



**भारतीय पेट्रोलियम और उर्जा संस्थान**  
**INDIAN INSTITUTE OF PETROLEUM AND ENERGY**

**ADVT. NO.: IIPE/NTS/02/2021-22 DATED 04<sup>TH</sup> JUNE, 2021**

**INSTRUCTIONS TO CANDIDATES APPLIED FOR NTS POSITIONS**

**GENERAL INSTRUCTIONS**

1. Candidates are advised to visit the Institute website regularly, for subsequent amendments if any in the advertisement and results.
2. Candidates will be short-listed for Written Test/Interview on the basis of the information provided by them in their applications.
3. Written Test/Interview schedule will be e-mailed in due course to the shortlisted candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. All correspondence will be made by the Institute through registered e-mail only.
4. The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements and by holding a written examination.
5. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.
6. Persons employed in Government / Semi Government Organizations / Autonomous Bodies/ PSU should submit 'No Objection Certificate (NOC)' from the present employer during the time of attending the written test/ interview. Without which the candidates will not be allowed to appear for the exam. NOC must be produced even if the candidate joined the employment of Government/ Semi-Government/ Autonomous Bodies/ PSU, after applying for IIPE.
7. Eligibility of candidate with regard to age, qualification and experience shall be calculated/considered with reference to the last date of application.
8. The age limit shown against all posts in the recruitment notification is the normal age limit and the age is relaxable for SC/ST candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them.
9. A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government.
10. Relaxation of age would be admissible for Ex-servicemen, PwD candidates as per Central Government Rules, for suitable positions.

11. Candidates are not entitled for any Travelling allowance when they are called for written test/ interview/ skill test etc.
12. The cut-off marks in the Written Test (Stage-1) will be decided by the Selection Committee. Based on the cut-off marks, candidates will be called for attending Trade/ Skill Test/ Interview.
13. The Trade/ Skill Test for shortlisted candidates in Written Examination, may take place on the same day or the next day. Therefore, the candidates are advised to prepare accordingly for stay at Visakhapatnam for at least 1 or 2 days at their own arrangements. No lodging/boarding will be provided by IPE.
14. In case 2 or more candidates score same total marks in written test & trade/skill test together, the candidate scored higher in Trade/Skill Test will be considered senior to the others. In case, the marks scored in Trade/Skill Test are also equal, then the candidate with earlier date of birth will be ranked senior to those having later date of birth.
15. All candidates should mandatorily carry a blue/black ball point pen to mark their responses on answer sheet. No pens will be provided by the Institute.
16. Candidates are not allowed to carry any personal belongings including electronic devices, mobile phone and other banned/ prohibited items to the Examination centre.
17. No candidate shall be permitted to enter after the Gate Closing Time i.e. commencement time of the examination as communicated to the candidates.
18. Candidates should bring the photo pasted candidate admitted card cum Declaration Form along with a valid photo ID Card without which the candidate will NOT be allowed inside the campus. No other person will be allowed inside the campus except the candidate.
19. Candidate must carry "any one of the original and valid Photo Identification Proof issued by the Government: - PAN Card/ Driving Licence/ Voter ID/ Passport/ Aadhar Card (with photograph)/ E-Aadhar/ Ration Card/ Aadhar Enrolment No. with photo. All other id/ Photocopies of IDs even if attested/ scanned photo of IDs in mobile phone will NOT be considered as valid ID proof.
20. The candidates must note that his/her admission to the Test is strictly "Provisional".
21. No candidate should adopt any unfair means or indulge in any unfair examination practices as the examination centre is under CCTV surveillance.

### **COVID-19 Guidelines**

22. Candidates should **mandatorily wear mask** and are advised to carry their personal hand sanitisers (50 ml) and water in transparent bottle.

23. All candidates will be checked at the reception area for temperature and symptoms related to COVID-19.
24. Candidates must follow COVID-19 norms of Social Distancing as well as 'personal Hygiene' in the examination halls as well as in the premises of the venue. Candidates are further advised to strictly adhere to the other COVID-19 guidelines issued by the Government of India from time to time.
25. Candidates will be required to sanitise hands by washing with soap and with Hand sanitiser before entry in centre. Hand sanitiser will be available at various locations in the centre.
26. As a precaution for COVID-19, the candidate must reach the allocated Examination Centre/ Institute as indicated against the reporting/entry time at centre (2hrs before the commencement of the exam).
27. All candidates must submit the COVID-19 Self Declaration Form, placed at Annexure-I, before appearing for the written examination/ interview at IIFE.

**DOCUMENTS/ CERTIFICATES TO BE PRODUCED AT THE TIME OF WRITTEN EXAMINATION / INTERVIEW**

28. The printout of the application and all the original documents/ certificates/testimonials along with one set of self-attested copies and other items specified in the call letter for written test/skill test/ interview, failing which the candidate would not be allowed to appear for the written test/ interview.

**MOBILE PHONES AND ALL SUCH IT GADGETS ARE BANNED IN THE IIFE CAMPUS EXAMINATION/INTERVIEW HALL**

**Date : 06<sup>th</sup> July, 2021**

**Registrar (I/c), IIFE**

**COVID-19 SELF DECLARATION FOR APPEARING WRITTEN EXAMINATION /  
INTERVIEW CONDUCTED BY THE INDIAN INSTITUTE OF PETROLEUM &  
ENERGY, VISAKHAPATNAM**

NAME OF THE CANDIDATE: \_\_\_\_\_

FATHER'S / HUSBAND'S NAME: \_\_\_\_\_

**SELF DECLARATION (UNDERTAKING) TO BE FILLED BY THE CANDIDATE**

I \_\_\_\_\_ father's / Husband's  
Name \_\_\_\_\_ resident of  
\_\_\_\_\_, do hereby

declare the following:-

(Please tick, wherever it is applicable to you, otherwise leave blank):

1. I have not been suffering from flu-like symptoms of fever, cough, breathlessness, sore throat/ runny nose, body ache in the last 14 days
2. I have not been in close contact with a confirmed case of the COVID-19
3. I have not been in close with a person suffering from COVID-19 and I am not under mandatory quarantine

I have read the Instructions, notices and SOP for COVID-19 prevention related to the examination and all advisory issued by the GoI from time.

Date :

\_\_\_\_\_

Candidate's Signature