

**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)/11**

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 on Contractual basis:

Sl. No.	Name of Post	Essential qualification	Experience	Age	No. of post
1.	Assistant Manager (F&A) (Contractual)	Passed out CA / CMA or full time MBA (Finance) with graduation in Commerce.	For CA / CMA: Minimum 2 (two) years Post qualification experience in line in a PSU/Large Private Sector Organization. Minimum 5(five) years post qualification experience in line for MBA (Finance).	40 years.	01 (one)
2.	Accounts Officer (Contractual)	Passed out CA / CMA or full time MBA (Finance) with graduation in Commerce.	Not essential for CA/CMA. Preference shall be given to the candidates having post qualification experience in line. Minimum 2 (two) years post qualification experience in line for MBA (Finance).	38 years.	03 (Three)

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

1. All qualification must be from UGC recognized University/Deemed University or AICTE approved Autonomous Institution (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 post qualification experience will be 01-01-2019.**
4. **AGE RELAXATION :**
  - (a) The upper age is relaxable by 5(five) years for SC/ST candidates, 3 (three) years for OBC / MOBC candidates.
  - (b) Upper age limit shall be relaxed by 2(two) years in case of exceptionally deserving candidates.
5. Reservation for specified categories shall be followed as per Government norms.
6. The Management also reserves the right to recruit or not to recruit in the above position 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) Interested candidates may apply with detailed bio-data in our prescribed form only along with self attested copies of certificates/testimonials in support of qualification, age, caste, experience etc. within 20 (Twenty) days by Ordinary/Speed post/Courier Service from the date of publication of this advertisement. No other means/mode of application will be accepted.
  - (ii) **The application should be addressed to:**

**General Manager (HR) i/c**  
**Assam Petro-Chemicals Limited**  
**Namrup, P.O. Parbatpur - 786623**  
**Dist. Dibrugarh (Assam)**

9. Period and nature of Service: Maximum 3 (three) years on Contractual basis.  
The Contractual engagement does not confer the right for automatic absorption or regularization in company's service.
10. Place of work: Namrup. However, the service is liable to be transferred to any other places as and when required.
11. The number of post may vary depending upon the needs of the Company.
12. Consolidated monthly Salary (all inclusive):  
For Assistant Manager (F&A):  
1<sup>st</sup> year - Rs. 45,000/-  
2<sup>nd</sup> year - Rs. 50,000/-  
3<sup>rd</sup> year - Rs. 55,000/-  
For Accounts Officer:  
1<sup>st</sup> year - Rs. 40,000/-  
2<sup>nd</sup> year - Rs. 45,000/-  
3<sup>rd</sup> year - Rs. 50,000/-
13. 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.
14. 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.
15. **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.
16. The candidates called for interview for the aforesaid post **shall be reimbursed to & fro III tier AC train/bus fare** (from the mailing address) by shortest route subject to production of original or photocopy of ticket(s).
17. No local conveyance expenses will be reimbursed.
18. The Company shall not be responsible for any postal delay.

**IMPORTANT DATES:**

A	Availability of application form and other prescribed documents in website	From 03.08.2019 to 22.08.2019
B	Last date of receipt of duly filled application form by post at APL Namrup.	22.08.2019

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

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 :
- 7. Age as on 01-01-2019 :
- 8. Caste/Tribe (in case of SC/ST/OBC) :
- 9. Other category, if applicable
  - i) Physically Handicapped :
  - ii) Ex-serviceman :
- 10. Details (In case of P.H.)
  - i) Type of disability :
  - ii) Percentage of disability :
- 11. 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 :
- 12. Nationality :
- 13. Religion :
- 14. Sex :
- 15. Marital status :

## II. EDUCATIONAL DETAILS

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

## III. PARTICULARS OF POST QUALIFICATION EXPERIENCE, IF ANY

(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	Gross Salary	Functional details
	From	To			

### **Total Post Qualification Experience:**

## IV. CURRENT POSITION DETAILS

- i) Mention your position in the hierarchy and the levels above and below you:
  
  
  
  
  
  
  
  
  
  
- ii) Provide a brief write up on why you consider yourself suitable for the post citing your major achievements:

V. Declaration:

I declared that all information given in this application form is 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 : .....