

| INFORMATION ABOUT POST APPLIED | | | | | | | |
|----------------------------------------------------------|--------------------|------------|-------------------------|--------------------------------------------|----------------------------------------------|-----|-------------------------------------|
| Advertisement No. | JR/04/2016 | | | | | | |
| Post Applied For | | | | | | | |
| Post Code | | | | | | | |
| Candidate to paste recent color passport size photograph | | | | | | | |
| PERSONAL INFORMATION | | | | | | | |
| Candidate's Name | | | | | | | |
| Father's / Husband's Name | | | | | | | |
| Date of Birth (DD.MM.YYYY) | Day | Month | Year | Age as on 30/04/2016 : _____ | | | |
| Gender | | | | Marital Status | | | |
| State of Origin / Domicile: | | | | Religion | | | |
| Category | SC | ST | OBC | PWD | XSM | GEN | Name of Sub-caste |
| | | | | | | | Caste Certificate Issuing Authority |
| In case of PWD, category of PWD (OH-OA/OL; HH) | | | | In case of XSM, period of Service rendered | | | |
| Mobile Number (10 digit) | | | | Landline with STD code | | | |
| Email ID (all correspondence will be on this ID) | | | | Email ID (Optional) | | | |
| ADDRESS FOR CORRESPONDENCE | | | | | | | |
| Complete Detailed Address | | | | | | | |
| City | | | | Pin Code | | | |
| State | | | | Nearest Railway Station | | | |
| QUALIFICATION DETAILS | | | | | | | |
| Qualification Name | | | | | | | |
| Whether Passed (Yes/No) | | | Year & Month of Passing | | | | |
| Course Duration | Year(s) : | Month(s) : | | Whether Full Time Regular Course (Y/N) | | | |
| College / Institute Name | | | | | | | |
| Year/ Semester | Total Marks | | Marks Obtained | | Name of Affiliated University / Board | | |
| 1 st Year/ 1 st Semester | | | | | | | |
| 2 nd Year/ 2 nd Semester | | | | | | | |
| 3 rd Year/ 3 rd Semester | | | | | | | |
| 4 th Semester | | | | | | | |
| 5 th Semester | | | | | | | |
| 6 th Semester | | | | | | | |
| Grand Total | | | | | | | |
| Aggregate % of Marks | | | | | | | |

*All fields are **Mandatory** – Information in any field should not be kept blank by the candidate.*

| EXPERIENCE DETAILS (AS ON 30/04/2016) | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|------------------------|-----------------------------------|-----------------------------------------|-----------------|---------------------------------------|----------|--------|
| Sr. No. | Name of Organisation | Designation/ Post held | Type of Employer (Pvt./PSU/Govt.) | Duration | | Total Experience Period | | |
| | | | | From (DD.MM.YYYY) | To (DD.MM.YYYY) | Year(s) | Month(s) | Day(s) |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| Total Experience as a regular employee or Apprenticeship Training (if any) (as on 30/04/2016) _____ | | | | | | | | |
| Describe the <u>nature of work/duties</u> for Employer at Sl. No. 1 (max. 100 char.) | | | | | | | | |
| Describe the <u>nature of work/duties</u> for Employer at Sl. No. 2 (max. 100 char.) | | | | | | | | |
| Describe the <u>nature of work/duties</u> for Employer at Sl. No. 3 (max. 100 char.) | | | | | | | | |
| Describe the <u>nature of work/duties</u> for Employer at Sl. No. 4 (max. 100 char.) | | | | | | | | |
| Describe the <u>nature of work/duties</u> for Employer at Sl. No. 5 (max. 100 char.) | | | | | | | | |
| DETAILS OF APPRENTICESHIP TRAINING UNDER APPRENTICES ACT 1961 & 1973 | | | | | | | | |
| Name of Organization where undertaken Apprenticeship Training | | | | | | | | |
| Whether undergone Apprenticeship Training at IOCL (Yes/No) | | | | If yes, at which Refinery Unit Location | | | | |
| Period of Apprenticeship Training: | | | | From (DD.MM.YYYY) | | To (DD.MM.YYYY) | | |
| Trade/ Discipline of Apprenticeship Training | | | | | | | | |
| PAYMENT DETAILS (APPLICABLE FOR ONLY GEN & OBC CANDIDATES) | | | | | | | | |
| Demand Draft/Banker's Cheque No. | | | | | | | | |
| Date of DD/ Banker's Cheque | | | | Drawee Branch Name | | | | |
| Name of Drawee Bank | | | | Drawee Branch Code | | | | |
| DECLARATION BY THE CANDIDATE | | | | | | | | |
| I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I also undertake that I have not submitted applications for two different posts advertised. I understand that in the event of any information being found incorrect / false or I do not satisfy the eligibility criteria, my candidature/ appointment will be cancelled / terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for appointment to the post applied for. | | | | | | | | |
| Date: _____ | | | | | | _____ (Signature of the candidate) | | |

*All fields are **Mandatory** – Information in any field should not be kept blank by the candidate.*

| CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION FORM | | |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Please tick (✓) mark in appropriate box. | | |
| 1 | Proof of Date of Birth (10 th Standard Mark Sheet issued by State or Central Board Mentioning the Date of Birth, School Leaving Certificate) | |
| 2 | Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Adhaar Card/ Passport) | |
| 3 | ESSENTIAL QUALIFICATION: Post Code-1: Matric plus Sub-Officers' Course from NFSC-Nagpur OR Equivalent (Regular Course) from any other recognized Institute Post Code-2: Three Years Diploma in Electrical Engineering Post Code-3: Three Years Diploma in Mechanical Engineering OR Matric with ITI in Fitter Trade. Post Code-4: Three Years Diploma in Mechanical/ Electrical/ Instrumentation Engineering | |
| a. | 10 th Standard (Attested Copy) | |
| b. | 12 th Standard (Attested Copy) | |
| c. | Attested copies of all Mark Sheets and Final Degree/ Diploma Certificate issued by the respective Board/ University | |
| (i) | Mark sheet of Matric plus Sub-Officers' Course | |
| (ii) | Copy of Heavy Vehicle Driving License | |
| (iii) | Mark sheet of Diploma 1st Year/1 st Semester | |
| (iv) | Mark sheet of Diploma 2nd Year/2 nd Semester | |
| (v) | Mark sheet of Diploma 3rd Year/3 rd Semester | |
| (vi) | Mark sheet of Diploma 4 th Semester | |
| (vii) | Mark sheet of Diploma 5 th Semester | |
| (viii) | Mark sheet of Diploma 6 th Semester | |
| (ix) | ITI in Fitter Trade Mark sheet | |
| (x) | Final Diploma Certificate/ ITI Certificate/ Certificate Course (For Post Code 1) | |
| 4 | Latest Caste/ Disability/ Discharge Certificates (wherever applicable) | |
| (i) | Caste Certificate (applicable for SC/ST/OBC candidates) in the prescribed proforma | |
| (ii) | Disability Certificate (applicable for PWD candidates) in the prescribed proforma | |
| (iii) | Discharge Certificate (applicable for XSM candidates) in the prescribed proforma | |
| 5 | Proof of requisite <u>POST QUALIFICATION EXPERIENCE</u> | |
| (i) | Experience Certificate OR Appointment Letter and Last Salary Slip/ Latest Salary Slip OR 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 | |
| (iv) | No objection Certificate from employer in case employed with Govt./Semi Govt./PSU. | |
| 6 | ORIGINAL DEMAND DRAFT/ BANKER'S CHEQUE of Rs. 150/- (applicable for GEN/ OBC candidates only) | |

PREScribed FORMAT - [SC/ST CASTE CERTIFICATE](#)
PREScribed FORMAT - [OBC CASTE CERTIFICATE](#)
PREScribed FORMAT - [DISABILITY CERTIFICATE](#)
[GUIDELINES FOR PRE-EMPLOYMENT MEDICAL EXAMINATION](#)