


<p>Advertisement No.: 03/2020</p>	<p style="text-align: center;">NUMALIGARH REFINERY LIMITED <u>Registered Office:</u> 122A, G.S.Road, Christianbasti, Guwahati-781005 (Assam) CIN - U11202AS1993GOI003893</p> 
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FREQUENTLY ASKED QUESTIONS

1. Where can I find the standard format of CV for applying in the online application form?

Reply: The standard CV format is available in the STANDARD FORMS tab in the Career section of NRL's website www.nrl.co.in.

2. For applying in any post, is there any criterion that the applicant has to be in the immediate lower pay scale for 02 years if employed in a CPSU?

Reply: There is no such criterion.

3. Whether age relaxation is given to Ex-Servicemen as per Govt. directives?

Reply: Age relaxation to Ex-servicemen for Group 'A' posts as per Policy of Reservation for Ex Servicemen will be applicable.

4. How will I know whether my application is submitted?

Reply: Candidate can login with the same credentials used during registration for a particular post and check the status of their application.

A unique Enrollment number will be created by the system against every submitted application. A system generated email containing the Enrollment Number will be sent to the candidate's email ID after submission of the application.

5. I am 32 years 1 day as on 01.12.2020. For the position of Officer (Corporate Planning), I have all the required qualifications and experience. Can I apply?

Reply: For all the positions mentioned in the advertisement 03/2020, the maximum age as on 01.12.2020 is mentioned. This age limit cannot exceed even by 1 day.

Age relaxations for SC/ST/OBC-NCL as per Govt. guidelines are applicable against reserved vacancies.

6. Essential qualification required for the position of Officer (Corporate Planning) is given as MBA. I have done PGDBM/PGDM (2 Years). Can I apply for the said post?

Reply: Institutes where PGDBM/PGDM is equivalent to MBA can apply.

7. I am a Fellow Chartered Accountant (FCA). Am I eligible to apply for the post of Office –

Finance?

Reply: Essential qualifications as mentioned in the advertisement 03/2020 are the minimum eligibility criterion. Candidate having higher qualifications are eligible to apply.

8. I have done MBA-Finance and have relevant experience as mentioned for the position of Officer-Finance. Can I apply?

Reply: Essential qualification for the position of Officer (Finance) is Chartered Accountant/ Cost & Management Accountant, having Associate Membership of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.

MBA- Finance is not eligible to apply..

9. What the meaning of AF as mentioned in the Job responsibility section of **Officer- Corporate Planning - point No. 8 - "Carry out financial analysis of AF proposals"**.

Reply: AF means Additional Facilities, requiring capital expenditure for Replacement and renewal of plant/machineries, Implementing safety/security measures, Environmental & energy efficiency measures, Business necessity, Performance improvement and Welfare & Admin.

10. I am a fresher. Can I apply for the posts advertised?

Reply: All positions mentioned in advertisement no: 03/2020, have minimum experience criteria. Please go through the detailed advertisement for minimum eligibility criteria.

11. My date of birth is 18.02.1979 and my age as on 01-12-2020 is 41 yrs, 9 months, 14 days. As per clause 9(f) of the advertisement, age relaxation of 3 years is available for OBC-NCL candidates. But while applying for the position of Asst. Manager/Manager (Project Planning), system is not accepting my application and showing maximum age limit as 40.

Reply: Relaxation for SC/ST/OBC-NCL is available against reserved vacancies only.

12. I have done by BE in Automobile Engineering, and have relevant experience. Am I eligible to apply under Mechanical Branch for the position of Asstt. Manager/ Manager (Project Planning)?

Reply: Essential qualification for the post of Asstt. Manager/ Manager (Project Planning) is mentioned in the advertisement 03/2020.
