



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)/95

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	Sr. Manager (Civil) Grade – E-5 Pay Band: Rs. 12000 -40000/- Grade Pay: Rs. 6600/- (Salary is under revision)	Full time B.E./B.Tech in Civil Engineering. Desirable : Knowledge in AutoCAD	Minimum 15(Fifteen) years post qualification working experience out of which 2 years should be in next below level Managerial role in PSU/Large Private Industry. Preference shall be given to the candidate having working experience in Public Sector Undertaking with exposure in project related activities.	Not exceeding 45 years	1 (one)
2	Asstt. Manager (Civil) Grade – E-2 Pay Band: Rs. 12000 -40000/- Grade Pay: Rs. 6100/- (Salary is under revision)	Full time B.E./B.Tech in Civil Engineering. Desirable : Knowledge in AutoCAD	Minimum 5(five) years post qualification working experience out of which 2 years should be in next below level in PSU/Large Private Industry. Preference shall be given to the candidate having working experience in Public Sector Undertaking with exposure in project related activities.	Not exceeding 35 years	1 (One)
3	Assistant. Manager (F&A) Grade – E-2 Pay Band: Rs. 12000 -40000/- Grade Pay: Rs. 6100/- (Salary is under revision)	CA/ICWA	Minimum 2(two) years post qualification working experience in line with PSU/Large Private Industry. Preference shall be given to the candidate having exposure in dealing with Taxation and GST matter.	Not exceeding 35 years	1 (one)
4	Accounts Officer Grade – E-1 Pay Band: Rs. 12000 -40000/- Grade Pay: Rs. 5900/- (Salary is under revision)	CA/ICWA	Not essential. However, preference shall be given to the candidate having working experience in line.	Not exceeding 30 years	1 (One)

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 01-11-2017
4. **AGE RELAXATION :**
 - (a) The upper age is relaxable by 5(five) years for SC/ST candidates, 3 (three) years for OBC (Non-Creamy Layer) candidates.
 - (b) Upper age limit shall be relaxed by 2(two) years in case of exceptional deserving candidates.
5. Relaxation in experiences may be considered for the deserving candidates at the sole discretion of management.
6. Management reserves the right to select the candidate for recruitment in the next lower level, in case if the deserving candidate is found suitable for the next lower level post other than post mentioned in Sl.No.4.
7. The Management also reserves the right to recruit or not to recruit in any of the above positions at any point of time without assigning any reason whatsoever.
8. 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.
9. **HOW TO APPLY:**
 - 9(i) Interested candidates may apply with detailed bio-data in prescribed form of application along with attested copies of certificates/testimonials in support of qualification, age, caste, experience etc. within 20 (Twenty) days by Ordinary/Speed post from the date of publication of this advertisement.
 - 9(ii) **The application should be addressed to:**

General Manager (HR)
Assam Petro-Chemicals Limited
P.O. Parbatpur, Namrup
Dist. Dibrugarh, Pin- 786 623 (Assam)
10. Applications through E-mail at careers@assampetrochemicals.co.in supported by relevant certificates/testimonials in prescribed format will only be accepted. Application not filled in prescribed format will be rejected.
11. 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.
12. 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.
13. **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.
14. Salary and perks for the deserving candidate working in any PSU shall not be a constraint.

15. The candidates called for interview for the post of Sr. Manager shall be reimbursed to & fro II tier AC train/bus fare and candidates called for interview for the posts other than Sr. Manager shall be paid to & fro III tier AC class train/bus fare (from the mailing address) by the shortest route subject to production of original or photocopy of ticket(s).
16. No local conveyance expenses will be reimbursed.

IMPORTANT DATES:

A	Availability of prescribed application form in website	From 22.11.2017 to 11.12.2017
B	Last date for receiving application by post	11-12-2017

Sd/-
General Manager (HR)

APPLICATION FOR THE POST OF:.....

Paste your
latest passport
size colored
photograph

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 01-11-2017 :
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 :

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 certify that:-

- i) I am employed in Govt/ Statutory Organisation/Public Sector Undertaking/Private sector Undertaking.
- ii) In case of my employment in Govt/ Statutory Organisation/Public Sector Undertaking/Private sector Undertaking, I will produce NOC at the time of written Test/Interview.

I declare 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: