

Recruitment No.: 3/2019

NUMALIGARH
REFINERY
LIMITED

A GOVERNMENT OF INDIA ENTERPRISE



Recruitment of Officer(Finance), Management Trainee (Estate) and Management Trainee(HR)

Numaligarh Refinery Limited (NRL) - a Category-I Miniratna Central PSU engaged in Refining and Marketing of Petroleum products is looking for dynamic and committed professionals who are ready to take challenges head on. Here is the opportunity to fulfil your dreams and be part of NRL's growth story as it embarks on a mega expansion drive from 3 MMTPA to 9 MMTPA. Applications are invited for the following positions:

| Post | No. of Vacancy |
|-----------------------------------------------------------------------|----------------------|
| Officer (Finance) Grade 'A' – Chartered Accountant | SC -01, UR-01 |
| Officer (Finance) Grade 'A' – Cost & Management Accountant | UR-01 |
| Management Trainee (Estate) | UR-01 |
| Management Trainee (HR) | OBC(NCL)-01 UR-01 |

The company has presently its establishments at Numaligarh & Guwahati in Assam, at Siliguri & Kolkata in West Bengal, at Paradip in Odisha and at Delhi. At Numaligarh, where our refinery and marketing terminal are located, we have a scenic integrated self sustained township with all modern living amenities having vast open space. The township with 24 hours water and power supply, is fully secured with electronic security system and provides a fabric of closely knit community living. The Delhi Public School, Numaligarh, located inside the township, is ranked amongst the best DPS schools in the country and provides quality education upto Class XII. The community centre, shopping arcade, recreational clubs, music schools located inside the township provide us with all basic amenities required for our day to day life. We also have a full fledged hospital managed by the Vivekananda Kendra, Kanyakumari, who has a widespread reputation as a dedicated service organization.

The company also has participation in four Joint Venture Companies viz., Brahmaputra Cracker and Polymer Ltd. , DNP Ltd., Assam Bio Refinery Pvt Ltd and Indradhanush Gas Grid Limited.

ESSENTIAL QUALIFICATION, AGE LIMIT

| | |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Educational Qualification Required | Officer (Finance) Grade 'A': Chartered Accountant and should also hold Associate Membership of Institute of Chartered Accountants of India. |
| | Officer (Finance) Grade 'A': Cost and Management Accountant and should also hold Associate Membership of Institute of Cost Accountants of India. |
| | Management Trainee (Estate) : 2 years MBA/PGDM with specialization in Finance from AICTE/ UGC recognized institute/ university/ deemed university with 4 years engineering qualification at degree level. Persons with experience of working in operation of Real Estate, Shopping Mall or Hotel will have advantage. |
| | Management Trainee (HR) : 2 years MBA/ PGDM with specialization in HR from AICTE/UGC recognized Institute/ University/ Deemed University. |
| Upper Age Limit as on 01.07.2019 | 32 years for Officer (Finance) and 30 years for all other positions. |

TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION

- Candidates should possess the required qualification before the last date of application and should be in a position to upload their final year degree /marks at the time of submitting their application.
- The required educational qualification must be from UGC recognized Indian University/UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable).
- Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
- Engineering degree can be B.E/B.Tech./B.Sc.Engg. Candidates having 05 years B.E /B.Tech. + M.E/ M.Tech. integrated Master's degree or Dual Degree programme in Engineering or Technology in relevant discipline shall also be considered.

RESERVATION, RELAXATIONS AND CONCESSIONS

1. Reservation, Relaxation & Concession for SC/ST/OBC (Non Creamy Layer)/EWS candidates as applicable will be in line with Government directives. SC/ST/OBC (NCL)/EWS 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 (NCL) candidates against reserved vacancies.

COMPENSATION

Selected Management Trainees will be on training for a period of one year and will be paid a consolidated stipend of Rs 60,000/- per month. After successful completion of training, they will be considered for placement in Officers Grade 'A' with a probationary period of 12 months on a pay scale of Rs 60,000 - Rs 1,80,000.

Officer (Finance) shall be placed in Officer Grade 'A' with a probationary period of 12 months on a pay scale of Rs 60,000 - Rs 1,80,000. 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 Online Test , Personal interview and/or Group Discussion of the shortlisted candidates.

The offer of Appointment shall be issued to the suitable candidates in 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.

SERVICE AGREEMENT BOND

Candidates joining NRL as Management Trainee will have to execute a service agreement bond of Rs.3,00,000/- (Rupees three lakh only) to serve the Company (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. at the discretion of the Company) for a period of three years including training period. The bond value and minimum period of service may be higher in case MT is deputed for long term training in a training institute.

Candidates will also be required to furnish a Surety Bond executed by parents/guardian/reliable surety.

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 remain open from 10.00 hrs on 18.07.2019 to 10.00 hrs on 18.08.2019 for online application.**
2. A candidate applying online is required to upload only the following testimonials/ documents alongwith the application:
 - (i) Document in support of Date of Birth proof (only one page). Maximum Size 1MB
 - (ii) Caste/ Tribe certificate [for SC/ ST/ OBC (NCL)/EWS] candidates, as applicable in the prescribed format issued by the Competent Authority. OBC (Non Creamy layer)/EWS category certificate, issued by the Competent Authority, should be up-to-date (only one page). Maximum size 1MB.
 - (iii) Pass Certificates of the qualifying examination (only one page). However, for MT(Estate), Pass certificate of Engineering Degree should also be uploaded (one page). Maximum size 1MB.
 - (iv) Candidates should ensure that they submit all the documents mentioned above. In the event of failure of the candidate to upload any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.
 - (v) Candidates shall ensure that the information / documents furnished by him/her 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 (max. size 100KB) and a scan copy of the signature (max. size- 100KB) should be uploaded along with the online application form. **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. A candidate need to pay Rs 600/- (six hundred) vide online mode as application fee with each application. The application fee will be refunded to those candidates who appear the online test. The fee will not be refunded to those who donot appear the online test.
5. Before applying for the post, candidate 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.
6. **No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.**
6. **Documents submitted by the candidates shall not be verified before the online examination. Verification of the documents with the original shall be done only if the candidate is shortlisted for Personal Interview / Group Discussion.**

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 or as advised by the 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 fulfil all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the on-line application and the documents uploaded by them later on (as mentioned above) are correct in all respects. Mere admission to the online test and/or Interview/ GD 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/ mobile number/ category/ posts as declared in the online application will not be entertained. Candidates should possess a valid mobile number and email ID. Candidates are advised to keep the email ID and mobile number active for at least one year. No change in the email ID and mobile number will be allowed once entered. All correspondence with candidates shall be done through sms/ email only. All information/ communication regarding Online Test and/ or interview, call letters etc. shall be provided through sms/email to the candidates found apparently eligible based on the online application data. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. NRL will not be responsible for any loss of email /sms sent, due to invalid/ wrong mobile number /email ID provided by the candidate and no correspondence in this regard will be entertained.

3. Only candidates shortlisted in Online Test shall be called for interview and/or Group Discussion .
4. Category [SC/ST /OBC (NCL)/EWS] once filled in the online application form cannot 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).
5. Relaxations/ Reservations for SC/ ST/ OBC (Non Creamy layer)/EWS 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)/EWS** 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.
6. Candidates presently employed in Central/ State Government/ PSU/ Autonomous bodies shall produce **NOC** from their present employer at the time of Interview. In case, the candidate fails to produce **NOC** from his/ her present employer at the time of interview, his/ her candidature will not be considered.
7. 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 in conformity with eligibility criteria mentioned in the advertisement.
8. 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.
9. The prescribed qualification is the minimum and mere possession of the same does not entitle a candidate for Online Test and/ or interview. NRL's decision shall be final in this regard.
10. 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.
11. 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.
12. **Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.**
13. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Guwahati Court** only.
14. 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 | 10.00 hrs on 18.07.2019 |
| Closing of On-line Submission of application | 10.00 hrs on 18.08.2019 |
