



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)/153

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.	Executive Asst. to MD (Contractual)	Graduate with MBA (full time course) from Govt. University or AICTE approved premier Management Institute / Passed out Company Secretary from ICSI. Preference shall be given to the candidate having Stenography Diploma and proficiency in computer application & knowledge of MS Office.	05 (Five) years working experience in similar line in the office of Senior level Executive of Public Sector Undertaking or large manufacturing organisation of repute. Preference shall be given to the candidates having proficiency in English, Assamese and Hindi language.	35 years.	1 (One)
2.	Asst. Public Relation Officer (Contractual)	Graduate with Masters in Mass Communication with 1 st Class / Division from any recognized premier Institute/College or University. Preference shall be given to the candidate having strong academic background and knowledge of MS Office / DTP	Candidate having 02 years experience in similar line or associated with print media with exposure in publication of articles, news, journals etc. in English and Assamese language. Preference shall be given to the candidate having proficiency in English, Assamese with good presentation skills.	30 years	1 (One)
3	Front Office Asst. (Contractual)	Graduate with Diploma in Computer Applications from any Govt. University or AICTE approved premier Institute. Preference shall be given to the candidate having post graduation with strong academic background and knowledge of MS Office.	Candidate having 05 years experience in similar line of a large commercial organisation having manufacturing activities or Corporate Office of an organisation having manufacturing activities. Preference shall be given to the candidate having proficiency in English, Assamese and Hindi language with sound knowledge in operating EPBX system etc.	35 years	01 (One)

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 not 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 ordinary / speed post** with detailed bio-data **in prescribed format only** along with attested copies of certificates/testimonials in support of qualification, age, Caste, experience etc. within 15 (fifteen) 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) Executive Assistant : 3 (three) years
b) Asst. Public Relation Officer : 3 (three) years
c) Front Office Asst. : 3 (three) years

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

13. **Place of work:** For the **post mentioned in Sl. No.1 & 2 are required initially at Namrup and post in Sl. No.3 at Company's Regd. Office in Guwahati**, but transferable anywhere within the country depending upon Company's business exigencies in future.

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

For Executive Assistant to MD:

- 1st year - Rs. 25,000/-
2nd year - Rs. 30,000/-
3rd year - Rs. 35,000/-

For Asst. Public Relation Officer:

- 1st year - Rs. 20,000/-
2nd year - Rs. 25,000/-
3rd year - Rs. 30,000/-

For Front Office Assistant (Guwahati):

- 1st year - Rs. 15,000/-
2nd year - Rs. 17,000/-
3rd year - Rs. 20,000/-

15. No Travelling expenses will be paid for appearing in the Interview/written test.

IMPORTANT DATES:

A	Availability of application form and other prescribed documents in website	From 19.01.2018 to 02.02.2018
B	Last date of receipt of duly filled application form by post at APL Namrup.	02.02.2018

Sd/-
General Manager (HR)

III. PARTICULARS OF POST QUALIFICATION 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			

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: