

Advertisement No.: 02/2021

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 Oil India Limited (OIL), 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. The project also includes setting up of a crude oil pipeline from Paradip Port, Odisha to Numaligarh, Assam and a product pipeline from Numaligarh to Siliguri. The Company is also laying a Trans National Indo-Bangladesh Petroleum Pipeline from Siliguri to Parbatipur. The Company, by way of a Joint Venture, is also setting up a 2G Ethanol Plant at Numaligarh which will be using bamboo bio mass as feedstock.

The Company is looking for dynamic and committed professionals, who are ready to take challenges head on. Here is the opportunity to fulfill your potential and script yet another growth story of NRL while contributing towards the strong energy future of the country.

NRL invites online applications from interested/eligible professionals in the following position, details of which is as below:

1. DETAILS OF VACANCIES

Sl. No.	Position	DPE Job Grade	NRL Job Grade	Maximum Age as on 01.07.2021	Minimum Experience
1.	Deputy General Manager / General Manager/ Chief General Manager – Technical	E8	F/G/H	52/ 54/56 years	22/ 25/28 years

2 DATES TO REMEMBER

Commencement of online application	17:00 hrs on 12.07.2021	Last date of receipt of online application	23:59 hrs on 25.07.2021
------------------------------------	------------------------------------	--	------------------------------------

3 DETAILS ON ELIGIBILITY CRITERIA , EXPERIENCE , RESPONSIBILITIES

The last date for reckoning age and all other eligibility criteria will be considered as 01.07.2021.

3.1. Deputy General Manager / General Manager / Chief General Manager –Technical

Essential Qualification:

4 years Bachelor Degree (BE/B.Tech) in Mechanical/ Chemical/ Electrical/Electronics/ Instrumentation Engineering from a recognized University / Institute, approved by AICTE/UGC.

Experience (as on 01.07.2021):

22/ 25/28 years including experience in Operation/ Maintenance/ Projects of Petroleum and/or Petrochemical industry . Experience in PSU/ Large Oil & Gas Companies in refinery & petrochemical operations will be preferred.

Job responsibilities:

The incumbent will be mainly responsible for looking after all technical aspects for successful implementation of forthcoming project of the Company.

Key accountabilities shall include but not limited to the following:

1. Provide technical expertise for refinery operations, maintenance and process related issues.
2. Develop and retain a team of committed, capable and motivated people and to create an energizing environment.
3. Oversee end-to-end execution of projects within the stipulated time period and budget
4. Providing leadership and direction to the project/ technical team.
5. Establish monitoring and reporting processes to achieve correct and clear reporting on project costs, deliverables, and all other statistics.

Essential skills

Candidate should possess following skills:

- Sound technical prowess related to oil & gas industry
- Project Management Skills
- Ability to work in a highly dynamic environment
- Skills in stakeholder management
- Negotiation Skills
- Sound knowledge of materials, methods, and the tools involved in Operations, Maintenance

and Projects.

Desired skills

1. Techno-Commercial skills
2. Team Building
3. Sound inter-personal communication and boundary management skill

4. BASIC PAY SCALES & CTC

NRL Job Grade	DPE Job Grade	Basic Salary (in ₹)	Approx. CTC (in ₹/ Lakhs)
H	E8	1,20,000 – 2,80,000	53.00
G	E8	1,20,000 – 2,80,000	51.50
F	E8	1,20,000 – 2,80,000	50.00

Note : _ The CTC mentioned above includes Performance Related Pay (PRP), which may vary depending on Company's MOU performance and place of posting.

5. PLACEMENT

The selected candidate may be posted in any location, department, function or branch of the Company or parent Company, subsidiary, associate or affiliate Company or any Joint Venture Company or any department of Government of India in India or abroad.

6. SELECTION PROCESS

Applications received online will be shortlisted based on eligibility criteria, experience, educational qualification, academic marks 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. PROBATION

The selected officers will be on Probation for 1 year from the Date of Joining.

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, OBC-NCL, EWS and PwBD 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 the Career section of our website www.nrl.co.in), meant for appointment to posts under the Government of India 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, for ST category the list of castes for each state is available on the site 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. A person who wants to avail the benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016.
- e. For availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019.
- f. Maximum age limit is relaxed by 5 years for SC & ST, 3 years for OBC-NCL, 10 years for PwBD (UR), 13 years for PwBD (OBC-NCL) and 15 years for PwBD (SC/ST) candidates against reserved posts.
- g. 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 Unreserved (UR).
- h. 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.

- i. Relaxed standards in assessment/selection / Personal Interview will be applied for SC, ST, OBC-NCL, PwBD candidates.
- j. If the SC/ST/OBC-NCL/PwBD 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.
- k. Any request for change in Category (UR/SC/ST/OBC-NCL/ EWS/PwBD) 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 **17:00 hrs on 12.07.2021 to 23:59 hrs on 25.07.2021** . Candidates are requested to read the complete instructions hereunder before proceeding to the application form.
- b. Detailed Curriculum Vitae (CV) with experience detail, 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 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. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post.
- c. Queries can be emailed at recruitment@nrl.co.in keeping the advertisement no. and Position as the subject of the email.

- d. Mere issue of Interview call letter will not imply acceptance of candidature.
- e. All the candidates are requested to remain updated at each step of the selection process by visiting our website www.nrl.co.in. Candidates may please note that personal calls and/or interaction with any of the NRL's officials during recruitment drive is discouraged, except when absolutely necessary.
- f. 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.
- g. 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).
- h. 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.
- i. 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.
- j. NRL reserves the right not to fill any of the above posts advertised at any stage of selection.
- k. 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.
- l. 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.
- m. 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.
- n. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application
- o. All the details given in the submitted online form will be treated as final and no changes will be entertained.
- p. 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 appointment, 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
