



CHENNAI PETROLEUM CORPORATION LIMITED
(A group Company of IndianOil)

NOTICE

19.11.2020

Further to the applications received against our Advertisement No. CPCL/TA/2020-21 dated 18.10.2020 for engagement of Apprentices in various trades, the list of provisionally short-listed candidates has been uploaded on our website for document verification.

The Document Verification will be held through **Online Only**. The detailed procedure for Online Document Verification are given below:

1. The Short-listed candidates Name & Reg. No. has been uploaded on our website www.cpcl.co.in under “People & Careers > Recruitment Drive > Engagement of Apprentices 2020-21 > Click here to Upload Documents”. The link for online submission of document will be enabled from **10.00 am on 20.11.2020 till 3.30 pm on 27.11.2020**.
2. The candidates who had successfully completed the registration process and whose names are short-listed by CPCL are only eligible for document verification.
3. In case any of the candidates who do not meet the prescribed eligibility criteria, they are requested not to appear for the document Verification process. Therefore, candidates are advised to carefully read the advertisement published on our website, before uploading the certificates.
4. The User ID is **Your Registration No. (sample format (2020/TA/X))** and Your Password is **Your year of birth followed by last 4 digits of your mobile number** For example, if your year of birth is 2000 and your mobile number is 9876543210, then your password is 20003210.
5. Once the candidate logged in, the details submitted at the time of application will be displayed.
6. There will an option to “**Upload Certificates**”. The candidates have to click the same and upload the certificates as displayed.
7. Please note that **no editing / modification will be allowed on submission of the documents**. Candidates are advised to take precaution while submitting the documents.
8. Failure to upload any document or the uploaded document is not legible, shall lead to rejection of candidature without prejudice.
9. The following certificates need to be uploaded:

For ITI Candidates: (Trade Code 1 to 12)

Sl. No.	Certificate Name	Format	Maximum Size
1	Class 10 certificate	pdf or jpeg	1mb
2	Community Certificate	pdf or jpeg	1mb
3	ITI Mark Sheets (All Semester in single pdf.)	pdf	3mb
4	NCVT Certificate	pdf or jpeg	1mb
5	Passport size photo (colour)	jpeg	1mb

For Degree Candidates: (Trade Code 13 to 20)

Sl. No.	Certificate Name	Format	Maximum Size
1	Class 10 certificate	pdf or jpeg	1mb
2	Community Certificate	pdf or jpeg	1mb
3	Mark Sheets (All Semester in single pdf.)	pdf	3mb
4	Provisional / Degree Certificate	pdf or jpeg	1mb
5	Passport size photo (colour)	jpeg	1mb

For Skill Certificate Holders & Fresh Apprentices: (Trade Code 21 to 24)

Sl. No.	Certificate Name	Format	Maximum Size
1	Class 10 certificate	pdf or jpeg	1mb
2	Class 12 Certificate	pdf or jpeg	1mb
3	Skill Certificate (only for Office Assistant - Trade Code 21 and Warehouse Executives Trade Code - 22)	pdf or jpeg	1mb
4	Transfer Certificate (TC)	pdf or jpeg	1mb
5	Community Certificate	pdf or jpeg	1mb
6	Passport size photo (colour)	jpeg	1mb

10. On uploading the files, the candidate has to read the declaration and click on **“Submit”**.
11. The candidature of the shortlisted candidates is provisional and subject to their meeting the prescribed eligibility criteria notified vide our Advt. No. CPCL/TA/20-21 dated 18.10.2020 and verification of documents.
12. The candidature is liable to be cancelled at any stage, if it is found that he/she does not meet the prescribed eligibility criteria.
13. Shortlisting of the candidates for the document verification process does not confer any right for engagement as apprentices.
14. For any queries, please feel free to call at 044-25944282 (between 9 am and 3 pm) or email at recruitment@cpcl.co.in. The queries relating to online document verification will only be entertained.
15. Please note that this intimation does not constitute an offer of employment.

CPCL, HR