

Advertisement No.: 1/2018

NUMALIGARH  
REFINERY  
LIMITED

A GOVERNMENT OF INDIA ENTERPRISE



**Recruitment of Graduate Engineer Trainee (GET), Management Trainee (Finance) and Officer (Finance)**

Numaligarh Refinery Limited (NRL) is a leading Miniratna Category-I PSU engaged in Refining and Marketing of Petroleum Products and a group company of Bharat Petroleum Corporation Ltd. NRL is looking for dynamic, committed professionals in the following disciplines.

| Post  | No. of Vacancy |
|---|----------------|
| Graduate Engineer Trainee (Chemical)        | 07             |
| Graduate Engineer Trainee (Electrical)      | 04             |
| Graduate Engineer Trainee (Instrumentation) | 02             |
| Graduate Engineer Trainee (Mechanical)      | 03             |
| Graduate Engineer Trainee (Civil)           | 01             |
| Graduate Engineer Trainee (IIS)             | 02             |
| Management Trainee (Finance)                | 01             |
| Officer (Finance)                           | 01             |

The company has its establishments at Numaligarh & Guwahati in Assam, at Siliguri & Kolkata in West Bengal and in 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 spaces. 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 provides 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 two Joint Venture Companies viz., Brahmaputra Cracker and Polymer Ltd. (BCPL) and DNL Ltd., a company engaged in transportation of Natural Gas through pipeline.

**ESSENTIAL QUALIFICATION, AGE LIMIT**

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| <b>Educational Qualification Required</b> | <p><b>GET (Chemical)</b> : First class degree in the discipline of Chemical Engineering having minimum 65% marks in aggregate.</p> <p><b>GET (Electrical)</b>: First class degree in the discipline of Electrical Engineering having minimum 65% marks in aggregate.</p> <p><b>GET (Instrumentation)</b> : First class degree in the discipline of Instrumentation Engineering/Instrumentation &amp; Control Engineering/Instrumentation &amp; Electronics Engineering having minimum 65% marks in aggregate.</p> <p><b>GET (Mechanical)</b>: First class degree in the discipline of Mechanical Engineering having minimum 65% marks in aggregate.</p> <p><b>GET (Civil)</b>: First class degree in the discipline of Civil Engineering having minimum 65% marks in aggregate.</p> <p><b>GET (IIS)</b>: First class degree in the discipline of Computer Science having minimum 65% marks in aggregate.</p> |
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|   | <b>Management Trainee (Finance) :</b> 2 years full time MBA/ PGDM with specialization in Finance from AICTE/UGC recognized Institute/ University/ Deemed University having minimum 60% marks.<br><b>Officer (Finance) :</b> Chartered Accountant and having Associate Membership of ICAI. |
| <b>Upper Age Limit as on 01.01.2018</b> | 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 on the date of advertisement and should be in a position to produce their final year degree /marks at the time of submitting their application.
- Only full time Regular courses will be considered. This shall include Class-X & XII examination and all Diploma(s) and Degree(s) as specified in Table above.
- 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).
- Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters/ years.
- 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) candidates as applicable will be in line with Government directives. SC/ST/OBC (NCL) 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 Graduate Engineer Trainees (GETs) and Management Trainees will be on training for a period of one year and will be paid a consolidated stipend of RS 24,900/- per month, which is due for revision. 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 Written Test and Personal interview or/and Group Discussion of the shortlisted candidates.

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.

## SERVICE AGREEMENT BOND

Candidates joining NRL as GET or Management Trainee will have to execute a service agreement bond of Rs.2,00,000/- (Rupees two 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 after successful completion of training. The bond value and minimum period of service may be higher in case GET/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](http://www.nrl.co.in). No other means / mode of application shall be accepted. Website will remain open from 00.01 hrs on 24.01.2018 to 2400 hrs on 23.02.2018 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).
  - (ii) Caste/ Tribe certificate [for SC/ ST/ OBC (NCL)] 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 (only one page).
  - (iii) Pass Certificates of the qualifying examination (only one page).
  - (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 and a scan copy of the signature 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. 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.
5. **No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.**
6. **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 written 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/ 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. 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 candidates shortlisted in Written Test shall be called for interview and/or Group Discussion .
5. Category [SC/ST /OBC (NCL)] 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) 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 in conformity with eligibility criteria mentioned in the advertisement.
9. 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.
10. The prescribed qualification is 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.
11. 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.
12. 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](http://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](http://www.nrl.co.in) for latest updates.
13. **Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.**
14. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Guwahati Court** only.
15. 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     |
|---|-------------------|
| <b>On-line submission of applications commences</b> | <b>24.01.2018</b> |
| <b>Closing of On-line Submission of application</b> | <b>23.02.2018</b> |

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