

INFORMATION ABOUT POST APPLIED							
Advertisement No.	JR/04-01/2016 (Corrigendum)						
Post Applied For							
Post Code							
Candidate to paste recent color passport size photograph							
PERSONAL INFORMATION							
Candidate's Name							
Father's / Husband's Name							
Date of Birth (DD.MM.YYYY)	Day	Month	Year	Age as on 30/04/2016 : _____			
Gender				Marital Status			
State of Origin / Domicile:				Religion			
Category	SC	ST	OBC	PWD	XSM	GEN	Name of Sub-caste
							Caste Certificate Issuing Authority
In case of PWD, category of PWD (OH-OA/OL; HH)					In case of XSM, period of Service rendered		
Mobile Number (10 digit)					Landline with STD code		
Email ID (all correspondence will be on this ID)					Email ID (Optional)		
ADDRESS FOR CORRESPONDENCE							
Complete Detailed Address							
City					Pin Code		
State					Nearest Railway Station		
QUALIFICATION DETAILS							
Qualification Name							
Whether Passed (Yes/No)			Year & Month of Passing				
Course Duration	Year(s) :	Month(s) :			Whether Full Time Regular Course (Y/N)		
College / Institute Name							
Year/ Semester	Total Marks			Marks Obtained		Name of Affiliated University / Board	
1 st Year/ 1 st Semester							
2 nd Year/ 2 nd Semester							
3 rd Year/ 3 rd Semester							
4 th Semester							
5 th Semester							
6 th Semester							
Grand Total							
Aggregate % of Marks							

*All fields are **Mandatory** – Information in any field should not be kept blank by the candidate.*

EXPERIENCE DETAILS (AS ON 30/04/2016)								
Sr. No.	Name of Organisation	Designation/ Post held	Type of Employer (Pvt./PSU/Govt.)	Duration		Total Experience Period		
				From (DD.MM.YYYY)	To (DD.MM.YYYY)	Year(s)	Month(s)	Day(s)
1								
2								
3								
4								
5								
Total Experience as a regular employee or Apprenticeship Training (if any) (as on 30/04/2016) _____								
Describe the <u>nature of work/duties</u> for Employer at Sl. No. 1 (max. 100 char.)								
Describe the <u>nature of work/duties</u> for Employer at Sl. No. 2 (max. 100 char.)								
Describe the <u>nature of work/duties</u> for Employer at Sl. No. 3 (max. 100 char.)								
Describe the <u>nature of work/duties</u> for Employer at Sl. No. 4 (max. 100 char.)								
Describe the <u>nature of work/duties</u> for Employer at Sl. No. 5 (max. 100 char.)								
DETAILS OF APPRENTICESHIP TRAINING UNDER APPRENTICES ACT 1961 & 1973								
Name of Organization where undertaken Apprenticeship Training								
Whether undergone Apprenticeship Training at IOCL (Yes/No)					If yes, at which Refinery Unit Location			
Period of Apprenticeship Training:			From (DD.MM.YYYY)		To (DD.MM.YYYY)			
Trade/ Discipline of Apprenticeship Training								
DECLARATION BY THE CANDIDATE								
I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I also undertake that I have not submitted applications for two different posts advertised. I understand that in the event of any information being found incorrect / false or I do not satisfy the eligibility criteria, my candidature/ appointment will be cancelled / terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for.								
Date: _____						(Signature of the candidate)		

CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH REVISED APPLICATION FORM

Please tick (√) mark in appropriate box.

1	Proof of Date of Birth (10 th Standard Mark Sheet issued by State or Central Board Mentioning the Date of Birth, School Leaving Certificate)	
2	Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Adhaar Card/ Passport)	
3	<p>ESSENTIAL QUALIFICATION:</p> <p>Post Code-2: Minimum 3 years full time, regular/ sandwich Diploma course in Electrical Engineering.</p> <p>Post Code-3: Minimum 3 years full time, regular/ sandwich Diploma course in Mechanical Engineering OR Matric with ITI in Fitter Trade.</p> <p>Post Code-4: Minimum 3 years full time, regular/ sandwich Diploma course in Mechanical/ Electrical/ Instrumentation Engineering.</p>	
a.	10 th Standard (Attested Copy)	
b.	12 th Standard (Attested Copy)	
c.	Attested copies of all Mark Sheets and Final Degree/ Diploma Certificate issued by the respective Board/ University	
(i)	Mark sheet of Diploma 1st Year/1 st Semester	
(ii)	Mark sheet of Diploma 2nd Year/2 nd Semester	
(iii)	Mark sheet of Diploma 3rd Year/3 rd Semester	
(iv)	Mark sheet of Diploma 4 th Semester	
(v)	Mark sheet of Diploma 5 th Semester	
(vi)	Mark sheet of Diploma 6 th Semester	
(vii)	Mark sheet of Diploma Semester	
(viii)	Mark sheet of Diploma Semester	
(ix)	ITI in Fitter Trade Mark sheet	
(x)	Final Diploma Certificate/ ITI Certificate	
4	Latest Caste/ Disability/ Discharge Certificates (wherever applicable)	
(i)	Caste Certificate (applicable for SC/ST/OBC candidates) in the prescribed proforma	
(ii)	Disability Certificate (applicable for PWD candidates) in the prescribed proforma	
(iii)	Discharge Certificate (applicable for XSM candidates) in the prescribed proforma	
5	Proof of requisite <u>POST QUALIFICATION EXPERIENCE</u>	
(i)	Experience Certificate OR Appointment Letter and Last Salary Slip/ Latest Salary Slip OR Release Order etc. issued by the employer.	
(ii)	Copy of Relevant Page of Balance Sheet as proof that the Company is a Large Industrial Establishment under self certification wherever post qualification experience (mentioned in the detailed advt.) is required to be in Large Industrial Establishments.	
(iii)	Certificate from Organization/ Industry where the Apprenticeship Training has been completed	
(iv)	No objection Certificate from employer in case employed with Govt./Semi Govt./PSU.	