



## ASSAM PETRO-CHEMICALS LTD.

( A Govt. of Assam Undertaking )

NAMRUP, P.O. PARBATPUR – 786 623 (ASSAM)

Phone-2500331,2500212,2500315,2500518,2500246 FAX : 2500231, STD : (0374)

### Advt. No. APL/HRM/Con/Adv-53(Pt-II)/77

Assam Petro-chemicals Ltd. is one of the pioneers in the field of Petrochemicals having very good track record of performance and implementing ambitious expansion plan invites applications for the following posts:

Sl. No.	Name of Post	Essential qualification	Essential experience	Age	No. of post
1.	<b>Typist-cum-Clerk (Contractual)</b>	HSSLC passed or Graduate in any discipline with certificate/diploma in computer application having knowledge of MS Office.  Graduate candidates shall be given preference.	Minimum 5 (Five) years experience in line with any Public sector manufacturing Undertaking.  However, preference shall be given to the candidate having working experience in Petrochemical or Oil & Refinery Sector.	Maximum 40 years	5(five)
2.	<b>Driver (Contractual)</b>	Read up to class-VIII with Commercial Driving License issued by the appropriate authority.	Minimum 5 (five) years driving experience in any Public sector manufacturing Undertaking.  However, preference shall be given to the candidate having working experience in Petrochemical or Oil & Refinery Sector.	Maximum 40 years	3 (three)

### Other Eligibility Criterion, General Information and Instructions:

1. All qualifications must be from UGC recognized University/Deemed University or AICTE approved Autonomous Institution/ Government Board (wherever applicable) of repute.
2. Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.
3. The cut-off date for determining age limit and experience will be **01-01-2018**
4. **AGE RELAXATION:**  
The upper age is relaxable by 5(five) years for ST/ SC candidates, 3 (three) years for OBC/MOBC (Non-Creamy Layer) candidates.
5. Reservation for specified categories shall be followed as per Government norms.
6. The Management also reserves the right to recruit or reject to recruit in any of the above positions or cancel the process at any point of time without assigning any reason whatsoever.

7. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.

8. **HOW TO APPLY:**

(i) **Application should be sent by post** with detailed bio-data in Co's prescribed format only along with attested copies of certificates/testimonials in support of qualification, age, Caste, experience etc. within 10 (Ten) days from the date of publication of this advertisement. No other means / mode of application shall be accepted.

(ii) **Application should be addressed to:**  
**General Manager (HR)**  
**Assam Petro-Chemicals Limited**  
**P.O. Parbatpur, Namrup**  
**Dist. Dibrugarh, Pin- 786 623, Assam**

9. The candidates working in Govt. / Semi Govt. / PSUs shall either forward their application through proper channel or shall produce NOC from their present employer at the time of interview. In case the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his/her candidature will not be considered.

10. The prescribed qualification/experience is the minimum and mere possession of the same does not entitle a candidate for written test/interview. APL's decision shall be final in this regard.

11. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Dibrugarh Court only.

12. **Period of Contractual Service:**

a) Typist-cum-Clerk : 3 (three) years  
b) Driver : 3 (three) years

The Contract period may be extended at the discretion of the Management.

13. **Place of work:** Initially at Namrup, but liable to work in any other location within the State of Assam or outside depending upon the business exigencies of the Company.

14. Consolidated monthly Salary will be paid in the following manner:

**For Typist-cum-Clerk:**

1<sup>st</sup> year - Rs. 11000/-  
2<sup>nd</sup> year - Rs. 13500/-  
3<sup>rd</sup> year - Rs. 16000/-

**For Driver:**

1<sup>st</sup> year - Rs. 9000/-  
2<sup>nd</sup> year - Rs. 11000/-  
3<sup>rd</sup> year - Rs. 13500/-

15. No TA / DA will be paid for appearing in the Interview/written test.

**IMPORTANT DATES:**

A	Availability of application form and other prescribed documents in website	From 04.01.2018 to 13.01.2018
B	Last date of receipt of duly filled application form by post at APL Namrup.	13.01.2018

16. The Company shall not be responsible for any postal delay

**Sd/-**  
**General Manager (HR)**

Paste your  
latest passport  
size coloured  
photograph

**APPLICATION FOR THE POST OF:.....**

**I. PERSONAL DETAILS**

1. Name of Applicant :
2. Father's/Husband's name :
3. Permanent Address :
4. Address for communication :
5. E-mail Address & Mobile No. :
6. Date of Birth/Age as on 01-01-2018 :
7. Caste/Tribe (In case of SC/ST/OBC) :
8. Other category, if applicable
  - i) Physically Handicapped :
  - ii) Ex-serviceman :
9. Details (In case of P.H.)
  - i) Type of disability :
  - ii) Percentage of disability :
10. Details (In case of Ex-serviceman)
  - i) Rank :
  - ii) Corps/Regiment No. :
  - iii) Date of appointment :
  - iv) Date of Discharge :
  - v) Education of Military :
  - vi) Length of Service :
11. Nationality :
12. Religion :
13. Sex :
14. Marital status :

II. EDUCATIONAL DETAILS

Exam/ Degree Passed	Branch/ Discipline	College/ Institution	Year of Admission	Year of Passing	Board/Uni versity	% of Marks	Type (Full time/ Part Time Distance Mode)

III. PARTICULARS OF POST QUALILFICATION EXPERIENCE

(Please provide details of experience starting from present with scale. In case you have served at different positions)

Name of Industry/Orgn./ Deptt.	Employment Period		Post held	Total Pay P.M.	Functional details
	From	To			

V. Declaration:

I declared that all information given in this application form are true to the best of my knowledge and belief. If any of the information is found to be incorrect or distorted at any stage, I shall have no objection for cancellation of my candidature.

Signature: .....  
 Name of the candidate:.....  
 Date: .....