


Advertisement No.: 02/2024 RECRUITMENT OF EXPERIENCED PROFESSIONALS	NUMALIGARH REFINERY LIMITED <u>Registered Office:</u> 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 Schedule-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. 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 has also laid 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 biomass as feedstock. NRL is also the largest producer of Paraffin Wax in the country.

NRL invites talented and motivated Indian nationals to join its team and be part of its Mega-Expansion journey to create yet another growth story of the organization. We have exciting opportunities for eligible experienced and dynamic professionals in the following positions, to be posted at our Refinery at Numaligarh, Assam:

1. DETAILS OF VACANCIES

SN	Position	Job Grade	Vacancy		Upper age limit (in years)	Min. relevant Experience (in years)	Total vacancy
			Shortfall/ Backlog	Current			
1.	Sr. Officer-Mechanical	E-3	ST-01	SC-01; OBC (NCL)- 01; UR-02	30	4	05
2.	Sr. Officer-Chemical	E-3	PwBD: 01	SC- 02; ST-01; OBC(NCL)- 02; EWS-01; UR-04	30	4	11
3.	Sr. Officer - Electrical	E-3	-	OBC (NCL)- 01; UR-02	30	4	03
4.	Sr. Officer-Metallurgy	E-3	-	UR-01	30	4	01

5.	Sr. Officer- Computer Science	E-3	-	OBC (NCL)- 01	30	4	01
6.	Sr. Officer- Commercial	E-3	-	UR-01	30	4	01
7.	Accounts Officer	E-2	-	OBC(NCL)- 01; UR-01	32	3	02

The total number of projected vacancies indicated above may increase/ decrease at the discretion of NRL management. Reservation for PwBD candidates are as per Govt. guidelines.

Identified type of disabilities for:

Sr. Officer- Mechanical	a) D, HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
Sr. Officer-Chemical	a) HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
Sr. Officer -Electrical	a) D, HH b) OL, Dw, AAV c) ASD (M), SLD, MI d) MD involving (a) to (c) above
Sr. Officer-Metallurgy	a) D, HH b) OA, OL, Dw, AAV c) SLD, MI d) MD involving (a) to (c) above
Sr. Officer-Computer Science	a) B, LV b) D, HH c) OL, CP, LC, Dw, AAV d) SLD,MI e) MD involving (a) to (d) above
Sr. Officer-Commercial	a) B, LV b) D, HH c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD involving (a) to (d) above
Accounts Officer	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) MD involving (a) to (c) above

2 DATES TO REMEMBER

Commencement of online application	12:00 hours on 25.01.2024	Last date of receipt of online application	23:59 hours on 03.02.2024
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3. DETAILS ON EDUCATION QUALIFICATION, AGE , EXPERIENCE

3.1. The last date for reckoning age and all other eligibility criteria will be considered as **03.02.2024**.

		ELIGIBILITY CRITERIA		
SN	Position	Maximum age (in years)	Essential Qualification	Minimum relevant Experience
1	Sr. Officer-Mechanical (E3 grade)	30	Bachelor's Degree of minimum 4 years duration in Mechanical Engineering with minimum 65% marks (Excluding Automation/ Automobile/ Industrial / Power / Manufacturing/ Production / Mechatronics /Mining/ Marine/Robotics Engineering etc.)	Minimum 04 years post qualification relevant experience (including experience as GET/ ET/ MT) of Project Commissioning/ Maintenance/ Operation in Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant or in commissioning/operations & maintenance of Oil and Gas cross country pipelines of State/Central Government Undertaking(s)/ CPSEs and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization. Preference shall be given to candidates having relevant experience in Oil & Gas sector.
2	Sr. Officer-Chemical (E3 grade)	30	Bachelor's Degree of minimum 4 years duration in Chemical Engineering with minimum 65% marks (Excluding Petrochemical /Chemical Technology / Petrochemical Technology/Chemical Technology & Polymer Science/ Chemical Technology & Plastic Technology etc.)	Minimum 04 years post qualification relevant experience (including experience as GET/ ET/ MT) of Maintenance/ Operation in Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant of State/Central Government Undertaking(s)/ CPSEs and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization. Preference shall be given to candidates having relevant experience in Oil & Gas sector.
3	Sr. Officer - Electrical	30	Bachelor's Degree in Electrical Engineering of minimum 4 years duration	Minimum 04 years post qualification relevant experience (including experience as GET/ ET/

	(E3 grade)		with minimum 65% marks (Excluding Electrical & Electronics Engineering/Electrical & Communication Engineering/ Electrical & Instrumentation Engineering etc.)	MT) of Project Commissioning/ Maintenance/ Operation in Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant or in commissioning/operations & maintenance of Oil and Gas cross country pipelines of State/Central Government Undertaking(s)/ CPSEs and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization. Preference shall be given to candidates having relevant experience in Oil & Gas sector.
4	Sr. Officer- Metallurgy (E3 grade)	30	Bachelor's degree in Metallurgy / Metallurgical and Materials Engineering of minimum 04 years duration with minimum 65% marks	Minimum 04 years post qualification relevant experience (including experience as GET/ ET/ MT) in Metallurgy/Metallurgy & Materials testing / In-situ Metallography & damage mechanism identification of static equipment in Petrochemical Plant/ Hydrocarbon Refinery/ Fertilizer Plant /Oil and Gas cross country pipelines of State/Central Government Undertaking(s)/CPSEs / Large Private Sector Organization(s) of repute, as an employee of that Plant/ Undertaking/ Organization. Preference shall be given to candidates having relevant experience in Oil & Gas sector.
5	Sr. Officer- Computer Science (E3 grade)	30	Bachelor's degree in Computer Science Engineering of minimum 04 years duration with minimum 65% marks (Excluding IT engg. and other allied disciplines)	Minimum 04 years post qualification experience (including experience as GET/ ET/ MT) in SAP Plant Maintenance(PM) – techno-functional knowledge, configuration, integration with other SAP modules etc. in Petrochemical Plant/ Hydrocarbon Refinery of State/Central Government Undertaking(s)/ CPSEs and/or Large Private Sector Organization(s) of repute, as an employee of that Plant/

				<p>Undertaking/ Organization.</p> <p>Certification in SAP PM Module is essential.</p> <p>Preference shall be given to candidates having relevant experience in Oil & Gas sector.</p>
6	Sr. Officer-Commercial (E3 grade)	30	<p>Bachelor's Degree of minimum 4 years duration in Mechanical/Electrical/Civil/ Computer Science/ Chemical Engineering with minimum 65% mark (exclusions as mentioned in this table shall be applicable)</p> <p>BE/BTech with MBA/PGDBM in Supply Chain Management/ Project Management shall be preferred.</p>	<p>Minimum 04 years post qualification experience (including experience as GET/ ET/ MT) out of which minimum 2 years in Procurement of goods and services including statutory compliances etc; hands-on experience in SAP/ GeM Portals in State/Central Government Undertaking(s)/ CPSEs and/or Large Private Sector Organization(s) of repute, as an employee of that Undertaking/ Organization.</p> <p>Preference shall be given to candidates having relevant experience in Oil & Gas sector.</p>
7	Accounts Officer (E2 grade)	32	Chartered Accountant/ Cost & Management Accountant, having Associate Membership of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India	<p>Minimum 03 years of post-qualification experience in Finance Function in State/Central PSUs and/or Large Private Sector Organization(s) of repute, as an employee of that Undertaking/ Organization. Experience will be considered from the date of passing CA/CMA final exam.</p> <p>Preference shall be given to candidates having relevant experience in Oil & Gas sector.</p>

TERMS AND CONDITIONS IN RESPECT OF EDUCATIONAL 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 in 3.1 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 educational 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. EMOLUMENTS

Grade	Pay Scale (in ₹)	Approx. CTC (in ₹ lakhs)
E-2	50,000 – 1,60,000	18.47
E-3	60,000 – 1,80,000	22.33

The CTC mentioned above includes Performance Related Pay (PRP), which may vary depending on Company's MOU performance, place of posting etc. The CTC is subject to increase/ decrease.

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

5. PROBATION

The selected officers will be on Probation for 1 year from the Date of Joining in the respective grade pay scale.

6. PLACEMENT

The selected candidates will be placed at our Refinery in Numaligarh, Dist: Golaghat, Assam.

Candidates selected as **Sr. Officer-Chemical** will be required to work in shifts including night shift. Candidates selected for the remaining positions may have to work in shifts depending on job requirements.

7. SELECTION PROCESS

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

In the event of number of applications being more, the Company reserves the right to raise minimum eligibility criteria/ standards for shortlisting candidates to be called for Interview.

8. SURETY BOND

Selected candidates joining NRL may have to execute a Surety Bond of a specified amount for serving the Company for a specified period from the date of joining.

9. PRE-EMPLOYMENT MEDICAL EXAM

Appointment to the above positions will be subject to the candidate being found medically fit as per the standards prescribed for the positions by the Company. Candidates shortlisted for selection after Personal Interview shall be required to get their Pre-Employment Medical Examination done in NRL nominated hospitals or as advised by authorized 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 in any regard.

10. CONCESSIONS & RELAXATIONS

- a. Reservation of posts are as per Government Directives.
- b. Candidates seeking relaxation 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. 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). 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.

- e. 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.
- f. 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.
- g. 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.
- h. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- i. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by Govt. of India.
- j. Relaxed standards in assessment/selection / Personal Interview will be applied for SC, ST, OBC-NCL, PwBD candidates.
- k. If the SC/ST/OBC-NCL/EWS/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.
- l. Any request for change in Category (GEN/SC/ST/OBC-NCL/ EWS/PwBD) once filled in the online form, will not be considered and accordingly concession/relaxation applicable will not be extended.

11. ONLINE APPLICATION PROCESS

- a. Interested & eligible candidates will have to apply ONLINE in the Career section of our website www.nrl.co.in -> Careers -> Current Openings. Online Applications will be accepted from 12:00 hrs on 25.01.2024 to 23:59 hrs on 03.02.2024. Candidates are requested to read the complete instructions hereunder before proceeding to the application form.
- b. Candidates are required to upload the following documents during online application:
 - i. Photo of candidate (image format)
 - ii. Age proof / Date of birth document (pdf format)
 - iii. Marksheet and pass certificate of essential educational qualification (BE/B.Tech/ CA/CMA) (pdf format)
 - iv. Caste/ Category certificate [for SC/ ST/ OBC (NCL)/EWS/ PwBD] 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 registration. (pdf format)

- v. Detailed Curriculum Vitae (CV) with experience details per format provided in NRL Career Section-> Standard Forms (pdf format)
- vi. Supporting proof for candidate domiciled in the State of Jammu & Kashmir during the period 01.01.80 to 31.12.89 (pdf format), if applicable
- vii. Supporting proof for Ex-Servicemen (pdf format), if applicable

Note: Copies of the same photograph uploaded online 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 with their valid email ID and mobile no. The email id and mobile number provided in online registration/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. After completing application process with all requisite information, candidates will receive an enrolment number in their registered email ID. This enrolment number will be used for all further communications related to the recruitment process.
- e. Candidates are advised to apply once against one position. In case of multiple applications against one position from a candidate, the latest one shall be considered as final and the older entries shall be rejected without any notice.
- 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. Before applying for any position, 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.
- h. No hardcopy of the online application or any document should be sent by post to the Office of Numaligarh Refinery Limited.**

12. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. Before applying, candidates should ensure that they fulfill the eligibility criteria for the position

- applied for.
- 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. The total number of vacancies and the reserved vacancies is provisional and may vary according to the actual requirements.
 - f. All the candidates are requested to remain updated at each step of the recruitment process by visiting the Career Section of our website www.nrl.co.in . Candidates may please note that personal calls and/or interaction with any of the NRL's officials during the recruitment drive is discouraged, except when absolutely necessary.
 - 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 posts advertised at any stage of selection process.
 - k. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
 - l. 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.
 - m. Candidates presently employed in Government Departments/Central Public Sector Enterprise / State Public Sector Enterprise etc., should keep their employer informed about their application. They must produce 'No Objection Certificate' at the time of personal 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 educational qualification Certificates and mark sheets at the time of appearing for the interview.
 - o. All applicants must fulfill the essential eligibility 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. All the details given in the submitted online form will be treated as final and no changes will be entertained.
 - q. The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate to participate in the Selection Process. Also, mere appearance in the Personal Interview does not qualify any candidate for the Selection process. Only eligible and suitable candidates will be considered for the selection process. NRL's decision shall be final in this regard.

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. 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, Assam.

We hereby caution the public not to fall prey to the dubious agencies/ organizations/ individuals/ aiming at fleecing money from the innocent public. Do not believe any advertisement/job announcement of NRL circulated through e-mail, social media etc. Please rely on information hosted in the Career Section of our website www.nrl.co.in for any job/career related information pertaining to NRL.

ANY FURTHER CORRIGENDUM / ADDENDUM WOULD BE UPLOADED ONLY IN THE
CAREER SECTION OF OUR WEBSITE www.nrl.co.in

Sd/-

**General Manager (HR)- Corporate
NRL**
