

**Appointment of operator for COCO Retail Outlet
(Energy Station) Near Marketing Terminal, Numaligarh
Refinery Limited, P.O.Pankagrang, Dist. Golaghat, Assam**

Applications are invited from **woman** candidates meeting the following criteria for appointment as operator for operation of NRL COCO Retail Outlet at Numaligarh.

1. Nationality : Indian residing in the state of Assam.
2. Age : Not less than 21 years and not more than 65 years on the date of release of this advertisement.
3. Educational Qualification : Minimum matriculate or recognized equivalent. However, candidates with higher qualification will be given preference.
4. Disqualification : The following are not eligible
 - a) Persons convicted or against whom charges have been framed by a Court of Law for any criminal offence involving moral turpitude / economic offences (Other than freedom struggle).
 - b) Mentally unsound / totally paralysed persons.
 - c) Signatory to an agreement of a RO/SKO-LDO Dealership/LPG Distributorship of any Oil Company terminated on the grounds of adulteration/malpractice.
 - d) Holding dealership/distributorship of any Oil Company either individually or by her spouse and unmarried sons / daughters.

To submit affidavit for (a), (c) & (d) and submit medical certificate for (b)

The contract would be for a period of 3 years. The Retail Outlet is proposed to be operated as an **all women establishment** and the selected candidate would be required to

- i) employ required number of women for carrying out the entire operation, as assessed by NRL
- ii) operate the Energy Station in an efficient manner as per norms stipulated by the Company and under supervision of Company employs.
- iii) provide a refundable but not interest bearing security deposit of Rs. 5.0 lacs by a demand draft or provide a bank guarantee of equivalent amount,
- iv) sign an agreement with NRL as per Company's policy.

Evaluation of candidates :

Each candidate during the interview will be assessed by the selection committee broadly under the following parameters :

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|---|-------------|
| a) Personality , Bussiness acumen & salesmanship | - 20 marks |
| b)Educational qualification and general level of intelligence | - 20 marks. |
| c) Capacity to provide right quality & quantity of staff | - 30 marks |
| d) Customer orientation -- | - 10 marks |
| e) General assessment | - 20 marks |

Total = 100 marks

The remuneration on monthly basis would be paid as per company's policy against the following heads :

- a) COCO operators remuneration based on sales volume.
- b) Reimbursement of manpower cost as per company's manning norms.
- c) Miscellaneous expenses on Tea/coffee, consumables, telephone, electricity etc as per company's norms.

Period of Operation :

Agreement with the selected candidates would be executed for a period of three years. NRL will have the right to terminate the contract in the event of violation of any condition of the contract.

Compliance of statutory requirement by job contractor:

The selected candidate has to produce independent PF code number and ESI code number (wherever applicable) on award of contract within 2 months thereof. If, in case, the area is not covered by ESI, liabilities towards Workman compensation to be covered by the contractor by obtaining similar insurance policies.

The selected candidate has to obtain license for Contract Labour Act within two month of award of contract, if applicable.

The COCO Operator has to ensure payment of **minimum wages (as notified from time to time for the area by the concerned authority)** wherever the contract labour law is applicable.

Application should be submitted in "Application Format" which can be obtained from our Marketing Office (address given below) by paying an application fee of Rs. 1000/- (Rs. One thousand only) by a crossed a/c payee DD/Pay order (Rs. 500/- in case of ST/SC category candidates along with proper documentary evidence) drawn on any scheduled bank in favour of Numaligarh Refinery Limited, payable at Guwahati, to our Marketing Office at the following address : **Regional Manager(Marketing), North East, Numaligarh Refinery Limited, Marketing Office, Divine Plaza, 5th Floor, Near Super Market, G S Road, Guwahati, Assam, Pin – 781006** . Application form can also be down loaded from NRL's website www.nrl.co.in. In case of downloaded application form the application fee of Rs. 1000/- (Rs. One thousand only) in case of general applicants and Rs. 500/- (Rs. Five hundred only) in case of ST/SC applicant with proper documentary evidence will have to be deposited at the time of submission of filled up application form .

Filled application along with relevant documents & enclosures in all respects to be submitted , so as to reach the above mentioned office on or before 4PM, (1600 hrs) on 26th February 2009. The company deserves the right to cancel/withdraw/amend this advertisement or extend the due date at its sole discretion without assigning any reason. No addition/ deletion / alteration will be permitted in the application once it is submitted and no additional documents whatsoever will be accepted or considered after the cut off date & time.

Selected candidates will have to execute an agreement with NRL as per the terms of NRL.