




INDIAN OIL CORPORATION LIMITED
(Marketing Division, Southern Region)

11-12-2022

DOCUMENT VERIFICATION CALL LETTER
Advertisement No. IOCL/MKTG/SR/APPR/2022-23

DATE OF DOCUMENT VERIFICATION: 15-12-2022

REPORTING TIME: 01:00 PM

ROLL NO. : 44310054	
CANDIDATE NAME: JOSEPH SAJI	
FATHER's / HUSBAND's NAME : SAJI K JOY	
ADDRESS: KALAPURACKAL HOUSE VADAKODE PO MUVATTUPUZHA, KERALA, ERNAKULAM - 686670	
VENUE FOR DOCUMENT VERIFICATION: INDIAN OIL CORPORATION LIMITED (KERALA STATE OFFICE) PANAMPILLY NAGAR, PANAMPILLY AVENUE, COCHIN-682036.	
DATE OF BIRTH: 26-11-1999	
DISCIPLINE APPLIED: TRADE APPRENTICE-ACCOUNTS EXECUTIVE/GRADUATE APPRENTICE	
STATE APPLIED : KERALA	

Signature of Verifying Officer

Candidate's Signature
to be signed in front of Verifying Officer

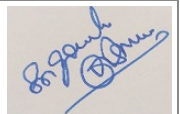
GENERAL INSTRUCTIONS FOR THE CANDIDATE

- Candidates to bring copy of Admit Card of written examination for the document verification.
- In case the photograph is not uploaded/printed above or is not visible/clear, the candidate should affix his/her recent passport size photograph in the space provided above, sign across the photograph and get it attested by a Gazetted Officer.
- The candidate must bring this document verification call letter. No candidate will be permitted for document verification without the call letter.
- The candidate should also bring a valid photo Id proof (Voter id, Aadhaar Card, Driving License, Passport etc.) original along with a photocopy and a passport size color photograph.
- The candidate must bring all original documents along with an attested copy as given below:-
 - Educational qualification – Semester-wise / Year-wise mark sheets of XII marksheet, Provisional certificate, Degree certificate issued by the respective Board clearly stating the nature of the course being full-time.
 - Proof of Date of Birth - Xth std/SSLC/Matriculation certificate/mark sheet issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.
 - Caste certificate (as applicable) in the proforma prescribed by the Govt. and issued by Competent Authority only.
 - The PWD 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, 2009, failing which their candidature as PWD candidates will not be considered.
 - For OBC category, the candidate should submit a latest caste certificate (not more than 6 months old) in the proforma prescribed by Govt. of India, which would, among others, specifically mentioning that the candidate does not belong to the 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.
 - For EWS category the candidate should submit a latest income and asset certificate issued by Competent authority.
 - In case the date of Declaration of result is not mentioned in the Mark Sheet, the candidate must submit a certificate mentioning the date of publication of result from the Principal of the Polytechnic/College/Institute from where the candidate pursued his Degree course, along with his/her application form.

In case during document verification, the documents are found not meeting the eligibility criteria as per our Advertisement, such candidates would be disqualified for being engaged as an apprentice and their candidature will be summarily rejected.

The candidate, before appearing for the Document Verification, should satisfy himself/herself regarding eligibility criteria for the post as prescribed in the advertisement.

6. Candidates are advised to register as a Trade Apprentice online in the following portals under the respective State as per their Trades below:
 - a. Trade Apprentice - Accounts Executive/Graduate Apprentice at <https://apprenticeshipindia.org/candidate-registration/candidate-registration>
 - b. Trade Apprentice - Data Entry Operator at <https://apprenticeshipindia.org/candidate-registration>
 - c. Trade Apprentice - Retail Sales Associate at <https://apprenticeshipindia.org/candidate-registration> It is important to note that the entire details to be updated in the above link & complete the profile and come along with the Registration number on the date of Document verification.
7. Mere selection after the Document Verification or empanelment after the selection process shall not confer any right of engagement to the applicants. You will be treated as de-barred ab-initio at any stage of the selection process in case you do not fulfill any of the eligibility conditions for selection.
8. Candidates are advised to make sure about the location of their document verification center in advance so that they reach the same on the specified date at least 30 minutes before the commencement of the document verification. No candidate will be permitted after 30 minutes of the verification time.
9. This Call letter DOES NOT guarantee selection in any way.
10. Any candidate found using unfair means or violating any instructions or doing any undesirable activity would be debarred from the Document Verification.
11. **No hard copy of Call Letter will be sent to the residential address. Candidates are to download the Call Letter from the IOCL website ONLY.**



For&on behalf of IOCL,Marketing Division,
Southern Region
Assistant Manager (Employee Relations)