

**Advertisement No.: 01/2021**

**NUMALIGARH REFINERY LIMITED**

Registered Office:

122A, G.S.Road, Christianbasti,

Guwahati-781005 (Assam)

**CIN - U11202AS1993GOI003893**



**ABOUT NUMALIGARH REFINERY LIMITED**

**Numaligarh Refinery Limited (NRL)**, a subsidiary of M/s Bharat Petroleum Corporation Limited (BPCL), is a Miniratna Public Sector Undertaking (PSU) under Ministry of Petroleum & Natural Gas. It has a 3.0 MMTPA Oil Refinery at Numaligarh in the district of Golaghat, Assam and Marketing Terminals at Numaligarh, Assam and Siliguri, West Bengal. Numaligarh Refinery was conceived in the historic 'Assam Accord' of 1985.

NRL has displayed creditable performance since commencement of commercial production of its refinery in October, 2000. Since then the Company has diversified into Petrochemicals, Natural Gas transportation etc. NRL is also the largest producer of Paraffin Wax in the country.

With its concern, commitment and contribution to socio-economic development of the state combined with a track record of continuous growth, Govt. of India has approved its prestigious project for capacity expansion from 3.0 MMTPA to 9.0 MMTPA. In addition are the Crude Oil Import Terminal (COIT) at Paradip, Odisha, cross country pipeline project for bringing imported crude oil from Paradip Port and the Trans National Indo-Bangladesh Petroleum Pipeline from Siliguri to Parbatipur.

Here's your opportunity to be a part of North-East India's growth engine. Join us as we surge ahead to script yet another growth story and contribute towards the strong energy future of the country.

NRL invites online applications from interested/eligible professionals in hydrocarbon industry on Term Engagement - Contractual basis in the following positions:

## 1 DETAILS OF TERM BASED CONTRACTUAL POSITIONS

Sl. No.	Position	Maximum Age as on 01.01.2021	Minimum relevant Experience
1.	Engineer (Engineering & Technical Co-ordination)	55 years	15 years
2.	Engineer (Operation-Petro FCC)	50 Years	10 years
3.	Engineer (Operation-Residue Processing & Treating Unit)	50 Years	10 years
4.	Engineer (Civil& Structural)	50 years	10 years
5.	Metallurgist	50 years	10 years
6.	Engineer (Inspection-Corrosion+Welding)	40 years	8 years
7.	Engineer (Project-Electrical)	35 Years	5 years

## 2 DATES TO REMEMBER

Commencement of online application	<b>10:00 hrs on 01.01.2021</b>	Last date of receipt of online application	<b>10:00 hrs on 22.01.2021</b>
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## 3 DETAILS ON ELIGIBILITY CRITERIA , RELEVANT EXPERIENCE , RESPONSIBILITIES

The last date for reckoning age and all other eligibility criteria will be considered as 01.01.2021.

### 3.1 Engineer (Engineering & Technical Co-ordination)

#### **Essential Qualification:**

Bachelor's Degree in Chemical Engineering

#### **Relevant Experience (as on 01.01.2021):**

Minimum 15 years of post-qualification relevant experience in process engineering in the field of Oil & Gas and Petrochemical Sector.

#### **Job responsibilities:**

Key accountabilities shall include but not limited to the following:

1. Custodian of all technical specifications of company ensuring their availability and revision as and

- when required.
2. Review and approval of the engineering deliverables prepared by Licensors/EPCM, EPC contractors/Vendors.
  3. Ensure all engineering documentation as per company specification and plant operational/commissioning/maintenance requirement.
  4. Coordination with Licensors/ contractors/ vendors for resolving design philosophies, engineering issues, design/engineering reviews, Process safety/Hazop/Hazid/SIL reviews etc.
  5. Setting up and maintain the Electronic Data and Document Management System of company starting from project phase (transmittal/review/data consistency/approval) to operational phase (handover/management of change) phase.
  6. In-house design and engineering related to minor modification in existing facilities.

Candidate must have experience of preparation of basic and detail engineering documents like PFD, P&ID, Process Datasheets for Equipment/ Packages, Process Datasheets for Instruments, Line List, Cause & Effect Matrix, System Operating Guide/manual, and Technical Note/Reports. Adequate hand on and supervising experience in carrying out calculation for line sizing, pump hydraulics, vessel sizing, Heat Exchanger sizing, Control valve/Safety valve sizing, Flare network sizing, Fire water network sizing is essential. Preference will be given to candidate with experience in brownfield project, commissioning and plant operation.

**Desired skills:**

1. Adequate knowledge of process engineering in the field of Oil & Gas and Petrochemical sector.
2. Must have hands on and supervising experience in carrying out calculation for line sizing, pump hydraulics, vessel sizing, Heat Exchanger sizing, Control valve/Safety valve sizing, Flare network sizing, Fire water network sizing etc. followed by preparation of basic and detail engineering documents like PFD, P&ID, Process Datasheets for Equipment/Packages, Process Datasheets for Instruments, Line List, Cause & Effect Matrix, System Operating Guide/manual, Technical Note/Report etc.
3. Experience in working as an integral part of multidisciplinary engineering team of reputed Oil & Gas/Petrochemical Company / well-known EPCM/EPC contractors for major Oil & Gas projects.
4. Conversant with the flow of technical data/information from one discipline to another and their impact at different stages of engineering/project.
5. Experience of engineering coordination with EPCM/EPC contractors as owner's representative is desirable.
6. Experience in brownfield project, commissioning and plant operation.

**3.2.Engineer (Operation-Petro FCC)**

**Essential Qualification:**

Bachelor's Degree in Chemical Engineering

**Relevant Experience (as on 01.01.2021):**

Minimum 10 years of post-qualification relevant experience in Technical Services / Operation in Refinery Process units, out of which minimum 3 years experience in FCCU.

Experience in Annual shutdown/ commissioning of FCCU shall have additional weightage.

**Job responsibilities:**

Key accountables shall include but not limited to the following:

1. Interaction with process licensor , active participation in BEDP review, PFD and P&ID review, Hazop study, 3 D modelling , process engineering ,pre-commissioning and commissioning of PFCC unit.
2. Handling normal operations, plant start-up and shutdowns
3. Operations of large Compressors/blowers/pumps/ furnaces/ incinerators
4. Handling Shift operations: plant activities for PFCC
5. Taking charge of plant emergency situations and providing instructions/guidance to panel/field staff to overcome plant emergency situations, trouble shooting, imparting training etc.
6. Maintaining safety & quality standards in work
7. Ensuring Process safety & safety standards
8. Hazop and risk analysis and design standards / guidelines
9. Ensuring process specifications of equipment like columns, vessels, furnaces / burners, heat exchangers, pumps, compressors, measuring and control instruments, heat-mass balance, piping, safety / statutory requirements etc.
10. Handling Control systems with in-depth understanding of P&ID/PFDs
11. Development of Standard Operating Procedures(SOPs), ensure that all the plant operational activities, start-ups and shutdowns are carried out safely as per the Licenser/internally developed SOPs

**Desired skills**

1. Candidates should possess detailed knowledge in handling/operation of reactors/catalytic process and handling materials such as Propylene/Ethylene/Oxygen, reactions and controls, Pyrophoric catalyst substances, liquefied gases, liquid/ dry additives, major equipment such as pipe/ HP reactors, tubular reactors / purifiers/ dryers, pumps, compressors, blowers, bag filters, refrigeration compressors/ chillers, heat exchangers, diaphragm/ metering pumps, blenders, Liquid/Gaseous Incinerators, petrochemicals dispatch etc.
2. Working knowledge of distributed control system, Safety systems such as PLC/FSC, remote/local operated hand valves/control valves/pull-down valves hazard area classification in a process plant, LT/HT drives, PLCs, DC drives, AC variable frequency drives etc.
3. Trouble shooting of unit operations, commissioning of units, process optimization and resolution of process-related issues
4. Ability to work in coordination with other departments
5. Ability to focus with meticulousness
6. Ability to tolerate physical exertion during equipment verification etc.

**3.3.Engineer (Operation-Residue Processing & Treating Unit)**

**Essential Qualification:**

Bachelor's Degree in Chemical Engineering

**Relevant Experience (as on 01.01.2021):**

Minimum 10 years of post-qualification relevant experience in Technical Services / Operation in Refinery Process units, out of which minimum 3 years experience in Technical Services / Operation / Process

Engineering & BEDP review in Ebullated bed Resid Processing Facility or in any such severe Hydrocracking Unit .

Experience in Annual shutdown/ commissioning of severe hydrocracking unit shall have additional weightage.

### **Job responsibilities:**

Key accountabilities shall include but not limited to the following:

1. Interaction with process licensor , active participation in BEDP review, PFD and P&ID review, Hazop study, 3 D modelling , process engineering ,pre-commissioning and commissioning of Residue Processing & Treating Unit( RPTU).
2. Handling normal operations, plant start-up and shutdowns
3. Operations of large Compressors/blowers/pumps/ furnaces/ incinerators
4. Handling Shift operations: plant activities for RPTU
5. Taking charge of plant emergency situations and providing instructions/guidelines to panel/field staff to overcome plant emergency situations, trouble shooting, imparting training etc.
6. Maintaining safety & quality standards in work
7. Ensuring Process safety & safety standards
8. Hazop and risk analysis and design standards / guidelines
9. Ensuring process specifications of equipment like columns, vessels, furnaces / burners, heat exchangers, pumps, compressors, measuring and control instruments, heat-mass balance, piping, safety / statutory requirements etc.
10. Handling Control systems with in-depth understanding of P&ID/PFDs
11. Development of Standard Operating Procedures (SOPs), ensure that all the plant operational activities, start-ups and shutdowns are carried out safely as per the Licensor/internally developed SOPs.

### **Desired skills**

1. Candidates should possess detailed knowledge in handling/operation of reactors/catalytic process and handling materials such as Propylene/Ethylene/Oxygen, reactions and controls, Pyrophoric catalyst substances, liquefied gases, liquid/ dry additives, major equipment such as pipe/ HP reactors, tubular reactors / purifiers/ dryers, pumps, compressors, blowers, bag filters, refrigeration compressors/ chillers, heat exchangers, diaphragm/ metering pumps, blenders, Liquid/Gaseous Incinerators, petrochemicals dispatch etc.
2. Working knowledge of distributed control system, Safety systems such as PLC/FSC, remote/local operated hand valves/control valves/pull-down valves Hazard area classification in a process plant, LT/HT drives, PLCs, DC drives, AC variable frequency drives etc.
3. Trouble shooting of unit operations, commissioning of units, process optimization and resolution of process-related issues
4. Ability to work in coordination with other departments
5. Ability to focus with meticulousness
6. Ability to tolerate physical exertion during equipment verification etc.

### **3.4.Engineer (Civil & Structural)**

**Essential Qualification:**

Bachelor's Degree in Civil Engineering

**Relevant Experience (as on 01.01.2021):**

Minimum 10 years of post-qualification relevant experience in execution of project in Civil & structural discipline, out of which minimum 3 years of experience should be in the execution of large projects in Petroleum Refinery/Chemical/ Oil & Gas/Petrochemicals/ Fertilizer sectors.

**Job responsibilities:**

Key accountabilities shall include but not limited to the following:

1. Responsible for successful execution of civil & structural works of a project, reaching set targets safely, on time and within budget.
2. Organise and lead a team to complete the project, whilst aligning the staff to the company's core values.
3. Close monitoring & scheduling of the construction of the project in logical steps and budgeting of the time required to meet deadlines
4. Determination of labour requirements and ensuring that required manpower is deployed at construction sites
5. Inspection and review of projects to monitor compliance with construction and safety codes, and other regulations
6. Interpretation & communication of plans and contract terms to administrative staff, workers, and contractors
7. Drafting contracts and negotiating revisions, changes and additions to contractual agreements with contractors, consultants, suppliers and subcontractors.
8. Ensuring all required permits and licenses available at site before the start of work, along with a study of job specifications to determine appropriate and latest construction methods and techniques.
9. Development and implementation of quality control programs
10. Quick and efficient decision-making in the face of delays, bad weather, or emergencies at construction site
11. Deliberating with supervisory personnel, contractors, and design professionals to discuss and resolve matters of work procedures, complaints, and construction problems
12. Planning & organization of activities concerned with the construction and maintenance of structures, facilities, and systems
13. Investigation of damage, accidents, or delays at construction sites to ensure that proper procedures are being carried out
14. Evaluation of construction methods and constructability report to determine cost-effectiveness of plans
15. Timely closing of the contracts

In-depth knowledge of Civil & Structural Engineering Codes and Standards is essential.

**Desired skill:**

1. Experience of interpreting, reviewing MIS reports
2. Strategy & Change Management experience
3. Working experience of SAP & related technology platforms

4. Ability to control and supervise the construction work of the entire project along with the team
5. Learning agility & good presentation skills
6. Demonstrated people management skills
7. A high level of integrity, self-discipline and positive attitude
8. Strong written and oral communication Skills
9. Excellent networking & strong negotiation skills
10. Self-motivated and target-oriented to drive results

### **3.5. Metallurgist**

#### **Essential Qualification:**

4 years full time Bachelor's Degree (B.E or B. Tech) in Metallurgical Engineering or 5 year dual degree (B. Tech + M. Tech) in Metallurgical and Materials Engineering

#### **Relevant Experience (as on 01.01.2021):**

10 years relevant experience in Metallurgical engineering field in Oil & Gas / Petrochemical / Fertilizer sector projects.

#### **Job responsibilities:**

Beside typical refinery inspection engineer tasks, key accountabilities shall include but not limited to the following:

1. Carrying out root cause failure studies of static equipment and piping or their parts through metallurgical analysis.
2. Actively oversee metallurgical laboratory, its activities and maintain spare & consumable stock through timely purchase actions. Identify must acquire metallurgical upgrade requirement and initiate purchase actions.
3. Train inspection engineers on material failure analysis
4. Study and recommend metallurgy change or upgrade requirement
5. The candidate shall also be responsible for following:
  - a. Analysis of Material Failures
  - b. On-site Investigations
  - c. Chemical and Mechanical Testing (ASTM and NACE)
  - d. Metallographic Analysis and Investigations
  - e. Fracture Mechanics
  - f. Accident Investigations and Recreation of Failure
  - g. Non-metallic material failure analysis
  - h. Fractography: Fracture Mode Determination
  - i. Corrosion Testing & Investigations (electrochemical and exposure tests)
  - j. Root-Cause Failure Determination

Candidate shall possess demonstrable knowledge on inspection & NDT of pressure vessel, piping, boilers and related equipment, and possess excellent knowledge on various international codes & standards for trouble shooting. Sound knowledge of metals, their microstructure, metallic component damage mechanisms, fractography, Failure analysis, corrosion, practical microscopy, various heat treatment

processes, etc. is must.

**Desired skills**

1. Technical Inspection report writing
2. Strong written & oral communication & presentation skills.
3. Ability to independently carry out the inspection related jobs

**3.6.Engineer ( Inspection-Corrosion+ Welding)**

**Essential Qualification:**

Bachelor's Degree in Mechanical Engineering

**Relevant Experience (as on 01.01.2021):**

Minimum 8 years of post-qualification relevant experience in inspection of project/ plant maintenance jobs, out of which minimum 3 years of experience should be inspection of Piping fabrication, Welding, NDT, QA/QC, painting jobs, corrosion in large Petroleum Refinery/ Chemical/ Oil & Gas/Petrochemicals/ Fertilizer sector projects.

**Job responsibilities:**

Key accountabilities shall include but not limited to the following:

1. Inspection jobs at project site, which includes inspection of material, equipment, site fabrication and welding jobs, etc.
2. Ensure efficiency in production and upkeepment of the plant which drive outcomes.
3. Carrying out inspection of material, equipment, fabrication, welding jobs, etc. at site and keep the Site In-charge informed. Carrying out inspection for ensuring the design, fabrication and erection methods are in accordance with applicable standards and good engineering practices.
4. Ensure quality of welds, testing and approval of contractor's welders prior to undertaking field work.
5. Implement asset corrosion management including applying control strategies and providing of other assigned corrosion engineering support services
6. Liaisoning with GBI for Company welder's qualification / renewal of validity of the certificates.
7. Study and scrutiny of the drawings with appropriate comments.
8. Preparation / approval of welding WPS & PQR.
9. Perform corrosion risk assessments for pressure equipment as feed into the risk bask inspection process and inspection test plan
10. Develop and review inspection plans and quality management system used for pressure equipment assets and operations
11. Condition monitoring of various process equipment like heaters, RRS, stack etc. using different NDT techniques as Thermal Imaging, Ultrasonic flaw detection, In situ Metallographic etc. Safekeeping of all the NDT equipment and ensuring their operability.
12. Carrying out inspection of all Mechanical incoming materials received at the Warehouse and verification for conformance to P.O. / Standards / Drawings as applicable Review and approval of Quality.
13. Assurance Plans Inspection (stage-wise) of fabricated / mechanical items at vendor's premises to



ensure quality.

14. Deploying all available NDT techniques like Alloy Analyzer, hardness Tester etc. to ensure conformance to metallurgical properties.
15. Interaction with Project Leader & Project Engineers for inspection and quality assurance processes.
16. Drive awareness among all personnel including contractors of potential consequences of deviation from specified procedures.
17. Play a major role in ensuring adherence to Government approved National / International Codes for Pressure Vessels with engineering operation and design Organizing.
18. Be informed on day-to-day inspection of incoming material to the Warehouse and stage wise inspection of items at Vendors' shop

Knowledge of relevant Industry standards (ISO, ASME, ANSI, API, AWS, ASTM, NACE etc. is essential.

**Desired skill:**

1. In-depth knowledge of International Standards & specifications on Inspection and corrosion management in Petroleum Refinery/ Oil & Gas Process Plant.
2. Understand clearly about computerized maintenance management system, SAP, and inspection database system.
3. Experience in the piping stress analysis to ensure the safety and integrity of piping system.
4. Capability on failure analysis of equipment.
5. Technical Inspection report writing
6. Ability to independently carry out the inspection related jobs during the construction activities at site
7. Demonstrated people management skills
8. Ability to adapt to new technology and methods.
9. A high level of integrity, self-discipline and positive attitude.
10. Strong written & oral communication & presentation skills.
11. Strong negotiation skills
12. Self-motivated and target-oriented to drive results

**3.7.Engineer (Project-Electrical)**

**Essential Qualification:**

Bachelor's Degree in Electrical Engineering

**Relevant Experience (as on 01.01.2021):**

Minimum 5 years of post-qualification relevant experience in the execution of projects in Electrical discipline, out of which minimum 3 years of experience should be in Refinery / Chemical/Petro-chemicals/ Fertilizer plant maintenance / Large Project implementation.

Experience in Oil & Gas related industries will have additional weightage.

**Job responsibilities:**

Key accountabilities shall include but not limited to the following:

### Design and engineering:

1. Review of Electrical design basis for process and utility units.
2. Review of the electrical system parameters, design specifications for a reliable and robust electrical system considering industrial Codes & Standards, Electricity rules and statutory requirements.
3. Review of Protection system in generation, distribution and substation automation with ECS/ SCADA.

### Project management & execution:

1. Review and Evaluation of tender document, technical recommendations, material specifications, engineering drawings for different project jobs based on the industrial Codes & Standards, Electricity rules and statutory requirements.
2. Inspection of materials during FAT and at site.
3. Execution of project as per the schedule including the monitoring of supply materials in time, storing and handling till commissioning.
4. Supervision and monitoring of site activities, management of manpower at site.
5. Site job planning and synchronizing with other discipline to achieve the execution target date.
6. Documentation of project activities, drawings, material codification and completion in all respect in SAP.
7. Safety supervision in all site activities, complying all safety rules & safety standards during project execution.
8. Stabilization of plant with proper coordination among projects, engineering, procurement, construction, vendors, contractors and operation for smooth and efficient start-up & commissioning.

### Statutory approval for commissioning:

1. Ensure Compliance for inspection with all the statutory bodies- PESO/OISD /CEA as per standard code & practice required for commissioning of Project.
2. Co-ordination with agencies for statutory approvals.

### **Desired skills:**

1. Knowledge in electrical design basis, engineering practices, relevant codes and standards
2. Thorough knowledge on electrical switch gears, power distribution, lighting, telecommunication, SCADA, and fire alarm systems.
3. Knowledge in electrical specifications, system study, relay co-ordination and protection system.
4. Knowledge of installation, testing and commissioning of electrical machineries.
5. Knowledge of power plant and sub-station.
6. Experience on concept and design of electrical equipment installation, plant modifications, and start-up of new equipment
7. In-depth knowledge of Electrical Standards
8. Experience in electrical system design and integration for new projects
9. Knowledge in electrical safety rules and safety standards.
10. Knowledge in quality control procedures, statutory requirements including petroleum rules.
11. Experience in Implementation of automated HVAC system.
12. Strategy & Change Management experience
13. Working experience of SAP & related technology platforms

14. Ability to control and supervise the construction work of the entire project along with the team
15. Learning agility
16. Demonstrative people management skills

#### **4. REMUNERATION**

Salary is negotiable and not a constraint for the right candidate.

#### **5. PLACEMENT**

The selected candidate may be posted in any location, department, function, branch, subsidiary, Joint Venture of the Company.

#### **6. SELECTION PROCESS**

Applications received online will be shortlisted based on eligibility criteria, experience, educational qualification etc. In the event of number of applications being more, the Company will adopt/ modify shortlisting criteria at its discretion to restrict the number of candidates to be called for Personal Interview to a predetermined ratio. The final selection shall be based on Personal Interview amongst the shortlisted candidates.

#### **7. TYPE OF ENGAGEMENT AND DURATION**

The engagement shall purely be on Term Engagement-Contractual basis for 3 years, which can be extended depending on performance and requirement.

#### **8. PRE-EMPLOYMENT MEDICAL EXAM**

Appointment to the above posts will be subject to the candidate being found medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in NRL nominated empanelled hospitals. Reference for a medical examination does not mean final selection.

#### **9. CONCESSIONS & RELAXATIONS**

- a. Reservation of posts for SC, ST and OBC-NCL are as per Government Directives.
- b. Candidates seeking reservation as SC/ST/OBC-NCL, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from our website [www.nrl.co.in](http://www.nrl.co.in) -> Careers -> Term Engagement - Contractual Basis -> Standard Forms), from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC-NCL and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate

should be exactly as mentioned in the lists notified by the central government from time to time (for OBC-NCL category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site [www.ncbc.nic.in](http://www.ncbc.nic.in), for ST category the list of castes for each state is available on the site [www.ncst.nic.in](http://www.ncst.nic.in) and for SC category the list of castes for each state is available on the site <http://socialjustice.nic.in/> ). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.

- c. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- d. Maximum age limit is relaxed by 5 years for SC & ST and 3 years for OBC-NCL candidates. Age relaxation to Ex-servicemen for Group 'A' posts as per Policy of Reservation for Ex-Servicemen will be applicable.
- e. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as GENERAL.
- f. Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer.
- g. Relaxed standards in Personal Interview will be applied for SC, ST, OBC-NCL candidates.
- h. If the SC/ST/OBC-NCL certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- i. Any request for change in Category (UR (GEN) /SC/ST/OBC-NCL) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

## **10. APPLICATION PROCESS**

- a. Online Application will be accepted from **10:00 hrs on 01.01.2021 to 10:00 hrs on 22.01.2021**. Candidates are requested to read the complete instructions hereunder before proceeding to the application form.
- b. Detailed Curriculum Vitae (CV) with experience detail, recent passport photo, document citing Date of Birth, Minimum educational qualification & pass certificate and caste/ disability

certificate (wherever applicable) need to be uploaded along with the online application.

- c. **CV to be uploaded must be in standard format given in the Career section (Term Engagement - Contractual Basis) of NRL website.**
- d. Candidates shall ensure that the information furnished by him/her are true and in case any information furnished by a candidate is found to be faulty, his/her candidature shall be summarily rejected without assigning any reason thereof.
- e. 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 selection process, if the candidate is found ineligible for the position for which he/ she has applied. No correspondence shall be entertained in this regard.
- f. No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.

## 11. CONTRACT AGREEMENT

Selected candidates will have to enter into an agreement with NRL, format for which shall be uploaded in our website shortly.

## 12. GENERAL INSTRUCTIONS

- a. **The positions cited in this advertisement are purely contractual in nature.**
- b. Only Indian Nationals are eligible to apply.
- c. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post.
- d. Queries can be emailed at [recruitment@nrl.co.in](mailto:recruitment@nrl.co.in) keeping the advertisement no. and Position as the subject of the email.
- e. Mere issue of Interview call letter will not imply acceptance of candidature.
- f. **All the candidates are requested to remain updated by visiting our website [www.nrl.co.in](http://www.nrl.co.in)/Career section (Term Engagement- Contractual Basis).** Candidates may please note that personal calls and/or interaction with any of the NRL's officials is discouraged, except when absolutely necessary.
- g. NRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id or contact number.
- h. All the qualifications should be full time regular course/s from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE).
- i. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute.

Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview.

- j. The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons.
- k. NRL reserves the right not to fill any of the above posts advertised at any stage of selection.
- l. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered. The email id provided in online application should remain valid for at least one year. Candidates must use proper e-mail ids created in their names. Applications with pseudo / fake email ids will attract appropriate action under the law.
- m. Candidates are advised to submit only one application against one post. In case of multiple applications against one post from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- n. Candidates presently employed in Government Departments / PSUs / Autonomous Bodies owned by the Government, should keep their employer informed about their application. They must produce No Objection Certificate at the time of interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
- o. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application
- p. All the details given in the submitted online form will be treated as final and no changes will be entertained.
- q. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.

Furnishing of wrong/false information will lead to disqualification and NRL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be screened without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after engagement, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Guwahati.

ANY FURTHER CORRIGENDUM / ADDENDUM WOULD BE UPLOADED ONLY IN THE CAREER SECTION OF OUR WEBSITE [www.nrl.co.in](http://www.nrl.co.in)

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