


Advertisement No.: 01/2023 SPECIAL RECRUITMENT DRIVE FOR PwBD/SC Walk-In Interview	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 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 young professionals, who are ready to take challenges head on. **NRL invites eligible candidates to attend the Walk-in Interview for the following positions, details of which are as below:**

1. DETAILS OF VACANCIES

SN	Position	Job Grade	Backlog/ Shortfall		PwBD eligibility	Experience (in years)	Total vacancy
			SC	PwBD			
i.	GET (Mechanical)	E-2	-	01	b) D, HH c) OA, OL, LC, Dw, AAV	Nil	01
ii.	GET (Computer Science)	E-2	-	01	b) D, HH c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (b) to (d) above	Nil	01

iii.	MT (HR)	E-2	-	01	a) B, LV b) D, HH c) OA,BA,OL,BL, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	Nil	01
iv.	Assistant Officer- Commercial (Trainee)	E-1	-	01	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above	Nil	01
v.	Assistant Accounts Officer	E-1	01	-	Not applicable	03	01

Abbreviation list

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|-------|---------------------|--------|------------------------------|
| a) B | Blind | b) D | Deaf |
| LV | Low Vision | HH | Hard of Hearing |
| c) OA | One Arm | d) SLD | Specific Learning Disability |
| OL | One Leg | MI | Mental Illness |
| BA | Both Arms | e) MD | Multiple Disability |
| BL | Both Legs | | |
| OAL | One Arm and One Leg | | |
| CP | Cerebral Palsy | | |
| LC | Leprosy Cured | | |
| Dw | Dwarfism | | |
| AAV | Acid Attack Victims | | |

2 DATES TO REMEMBER

Online registration starts	20.01.2023
Online registration ends	03.02.2023
Date and time of Walk- in	Will be intimated separately in the Career section of www.nrl.co.in

3. DETAILS ON EDUCATION QUALIFICATION, AGE , EXPERIENCE

3.1 The last date for reckoning age and all other eligibility criteria will be considered as 01.02.2023.

Position	Grade	Essential Qualification	Upper age limit (as on 01-02-2023)	Minimum Experience (as on 01-02-2023)
GET (Mechanical)	E-2	1st class graduate in Mechanical Engineering* having minimum 65% marks in aggregate. <i>*Other allied degrees will not be considered</i>	40 years for PwBD (Gen/EWS)	Nil
GET (Computer Science)	E-2	1st class graduate in Computer Science Engineering* having minimum 65% marks in aggregate. <i>*Other allied degrees will not be considered</i>	43 years for PwBD (OBC-NCL) 45 years for PwBD (SC/ST)	
MT (HR)	E-2	1st class MBA in HR having minimum 65% marks in aggregate.		
Asst. Officer-Commercial (Trainee)	E-1	2 years full time Post Graduate Degree in Commerce (M.Com) from a recognized University / Institute approved by UGC with a minimum 60% marks.	42 years for PwBD (Gen/EWS) 45 years for PwBD (OBC-NCL) 47 years for PwBD (SC/ST)	
Assistant Accounts Officer	E-1	(i) CA/ CMA (Intermediate) pass and (ii) Bachelor's Degree in any subject from a recognized University/Institute approved by UGC with a minimum of 60% marks	37 years for SC	

TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL 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 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.
- vi. Engineering degree can be B.E/B.Tech.

3. EMOLUMENTS

Grade	Pay Scale (in ₹)	Initial Basic Pay
E-2	50,000 – 1,60,000	Rs.50,000/-
E-1	40,000 – 1,40,000	Rs.40,000/-

Selected **Graduate Engineer Trainees (GETs)** and **Assistant Officer- Commercial (Trainee)** will be on training for a period of one year and will be paid a consolidated stipend per month. After successful completion of training, they will be considered for placement in Officers Grade E-2 and E-1 respectively with a probation period of 1 year in the respective grade pay scale.

Selected **Assistant Accounts Officer** shall be placed in Officer Grade E-1 with a probation period of 1 year 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. PLACEMENT

The selected candidate can 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 deputed to any department of Government of India / other PSUs, etc.

5. SELECTION PROCESS

Credentials of candidates registering online for the Walk-in Interview will be scrutinized by NRL and eligible candidates will be notified to report at the Walk-in venue for the process. Candidates will have to produce all the requisite documents (original and copies) for face-to-face verification and scrutiny at the venue. Candidates clearing the face-to-face scrutiny process, will be allowed to attend the Interview process. The final selection shall be based on Personal Interview (100% weightage) amongst those candidates.

6. SURETY BOND

Candidates joining NRL as GET or Assistant Officer (Trainee) will have to execute a Surety Bond executed by parents/ legal guardians /reliable surety of Rs.3,00,000/- (Rupees three lakh only) to serve the Company (or any of the subsidiaries/Joint Ventures of NRL/Holding company of NRL or deputed to any Department of Govt. of India/other PSUs etc. at the discretion of the Company) for a period of three years after successful completion of training. The bond value and minimum period of service may be higher, in case, a GET/ Assistant Officer (Trainee) is deputed for long term training in a training institute.

7. 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 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 for SC and PwBD (Persons with benchmarked disabilities – with degree of disability 40% or above) 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. 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 RPwD Act, 2016. Further to this, according to Notification No: 38-16/2020-DD-III-DT.04/01/2021 by Ministry of Social Justice & Empowerment, list of positions/disciplines in which PwBD candidates are eligible to apply for this recruitment drive are given against the vacancies. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. The final appointment would be based on candidate's medical fitness with respect to job profile of the identified post.
- e. Maximum age limit is relaxed by 5 years for SC, 10 years for PwBD (Gen / EWS), 13 years for PwBD (OBC-NCL) and 15 years for PwBD (SC/ST) candidates against reserved posts.
- f. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- g. 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.
- h. 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.
- i. 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.

9. ONLINE REGISTRATION PROCESS

- a. Interested & eligible candidates will have to register prior to attending the Walk-in Interview process in the Career section of our website www.nrl.co.in . Registration link will be available from 20.01.2023 upto 03.02.2023 in Current Openings section of NRL Career portal.
- b. Candidates are required to upload the following documents during online registration:

- i. Photo of candidate (image format)
- ii. Age proof / Date of birth document (pdf format)
- iii. Marksheet and pass certificate of essential qualification (BE/B.Tech in case of GET, MBA/PGDM in case of MT(HR), graduation degree/ CA(Inter) /CMA(Inter)/ M.Com for the other positions) (pdf format)
- iv. Caste/ Tribe certificate [for SC/ ST/ OBC (NCL)/EWS] 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. PwBD (Disability = 40% and above) certificate, where applicable (pdf format)
- vi. Detailed Curriculum Vitae (CV) as per format provided in NRL Career Section-> Standard Forms (pdf format) [mandatory for Assistant Accounts Officer position]
- vii. 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
- viii. 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 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 registration process with all requisite information, candidates will receive an enrolment number in their registered email ID within 1-2 days of submitting online registration form. This enrolment number will be used for all further communications related to the recruitment process.
- e. Candidates are advised to register once against one post. In case of multiple registrations against one post from a candidate, the latest one shall be considered as final and the older registrations 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 registering for any 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.

- h. No hardcopy of the online registration or any document should be sent by post to the Office of Numaligarh Refinery Limited.**

10. DOCUMENT VERIFICATION AND INTERVIEW PROCESS

- a. Based on credentials/ documents uploaded by candidates during online registration process, preliminary scrutiny of the credentials will be done by NRL. Those candidates who are found eligible will be notified in NRL Career portal for attending the Walk-in process. No emails/ sms/phone calls will be made by NRL in this regard.
- b. Candidates attending the Walk-in at the notified date, time and venue will have to provide requisite originals documents vis-à-vis those uploaded through online registration process during face-to-face document verification and scrutiny during the Walk-in process. Any candidate not able to furnish original documents or fail to establish their eligibility during face-to-face scrutiny will be immediately disqualified. After clearing the scrutiny process, qualified candidates will only be allowed to attend the Interview process.

Please note that Interview may spill over to next day(s) if no. of candidates are more.

- c. Please note that you will not be allowed to appear in the Interview if you fail to produce all the documents (in original) which establish that you are meeting the qualifying criteria for the said post, as per detailed advertisement published in our website. You will also need to submit a full set of self-attested photocopies of all the below mentioned documents/ certificates/ mark sheets etc. and two passport size coloured photographs for our record.
- d. If you are presently employed in Central Public Sector Enterprise / State Public Sector Enterprise, you must produce 'No Objection Certificate' at the time of Walk-in Interview, failing which you will not be allowed to appear for the interview and your candidature will not be entertained.
- e. 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 at any stage of the recruitment process, his/her candidature shall be summarily rejected without assigning any reason thereof.
- f. 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 recruitment process, if the candidate is found ineligible for the position for which he/ she has applied. No correspondence shall be entertained in this regard.

Documents to be furnished during face-to-face verification

- i. Detailed Curriculum Vitae (CV) as per format provided in NRL Career Section-> Standard Forms
- ii. Date of Birth document/ Age proof
- iii. Educational qualification marksheets & pass certificate (starting from Xth standard upto Essential qualification)
- iv. Caste and disability certificate (as applicable)
- v. For Assistant Account Officer position, Experience Certificates of previous & current employments as mentioned in your CV. Experience certificates should have Date of Joining / Date of relieving clearly mentioned.
- vi. Payslip of January 2023 of current organization, if currently employed
- vii. No Objection Certificate, wherever applicable
- viii. 2 passport size color photograph
- ix. Duly filled in Application for Employment” Form – Format available in NRL website Career Section -> Standard Forms

11. TE CLAIMS

All SC and PwBD candidates will be reimbursed to and fro Train fare (3 tier-AC) by the shortest route from current place of stay to Walk-in Venue upon submission of valid documentary proof (both to & fro journey). Local conveyance and accommodation will not be reimbursed.

TE claim format is available in the Career section -> Standard Forms of our website.

Please note only those candidates who are qualified to appear in the Interview after face-to-face scrutiny of documents/ credentials will be eligible to claim TE.

12. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to attend the walk-in.
- b. Before attending, candidates should ensure that they fulfill the eligibility criteria for the post. Ineligible candidates will not be allowed to appear in the walk-in process.
- c. Queries can be emailed at recruitment@nrl.co.in keeping the advertisement no. and Position as the subject of the email.
- d. 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 recruitment drive is discouraged, except when absolutely necessary.
- e. 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).
- f. 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.

- g. 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.
- h. NRL reserves the right not to fill any of the posts advertised at any stage of selection.
- i. Registrations with incomplete / wrong particulars or not in the prescribed format will not be considered.
- j. Candidates presently employed in Central Public Sector Enterprise / State Public Sector Enterprise, should keep their employer informed about their application. They must produce 'No Objection Certificate' at the time of Walk-in interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
- k. Candidates must be in possession of all applicable educational qualification Certificates and mark sheets at the time of appearing for the Walk-in.
- l. 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.
- m. The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. Also, mere appearance in the Walk-in does not qualify any candidate for the recruitment 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.

We hereby caution the general 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 on 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
