



INDIAN OIL CORPORATION LIMITED  
(REFINERIES DIVISION)  
HALDIA REFINERY

**NOTICE**

Ref. No.: PH/R/01/2023

DATE: 30.06.2023

**SUB: CANDIDATES PROVISIONALLY SHORTLISTED FOR DOCUMENT VERIFICATION AND SKILL/ PROFICIENCY/ PHYSICAL TEST (SPPT) FOR RECRUITMENT OF EXPERIENCED NON-EXECUTIVES AT HALDIA REFINERY VIDE ADVT. NO. PH/R/01/2023 DATED 01.05.2023**

WITH REFERENCE TO OUR ADVERTISEMENT NO. PH/R/01/2023 DATED 01.05.2023 AND BASED ON PERFORMANCE IN THE WRITTEN TEST HELD ON 11.06.2023 AT KOLKATA, CANDIDATES BEARING THE FOLLOWING ROLL NUMBERS HAVE BEEN PROVISIONALLY SHORTLISTED FOR **DOCUMENT VERIFICATION AND SKILL/ PROFICIENCY/ PHYSICAL TEST (SPPT) FOR RECRUITMENT OF EXPERIENCED NON-EXECUTIVES AT HALDIA REFINERY.**

**IMPORTANT INSTRUCTIONS FOR THE CANDIDATES:**

THE CANDIDATES ARE ADVISED TO BRING ALL THE **ORIGINAL** DOCUMENTS AND **ONE SET OF SELF-ATTESTED PHOTOCOPIES** OF ALL DOCUMENTS AS MENTIONED IN THE ADVERTISEMENT, FAILING WHICH THEIR CANDIDATURE IS LIABLE TO BE CANCELLED.

CANDIDATES ARE ADVISED TO CARRY AN **ORIGINAL** GOVT. ISSUED PHOTO ID LIKE AADHAAR, VOTER ID, PASSPORT, PAN CARD, ETC. CANDIDATES ARE ALSO ADVISED TO CARRY A PHOTOCOPY OF THE SAME GOVT. ISSUED PHOTO ID. CANDIDATES ARE ADVISED TO **WEAR SAFETY SHOES / HARD TOP SHOES** FOR THE SPPT.

**SCHEDULE OF SPPT**

**VENUE OF REPORTING FOR DOCUMENT VERIFICATION & SPPT:**

HUMAN RESOURCES DEPARTMENT, NEW ADMINISTRATIVE BUILDING, 1<sup>ST</sup> FLOOR, INDIAN OIL CORPORATION LIMITED, HALDIA REFINERY, P.O.: HALDIA OIL REFINERY, DIST: PURBA MEDINIPUR, WEST BENGAL, PIN: 721606.

**DATE: 12.07.2023**

**TIME OF REPORTING – 08:30 AM**

**POST CODE: 201 – JEA-IV (PRODUCTION)**

Sl.	Roll No.	Name of candidate
1	20130017	AYUSH KUMAR
2	20130024	KARTIK RANA
3	20130051	SUBHANKAR MIDYA
4	20130063	PRAKASH KUMAR SAH
5	20130126	GOLU KUMAR
6	20130190	SHIRSENDU MONDAL
7	20130197	SHUBHAM KUMAR
8	20130225	MRINMOY DEBNATH

Sl.	Roll No.	Name of candidate
9	20130238	VISHAL YADAV
10	20130242	LOKESH SARDAR
11	20130278	ANKIT KUMAR BHARTI
12	20130306	PRALOY KUMAR GAYEN
13	20130324	PRITAM METE
14	20130325	KOUSHIK PRADHAN
15	20130405	MANISH KUMAR

**DATE: 13.07.2023**

**TIME OF REPORTING – 08:30 AM**

**POST CODE: 203 – JEA-IV (P&U-O&M)**

Sl.	Roll No.	Name of candidate
1	20330011	TANMOY CHAND
2	20330038	AMIT KUMAR MANDAL
3	20330236	SUMAN PRADHAN
4	20330270	ANUP PAL
5	20330271	PRATIK JANA

Sl.	Roll No.	Name of candidate
6	20330294	CHHOTU KUMAR
7	20330463	SAJAN KUMAR
8	20330651	KANAI SAHA
9	20330692	SHAMBHU KUMAR
10	20330724	PANKAJ KUMAR

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED DURING DOCUMENT VERIFICATION & SPPT**

The above shortlisted candidates shall be required to carry the Original as well as self-attested photocopies of the following documents which shall be required to be submitted during Document Verification & SPPT:

Sl. No.	Particulars of Document
a)	Duly signed printout of online application form along with Admit Card for Written Test
b)	Colour passport size photograph (4 copies) under self-attestation
c)	<b>Self-attested copies of the following documents:</b>
i)	Matriculation/Higher Secondary certificate issued by Board of Secondary Education.
ii)	Marksheet of Class XII by the concerned education Board / Semester-wise or year-wise mark sheets of Graduation/Diploma in Engineering issued by University/ Institute (as applicable)
iii)	Certificate of Class XII Pass by the concerned education Board / Graduation/Diploma in Engineering Final/ Provisional Pass Certificate issued by respective University/Institute ( as applicable)
iv)	Conversion Certificate from CGPA/OGPA/Letter Grade to percentage of marks from concerned University/Institute (if applicable). In case the Board/Institute/University does not follow any conversion formula for converting CGPA/OGPA to Percentage, candidate will have to produce a certificate to this effect that the Board/Institute/University does not follow any conversion formula.
v)	SC/ST/ OBC (NCL) Certificate along with "Declaration" /EWS-Income & Asset Certificate. Certificate Must be in the prescribed format (available on website <a href="http://www.iocl.com">www.iocl.com</a> and <a href="http://www.iocrefrecruit.in">www.iocrefrecruit.in</a> ) and issued by the Competent Authority.
vi)	Experience Certificate or Copy of Offer Letter, Joining Letter, Payslips, Increment Letter, relieving Letter etc. proving the continuance of experience for the period being claimed. The documents submitted in support of Experience <b>must clearly establish the period of experience as well as the nature of relevant prescribed experience</b> being claimed against the post applied for.
vii)	For experiences being claimed under Large Industrial Establishment, wherever prescribed, copy of the relevant page of the last published Balance sheet of the establishment and copy of the work order issued to the agency/contractor along with the page of the balance sheet to be furnished where the candidate is employed, directly or by or through any agency (including a contractor) by a Large Industrial Establishment. In case a candidate is unable to furnish copy of the work order issued to the agency/contractor (as stipulated above), Certificate as stipulated at Clause No. B (2a)(iii)a above, shall be required under signature and seal of the Agency/ Contractor.
viii)	Proof of Qualification (equivalence) / Self Declaration of same area of work experience / Service Certificate/ Discharge Certificate in case of Ex-Servicemen.
ix)	Duly completed <i>Proforma of Certificate for employed Officials</i> – to be submitted by candidates belonging to Ex-Servicemen, as applicable {please refer to Clause No. C(6)}
x)	Duly completed <i>Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex Servicemen Category</i> - to be submitted by candidates belonging to Ex- Servicemen, as applicable {Please refer to Clause No. C (7)}
xi)	No Objection Certificate (NOC) from employer in case the candidate is employed with Govt./ Govt. Departments/ PSUs/ Autonomous Bodies
xii)	Payment Confirmation slip received from SBI Collect after successful payment of Application Fees (not applicable to exempted candidates i.e. SC/ST/ExSM candidates).
xiii)	Photo Identity Proof ( Aadhaar Card/Driving License/ Voter Id/ PAN Card/ Passport)
xiv)	Any other relevant document(s) in support of qualifications, experience, category, age etc. as mentioned in our Advertisement No. PH/R/01/2023 dated 01.05.2023

THE ABOVE SHORTLISTED CANDIDATES MAY CONTACT AT THE FOLLOWING NUMBERS/ EMAIL ID FOR ANY CLARIFICATION/ QUERIES PERTAINING TO SPPT:

**Contact Nos. :** **03224-223262/ 223271/ 7501117357/ 8101474673**

**Email ID :** [hrrectt@indianoil.in](mailto:hrrectt@indianoil.in)

RECRUITMENT TEAM  
INDIAN OIL CORPORATION LIMITED  
HALDIA REFINERY