation of Posts for SC/OBC (Non – Creamy Layer)/ExSM/PwBD candidates and relaxations thereof will be in terms of numbers indicated above / as per Govt. guidelines. Reservation for EWS candidates shall be as per Government Guidelines in this regard vide Department of Public Enterprises' O.M. 20(10)/99-DPE-GM-Part-2019-FTS-1517 dtd 25.01.2019 and Department of Personnel & Training's O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019.
2. SC/OBC candidates can be considered under General standard of merit against the un-reserved posts provided no relaxation in age, qualification etc. is availed of/extended to them.
3. For claiming the benefit of OBC category, the candidate should submit a latest caste certificate in the proforma prescribed by Govt. of India, 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 & OM No. 36033/1/2013-Estt.(Res.) dated 13.09.2017.
4. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR candidates and indicate their category as "UR". Indian Oil Corporation Ltd. being a Central Public Sector Undertaking, only those communities that are mentioned in the common list of OBC approved by Central Government shall be treated as OBC for the purpose of reservation. Relevant List can be viewed at <http://www.ncbc.nic.in>.
5. Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no.5 of department of Personnel and Training's O.M No. 36039/1/2019-Estt.(Res) dated 31.01.2019. Format for the same can be downloaded from the website. If the candidates are not able to submit the income and asset certificate at the time of making application, undertaking in this regard must be furnished. Format of undertaking can be downloaded directly from the website <http://www.iocrefrecruit.in>.
6. Prescribed reservations for PwBD & Ex-servicemen will be applied on horizontal basis as per Govt. guidelines. Candidates belonging to Persons with Benchmark Disabilities (PwBD) category shall be considered only against the identified numbers and positions. The identified posts along with categories of disability for appointment of PwBD candidates are as under:

Post Code	Post	Category of disability
102	Junior Engineering Assistant-IV (Mech-Fitter-cum-Rigger) / Junior Technical Assistant - IV	1. PV - Low Vision 2. PH – Hard of hearing 3. PL - Musculoskeletal (OH-OA/OL), Dwarfism, Acid Attack Victim, Cerebral Palsy, Leprosy cured. 4. Multiple (A combination of 1, 2 or 3 above).
103	Junior Engineering Assistant-IV (Instrumentation) / Junior Technical Assistant – IV	<b>P-Physical ; V- Vision; H-Hearing; L-Locomotors; O-Orthopedic ; H- Handicap</b>

7. PwBD candidates with less than 40% of permanent disability are not eligible. The PwBD candidates are required to submit a Disability Certificate issued by competent authority as per the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amended Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Disabilities [VH, HH and OH] must be capable of performing the task assigned to them.

**E. Other Concessions/Relaxations to SC/ST/OBC/PwBD & Ex-servicemen (EXM) :**

1. The minimum qualifying marks will be relaxed by 5% in written test for candidates belonging to SC/PwBD categories against reserved positions.
2. SC/ST/PwBD candidates called for Written Test and Skill/Proficiency/Physical Test will be reimbursed single IInd class rail fare from the nearest railway station of the mailing address to the place of Written Test and Skill/Proficiency/Physical Test and back by the shortest route on production of ticket, provided the distance is not less than 30 Kms. Fare reimbursement shall be made through on-line payment system. Candidates are advised to submit their bank details in the format alongwith Travelling Expenses Claim Form provided at **Annexure-I** to IOC officials at the time of Written Test & SPPT for reimbursement of travelling expenses.
3. SC/ST/PwBD/EXM candidates are exempted from payment of application fee.

**F. Age limit/ Relaxation for candidates belonging to SC/OBC/PwBD/ Ex-servicemen (EXM) :**

1. 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.
2. Minimum 18 years and Maximum age shall be 26 years for General candidates as on **30.11.2019**.
3. Relaxation in age upto 5 years for SC and 3 years for OBC candidates considered against reserved positions will be allowed.
4. PwBD candidates will be allowed age-relaxation upto 10 years (upto 15 years for SC and upto 13 years for OBC candidates), if considered against reserved positions.
5. Relaxation to Ex-servicemen will be allowed as per Govt. Guidelines i.e in case of EXM, Period of actual military service will be deducted from his actual age and if the resultant age does not exceed the maximum age limit by more than three years, he shall be considered to be fulfilling the age criteria.
6. PwBD / EXM candidates belonging to SC/OBC categories shall be eligible for grant of cumulative age relaxation under the categories.
7. Age relaxation of a period equal to minimum years of experience notified against a post shall be allowed.
8. Period of Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post will be considered for relaxation in age.
9. Further, period of Apprenticeship training in an industry covered under the experience criteria notified in this advt. relevant to a post may be considered as experience. However, in such cases, relaxation towards age shall not be available.

**G. Consideration for Ex-Apprentices**

Apprentices completing apprenticeship training in any of IOCL Refineries **on or before 30.11.2019** are also eligible to apply.

**H. Date of reckoning Eligibility criteria:**

1. The date for the purposes of possession of qualification & experience and meeting age criteria shall be **30.11.2019**.

**I. Pay & Perks:**

1. Besides Basic Pay and Industrial pattern of DA, the other allowances / benefits include HRA/subsidized housing accommodation (as per availability), Medical Facilities, Productivity/ Performance Related Pay, Gratuity, Contributory Provident Fund, Employees' Pension Scheme, Group Savings Linked Insurance, Group Personal Accident Insurance, Leave Encashment, Leave Travel Concession/LFA, Contributory Superannuation Benefit Fund Scheme, House Building Advance, Conveyance Advance/Maintenance Reimbursement, Children Education Allowance etc., as per Corporation rules.

**J. Selection Methodology:**

1. The selection methodology will comprise Written Test and a Skill/Proficiency/Physical Test (SPPT). The SPPT will be of qualifying nature.
2. A candidate will have to secure a minimum of 40% marks in the written test to qualify for further consideration.
3. The minimum qualifying marks in the written test will be relaxed by 5% for candidates belonging to SC/PwBD categories considered against reserved positions.
4. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for further consideration or the final selection, as the same is related to number of positions, ratio applied and relative performance in respective categories.
5. Short listed candidates, in the ratio of 1:2 (two candidates for one post, with due cognizance to number of reserved posts) subject to securing minimum qualifying marks in the written test, will be required to undergo a Skill/Proficiency/Physical Test (SPPT). The SPPT for each discipline shall be conducted by a duly constituted committee.

6. In case of tie of marks in the written test for the last position on the Shortlist for SPPT, all such candidates shall be called for the SPPT, even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names, in proportion to the prescribed ratio, will get eliminated.
7. Category-wise Merit list shall be drawn on the basis of marks obtained in the written test from & out of the said short-list; only for such candidates who qualify in the SPPT.
8. In case of tie of marks for the last position on the Merit List, the candidate with prior date of birth (senior by age) shall find a place in the Merit list. However, the name of the junior shall also be retained in the said Merit List, as the last name. If such a situation arises anywhere before the last position while drawing a list, the last name/last few names in the list, in proportion to the prescribed ratio, will get eliminated.
9. PwBD and Ex-Servicemen candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in Merit list (in order of merit within the category) on horizontal reservation policy.
10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/ testimonials, experience etc. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature/appointment of the candidate will be cancelled.
11. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim will arise for appointment, if some of these vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.
12. The decision of the Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

**K. Pre-Employment Medical and Physical Fitness:**

1. Candidates are advised to ensure that they are medically fit as per Indian Oil's pre-employment medical standard. Candidates are advised to go through the "Guidelines and Criteria for Physical Fitness for Pre-employment medical examination" and satisfy themselves of meeting the fitness criteria before they commence the application process. The guidelines are available in the following link :

[https://www.iocrefrecruit.in/iocrefrecruit/advert\\_pdf/Preemployment\\_Medical.pdf](https://www.iocrefrecruit.in/iocrefrecruit/advert_pdf/Preemployment_Medical.pdf)

**L. Liability to Declare :**

1. Candidates with reported ailments, deficiencies or abnormalities and also those with finding of not meeting the physical fitness criteria as above, shall make a declaration to this effect while submitting their application.
2. A candidate found UNFIT during medical examination conducted by any refinery unit while seeking engagement as an apprentice in the past shall also be required to declare the same with reasons for being declared UNFIT.

**M. General Instructions :**

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of on-line application.
2. Rules & Guidelines, as may be prescribed by the Govt., or framed by the Corporation, from time-to-time shall apply.
3. A candidate employed in Govt/Govt Departments/PSUs/Autonomous Bodies will be required to submit '*NO OBJECTION CERTIFICATE*' at the time of Written Test, failing which the candidate will not be allowed to appear in the Skill/Proficiency/Physical Test. Such candidates, if offered an appointment, shall be required to submit proper '*RELEASE ORDER*' from their employer at the time of joining, without which they will not be allowed to join.
4. General, EWS and OBC(NCL) candidates are required to pay Rs.150/- (Rupees One hundred and fifty only) as application fee (non-refundable) though **SBI e- collect** only. The bank charges, as applicable, have to be borne by the candidate.

**N. How to Apply: On-Line Application Form**

1. Before applying on-line, a candidate must have an active email ID and a mobile phone number which must remain valid for at-least twelve month period for future communication (including issue of call letters).
2. The candidate should have the relevant documents/certificates pertaining to age, qualification, caste, experience, Disability Certificate (where applicable), scanned copy of colour photograph and signature in jpg format (size not exceeding 50 KB) ready before applying on-line. The photo and signature in digital form will be required to be uploaded.
3. Candidates meeting the prescribed eligibility criteria for a post, may visit the website of IOCL [www.iocrefrecruit.in](http://www.iocrefrecruit.in) and apply on-line. The website will remain open from **29.10.2019 (10:00 Hrs) to 29.11.2019 (17:00 Hrs)**. Only online mode of applications will be accepted. All future communication with candidate will take place only through website / email / mobile phone. Applications submitted through on-line mode will only be accepted.

After successfully applying / registering on-line applications, the candidates are advised to send the print out of on-line application form, duly signed by him/her, to the **Chief Employee Relations Manager, HR Department, Panipat Refinery & Petrochemical Complex, Panipat, Haryana-132140**, along with all supporting documents as per **Annexure-II** & a photograph under self attestation, **by ordinary post** so as to reach us by **02.12.2019**

4. If printout of the online application of a candidate is not received by Panipat Refinery & Petrochemical Complex, by **02.12.2019**, his/her candidature shall be summarily rejected. Candidates should super scribe the Name of Post Applied for, name of the Refinery Unit and Post Code on the top of the envelope.
5. The Candidates shall ensure that the printout of the online applications is sent to the concerned authority at Panipat Refinery & Petrochemical Complex. Application of candidate submitting online application for one Unit and sending the printout of the online application to other Unit shall be summarily rejected.
6. Candidates are advised to carry a copy of the application with originals & self-authenticated copies of all testimonials and produce the same at the time of SPPT for verification.
7. Incomplete applications, applications not supported by copies of relevant documents, applications not fulfilling the eligibility criteria or applications received after the last date of receipt of applications (in physical form) shall be treated as "Rejected".
8. Candidates shall note that the documents sent to any other address or sent as a registered letter, shall stand automatically rejected.
9. Further information regarding written examination, call letters, results, etc. shall be made available through this website/ over email. Candidates are, therefore, advised to keep visiting the website regularly.
10. The candidate must ascertain the correctness of each information/details before filling in the 'Online Application Form' and its final submission. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his online Application Form.
11. Canvassing in any form is liable to render the candidate ineligible. Queries, if any, may be addressed to the following e-mail ids & Contact Nos. given below.

**For Queries / Clarification(s)**

Unit	Contact No.	e-mail ID
Panipat Refinery & Petrochemical Complex	0180-252-2037/2048/2046 (During working hours, excluding weekends)	<a href="mailto:yashwantyadav@indianoil.in">yashwantyadav@indianoil.in</a> / <a href="mailto:singhgunita@indianoil.in">singhgunita@indianoil.in</a> / <a href="mailto:shraddha@indianoil.in">shraddha@indianoil.in</a> /

**Important Dates for Candidates:**

<b>DATE OF OPENING OF ONLINE APPLICATION</b>	<b>: 29.10.2019</b>
<b>LAST DATE OF SUBMISSION OF ONLINE APPLICATION</b>	<b>: 29.11.2019</b>
<b>LAST DATE OF RECEIPT OF PRINTOUT OF ONLINE APPLICATION FORM ALONGWITH SUPPORTING DOCUMENTS</b>	<b>: 02.12.2019</b>
<b>TENTATIVE DATE OF WRITTEN TEST</b>	<b>: 08.12.2019</b>
<b>LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT</b>	<b>: 20.12.2019</b>

**Canvassing in any form is liable to render a Candidate Ineligible**

**Be Aware of Frauds**  
**Recruitment in Indian Oil are undertaken only through Employment Exchange / Press Notifications**

**INDIAN OIL CORPORATION LIMITED**  
**PANIPAT REINFEY & PETROCHEMICAL COMPLEX**  
**REIMBURSEMENT FOR TRAVEL EXPENSES FOR CANDIDATES**  
(For SC/ST/PwBD Candidates)

<b>Name &amp; Mailing Address of the Candidate:</b>	Roll No.	
	Date of Exam :	
	Post applied for :	
	Venue : <b>PANIPAT</b>	
	Venue Address:	
	Category (SC /ST/PwBD) :	

**JOURNEY DETAILS:**

Journey (Inward & Outward)	Date (s)	Mode of Travel	Class of Travel	Ticket / Receipt No.	Travel Fare(Rs.)
From:					
To:		Rail / Bus			
From:					
To:		Rail / Bus			
Total Rupees					

**BANK DETAILS:**

Name of Bank		Name of A/C holder	
Bank Account No.		Branch Code	
Bank's IFSC Code(12 digit) :			

- a) Attach Original/Photocopy of Rail / Bus Tickets / Receipt towards proof of journey.(**Self Attested**)
- b) Attach copy of Caste Certificate(as applicable).(Self Attested)
- c) Copy of Admit Card.(Self Attested)

I will not claim the amount from the Government or my present employer (PSU/Government Organization). I hereby affirm that the information furnished by me in this form is true and any false information will render me liable for non-payment of travel expenses.

Place:

Date:

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Signature of Candidate

*Please handover this Form along with Original / Photocopy of Rail / Bus Tickets / Receipt caste certificate to the person authorized to collect in the same venue. Payment will be made*

## Annexure-II

CHECKLIST OF DOCUMENTS (SELF CERTIFIED) TO BE SUBMITTED ALONG WITH THE PRINTOUT OF THE ONLINE APPLICATION FORM		
Please tick ( √ ) mark in appropriate box		
1	Print out of On - line Application Form	
2	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.	
3	Photo Identity Proof : Driving License/Voter Id/PAN Card/Aadhaar Card/Passport etc.	
4	Xth Pass & XIIth Pass Certificate and Mark Sheets	
5	Diploma/Degree (As per advertisement) : Certificate issued by the respective University/Institute, in case degree has not been issued, Provisional Degree/Diploma Completion Certificate issued by Head of College/Institute to be submitted.	
6	All the Mark Sheets (All Semesters) of Diploma/Degree/ITI(Fitter) (as per Advertisement) issued by the respective University/Institute/Board.	
7	Certificate from the Institute where the candidate has pursued his Degree/Diploma etc. course that the course is a <b>Regular Full Time course</b> and the date of publication of result of the final year/ final semester of the Degree / Diploma course. In case the date of Declaration of result is not mentioned in the Mark Sheet, the candidate must submit a certificate mentioning the date of publication of result from the Principal of the College from where the candidate pursued his/ her diploma/ graduation course, along with his/ her application form.	
8	Copy of SC/ST/OBC (NCL)/EWS certificate in the prescribed Central Government format (in format specifying appointment to posts in Government of India/Public Sector Undertaking)	
9	PwBD certificate (as per prescribed format) issued by the Competent Authority	
10	Proof of being Ex-Servicemen - (Service certificate etc. and qualification, Experience etc. as per guidelines of Govt. of India)	
11	Proof of Apprenticeship Training in an Industry covered under the experience criteria notified in this Advertisement, where the Apprenticeship training has been completed.	
12	Proficiency certificate from BOAT and SCVT/NCVT certificate from RDAT in case of Apprentices.	
13	No Objection Certificate from the current employer in case employed with Govt. /Govt. Departments / PSUs/ Autonomous Bodies etc. (As per advertisement), failing which candidate will not be allowed to appear in SPPT.	
14	Documents pertaining to possession of / in pursuit of higher qualification (suppression of information regarding possession of or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection and termination at any time during employment, if recruited).	
15	Offer/Appointment Letter, Joining Letter, Experience Letter/Certificate, Pay Slip(s), Increment Letter, Relieving Letter etc. as a proof of Experience as mentioned in Advertisement.	
16	A Self-certified copy of Relevant Page of Balance Sheet as proof that the Company is a Large Industrial Establishment wherever post-qualification experience (mentioned in the detailed advt.) is required to be in Large Industrial Establishments.	
17	In case the candidate was/is employed, directly or through any agency (including a contractor) by a Large Industrial Establishment , furnish a copy of the work order issued to the agency/Contractor along with the relevant page of Balance Sheet.	
18	Candidate should ensure that he is medically FIT as per Indian Oil's Pre-employment medical standard.	
19	Reason for being declared UNFIT earlier in case of medical examination conducted by any Refinery.	
20	Declaration of any ailments, deficiencies or abnormalities, and also those with finding of not meeting the physical fitness criteria as per Indian Oil's Pre-employment medical standards.	
21	Latest Passport size photograph	
22	Any other relevant documents in support of qualifications, experience, category, medical, age, service etc. as mentioned in our Advertisement No. PR/P/43(2018-19)	

Signature of the Candidate:

Name:

Application No.:

Post Code & Post Applied For:

Mobile No.:

Email Id:

Address:

Date :