

Advertisement No.: 1/2020



Contractual Engagement of Manager(Admin) from Ex-Servicemen category

NUMALIGARH REFINERY LIMITED (NRL) is a leading Miniratna Category-I PSU engaged in the refining and marketing of petroleum products and is a group company of Bharat Petroleum Corporation Limited (BPCL). The company invites applications from Ex-Servicemen for contractual engagement in its expansion project, details of which is as below:

1.0 NAME OF THE POST

Manager(Admin)

2.0 NUMBER OF POST

01 (one)

3.0 ELIGIBILITY CRITERIA

- 3.1 Rank :** : The applicant should be an Ex-Serviceman not below the rank of Major or equivalent from Indian Armed Forces
- 3.2 Upper age limit :** : Should not be more than 62 years of age as on 01.05.2020.
- 3.3 Minimum Education Qualification :** : Degree in any discipline
- 3.4 Physical standard :** : The candidate must be in good physical and mental health and free from any disease, effects of injury or disability which is likely to interfere with efficient performance of duty. The candidate should have minimum height of 155 cm and minimum weight should be 49.5 Kg and thereafter for every additional 2.5 cm the minimum weight should be on an average 1.5 Kg more. He should be well-experienced in all Security Functions - with aptitude for Security & Admin related work/duties.

4.0 JOB DESCRIPTION

Manager(Admin) shall lead the admin wing of Numaligarh Refinery Expansion Project, rendering services towards efficient office and administrative support to the Project team implementing Numaligarh Refinery Expansion Project reporting to CGM(Project Refinery). The applicant must have excellent organizational and multitasking skills and should be well-versed with applicable government policies & procedures. Knowledge of working in digital platform for day to day activity will be an added advantage. The responsibility shall include but not limited to the following:

- i. General Administration
- ii. Implementation of labor laws including PF/ESI
- iii. Administration of worker colony including health/ hygiene/ safety and security

- iv. Administration of canteen facility for construction workers
- v. Access Control implementation for Project workers
- vi. Liaisoning activities for IR/PR
- vii. Security services
- viii. Coordination with the stakeholders including district administration
- ix. Any other job assigned by Project Head

5.0 TYPE OF ENGAGEMENT AND DURATION

The engagement shall be on contractual basis initially for 2 years which can be extended upto a maximum period of 5 years or upto 65 years of age, whichever is earlier.

6.0 PLACE OF POSTING

The selected candidate shall be placed at Refinery Expansion Project site located at Numaligarh, Dist. Golaghat, Assam.

7.0 REMUNERATION

- i) Consolidated fixed remuneration payable to the deserving candidate shall vary between Rs 80,000 to Rs 1,20,000 per month based of experience.
- ii) Company's bachelor accommodation shall be provided at the place of work during the contract period.
- iii) While on official tour, TA/DA/Hotel accommodation entitlement shall be as per entitlement of JG- E of this company.

8.0 SELECTION

The selection shall be based on Personal interview amongst the shortlisted candidates.

9.0 HOW TO APPLY

- i. **INTERESTED CANDIDATES MAY APPLY ONLINE THROUGH NRL WEBSITE: www.nrl.co.in. No other means / mode of application shall be accepted. Website will remain open from 10.00 hrs on 05.05.2020 to 10.00 hrs on 20.05.2020 for online application.**
- ii. No document need to be uploaded along with the application:
- iii. Candidates shall ensure that the information furnished by him/her are true and in case any information furnished by a candidate is found to be faulty, his/her candidature shall be summarily rejected without assigning any reason thereof.
- iv. Before applying for the post, candidate should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. NRL would be free to reject any application at any stage of the selection process, if the candidate is found ineligible for the position for which he/ she has applied. No correspondence shall be entertained in this regard.
- v. **No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.**

10.0 HEALTH / MEDICAL FITNESS

Engagement to the above post will be subject to the candidate being found medically fit. The selected candidate shall have to undergo medical examination in the prescribed Hospital or as advised by the Medical Officer before being considered for engagement. The opinion of the Hospital/ Medical Officer authorized by the Company in this regard shall be final.

11.0 GENERAL INFORMATION

- i. Candidates should possess a valid mobile number and email ID. Candidates are advised to keep the email ID and mobile number active till selection process is over. No change in the email ID and mobile number will be allowed once entered. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. NRL will not be responsible for any loss of email /sms sent, due to invalid/ wrong mobile number /email ID provided by the candidate and no correspondence in this regard shall be entertained.
- ii. Candidature is liable to be rejected at any stage of the selection process or after selection 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.
- iii. NRL reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill or not to fill the above position without assigning any reason whatsoever.
- iv. The prescribed eligibility criteria are minimum and mere possession of the same does not entitle a candidate for appearing in the interview. NRL's decision shall be final in this regard.

12.0 Important Dates

Milestones	Schedule date
On-line submission of applications commences	10.00 hrs on 05.05.2020
Closing of On-line Submission of application	10.00 hrs on 20.05.2020
