

**NUMALIGARH REFINERY LIMITED  
A GOVT. OF INDIA ENTERPRISE  
122A, CHRISTIANBASTI, G.S.ROAD  
GUWAHATI -781005**

Ref: PERS:RECT:MGT:STF:CON

Date : 19.11.2022

**NOTICE**

**Subject : Interview for the post of Assistant Company Secretary  
(Ref: Advt. no. 04/2022)**

Based on the online applications, candidates bearing the enrolment numbers as below are provisionally shortlisted for appearing in the Personal Interview (PI) for the post of Assistant Company Secretary. The PI will be held at the below venue as per following schedule:

**Venue:**

Date : 29-11-2022  
Time : 9:00AM.  
Location : NRL Corporate Office, 122A, G S Road, Christianbasti, Guwahati-781005  
(Entry from R G Barua Road Gate, Near City Centre Mall)

SN	ROLL NO
1.	8000003
2.	8000007
3.	8000008
4.	8000016
5.	8000024
6.	8000041
7.	8000044
8.	8000064
9.	8000072
10.	8000076
11.	8000080
12.	8000098
13.	8000105
14.	8000111
15.	8000114

E-mail messages are also being sent to the above candidates for appearing in the PI as per above schedule. However, if any shortlisted candidate does not receive the mail due to any reason, he/she may report for the PI as per above schedule, and the candidate must carry a valid photo identity card and 2 recent passport size photographs.

Please note that, you are provisionally shortlisted to appear in the PI based on details submitted in your online application without verifying documents as specified in the detailed advertisement 04/2022 published in our website. You will be allowed to appear in the PI after due verification of all the documents (including originals) to establish that you are meeting the qualifying/eligibility requirement for the post applied. A candidate who does not meet the criteria mentioned in the advertisement number 04/2022 should not appear for the PI.

**The following original documents will be verified at the time of interview. ‘Non production of original documents’ or ‘ineligibility based on the original document produced’ will debar the candidate from appearing for the PI and no travelling expenses will be reimbursed to such candidates.** Further, an “Application for Employment” form which is available in our website [www.nrl.co.in](http://www.nrl.co.in) under Career section > Standard Forms is required to be submitted at the time of PI. You are required to take printout of the form and submit the duly filled in form in all respects along with self-certified photocopies of the following documents while appearing for the PI. You are also advised to affix a passport size photograph in the aforesaid form similar with the photo uploaded during submission of online application.

**A. Date of Birth (DOB) proof:**

Xth Standard Passing Certificate indicating Date of Birth OR School Leaving Certificate OR Birth Certificate.

**B. Qualification:**

- i. Mark sheets of all the Semesters/ Years starting from class X, XII, degree, Essential qualification etc.
- ii. Essential qualification, Degree Certificate, Class XII certificate & Class X pass certificate
- iii. Provisional passing Certificate (in case Final Degree Certificate is not issued).
- iv. Associate Membership Certificate
- v. Applicants, who have been awarded CGPA / GPA / SGPA or letter grades, should follow the conversion table of the Institute / College / University from wherever they have passed. Applicants called for interview will be required to produce the authenticated conversion table from the Institute / College / University.

C. Candidates presently working in Government departments/ PSUs / Autonomous Bodies /Aided Institutions owned by the Government should bring "No Objection Certificate" from their organisation at the time of PI.

**D. Category Certificates :**

- i. SC / ST / OBC (Non Creamy Layer) candidates must produce caste/ category certificates, as per the format prescribed by the Government of India.
- ii. If the SC / ST / OBC-NCL certificate has been issued in a language other than English / Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi

**E. Experience certificate:**

- i. Work experience documents ( stating work start and end date) in Original have to be produced for all experience mentioned in your CV.
- ii. Last payslip ( of current employment)
- iii. If you are presently employed in Government Departments / PSUs / Autonomous Bodies owned by the Government, you must produce ‘**No Objection Certificate**’ at the time of interview, failing which you will not be allowed to appear for the interview and your candidature will not be entertained.

Please note that in case, at any stage of selection process, it is found that you are not meeting the requirement as per the advertisement, you will not be allowed to appear in the PI or any other subsequent selection process.

Outstation candidates attending the PI will be reimbursed to and fro 3-Tier AC train fare by shortest route from current address as indicated in the online application form to/ fro Guwahati on

production of original tickets. For any other mode of travel, the reimbursement will be restricted to the extent of 3Tier AC train / bus fare by shortest route or actual fare, whichever is less on production of original tickets / boarding passes. The amount towards reimbursement of TA will be remitted to the bank account of the candidates electronically. No cash payment shall be made. Accordingly, candidates called for PI will be required to submit their bank account details in the prescribed format (TA Claim Form) available in our website [www.nrl.co.in](http://www.nrl.co.in) under Career Section.

This invitation to appear for the PI in no way constitutes an offer for employment. Decision of the Interview Selection Committee shall be final. The Management reserves the right to fill or not to fill all or any of the subject positions without assigning any reason whatsoever.

Sd/-

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

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