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| Advertisement No.: 01/2022 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 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 interested eligible professionals to attend the Walk-in Interview for the following position, details of which is as below:

1. DETAILS OF VACANCY

| Sl. No. | Position | DPE Job Grade | NRL Job Grade | Vacancy | Maximum Age as on 01.05.2022 | Minimum Experience |
|----------------|-----------------------------|----------------------|----------------------|----------------|-------------------------------------|---------------------------|
| 1. | Assistant Company Secretary | E4/E5 | B/C | 1-UR | 35/ 40 years | 8/12 years |

**Abbreviation Used: UR-Unreserved*

2 DATES TO REMEMBER

| | |
|---------------------------------------------|----------------------------------------------------------------------------------------------|
| Document verification and Walk-in Interview | 17.05.2022 * Interview may spill over to next day(s) if no. of candidates are more |
|---------------------------------------------|----------------------------------------------------------------------------------------------|

3 DETAILS ON ELIGIBILITY CRITERIA , EXPERIENCE , RESPONSIBILITIES

The last date for reckoning age and all other eligibility criteria will be considered as 01.05.2022.

3.1. Assistant Company Secretary

Essential Qualification:

Candidate should have acquired Associate Membership of Institute of Company Secretaries of India (ICSI)

Experience (as on 01.05.2022):

8 / 12 years of post-qualification work-experience with relevant work experience in the Company Secretariat of Central Public Sector Enterprise / State Public Sector Enterprise / Public Limited Company, with in-depth understanding and knowledge of Companies Act, Rules & Regulation, SCRA, SEBI, Listing requirements with stock exchanges.

Job responsibilities:

Key accountabilities shall include but not limited to the following:

1. Handling Company's Corporate Governance and other Statutory and Legal Compliance related matters.
2. Assist Company Secretary in conducting periodic and timely Board Meeting, Committee meetings, Annual General Meeting and all formalities preceding and succeeding such meeting.
3. Company formation and related statutory and administrative works.
4. Signing Corporate documents, attending to corporate notice and correspondence, representing the organization in dealings with external parties.
5. Handling Secretarial Audit/ CAG & Statutory Audit and Corporate Governance compliance audit under Companies Act read with DPE guidelines.
6. Ensuring Compliance of Secretarial Standards, DPE guidelines on Corporate Governance and Corporate Social Responsibility and Sustainability Development.
7. Prepare/ review various returns and reports required for compliance with the various other laws and regulations in coordination with respective cross functional teams such as Finance, Legal etc.

Essential skills

Candidate should possess following 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 skills

Additional qualification in Law is desirable.

4. BASIC PAY SCALES & CTC

| NRL Job Grade | DPE Job Grade | Basic Salary (in ₹) | Approx. CTC (in ₹/ Lakhs) |
|----------------------|----------------------|----------------------------|----------------------------------|
| C | E5 | 80,000 – 2,20,000 | 30.00 |
| B | E4 | 70,000 – 2,00,000 | 25.00 |

Note : The approx. 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 will ideally be posted at Corporate Office in Guwahati but 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

Candidates registering for the Walk-in Interview will report at the venue for the process. Candidates will have to produce the requisite documents for verification and scrutiny. After clearing the scrutiny process, qualified candidates will attend the Interview process. The final selection shall be based on Personal Interview amongst the qualified candidates.

7. PROBATION

The selected officer will be on Probation for 1 year from the Date of Joining.

8. PRE-EMPLOYMENT MEDICAL EXAM

Appointment to the above post will be subject to the candidate being found medically fit as per the standards prescribed for the post by the Company. Shortlisted candidate 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. DOCUMENT VERIFICATION AND INTERVIEW PROCESS

- 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 7 days prior to the Walk-in date.

- b. Interested candidates fulfilling the eligibility criteria have to appear for Walk-in-interview at the following venue and time alongwith original and photocopies of documents listed below.

Date : 17th May, 2022, Tuesday
Time : 09:00 am
Venue : NRL Corporate Office, 122A, G S Road, Christianbasti, Guwahati-781005
(Entry from R G Barua Road Gate, Near City Centre Mall / Dainik Janambhumi office)

- c. On the date of Walk-in, candidates will have to produce the requisite documents for verification and scrutiny. 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.

- d. 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.
- e. 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.
- 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 at any stage of the recruitment process, his/her candidature shall be summarily rejected without assigning any reason thereof.
- g. 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 submitted for 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/ disability certificate (wherever applicable)

- v. 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 April 2022 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

10. TE CLAIMS

Outstation candidates will be reimbursed to and fro Train fare (3 tier-AC) by the shortest route from current place of stay to Guwahati 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 scrutiny of documents/ credentials will be eligible to claim TE.

11. 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. 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.
- j. Candidates must be in possession of all applicable educational qualification Certificates and mark sheets at the time of appearing for the Walk-in.
 - k. 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. 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
