



# INDIAN OIL CORPORATION LIMITED GUJARAT REFINERY

## CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH PRINT OUT OF ONLINE APPLICATION FORM

Name: _____			Registration No.: _____			Signature: _____		
Sl. No.	Details of the relevant documents to be attached						Put tick (v) mark	
1	<b>Print Out of duly filled Online Application Form</b>							
2	<b>Proof of Date of Birth</b> (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	<b>Photo Identity Proof</b> (Driving License/Voter Id/ PAN Card/ Adhaar Card/ Passport)							
4	<b>ESSENTIAL QUALIFICATION:</b> <b>Post Code–201:</b> Minimum 3 years Diploma in Chemical/Refinery & Petrochemical Engg. or B.Sc (Maths, Physics, Chemistry or Industrial Chemistry) from a recognized Institute/University with minimum of 40% marks in aggregate. <b>Post Code–203:</b> Minimum 3 years Diploma in Mechanical or Electrical Engg. from recognized Institute/University & 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: 1. Matric with ITI (Fitter) with Boiler Competency Certificate (with class as may prescribed by the Boiler Authority of the state). 2. B Sc. (PCM) with an Apprenticeship Training in Boiler Trade. 3. 3 years Diploma in Mechanical or Electrical Engg. from recognized Institute/University with minimum of 40% marks in aggregate. <b>Post Code-207:</b> Minimum 3 years full time, regular/ sandwich Diploma course in Mechanical/ Electrical/ Instrumentation Engineering from recognized Institute/ University with minimum of 40% marks in aggregate.							
4 (i)	Attested copy of 10 <sup>th</sup> /12 <sup>th</sup> (if applicable) Standard Mark Sheet and Board Certificate							
4 (ii)	<b>Post Code 201</b>	1. Attested copies of all Year-wise/ Semester-wise Diploma Mark Sheets and Final Diploma Certificate of relevant engineering discipline issued by the respective Board/ University.						
	<b>Post Code 203</b>	1. Attested copies of all Year-wise/ Semester-wise Diploma Mark Sheets and Final Diploma Certificate of relevant engineering discipline issued by the respective Board/ University.						
		2. Attested copy of <b>1st Class Boiler Competency Certificate</b> .						
		3. Attested copy of Mark Sheet of ITI in Fitter Trade						
		4. Attested copies of all B. Sc. (PCM) Mark Sheets and Final Degree Certificate issued by the respective Board/ University.						
		5. Attested copy of Apprenticeship Training Certificate in Boiler Trade						
	<b>Post Code 207</b>	1. Attested copies of all Year-wise/ Semester-wise Diploma Mark Sheets and Final Diploma Certificate of relevant engineering discipline issued by the respective Board/ University.						
4 (iii)	Wherever CGPA/OGPA or Letter Grade is awarded in the Diploma/Degree examination, its equivalent aggregate percentage of marks as per the norms adopted by University/Institute must be submitted.							
<b>5</b>	<b>Latest Caste/ Disability/ Discharge Certificates in Prescribed Proforma (wherever applicable)</b>							
(i)	Caste Certificate (ST) in the prescribed Proforma (mentioning applying for appointment to post under the Government of India).							
(ii)	Disability Certificate (applicable for PwBD candidates) in the prescribed proforma							
(iii)	Discharge Certificate (applicable for XSM candidates) in the prescribed proforma							
<b>6</b>	<b>Proof of requisite POST QUALIFICATION EXPERIENCE:</b>							
(i)	Experience Certificate <b>OR</b> Appointment Letter and Last Salary Slip/ Latest Salary Slip <b>OR</b> 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 successfully							
(iv)	No objection Certificate from employer in case employed with Govt./Semi Govt./PSU.							
<b>NOTE:</b>								
The above documents <b>should mandatorily support the correctness</b> of all information submitted in the 'Online Application Form'. The candidate shall be wholly/exclusively responsible for the information provided & documents submitted.								
All attested copies of the above relevant documents should be submitted by the candidate himself/herself in <b>sealed envelope</b> . Candidate should write the Post Code & Name of Post Applied For, Roll No. and his/her name on top of the envelope.								
<b>The candidature of those candidates who fail to submit the above documents/submit incomplete documents is liable to be rejected without any further correspondence in this regard.</b>								