

DOCUMENTS CHECKLIST

Name: _____ App No: _____ Signature of candidate: _____

| DOCUMENT TYPE | DOCUMENT SUBMITTED | | NO. OF PAGES |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|--------------|
| | Tick 'Yes' or 'No' | | |
| Online Registration / Application Form | | | |
| Copy of duly filled Online Application / Registration Form | Yes | No | |
| Date of Birth Proof | | | |
| Tenth (Xth) class mark sheet issued by State/Central Board or Birth certificate issued by the authorized authority | Yes | No | |
| Twelfth (XIIth) class mark sheet (if applicable) | Yes | No | |
| Qualification Documents | | | |
| 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 | |
| Post Qualification Experience Documents | | | |
| Offer of Appointment | Yes | No | |
| First and Last pay slip | Yes | No | |
| Experience/Service certificate | Yes | No | |
| Release Order (if applicable) | Yes | No | |
| Apprenticeship training certificate(s) (if applicable) | Yes | No | |
| Large Industry Establishment Balance Sheet | | | |
| <ul style="list-style-type: none"> 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 In case candidate was employed directly or by or through any agency (including a contractor) by a Large Industrial Establishment, he/she is required to furnish copy of the work order issued to the agency/contractor alongwith the page of the balance sheet of the Large Industrial Establishment | Yes | No | |
| Caste Certificate | | | |
| 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 | |
| Others | | | |
| 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 | |
| Persons with Benchmark Disability (PwBD) certificate (if applicable) | Yes | No | |
| Apart from the specified documents, candidates may submit any relevant documents with respect to various criteria mentioned in our detailed Advertisement | Yes | No | |
| Total No. of Pages | | | |

Candidates who have successfully submitted Online Applications, are required to submit the 'Documents Checklist' alongwith self attested copies of the mentioned documents by post only addressed to "General Manager(HR), **HR Dept, Administration Building, Mathura Refinery, Mathura, Uttar Pradesh-281 005** so as to reach us by 04-02-2019". Candidates should super scribe the Post Code & Name of Post Applied for, name of the Refinery Unit and Application Number on the top of the envelope.