

Advertisement No.: 03/2020

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 Bharat Petroleum Corporation Limited (BPCL), 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 positions, details of which are as below:

1. DETAILS OF VACANCIES

Sl. No.	Position	DPE Job Grade	NRL Job Grade	Vacancies	Maximum Age as on 01.12.2020	Minimum Experience
1.	General Manager/ Chief General Manager-Project Pipeline	E8	G/H	1- UR	54/56 years	25/28 years
2.	General Manager/ Chief General Manager –Technical	E8	G/H	1-UR	54/56 years	25/28 years
3.	General Manager/ Chief General Manager –Finance	E8	G/H	1-UR	54/56 years	25/28 years
4.	Company Secretary	E7/E8	E/F	1-UR	50/52 years	20/22 years
5.	Sr. Manager/ Chief Manager - Project Pipeline	E6/E7	D/E	1-UR	48/50 years	18/20 years
6.	Sr. Manager / Chief Manager –Piping	E6/E7	D/E	1-SC 1-UR	48/50 years	18/20 years
7.	Asstt. Manager / Manager (Project Planning)	E4/E5	B/C	1-UR	35/40Years	5/8 years
8.	Officer (Corporate Planning)	E2	02	1-UR	32 years	3 years
9.	Officer (Finance)	E2	02	1-ST; 1- UR	32 years	3 years

**Abbreviations Used: UR-Unreserved; SC- Scheduled Caste; ST- Scheduled Tribe*

2. DATES TO REMEMBER

Commencement of online application	15:00 hrs on 09.12.2020	Last date of receipt of online application	15:00 hrs on 24.12.2020
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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 01.12.2020.

3.1 General Manager / Chief General Manager-Project Pipeline

Essential Qualification:

4 years Bachelor Degree (BE/B.Tech) from a recognized University/ Institute, approved by AICTE/UGC.

Experience (as on 01.12.2020):

25/28 years including experience in execution of cross country petroleum pipeline. Experience in any Govt. /Public sector organization in design, engineering, planning, execution, operation & maintenance of pipeline projects will be preferred.

Job responsibilities:

Key accountabilities shall include but not limited to the following:

1. Providing leadership and direction to the project team.
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. Establish monitoring and reporting processes to achieve correct and clear reporting on project costs, deliverables, and all other statistics
5. Ensure closure of projects

Essential skills:

1. The incumbent should be well versed with all domestic and international standards followed for Pipeline construction including OISD/PNGRB/PESO requirements.
2. The incumbent should be fully conversant with other facilities involved in Pipeline construction e.g. SCADA, CP systems, various monitoring tools, softwares etc.
3. Candidate should possess following skills:
 - Project Management Skills
 - Ability to work in a highly dynamic environment
 - Skill in stakeholder management
 - Negotiation Skills
 - Sound knowledge of materials, methods, and the tools involved in pipeline project

Desired skills:

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

3.2. 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 01.12.2020):

25/28 years including experience in Refinery Operations, Maintenance, execution of Projects. Experience in PSU/ Large Oil & Gas Companies in refinery & petrochemical operations will be preferred.

Job responsibilities:

The incumbent will be mainly responsible for overlooking 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

3.3. General Manager / Chief General Manager –Finance

Essential Qualification:

Chartered Accountant/ Cost & Management Accountant, having Associate Membership of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.

Experience (as on 01.12.2020):

25/28 years in Finance domain (preferably in Petroleum sector). Should have extensive knowledge on budgeting, taxation and treasury management and thorough understanding of driving business objectives and creating long term sustainable value.

Job responsibilities:

The incumbent shall be responsible for broadly planning and monitoring of financial aspects of the Company's business operations by institutionalizing systems and processes to ensure financial control and reporting including budgeting, taxation and treasury management to achieve business objectives and create long term sustainable value for the organization while ensuring compliance to all statutory requirements.

Key accountabilities shall include but not limited to the following:

1. Establishing systems and processes to ensure adequate financial discipline and control
2. Conducting financial feasibility analysis of the Company's projects
3. Managing end to end fund planning activities of the organization
4. Product pricing - Knowledge of Computation of Prices of Petroleum Products
5. Tax compliance
6. Planning and reviewing cash flow activities
7. Providing audited financial statements within legislative time limits
8. Developing a highly motivated & capable team and ensuring continuous process innovation
9. In-depth knowledge of Accounting Standards and process of capitalization and finalization of accounts, various benefits & accounting under payroll division in PSUs
10. Understanding of Company's Financial Risk and Non-financial risk and reviewing the mitigating plans of all risks through regular interaction with stakeholders.
11. Regular interaction with financial institutions, statutory agencies and stakeholders at large.

Desired skills

1. The applicant should have adequate managerial experience at a senior level with mastery in Finance operations in the Oil & Gas industry.
2. Should have updated knowledge on financial laws and regulations (Companies Act, Taxation etc.), best practices, proficiency with financial instruments etc. and general awareness of the hydrocarbon product/fuel & market trends on crude & Petroleum products demand/prices etc.
3. Should be able to handle multiple complex issues, stakeholders and exude leadership qualities.
4. Having techno/commercial expertise, good networking and negotiating/influencing skills will be an added advantage.

3.4. Company Secretary

Essential Qualification:

Associate Membership of Institute of Company Secretaries of India

Experience (as on 01.12.2020):

20/22 year of post qualification work-experience in a Company Secretarial set-up with in-depth understanding and knowledge of Companies Act, Rules & Regulations, SCRA, SEBI, Listing requirements with stock exchanges.

Job responsibilities:

The incumbent has the role of fostering a culture of corporate governance by providing support and advice to the senior management (CEO, Board of Directors) on their responsibilities under various laws, to ensure efficient administration of the company and ensure compliance with all reporting, regulatory and corporate governance requirements.

Candidate should possess knowledge of process, procedure and formalities for issue and allotment of shares & certification, dividend payment, monitoring activities of Share Transfer Agents regarding share transfer, demat. etc. with in-depth understanding and knowledge of Companies Act, Rules & Regulations, SCRA, SEBI, Listing requirements with stock exchanges.

Key accountabilities shall include but not limited to the following:

1. Ensuring Company's Corporate Governance and other Statutory and Legal compliance related matters.
2. Establishing and driving implementation of Corporate Governance norms to ensure transparency in all operations.
3. Conducting periodic and timely Board Meetings, Committee meetings, Annual General Meeting and all formalities preceding and succeeding such meetings.
4. Company formation and related statutory and administrative works.
5. Signing corporate documents, attending to corporate notice and correspondences, representing the organisation in dealings with external parties.
6. Handling Secretarial Audit and Corporate Governance compliances audit under Companies Act and DPE guidelines.
7. Ensure compliance of Secretarial Standards, DPE guidelines on Corporate Governance and Corporate Social Responsibility and Sustainability Development.
8. Prepare/review various returns and reports required for compliance with the tax laws and regulations in coordination with respective cross functional teams such as Finance, Legal etc.

Key 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 skill:

Additional qualification in Law is desirable.

3.5. Sr. Manager / Chief Manager - Project Pipeline

Essential Qualification:

4 years Bachelor Degree (BE/B.Tech) from a recognized University/ Institute approved by AICTE/UGC.

Experience (as on 01.12.2020):

18/20 years of post-qualification work experience in execution of Crude/ Petroleum product pipeline. Experience in any Govt. /Public sector organization in Oil & Gas sector will be preferred. Candidate should be SCADA certified.

Job responsibilities:

Key accountabilities shall include but not limited to the following:

1. Oversee end-to-end execution of projects within the stipulated time period and budget
2. Establish monitoring and reporting processes to achieve correct and clear reporting on project costs, deliverables, and all other statistics.

The incumbent should be well versed with all domestic and international standards followed for Pipeline construction including OISD/PNGB/PESO requirements. The incumbent should be fully conversant with other facilities involved in Pipeline construction e.g. SCADA, CP systems, various monitoring tools and software etc.

Desired skill:

1. Techno-Commercial skills
2. Sound inter-personal communication skill

3.6. Sr. Manager / Chief Manager – Piping

Essential Qualification:

4 years Bachelor's Degree (B.E / B.Tech) in Mechanical Engineering, from a recognized University/ Institute, approved by AICTE/UGC.

Experience (as on 01.12.2020):

18/20 years of post-qualification experience including designing of piping system for dynamic loads, pipe stress analysis, pipe support design and selection in Petroleum/ Petrochemical sectors.

Job responsibilities:

Key accountabilities shall include but not limited to the following:

1. Designing of piping system in Refinery application for dynamic loads.
2. Piping stress analysis
3. Pipe support design
4. Checking of Piping Designs and Piping stress analysis with SP3D/CAESAR II software
5. Checking of Layout of Process equipment systems using 2D and 3D software packages to produce drawings from concept through construction issue.
6. Checking of piping design and detail drawings including General Layouts, Isometrics and Pipe Support Details utilizing 2D and 3D modelling software.

7. Reviews designs with other piping team members and with other disciplines.
8. Evaluate vendor equipment for design applications and assist with equipment specifications and reviews.
9. Examine and validate drawings for quality and compliance.
10. Examine, validate and coordinate other discipline designs for compliance with layouts.

Candidate should be familiar with various codes like ASME, EN and API/ Stress codes applicable for piping design and stress analysis. Adequate hand on experience on PDS/PDMS/SP3D/CAESAR II is essential.

Desired skills

1. Capable of preparing RFI (Request for information), stress analysis philosophy and critical line list.
2. Experience in handling lines connecting to static and rotating equipment.
3. Experience on preparing technical specifications for hangers and expansion joints.
4. Experience in visual stress check for non-critical lines.
5. Sound knowledge on pipe support design & selection.
6. Experience in inter- discipline coordination with Civil and Structural team to execute collaborate design.

3.7. Asstt. Manager/ Manager (Project Planning)

Essential Qualification:

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

Experience (as on 01.12.2020):

5/8 Years of post-qualification experience in Project Planning & Scheduling. Experience in Petroleum/ Petrochemical sector will be preferred.

Job responsibilities:

Key accountabilities shall include but not limited to the following:

1. Review schedule, coordinate and monitor L2/L3 Schedule, Estimation of time and resources during project execution.
2. Submit recommendations to Project Manager to mitigate deviations from the Master Schedule
3. Analysis of contractors' master schedules before agreement signing, during schedule integration into project's Master Schedule and during construction
4. Interact with PMC/EPCM/ EPC in reviewing & updating the L3-L4 schedule
5. Preparation of MIS report as per need
6. Coordinate with contractors, subcontractors and vendors to resolve interface issues
7. Review performance of Contractor, Sub Contractor, and Vendor. Identify interface issues and dependencies. Evaluate performance gaps and prepare reports
8. Conduct weekly review meetings with internal and external organizations to review the yard readiness schedule status and the implementation of action items.
9. Consolidate and review all data related to yard readiness and generate reports to senior management.
10. Develop, maintain and performance management program schedules through identification of

emerging trends and critical path analyses.

Certification in Project Management and Primavera from a reputed institute is essential. Proficiency in Arc GIS, 4D visualization, MS office, MS Project & SAP shall have additional weightage.

Desired skills:

- Interface coordination for mega projects.
- Knowledge in the use of PRIMAVERA (P6) planning package and conversant with Microsoft Project
- Able to identify project interdependencies and associated risk for overall readiness of the project.
- Ability for Cross-functional co-ordination across engineering disciplines
- Learning agility & good presentation skills
- Demonstrated people management skills
- Strong written and oral Communication Skills
- Excellent networking & strong negotiation skills
- Self-motivated and target-oriented to drive results
- Knowledge of discipline wise documents and deliverables from licensor, applicable standards is required.

3.8. Officer (Corporate Planning)

Essential Qualification:

MBA from a recognized University/ Institute (Preferably with B.E/ B.Tech Degree in Engineering)

Experience (as on 01.12.2020):

3 years post qualification experience.

Experience in reputed corporate / consulting firm with exposure to strategic planning or data analytics will be essential.

Job responsibilities:

Key accountabilities shall include but not limited to the following:

1. Conduct studies and analysis thereon on new strategic initiatives of the company
2. Submit periodic reports and replies to Parliamentary Queries and other Ministry queries.
3. Updation of various online reports as required from time to time
4. Monitor compliance to DPE guidelines applicable for the Company
5. Monitor and analyse company's performance vis-à-vis MoU targets
6. Monitor performance against departmental business plan
7. Administer Capital Expenditure Schemes
8. Carry out financial analysis of AF proposals
9. Coordination of NRL's Start-up program which will include:
 - Conducting Start-up Steering Committee meetings.
 - Preparation of approvals, notes, reports, MIS etc.
 - Preparation of agreements and MoUs with start-ups and other facilitating agencies.
 - Maintaining updates on Government policies/directives on start-ups
 - Coordinate and visit stakeholders' offices for different activities to NRL Ideation, viz. Incubation Centers, Asset Managers, NRL funded startups, NRL offices in Guwahati / Numaligarh.

- Recording minutes of all meetings
- Visit offices/factories/sites of selected start-ups for funding, for audit, verification etc. and preparation of report
- Visiting different college/university campuses in Assam for promotional activities, workshops. Etc.
- Organizing events / functions organized under NRL Ideation

Desired skills

Good presentation & communication skills, knowledge of government policies are desirable.

3.9. Officer (Finance)

Essential Qualification:

Chartered Accountant/ Cost & Management Accountant, having Associate Membership of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India

Experience (as on 01.12.2020):

3 years of post-qualification experience in Financial Functions in reputed Public or Private Sector Companies.

Job responsibilities:

Key accountabilities shall include but not limited to the following:

1. Financial evaluation of Investment proposals, Project financial planning, capital budgeting,
2. Initiating required action for availing various benefits of taxation, project imports, etc. wherever eligible
3. Project Insurance, lodgement of claims etc.
4. Finance concurrence of the proposals
5. Reporting of Capex MIS to Management and other stakeholders to aid in decision making
6. Ensuring compliance of applicable accounting policies and practices in booking the project expenses
7. Preparing budget/estimates for the project by closely working with the project team
8. Manage Cash flows for the project by regulating payments for vendors and sub-contractors
9. Coordinate with concerned Internal Functions involved for arranging the required funds for the project
10. Work in tandem with the internal and external auditors and resolve issues by complying with the framed regulations.

Desired skills

1. Financial evaluation of Investment Proposals, Budget preparation and budget allocation.
2. Project cash flow Management.
3. Project Insurance and Capitalization.
4. Compliance of requirements of various taxation provisions in investment proposals /capital expenses, etc.

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
E	E7	1,00,000 – 2,60,000	42.00
D	E6	90,000 – 2,40,000	36.00
C	E5	80,000 – 2,20,000	30.00
B	E4	70,000 – 2,00,000	25.00
02	E2	50,000 – 1,60,000	18.00

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-NC) and 15 years for PwBD (SC/ST) candidates.
- 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 **15:00 hrs on 09.12.2020 to 15:00 hrs on 24.12.2020** . 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. 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 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.
- g. 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.
- h. 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).
- i. 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.
- j. 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.
- k. NRL reserves the right not to fill any of the above posts advertised at any stage of selection.
- l. 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.
- m. 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.
- n. Candidates presently employed in Government Departments / PSU's / 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.
- o. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application
- p. All the details given in the submitted online form will be treated as final and no changes will be entertained.
- q. 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
