



इंडियन ऑयल कॉर्पोरेशन लिमिटेड
(असम ऑयल डिवीजन)



Indian Oil Corporation Limited
(Assam Oil Division)

ADVERTISEMENT NO: DR/R1/2019

Date: 17/01/2019

Employment opportunity for passed out Ex –Apprentices of IOCL Assam Oil Division (AOD), Digboi Refinery

Ex-Apprentices of IOCL, Assam Oil Division (AOD), Digboi Refinery who have successfully completed their Apprenticeship Training in the relevant Trade/Discipline on or before **31.12.2018** and who meet the qualification, age criteria as mentioned below are eligible to apply for selection process for consideration towards regular employment against the following vacancies in Grade-IV in the Pay Scale of Rs. 11,900-32,000/-

Post	Post code	Likely no. of vacancies*	reservation				
			UR	SC	ST	OBC (NCL)	PwBD
Jr. Engineering Assistant-IV (Production)	101	28	16	2	3	7	0
Jr. Engineering Assistant-IV (Power & Utilities)	102	17	10	1	2	4	0
Jr. Engineering Assistant-IV (Electrical)/ Jr Technical Asstt-IV	103	6	4	0	1	1	1
Jr. Engineering Assistant-IV (Mechanical)	104	20	11	1	3	5	0
Jr. Engineering Assistant-IV (Instrumentation)	105	2	2	0	0	0	0
Jr. Quality Control Analyst-IV / Jr Technical Asstt -IV	106	5	3	0	1	1	1
Jr. Materials Assistant-IV/ Jr Technical Asstt-IV	107	7	4	1	1	1	1

*No. 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.

A. Qualification Criteria.

Post Code	Name of Post	Qualification(Full time regular courses only from Indian Universities/Institutes)	Apprenticeship Training in
101	Jr. Engineering Assistant-IV (Production)	3 years regular/sandwich Diploma in Chemical/Refinery & Petrochemical Engg. 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 and 45% in case of SC/ST candidates against reserved positions.	<ul style="list-style-type: none"> Trade Apprentice/Attendant Operator (Chemical Plant) Discipline-Chemical Technician Apprentice, Discipline - Chemical

102	Jr. Engineering Assistant-IV (Power & Utilities)	<p>3 years regular/sandwich Diploma course in Mechanical or Electrical Engineering from a recognized Institute/University and Boiler Competency Certificate (with class as may be prescribed by the Boiler Authority of the State), provided that in case of non-availability of sufficient number of candidates meeting the prescribed parameters, candidates possessing the following qualification may also be considered:</p> <ol style="list-style-type: none"> 1. Matric with ITI(Fitter) with Boiler Competency Certificate (with class as may be prescribed by the Boiler Authority of the State) 2. BSc (PCM) with an Apprenticeship Training in Boiler Trade. 3. Minimum 3 years regular/sandwich Diploma in Mechanical or Electrical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions <p>Subject to the condition below :</p> <p>Candidates selected under Category (2) & (3) above and posted in Boiler Operations shall undertake to acquire Boiler Competency certificate within 04 (four) years of joining the services of the Corporation.</p>	<ul style="list-style-type: none"> • Trade Apprentice (Boiler), Discipline – Mechanical • Technician Apprentice, Discipline - Electrical • Technician Apprentice, Discipline – Mechanical
103	Jr. Engineering Assistant-IV (Electrical)/ Jr Technical Asstt-IV	3 years regular/sandwich Diploma course in Electrical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST/ PwBD candidates against reserved positions.	Technician Apprentice, Discipline - Electrical
104	Jr. Engineering Assistant-IV (Mechanical)	3 years regular/sandwich Diploma course in Mechanical Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved /identified for PwBD positions or Matric with ITI in Fitter Trade with pass class.	<ul style="list-style-type: none"> • Technician Apprentice, Discipline - Mechanical • Trade Apprentice (Fitter), Discipline - Mechanical
105	Jr. Engineering Assistant-IV (Instrumentation)	3 years regular/sandwich Diploma course in Instrumentation/ Instrumentation & Electronics / Instrumentation and Control Engg. from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST candidates against reserved positions.	Technician Apprentice, Discipline-Instrumentation
106	Jr. Quality Control Analyst-IV/ Jr Technical Asstt -IV	B. Sc with Physics, Chemistry/Industrial Chemistry & Mathematics from a recognized Institute/University with minimum of 50% marks in aggregate for General & OBC candidates and 45% in case of SC/ST/PwBD candidates against reserved /identified for PwBD positions	• Trade Apprentice/Attendant Operator (Chemical Plant) Discipline-Chemical
107	Jr. Materials Assistant-IV/ Jr Technical Asstt -IV	3 Years regular/sandwich Diploma in Mechanical / Electrical / Instrumentation Engineering from a recognized Institute/University with minimum of 50% marks in aggregate for Gen and OBC candidates & 45% in case of SC/ST/ PwBD candidates against reserved/identified for PwBD positions.	<ul style="list-style-type: none"> • Technician Apprentice, Discipline – Mechanical • Technician Apprentice, Discipline-Instrumentation • Technician Apprentice, Discipline - Electrical

B. Important Notes for Candidates:

1. Candidates (as mentioned above in "Apprenticeship Training in") who are meeting the prescribed criteria are allowed to apply for maximum 03 (three) Posts. Accordingly, candidates shall give preference of posts in the Application (Form R1, attached).
2. A candidate applied for two or three disciplines shall have to appear in the written examination for Trade/Discipline in which he/she has completed the Apprenticeship training. Candidate who qualifies in the written examination for Skill/Proficiency/Physical Test (SPPT) shall have to appear for SPPT. If the candidate is selected for two or three posts, offer of appointment shall be issued as per discretion of IOCL, AOD.
3. Eligible Ex-Apprentices shall be allowed to avail maximum two opportunities (three opportunities for ex-apprentices belonging to SC/ST/PwBD categories) for employment at IOCL, Assam Oil Division (AOD) under Stage-I Recruitment process.
4. Ex-apprentices who are not successful in stage-I selection process, may avail opportunity for recruitment against vacancies notified through open advertisement under stage-II recruitment on All India basis till they meet the prescribed eligibility conditions.
5. Ex Apprentices selected against the following cadre shall undergo mandatory six months Training in respected work areas before being posted in regular scale. Such Trainees will be paid a lump sum stipend of Rs. 20,000/- Per month during Training period. They would be entitled to other benefits/facilities as per Corporation rule.

Sl no.	Cadre	Apprenticeship Training in
I.	Jr. Materials Assistant-IV	Technician Apprentice, Discipline – Mechanical/Instrumentation/Electrical
II.	Jr. Quality Control Analyst-IV	Trade Apprentice/Attendant Operator (Chemical Plant) Discipline- Chemical
III.	Jr. Engineering Assistant-IV (Power & Utilities)	Technician Apprentice, Discipline – Mechanical/Electrical
IV.	Jr. Engineering Assistant-IV (Mechanical)	ITI (Fitter) Trade

6. Qualification for the purpose would mean the qualification based on which candidature is offered or considered claimed by a candidate.
7. A qualification acquired through Part-Time/Correspondence/Distance Learning mode shall render the candidate ineligible.
8. A Sandwich Diploma Course (with industrial training as part of the course with no break) shall be considered eligible.
9. 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.
10. Regular full time ITI (Fitter) course recognized by NCVT/SCVT shall also be considered.
11. Selected candidates, if posted in P&U (Boiler operations) shall be required to acquire Boiler Competency Certificate within four years of joining the services of the Corporation.
12. No claim of possession of a qualification equivalent to a prescribed qualification shall be entertained.
13. Candidates possessing higher professional qualification such as BE, MBA, MCA, CA, LLB or any such equivalent qualification shall not be eligible. Qualification of M.Sc(Chemistry) shall not be considered a disqualification for the post 101 & 106. However, percentage requirement shall be applied on graduation level exam (B. sc-PCM) only.
14. **No woman is permitted to work in or allowed to enter** any building in which 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. Women candidates are also not considered against the cadres/work areas that requires shift operations 365 days in a year or necessitate undertaking work beyond 07:00 pm (and upto 06:00 am) like Production, P&U (Boiler/Electrical Operations), Quality Control or Maintenance services normally performed in shifts. However, subject to limitations above, Women candidates may apply for the Post Code 103, 104, 105 & 107
15. The candidature of the applicant would be provisional and subject to subsequent verification of certificates/testimonials, etc.
16. Candidates not successful in completing the Apprenticeship Training or not meeting the prescribed eligibility criteria are advised not to apply against the post in this advertisement.

17. 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.

C. Reservation for candidates belonging to SC/ST/OBC(NCL)/PwBD categories:

- Reservation for candidates belonging to SC/ST/OBCNCL categories shall be as per the percentage prescribed for recruitment applicable to the State of Assam.
- For claiming the benefit of OBCNCL 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 and OM No. 36033/2/2013-Estt.(Res.) dated 13.09.2017.
- Candidates belonging to OBC category but falling in creamy layer are not entitled to OBCNCL 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
- Prescribed reservation for PwBD will be applied on horizontal basis as per Govt guidelines. 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/OH/Multiple) must be capable of performing the task assigned to them. The indentified posts along with categories of disability for engagement of PwBD categories are in the following Cadres only.

SI No.	Posts- Cadres (Apprenticeship Discipline/Trade)	Category of disability
1.	Quality Control	OH(OA/OL)
2.	Materials- Mechanical/Instrumentation/Electrical	OH(OA,OL)/HH/VH(LV)/Multiple
3.	Electrical	OH(OA,OL)/HH

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. Engagement of apprentices belonging to PwBD category will be from categories below:

- | | |
|---|---------------------------|
| 1. PV-Low vision | P=Physical; V=Vision; |
| 2. PH-Hard of hearing, Deaf | H=Hearing; L=Locomotors; |
| 3. PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured | O=Orthopedic; OA=One Arm; |
| 4. Multiple (a combination of above) | OL=One Leg |

D. Concessions / Relaxation for candidates belonging to SC/ST/PwBD:

- The minimum qualifying marks will be relaxed by 5% in written test for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
- SC/ST/PwBD candidates appearing for written test and Skill/Proficiency/Physical test (SPPT) will be reimbursed single second class railway fare from the nearest railway station of the mailing address to the place of test/interview and back by the shortest route on production of ticket, provided the distance is not less than 30 KMs.
- Ex-Apprentices are exempted from payment of application fee.

E. Age Limit & relaxations to candidates belonging to SC/ST/OBC/PwBD:

- 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.
- Minimum 18 years and maximum 26 years as on 31.12.2018
- Relaxable by 5 years for SC/ST, 3 years for OBC (NCL), for the posts reserved for them.

4. Relaxable by 10 years for Persons with Benchmark Disabilities (PwBD) belonging to Unreserved Category, 13 years for PwBD belonging to OBC (Non-Creamy layer) and 15 years for PwBD belonging to SC/ST, if considered against reserved post.
5. A PwBD candidate availing of only 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
6. The period of Apprenticeship Training shall be considered towards age relaxation.
7. The period of Internship training will be considered towards age relaxation.

F. Date of reckoning Eligibility criteria:

1. The date for the purposes of possession of qualification and meeting age criteria shall be 31.12.2018

G. 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.

H. Selection Methodology:

1. The selection methodology will comprise of Written Test, and a Skill/Proficiency/Physical Test which 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/ST/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 on 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 no. 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 SPPT even if the total number exceeds the prescribed ratio. If such a situation arises anywhere before the last position while drawing the 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 the proportion to the prescribed ratio, will get eliminated.
9. PwBD candidates, if found suitable, will be considered against reserved vacancy irrespective of their position in the 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, experiences 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.
13. Blue/Black ball point pen shall be used during written examination (filling of OMR sheet).

I. Pre-Employment Medical and Physical Fitness

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 "Guidelines and Criteria

for Physical Fitness for Pre- Employment medical Examination” and satisfy themselves of meeting the fitness criteria before starting the application submission process or before they commence the application process. The guidelines are available in the following link:
https://iocl.com/PeopleCareers/Pre-employment_Guiding_Principles11th_mar_2011.pdf

J. 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/recruitment against regular post in the past shall also be required to declare the same with reasons for being declared UNFIT.

K. General Instructions:

1. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of application.
2. 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 candidates 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 the employer at the time of joining, without which they will not be allowed to join

L. How to Apply:

1. Candidates meeting the above mentioned criteria are advised to report at the venue of the written examination and submit the application at the venue as per attached format (Form R1) and self-attested photocopies of documents related to Age, Educational Qualification, Caste/Category certificate including successful apprenticeship completion certificate and another related documents, 04 (four) nos latest Passport size photographs.
2. **Date of Written test is 20/01/2019 (Sunday) from 14.00 hrs to 16.00 hrs at Carmel School, Digboi.**
3. **Eligible candidates must report at the written exam venue with Identity proof (and a copy of ID proof).** Admit cards shall be issued at the written exam venue from 11.00 hrs. Candidates arriving at the exam venue after 13.30 hrs shall not be issued admit card and shall not be allowed to sit for the written examination.
4. Please note that the candidature of ex apprentices will be considered as provisional and their eligibility will be subject to verification of all supporting certificates / testimonials and subject to meeting all eligibility criteria for recruitment in the Corporation.
5. Candidates should superscribe Advertisement Number and Name of the Post applied for on the top of the envelope.
6. Incomplete application, not supported by self-attested copies of relevant documents, Applications received after 20/01/2019 (13.30 hrs) shall be summarily rejected without any further communication whatsoever.
7. 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 Skill/Proficiency/Physical Test for verification.
8. Further information regarding written examination, results, etc. shall be made available through the website www.iocl.com or over email. Candidates are, therefore, advised to keep visiting the website regularly.

Important information for Candidates:

DATE OF WRITTEN TEST : **20/01/2019**

VENUE OF WRITTEN EXAMINATION : **CARMEL SCHOOL, DIGBOI,
DIST : TINSUKIA, ASSAM**

LIKELY DATE OF PUBLICATION OF WRITTEN TEST RESULT: **24/01/2019**

For assistance please contact or send email to as under:

Unit	Contact No.	e-mail ID
Digboi Refinery	03751-263131/03751-263133	DRPERRECELL@indianoil.in



इंडियन ऑयल कॉर्पोरेशन लिमिटेड
(असम ऑयल डिवीजन)



Indian Oil Corporation Limited
(Assam Oil Division)

Advertisement no: DR/R1/2019

FORM-R1

Date: _____

**APPLICATION FORM FOR RECRUITMENT FOR EX APPRENTICE OF ASSAM OIL DIVISION
(AOD), DIGBOI REFINERY**

Date of Written Examination: 20/01/2019, Venue: Carmel School, Digboi, time: 1400 hrs to 1600 hrs

Name of the post(s) Applied for:

Preference	Name of the Post	Post Code
1 st		
2 nd		
3 rd		

A. Personal Details

Name (in Capital letters)			Affix latest passport size photograph
Date of birth (DOB)	____/____/____ (DOB as mentioned in Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary)	Age as on 31/12/2018 ____yrs ____mths ____days	
Father's Name			
Category	SC/ST/OBCNCL/GEN		Write the category.
	Name of caste/Tribe		
	Date of issue		Issuing Authority:
People with Benchmark Disability (PwBD)(Yes/No)	<ul style="list-style-type: none">• PV-Low vision• PH-Hard of hearing, Deaf• PL-Musculoskeletal (OH-OA/OL), Dwarfism, Acid attack victim, Cerebral Palsy, Leprosy Cured• Multiple (a combination of above)		(Please strike off) and mentioned below the nature of disability mentioned and percentage of disability. _____ _____
Gender	Male/Female		(Please write gender)
Address for Communication with PIN			
	Dist:	State:	PIN:
Nationality			
Email id			
Mobile no.		Alternate mobile no.	
Aadhaar no			

B. Educational Qualification (from class –X onwards)

Educational Qualification	Name of the University/ Board	Regular full time course (YES/NO)	Duration of the course	Marks obtained	Aggregate marks	%age of Marks obtained	Month and year of passing

C. Professional Qualification

Professional Qualification (BE/B.Tech, MBA, CA, LLB, MCA etc. or any such equivalent qualification)		YES/ NO/PURSUING
If Yes: Name of the course/Qualification		
Month and year of Passing the course (if completed)	(Month)-	Year:

D. Apprentice Training Undergone Details:

Name of the Trade/Discipline	Completed Apprentice Training (YES/NO)	Period of Apprentice training	Duration (date of engagement at AOD, Digboi and end date of Training)		Apprenticeship completion certificate issued by AOD on (date)	Apprenticeship registration certificate no. & date
			From	To		

(Signature of the candidate)

E. Applied for any post earlier after completion of Apprenticeship Training at AOD, Digboi refinery : (YES/NO): If yes, fill the following details:

Name of the Post Applied	Date, Month and year of Written Test	Qualified Written Test (Yes/No)	Date, Month and year of SPPT

F. Job experience (if any)

Name of the organisation	Govt./PSU / Private	Designation	Date of joining	Date of Separation	Reason of separation	Emoluments (p.m.)

G. Found UNFIT during medical examination conducted by any refinery unit while seeking engagement as Apprentice/appointment in regular post in the past:

YES/NO

If yes please provide details:

H. Diagnosed with ailments or abnormalities, that do not meet the physical fitness criteria in terms of IOCL Pre Employment Medical Fitness Guidelines of IOCL :

Yes/No

If yes please provide details:

I, hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found incorrect/false IOCL, AOD shall be free to initiate necessary action against me or if I do not satisfy the eligibility criteria, my candidature will be cancelled/terminated, without assigning any reason thereof. I have read the contents of the advertisement no. DR/R1/2019 dated 17/01/2019.

(Signature of the candidate)

Name : _____

Date _____

Self attested photocopy of documents/Testimonials attached along with the application:

1.	Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary is the only acceptable document in support of proof of age
2.	Self-attested photocopies of Degree / Diploma / ITI - Mark sheets (All semester) and Passing Certificates
3.	Full time regular course certificate from University/Institute, if not mentioned in certificate/Mark sheet.
4.	Apprentice Completion Certificate issued by Assam Oil Division (AOD), Digboi Refinery
5.	NCVT certificate issued by RDAT after completion of AITT in case of Trade Apprentices
6.	Proficiency Certificate issued by BOAT after completion of Technician Apprenticeship training
7.	Caste/category Certificate of SC/ST/OBC (Non Creamy Layer) (wherever applicable) in prescribed format.
8.	PwBD Certificate (if applicable)
9.	Experience Certificate includes Offer Letter, Confirmation Letter, Pay Slip (wherever applicable) etc.
10.	Documents regarding pursuance of any higher qualification.
11.	Copy of Identity proof &/Aadhaar card (if any)
12.	4 (four) nos latest Passport size photographs
13.	Any other documents: