


Advertisement No.: 02/2023 Non-Management Trainee recruitment	NUMALIGARH REFINERY LIMITED Registered Office: 122A, G.S.Road, Christianbasti, Guwahati-781005 (Assam) CIN - U11202AS1993GOI003893	
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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. 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.

NRL invites online applications from interested eligible candidates in the following Non-Management category position, details of which is as below:

1. DETAILS OF VACANCY

Sl. No.	Position	Grade	Vacancy	Maximum Age as on 01.01.2023	Qualification
1.	Boiler Operator Trainee	III	02-UR	32 years	Minimum 10th passed with Boiler Attendance Competency Certificate from Competent Authority, Govt. of Assam

Abbreviation Used: UR-Unreserved

2. DATES TO REMEMBER

Commencement of online application	11:30 hrs on 21.03.2023	Last date of receipt of online application	23:59 hrs on 28.03.2023
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3. BASIC PAY SCALE, TRAINING PERIOD & STIPEND

Job Grade	Basic pay (in ₹)
III	Rs. 24,500 - Rs.94,000/-.

Selected candidate will be on training for a period of 12 (twelve) months from the date of joining.

During the period of training, a consolidated stipend of Rs. 24,500/- (Rupees twenty four thousand five hundred) only will be paid per month. After successful completion of training, they will be considered for placement in Non – Management cadre Grade III with a probation period of 3 months in the respective grade pay scale.

Besides Basic Pay, Industrial Dearness Allowance, Perks and other allowances admissible under the Company rules will be payable on absorption.

4. ABSORPTION

Offer for training will not constitute any guarantee for employment with the Company. On successful completion of training, candidate may be considered for appointment with regular scale of pay i.e., in Grade ‘III’ on probation in the scale of pay of Rs. 24,500 - Rs.94,000/-. Probation will be for a period of 3 (three) months which could be extended, depending on performance. Confirmation in the service of NRL will be based on successful completion of the probationary period.

5. PLACEMENT

Selected candidates will be placed in Refinery located at Numaligarh , Golaghat District, Assam. However, selected candidate may be transferred in such capacity as the Company may, from time to time determine, to any other location, department, function, establishment or branch of the company or to the parent Company, subsidiary, associate or affiliate Company or any Joint Venture Company anywhere in India.

6. RECRUITMENT PROCESS

- i. **Candidate(s) having Employment Exchange Registration Card issued by an Employment Exchange of Assam only are eligible to apply.**
- ii. Selection process will consist of Written Test comprising of objective type questions with no negative marking and will comprise of 2 sections:

Section	Parameters	Marks
Section A	General Knowledge/ Reasoning/ General English	30 marks
Section B	Domain or Relevant Technical Knowledge. <i>Questions will be based on the qualification prescribed for the post and commensurate with the level of the post</i>	70 marks
TOTAL		100 marks

- iii. Candidates have to secure minimum qualifying marks of 40 marks out of 100 marks to be eligible for the selection process.
- iv. In case of tie marks on the merit list, the candidate with prior date of birth shall be considered in chronological order. In case of same date of birth, higher percentage in 10th Standard will be considered.
- v. Written Test will be OMR based in English language.
- vi. Total duration of the Written Test shall be 2 hours.
- vii. Final selection will be made in order of merit on the basis of the marks obtained in the Written Test only.

viii. **Restrictions in Employment :**

- a) No women is permitted to work in or allowed to enter in any building in which the generation of gas from dangerous petroleum as defined in the Petroleum Act 1934, is carried on. No women is allowed to work in LPG Storage and handling area.
 - b) Accordingly, Women candidates will not be considered for vacancies in Production and also in cadres/work areas that require shift operation 365 days in a year or necessitates undertaking work beyond 7.00 PM (& upto 6.00 AM) like P&U, Operation, Quality Control, Fire & Safety or Maintenance Services normally performed in shift. However, subject to limitations above, exemption if any, work & work performance requirements and availability of identified positions, women may be appointed.
 - c) While minimum age limit is 18 years, maximum age limit is 32 years for this category.
- ix. Notice regarding syllabus, written test date/venue etc. will be intimated in due course of time.
- x. All recruitment related correspondences will be made to each candidates through E-mail only. No communication will be made through hard copy to any candidate.
- xi. Only eligible candidates will be notified in NRL Website (Career Section -> Written Test Schedule) to download Admit Card for the Written Test. No hard copy of Call letter & Admit Card will be sent to candidates.
- xii. Candidates will be required to carry their valid photo identity proof (PAN Card/Driving Licence/Voter ID Card/Aadhaar Card/Passport etc.) for the Written Test. The photo identity proof will be checked and verified during the test. Candidate(s) without a valid photo identity proof will not be allowed to appear for the Written Test.
- xiii. Candidates are advised to retain a copy of admit card/call letter issued for the selection process(s) for future reference.
- xiv. **Verification of the documents uploaded online, with the originals, shall be done only if the candidate is shortlisted for selection. Documents submitted online will not be verified prior to Written Test.** Candidate(s) qualifying in document verification will be called for pre-employment medical examination. Final offer will be issued to those who will be found medically fit.

7. PRE-EMPLOYMENT MEDICAL EXAM

Appointment to the above post 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.

8. CONCESSIONS & RELAXATIONS

- a. Reservation of posts are as per Government Directives. However, no age relaxation etc. will be applicable in the said post since it is Un-Reserved (UR).
- b. 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.
- c. Any request for change in Category (GEN/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.
- d. SC/ST/PwBD candidates appearing for Written Test will be reimbursed travel fare equivalent to 3-tier AC train/ Bus from current address to Test city by shortest route. No local conveyance will be paid. Format for TA claim is available in our website.

9. APPLICATION PROCESS

- xv. Online Application will be accepted from **11:30 hrs on 21.03.2023 to 23:59 hrs on 28.03.2023** 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.
 - xvi. Candidates are required to upload the following documents along with the online application:
 - i. Recent passport size photograph of candidate (**size 50kb in .jpg format**)
 - ii. Age proof / Date of birth document (**size 200 kb in pdf format**).
Date of Birth (DOB) as mentioned in the Admit Card or Pass Certificate or Marksheet of Class 10 issued by the concerned Government Recognized Education Board will only be considered as valid proof of date of birth. No other document will be accepted for verification of date of birth.
 - iii. Caste certificate [for SC/ ST/ OBC (NCL)/EWS] as applicable in the prescribed format issued by the Competent Authority. (**size 200 kb in pdf format**)
OBC (Non-Creamy layer) / EWS category certificate, issued by the Competent Authority should be issued within one year from the date of application and should be valid on the date of filling online application form.
 - iv. Final Marksheet and pass certificate of 10th Standard (**size 200 kb in pdf format**)
 - v. Boiler Attendant Competency Certificate (**size 200 kb in pdf format**)
 - vi. Employment Exchange Registration Card (**size 200 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.
- xvii. Candidates must 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.

- xviii. **Candidate(s) must produce Employment Exchange Registration Card issued by an Employment Exchange of Assam only. Certificate issued from other States will not be considered.**
- xix. 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.
- xx. Candidates shall ensure that the information furnished by him are true and in case any information furnished by a candidate is found to be faulty/forged, his candidature shall be summarily rejected without assigning any reason thereof.
- xxi. In the event of non-submission of completed application by candidates for reasons whatsoever, his candidature will stand cancelled and no further communication/consideration on the same will be entertained.
- xxii. While applying for the post, candidate should ensure 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 has applied. No correspondence shall be entertained in this regard.
- xxiii. No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.

10. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. Before applying, candidates should ensure that they fulfil the eligibility criteria for the post.
- c. Legitimate queries can be mailed to recruitment@nrl.co.in.
- d. Mere issue of Admit card for Written Test 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. 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.
- h. NRL reserves the right to change the minimum eligibility standards. The Management reserves the right to fill or not to fill the above positions without assigning any reason whatsoever.
- i. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- j. 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 document verification, if called for.

- k. Candidates must be in possession of all applicable educational qualification Certificates and mark sheets at the time of application.
- l. 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.
- m. 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.
- n. 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.
- o. **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, such 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 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 NRL WEBSITE www.nrl.co.in

**Sd/-
General Manager (HR) - Corporate
Numaligarh Refinery Limited**