

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

Ref: PERS:RECT:MGT:STF:CON

Date : 29.10.2021

NOTICE

Subject : Interview for the post of Officer (Finance) ; Grade- 02 – Ref. Advt: 03/2020

Reference advertisement no: 03/2020, candidates bearing the following enrolment numbers (in no particular order) are provisionally invited for appearing in a Personal Interview (PI) for the post of **Officer (Finance); Grade- 02** based on their CBT. The PI will be held at the venue as per following schedule:

VENUE:

**Numaligarh Refinery Limited,
122A, Christianbasti,
G.S.Road, Guwahati-781005
(entry from R. G. Barua Road gate, near City Centre Mall)**

Sl.No.	Enrollment No.	Date of Personal Interview	Interview time
1.	3001108	11.11.2021	10:00 AM
2.	3000737	11.11.2021	10:15 AM
3.	3001986	11.11.2021	10:30 AM
4.	3001226	11.11.2021	10:45 AM
5.	3001331	11.11.2021	11:00 AM

Candidates are advised to report 30 minutes before the interview time to facilitate document verification. 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 interview as per above schedule.

Please note that, you are provisionally invited to appear in the PI based on information available in the online application form and we have not yet verified the documents with the eligibility criteria as specified in the detailed advertisement published in our website. You will be allowed to appear in the PI after due verification of all the documents in originals, which establish that you are meeting the eligibility requirement for the post applied.

The following original documents will be verified at the time of interview. Non-production of original documents will debar the candidate from appearing for the PI and no travelling expenses will be reimbursed to such candidates. Further, the ‘Application for Employment’ form which has been emailed to the shortlisted candidates is required to be submitted at the time of PI. You are required to take printout of the same and submit the duly filled up form in all respects along with self-certified photocopy set while appearing for the PI. You are also advised to affix a passport size photograph in the aforesaid form similar with the photo pasted during submission of online application.

- a. **Date of Birth (DOB)**
- b. **Qualification:**
 - i. Mark sheets

- ii. Final Degree Certificate
 - iii. 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. If not, standard formula provided by AICTE will be applied to derive the percentage of marks.
- c. Applicants working in Central / State Government / PSUs / Aided Institutions should bring "**No Objection Certificate**" from their organisation.
 - d. Valid Photo Identity Card
 - e. Passport size photographs – 2 copies
 - f. **Caste Certificates** :
 - I. SC / ST / OBC (Non Creamy Layer) candidates must produce caste certificates, in 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.
 - II. The OBC applicants who belong to “Creamy Layer” are not entitled for relaxations & concessions admissible to OBC Category (Non Creamy Layer). The OBC (Non Creamy Layer) applicants are required to submit valid certificate in prescribed format of Government of India, from a competent authority. Further, OBC applicants, called for interview will have to give an undertaking indicating that they belong to OBC (Non Creamy Layer) Category at the time of reporting for interview.
 - III. If the SC / ST / OBC 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

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

Outstation candidates attending the interview 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. The amount towards reimbursement of TE will be remitted to the bank account of the candidates electronically. No cash payment shall be made. Accordingly, candidates called for interview are required to submit their bank account details through cancelled cheque in the prescribed format (TE Claim Form) emailed to the shortlisted candidates.

This invitation forwarded to you to appear for the PI in no way constitutes an offer of employment.

Special instruction:

- All candidates are mandatorily required to carry out RT-PCR test for Covid-19 and produce valid (before 48 hours) NEGATIVE report at the time of interview.
- Please go through the latest Covid protocol SOPs of Assam Government. You are requested to plan your travel accordingly including quarantine period, if any.

Sd/-

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