

**ADVT NO: MR/HR/RECT(JEA)/1/2016****DOCUMENT SUBMISSION - IMPORTANT INSTRUCTIONS**

1. Candidates shortlisted for written test of Mathura Refinery scheduled on **08-01-2017**, are required to send the **'Document Submission Checklist' (Annexure 'A')** alongwith self attested copies of the below mentioned documents in sealed envelope through **Speed Post** only addressed to **"Chief Human Resource Manager, HR Dept, Mathura Refinery, Mathura, Uttar Pradesh – 281005"** on or before **05-01-2017**. *The Advt No: MR/HR/RECT(JEA)/1/2016 should be superscribed on the envelope.*

**Registration form**

- Copy of duly filled online application / registration form.

**Date of Birth Proof**

- Tenth(Xth) class mark sheet issued by State/Central Board or Birth certificate issued by the authorized authority or
- Twelfth(XIIth) class mark sheet(if applicable)

**Qualification Documents**

- Final/Provisional Diploma/ITI/Sub Officers Course Certificate
- Final/Provisional Diploma/ITI/Sub Officers Course equivalency Certificate (if applicable)
- Mark sheets of all semesters/years of Diploma/ITI/Sub Officers Course

**Post Qualification Experience document**

- Offer of Appointment
- First and Last pay slip
- Release Order (if applicable)
- Experience/Service certificate
- Apprenticeship training certificates (if applicable)

**Large Industry Establishment balance sheet**

- Copy of the relevant page of the last published balance sheet of the establishment where the candidate has acquired post qualification experience mentioning the investment in plant & machineries exceeding Rs 10 crores is to be submitted under self certification

**Caste Certificate (applicable for SC/ST/OBC)**

- Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Govt and issued by competent authority only)

**Others**

- No Objection Certificate from employer (applicable to candidate presently employed in State / Central Govt, PSU, Govt Organization / department or autonomous body)
- Service certificates and discharge certificate (applicable to ex servicemen only)

Apart from the specified documents, candidates may submit any relevant documents with respect to various criterias mentioned in our detailed Advertisement

2. The candidature of only the candidates who submit all the necessarily required documents shall be considered. Also, only the documents submitted by the candidate shall be taken into consideration for checking and basing the eligibility of the candidate.
3. Candidates submitting incomplete documents will be liable for rejection
4. Only the documents of the candidates shortlisted for the next stage of the selection process i.e. Skill / Proficiency / Physical test shall be verified / scrutinized.
5. Candidature of candidates appearing for written test and not submitting documents shall not be considered for the next stage of selection process
6. It may be noted that mere submission of documents does not entitle the candidate for shortlisting to the next stage

**DOCUMENT SUBMISSION CHECKLIST (Annexure 'A')**

DOCUMENT TYPE	DOCUMENT SUBMITTED Tick 'Yes' or 'No'		NO: OF PAGES
<b>Online Registration / Application Form</b>			
Copy of duly filled Online Application / Registration Form	Yes	No	
<b>Date of Birth Proof</b>			
Tenth(Xth) class mark sheet issued by State/Central Board or Birth certificate issued by the authorized authority	Yes	No	
Twelfth(XIth) class mark sheet(if applicable)	Yes	No	
<b>Qualification Documents</b>			
Final/Provisional Diploma/ITI/Sub Officers Course Certificate	Yes	No	
Final/Provisional Diploma/ITI/Sub Officers Course equivalency Certificate (if applicable)	Yes	No	
Mark sheets of all semesters/years of Diploma/ITI/Sub Officers Course	Yes	No	
<b>Post Qualification Experience Documents</b>			
Offer of Appointment	Yes	No	
First and Last pay slip	Yes	No	
Release Order	Yes	No	
Experience/Service certificate	Yes	No	
Apprenticeship training certificates (if applicable)	Yes	No	
<b>Large Industry Establishment balance sheet</b>			
Copy of the relevant page of the last published balance sheet of the establishment where the candidate has acquired post qualification experience mentioning the investment in plant & machineries exceeding Rs 10 crores	Yes	No	
<b>Caste Certificate</b>			
Caste certificate (applicable for SC/ST/OBC only) in the prescribed format (in the proforma prescribed by the Govt and issued by competent authority only)	Yes	No	
<b>Others</b>			
No Objection Certificate from employer (applicable to candidate presently employed in State / Central Govt, PSU, Govt Organization / department or autonomous body)	Yes	No	
Service certificates and discharge certificate (applicable to ex servicemen only)	Yes	No	
Apart from the specified documents, candidates may submit any relevant documents with respect to various criterias mentioned in our detailed Advertisement	Yes	No	
<b>Total No: of Pages</b>			

Name: \_\_\_\_\_ Reg No: \_\_\_\_\_ Signature of candidate: \_\_\_\_\_

***Mandatory form for submission by all candidates shortlisted for Written Test***