

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

Ref: PERS:RECT:MGT:STF:CON

Date : 31.07.2022

NOTICE

Subject : Interview for the post of Assistant Accounts Officer

(Ref: Advt. no. 02/2022)

Based on the performance in written exam held on 31st July 2022, candidates bearing the enrolment numbers as below are provisionally shortlisted for appearing in the Personal Interview (PI) for the post of Assistant Accounts Officer. The PI will be held at the below venue as per following schedule:

Venue:

Date : 01-08-2022

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.	6000003
2.	6000029
3.	6000047
4.	6000090
5.	6000110
6.	6000151
7.	6000174
8.	6000175
9.	6000177

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 your performance in the Written Test without verifying the eligibility criteria as specified in the detailed advertisement 02/2022 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 requirement for the post applied. A candidate who does not meet the criteria mentioned in the advertisement number 02/2022 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 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. 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)/EWS/ PwBD candidates must produce caste/ category certificates, as per the format prescribed by the Government of India.
- ii. If the SC / ST / OBC-NCL/EWS/PwBD 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:** Candidates appearing for the post of Assistant Accounts Officer will have to produce work experience documents (after CA intermediate).

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/ go through the PI or any other subsequent selection process.

Outstation SC/ST/PwBD candidates attending the PI will be reimbursed to and fro 3-Tier AC train by shortest route from the Railway Station nearest of the present 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 under Career Section.

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

Sd/-

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