



NUMALIGARH REFINERY LIMITED
(A Government of India Undertaking)

Advertisement No. : 2/2013

Numaligarh Refinery Limited (NRL) is a group company of Bharat Petroleum Corporation Limited having annual turnover of Rs. 8752.88 crores during financial year 2012-13. The company operates a 3.0 MMTPA capacity petroleum refinery located at Numaligarh in Golaghat district of Assam. NRL is a Category-I Miniratna company and is certified under ISO 9001, ISO 14001, OHSAS 18001 and ISO 27001. The Company has been implementing several major value added projects and is currently exploring possibilities for capacity expansion of its refinery.

The company has a township with all basic modern amenities needed for day to day life. There is a Delhi Public School located inside the township which is managed by the Delhi Public School Society with provision for catering education up to Class XII. It also has a full fledged hospital managed by the Vivekananda Kendra, Kanyakumari, a voluntary organization.

NRL is looking for energetic and dedicated candidates for recruitment against the following post:

Post	No. of Vacancies (Aprox.)
Accounts Officer (Grade - A)	4 nos.

JOB SPECIFICATIONS

Educational Qualification Required	Should have passed the final examination of the Institute of Chartered Accountants of India (ICAI) in single attempt and hold Associate membership of ICAI.
Upper Age Limit as on 01.11.2013	32 years

TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION AND ESSENTIAL EXPERIENCE

- Only full time Regular courses will be considered. This shall include Class X & XII examination and all Diploma(s) and Degree (s) except CA qualification as specified in the Table above.
- Must be proficient in Computer applications.
- At least 01 year Post Qualification Experience (including experience as ET/MT in a PSU/ Large Private Sector Organization). Preference will be given to candidates having experience

in Oil & Gas/ Petrochemical Industry. Minimum Essential Post Qualification Experience in line in a PSU/ Large Private Sector Organization should be as on 01/11/2013.

RESERVATION, RELAXATIONS AND CONCESSIONS

1. Relaxation & Concession for SC/ST/OBC (Non Creamy Layer)/PWD candidates as applicable will be in line with Government directives. SC/ST/OBC(NCL)/PWD candidates should enclose relevant Certificates issued by Competent Authority in the format prescribed by Govt. of India.
2. The upper age limit is relaxable by 05 years for SC/ST candidates, 03 years for OBC (non-creamy layer) candidates. It is also relaxable by 05 years for PWD-General, 08 years for PWD-OBC (NCL) and 10 years for PWD-SC/ ST candidates

COMPENSATION

Selected candidates will be placed in Officers Grade 'A' with a probationary period of 12 months on a pay scale of ₹ 24,900 – ₹ 50,500.

Besides Basic Pay, Industrial Dearness Allowance, Perks and other allowances admissible under the Company rules will be payable on absorption.

SELECTION

The selection process shall consist of Written Test and/or Personal interview of shortlisted candidates. ***"NRL Management reserves the right for not to hold the Written Test against any vacancy, if the number of applicants are less."***

The offer of Appointment shall be issued to the suitable candidates in the order of merit and based on the number of vacancies.

PLACEMENT / ASSIGNMENTS

The selected candidates may be posted at any of the Units /installations/ projects/ offices, etc. of Numaligarh Refinery Limited (NRL) or any of the subsidiaries/ Joint Ventures of NRL/ Holding company of NRL or deputed to any Department of Govt. of India/ other PSUs, etc.

The selected candidates shall be assigned jobs/ functions/ assignments as per the business requirements of the Company.

The selected candidates shall be placed on probation for a period of one year and after satisfactory completion of the probation period they shall be absorbed in permanent roll of the company.

HOW TO APPLY

1. CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH NRL WEBSITE: www.nrl.co.in. No other means/ mode of application shall be accepted. Website will be opened from **1000 hrs on 13.11.2013 to 2400 hrs on 30.11.2013.**

2. After applying online, candidate is required to download the Application Form generated by the system with unique registration number, Space for photograph and signature and other details. The candidate has to send one print out of the Application Form duly signed and affixing latest passport size colour photograph and Photostat copies of the following testimonials/ documents:

- (i) Document in support of Date of Birth proof.
- (ii) Caste/ Tribe/Disability certificate [for SC/ ST/ OBC (NCL)/PWD] candidates as applicable in the prescribed format issued by the Competent Authority. OBC (Non Creamy layer) category certificate, issued by the Competent Authority, should be latest.
- (iii) All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree and Diploma certificates starting from matriculation onwards).
- (iv) Associate membership certificate of ICAI for candidates possessing CA.
- (v) Complete and proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.
- (vi) NOC/ Forwarding letter from the employer in case the candidate is employed in Central/ State Government/ PSU/ Semi Government organization.
- (vii) **Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated period, candidature of such candidate shall be liable to be rejected.**
- (viii) **Candidates shall ensure that the informations / documents furnished by him are true and in case any document is found to be faulty/ forged, the candidature shall be summarily rejected without any further communication.**

3. A recent passport size colour photograph should be firmly pasted on the print out of the online application form and should be signed across by the candidate. Without photograph and signature across it, the online application form will be rejected. **Three copies of the same photo should be retained for use during the subsequent recruitment process.** Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph may lead to disqualification.
4. Before applying for the post, candidates should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. NRL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. No correspondence shall be entertained in this regard.
5. Print out of the Online Application Form duly signed and affixing latest passport size colour photograph along with **self** attested true copies of the testimonials/ documents mentioned above should be sent by **Speed Post/ Courier** in a sealed envelope super scribed "**APPLICATION FOR THE POST OF ACCOUNTS OFFICER**" to the following address:

Sr. Manager (HR),
Numaligarh Refinery Limited (NRL)
122A, GS Road, Christianbasti,
Dispur, Guwahati - 781005

The application and other details as mentioned above must reach the above address by 16.12.2013. NRL will not be responsible for postal delay or loss/ non-delivery thereof. No correspondence in this regard will be entertained. NRL will also not take responsibility to connect any certificate sent separately.

HEALTH / MEDICAL FITNESS

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every selected candidate shall have to undergo medical examination in the prescribed Hospital/ Medical Officer before being considered for appointment to the Services of the Company. The opinion of the Hospital/ Medical Officer authorized by the Company in this regard shall be final.

GENERAL INFORMATION

1. The candidates should ensure that they fulfill all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the on-line application and the documents submitted by them later on (as mentioned above) are correct in all respects. Mere admission to the written test and/or Interview does not imply that the Company (NRL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfil

any of the eligibility criteria, and/or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings(s) is/ are detected even after appointment, his/ her services will be summarily terminated.

2. Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
3. Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/ communication regarding Written Test and/ or interview call letters etc. shall be provided through email to the candidates found apparently eligible based on the online application data and documents submitted. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. NRL will not be responsible for any loss of email sent, due to invalid/ wrong email ID provided by the candidate and no correspondence in this regard will be entertained.
4. Only short listed candidates who are found apparently eligible based on the online application data and documents submitted will be called for Written Test and/ or interview as the case may be. In case the applicant does not receive any communication within **60 days** from the date of publication of this advertisement, it may be presumed that he/ she have not been short listed for Written Test and/ or interview.
5. Category [**SC/ST /OBC (NCL)/PWD**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on. The OBC candidates who belong to "**CREAMY LAYER**" are not entitled for any concession available to OBC (NCL).
6. Relaxations/ Reservations for SC/ ST/ OBC (Non Creamy layer)/PWD as per Government Directives are applicable. Candidates from **SC/ST** category should produce their caste certificate issued by Competent Authority. Candidates from **OBC (Non-Creamy Layer)** category should produce their latest caste certificate issued by Competent Authority in support of their claim. The name of the caste and community indicated in the OBC (NCL) certificate must appear in the central list of Other Backward Classes. In case, the candidate fails to produce the certificate (**Latest**) in the prescribed format issued by Competent Authority, his/ her candidature will not be considered. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (NCL) category at the time of Interview, if called for the same.
7. Candidates presently employed in Central/ State Government/ PSU/ Autonomous bodies shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce **NOC** from his/ her present employer at the time of interview, his/ her candidature will not be considered.
8. Candidature is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false

or is not found inconformity with eligibility criteria mentioned in the advertisement.

9. **Candidature is also liable to be rejected, if valid print out of Online Application Form along with necessary documents as mentioned above are not received or received unsigned or without affixing passport size colour photograph or received after the closing date.**
10. NRL reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.
11. The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate for Written Test and/ or interview. NRL's decision shall be final in this regard.
12. Management reserves the right to cancel / restrict /enlarge / modify / alter the recruitment/ selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
13. List of candidates shortlisted for Interview and also the list of selected candidates for appointment for the above post will be displayed on NRL Website www.nrl.co.in for the information of the candidates in due course of time. Candidates are advised to visit NRL Website www.nrl.co.in for latest updates.
14. **Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.**
15. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Guwahati Court** only.
16. If any certificate etc. is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same in either Hindi or English language along with the hard copy of the application and also at the time of Interview, if called for.

Important Dates

Milestones	Schedule date
On-line submission of applications commences	13th November, 2013 at 10: 00 hrs.
Closing of On-line Submission of application	30th November, 2013 at 24:00 hrs.
Last date for receipt of Downloaded Application Form with all attachment	16th December, 2013
