


Advertisement No.: 04/2022 Mid/ Entry level recruitment	NUMALIGARH REFINERY LIMITED Registered Office: 122A, G.S.Road, Christianbasti, Guwahati-781005 (Assam) CIN - U11202AS1993GOI003893	
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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 candidates in the following positions, details of which are as below:**

1. DETAILS OF VACANCY

Sl. No.	Position	DPE Job Grade	NRL Job Grade	Backlog Vacancy	Maximum Age as on 01.10.2022	Minimum Experience as on 01.10.2022
1.	Assistant Company Secretary	E-4/ E-5	B/ C	1-UR	40 years/ 45 years	8 years / 12 years
2.	Assistant Accounts Officer	E-1	01	1 - SC	32 years*	3 years

Abbreviation Used: UR-Unreserved; SC- Scheduled Caste

2 DATES TO REMEMBER

Commencement of online application	13:00 hrs on 29.10.2022	Last date of receipt of online application	23:59 hrs on 07.11.2022
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3 DETAILS ON ELIGIBILITY CRITERIA , EXPERIENCE , RESPONSIBILITIES

The last date for reckoning age and all other eligibility criteria will be considered as 01.10.2022.

3.1. Assistant Company Secretary

Essential Qualification:

Candidates should have passed the Final Examinations of the Institute of Company Secretaries of India (ICSI) and acquired Associate Membership of the Institute.

Experience (as on 01.10.2022):

8 / 12 years of post-qualification work-experience in relevant field as per job responsibilities.

Post qualification experience as stated above will be considered from the date of passing of the Final Examination of ICSI. Compulsory internship period shall not be considered as post-qualification experience.

Preference shall be given to candidates having experience in Government Companies and / or Public Limited Companies.

Job responsibilities:

Key accountabilities shall include but not limited to the following:

1. Handling Company's Corporate Governance and other Statutory and Legal Compliance related matters.
2. Assist Company Secretary in conducting periodic and timely Board Meeting, Committee meetings, Annual General Meeting and all formalities preceding and succeeding such meeting.
3. Company formation and related statutory and administrative works.
4. Signing Corporate documents, attending to corporate notice and correspondence, representing the organization in dealings with external parties.
5. Handling Secretarial Audit/ CAG & Statutory Audit and Corporate Governance compliance audit under Companies Act read with DPE guidelines.
6. Ensuring Compliance of Secretarial Standards, DPE guidelines on Corporate Governance and Corporate Social Responsibility and Sustainability Development.
7. Prepare/ review various returns and reports required for compliance with the various other laws and regulations in coordination with respective cross functional teams such as Finance, Legal etc.

Desired skills

Candidate should possess following skills:

- Computing skills,
- Excellent communication skills including grammar, editing, and writing, attention to detail.
- Interpersonal skills and the ability to interact effectively with people at all levels of the organization.
- Working knowledge of laws on corporate governance, taxes, company laws.

Desired additional qualification

Additional qualification in Law is desirable.

3.2. Assistant Accounts Officer

- (a) Essential Qualification:** (i) CA/ CMA (Intermediate) pass and
(ii) Bachelor's Degree in any subject from a recognized University/Institute approved by UGC with a minimum of 60% marks

(b) Upper age limit (as on 01.10.2022): 32 years.

(c) Experience required (as on 01.10.2022): 3 years post qualification (Experience will be considered from the date of passing CA/CMA (Intermediate) exam)

TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION

- i. 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.
- ii. Only full time regular courses will be considered. This shall include Class-X, XII examination / Diploma(s) and Degree(s) as specified and applicable in 3.1, 3.2 above.
- iii. 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).
- iv. Minimum percentage of marks in the essential qualification as indicated above shall be as per weightage formulae adopted by the University/ Institute for each semester/year
- v. Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institutes.

4. BASIC PAY SCALES & CTC

DPE Job Grade	NRL Job Grade	Basic Salary (in ₹)	Approx. CTC (in ₹/ Lakhs)
E-5	C	80,000 – 2,20,000	30.00
E-4	B	70,000 – 2,00,000	25.00
E-1	01	40,000 – 1,40,000	15.10

Note : The approx. 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 candidates may be posted in any location, department, function or branch of the Company or Holding Company, subsidiary, associate or affiliate Company or any Joint Venture Company or deputed to any department of Government of India in India/ other PSUs etc.

6. SELECTION PROCESS

Applications received online will be shortlisted based on eligibility criteria 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. The final selection shall be based on Personal Interview amongst the shortlisted candidates.

7. PROBATION

The selected candidates 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 posts by the Company. Candidates shortlisted for selection shall be required to get their Pre-Employment Medical Examination done in NRL nominated hospitals 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. Reference for a medical examination does not mean final selection.

9. CONCESSIONS & RELAXATIONS

- a. Reservation of posts 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. Maximum age limit is relaxed by 5 years for SC candidates against reserved posts*.
- d. Relaxed standards in assessment/selection will be applied for SC/ ST/ PwBD candidates.
- e. If the SC/ST/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.
- f. Any request for change in Category (GEN/SC/ST/OBC-NCL/ PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- g. SC/ST/PwBD candidates appearing for Personal Interview will be reimbursed travel fare equivalent to 3-tier AC train from current address to Guwahati by shortest route. No local conveyance will be paid. Format for TA claim is available in our website.

10. APPLICATION PROCESS

- a. Online Application will be accepted from **13:00 hrs on 29.10.2022 to 23:59 hrs on 07.11.2022** through NRL website www.nrl.co.in (Career Section -> Current openings). No other means / mode of application shall be accepted. Candidates are requested to read the complete instructions hereunder before proceeding to the application form.
- b. Candidates are required to upload the following documents alongwith the online application:
 - i. Recent photograph of candidate (size 50kb in .jpg format)
 - ii. Age proof / Date of birth document (size 200 kb in pdf format)
 - iii. Caste certificate [for SC/ ST/ OBC (NCL)] as applicable in the prescribed format issued by the Competent Authority. OBC (Non-Creamy layer) category certificate, issued by the

Competent Authority should be issued within one year from the date of application. (size 200 kb in pdf format)

- iv. Final Marksheet and pass certificate of Essential qualification (size 200 kb in pdf format)
- v. Detailed CV (in prescribed format) (size 500 kb in pdf format)

Note: Copies of the same photograph uploaded in the online application form should be retained by the candidate 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.

- c. Candidates have to register prior to filling the online application form with their valid email ID and mobile no. The email id and mobile number provided in online application should remain valid for at least one year as they will be used for further communication regarding the recruitment process. Applications with pseudo / fake email ids will attract appropriate action under the law.
- d. 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.
- e. If a candidate meets eligibility criteria, he/she may apply for more than one post. However, he/she will have to separately register and submit separate application form for each post.
- f. 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/forged, his/her candidature shall be summarily rejected without assigning any reason thereof.
- g. In the event of non-submission of completed application from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
- h. Before applying for any 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.
- i. No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.
- j. **Verification of the documents uploaded, with the originals, shall be done only if the candidate is shortlisted for Personal Interview.**

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. Legitimate queries can be mailed to recruitment@nrl.co.in.
- 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 (Career section) regularly. 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/ amend the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons.
- j. NRL reserves the right to change 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.
- k. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered for interview, if called for.
- l. 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.
- m. Candidates must be in possession of all applicable educational qualification Certificates and mark sheets at the time of application.
- n. All the details given in the submitted online form will be treated as final and no changes will be entertained. Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
- o. 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.
- p. The prescribed qualification is the minimum and mere possession of the same does not entitle a candidate for interview. NRL's decision shall be final in this regard.
- q. List of candidates shortlisted for Personal Interview and also the list of selected candidates for appointment for the advertised posts will be displayed in NRL Website www.nrl.co.in (Career section) for the information of the candidates in due course of time. Candidates are advised to visit

our website for latest updates.

- r. **Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.**

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 WILL BE UPLOADED ONLY IN THE CAREER SECTION OF OUR WEBSITE www.nrl.co.in
