


Advertisement No.: 07/2025  <b>RECRUITMENT OF EXPERIENCED PROFESSIONALS</b>	<b>NUMALIGARH REFINERY LIMITED</b> Registered Office: 122A, G.S.Road, Christianbasti, Guwahati-781005 (Assam) CIN - U11202AS1993GOI003893	
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### ABOUT NUMALIGARH REFINERY LIMITED

Numaligarh Refinery Limited (NRL) is a leading Schedule A, Miniratna Category-I PSU engaged in the business of Refining and Marketing of petroleum products with state-of-the-art facilities. All set to ramp up its refinery capacity from 3MMTPA to 9 MMTPA, NRL's mega project includes amongst others, import of Crude Oil at Paradip Port and laying of Cross-Country Pipeline from Paradip to Numaligarh to transport the same.

NRL invites talented and motivated Indian nationals to join its team and be part of its Mega-Expansion journey to create yet another growth story for the organization. We have exciting opportunities for eligible experienced and dynamic professionals in the following position:

#### 1. DETAILS OF VACANCIES

Sl. No.	Position	Job Grade	Shortfall/ Backlog	Current vacancy	Maximum Age (in years)	Minimum Experience (in years)	Total Vacancies
1.	Sr. Officer (Corporate Planning)	E3 grade (JG-A)	OBC (NCL)-01	UR-01	30 years for UR; 33 years for OBC(NCL)	3 years	02

*\*Abbreviations Used: UR- Unreserved, OBC(NCL) – Other Backward Class ( Non-Creamy Layer)*

#### 2. DATES TO REMEMBER

Commencement of online application	<b>10:00 hours on 21.03.2025</b>	Last date of receipt of online application	<b>10:00 hours on 04.04.2025</b>
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#### 3. DETAILS ON ELIGIBILITY CRITERIA , EXPERIENCE , RESPONSIBILITIES

The last date for reckoning age and all other eligibility criteria will be considered as **04.04.2025**.



ELIGIBILITY CRITERIA				
SN	Position	Maximum age (in years)	Essential Qualification	Minimum relevant Experience
1	Sr. Officer (Corporate Planning) (E3 grade)	30	MBA/ Master's Degree/ Post Graduate Diploma/Post Graduate Program in Management (equivalent to MBA as per AIU) from a recognized University/ Institute  (Preferably with Engineering Degree / Graduation in Data Science / Statistical Analysis/ Artificial Intelligence / Public Policy and governance)	Minimum 3 years post qualification experience. Relevant Experience in reputed corporate / consulting firm / Startup Incubator or Startup Accelerator or Startup Investment firm with exposure to startup program management will be preferred.  Apprenticeship under government program will be considered as experience.

#### Job Description:

Sr. Officer (Corporate Planning) will be responsible for overseeing the operation and management of the startup funding program, ensuring efficient allocation of resources and strategic planning to support the growth and development of startups. This position requires a keen understanding of startup ecosystems, financial management, and strong leadership skills to drive program success. The incumbent will also play a key role in conducting studies, analysis, and strategic planning initiatives to support the company's growth and development. This position requires strong analytical skills, attention to detail, and the ability to work collaboratively across departments.

#### Key responsibilities:

- a. Coordinate NRL's Start-up program, including conducting meetings, preparing approvals, notes, reports, MIS, etc. Additionally, prepare agreements and MoUs with start-ups, maintain updates on Government policies/directives on start-ups, liaise and coordinate with startup stakeholders, and organize events/functions under NRL iDEATION program.
- b. Conduct studies and analysis on new business strategy initiatives of the company, providing valuable insights and recommendations for decision-making.
- c. Prepare periodic reports and replies to Parliamentary Queries and other Ministry queries, ensuring accurate and timely responses.
- d. Update various online reports as necessary to provide up-to-date information to stakeholders.
- e. Monitor and analyse the company's performance against Memorandum of Understanding (MoU) targets, identifying areas for improvement and implementing corrective actions.
- f. Track performance against departmental business plans, identifying deviations and proposing adjustments as needed.
- g. Administer additional facility (capital expenditure) schemes in SAP, ensuring compliance with company policies and procedures.

- h. Coordinate interdepartmental activities, including noting, reporting, presentation preparation, approvals, and other documentation as required.

**Desired skills:**

Communication skills, Business Analytics, Skill in AI usage, Proficiency in Microsoft Office, PowerPoint, Excel, Use of advanced digital tools, Data analytics etc.

**TERMS AND CONDITIONS IN RESPECT OF EDUCATIONAL QUALIFICATION**

- i. Candidates should possess the required qualification on the date of advertisement and should be in a position to produce their final year degree /marks at the time of submitting their application.
- ii. The required educational qualification must be from UGC recognized Indian University/UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable).
- iii. Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institutes.

**4. BASIC PAY SCALES & CTC**

NRL Job Grade	DPE Job Grade	Basic Salary (in ₹)	Approx. CTC (in ₹/ Lakhs)
JG-A	E-3	60,000 – 1,80,000	23.00

Note: The CTC mentioned above includes Performance Related Pay (PRP), which may vary depending on Company's MOU performance and place of posting etc. The CTC is subject to increase/ decrease.

**5. PROBATION**

The selected officers will be on Probation for a period of 1 year from the Date of Joining.

**6. PLACEMENT**

The selected candidate may be posted in any location, department, function or branch of the Company or parent Company, subsidiary, associate or affiliate Company or any Joint Venture Company or any department of Government of India in India or abroad.

**7. SELECTION PROCESS**

Applications received online will be shortlisted based on eligibility criteria. The final selection shall be based on Personal Interview amongst the shortlisted candidates.

In the event of number of applications being more, the Company reserves the right to raise minimum eligibility criteria/ standards for shortlisting candidates to be called for Interview.

## 8. PRE-EMPLOYMENT MEDICAL EXAM

Appointment to the above posts will be subject to the candidate being found medically fit as per the standards prescribed for the posts by the Company. Provisionally selected candidates shall be required to get their Pre-Employment Medical Examination done in NRL nominated empanelled hospitals. The opinion of the Hospital/ Medical Officer authorized by the Company in this regard shall be final. Reference for a medical examination does not mean final selection.

## 9. CONCESSIONS & RELAXATIONS

- a. Reservation of posts are as per Government Directives.
- b. Candidates seeking reservation as SC/ST/OBC-NCL, shall have to produce a certificate in the prescribed proforma (the format can be downloaded from the Career section of our website [www.nrl.co.in](http://www.nrl.co.in)), meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognised as SC/ST/OBC-NCL and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC-NCL category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site [www.ncbc.nic.in](http://www.ncbc.nic.in), for ST category the list of castes for each state is available on the site [www.ncst.nic.in](http://www.ncst.nic.in) and for SC category the list of castes for each state is available on the site <http://socialjustice.nic.in/>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- c. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- d. The OBC candidates who belong to "Creamy Layer" are not entitled for concession admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR). Further the OBC-NCL candidates will have to give a self-undertaking, at the time of Personal Interviews in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 if called for, indicating that they belong to OBC-Non Creamy Layer.
- e. A person who wants to avail the benefit of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016.
- f. Maximum age limit is relaxed by 3 years for OBC-NCL, 13 years for PwBD (OBC-NCL).

- g. Relaxed standards in assessment/selection / Personal Interview will be applied for SC, ST, OBC-NCL, PwBD candidates.
- h. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by Govt. of India.
- i. If the GEN/SC/ST/OBC-NCL/ EWS/PwBD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- j. Any request for change in Category (GEN/SC/ST/OBC-NCL/ EWS/PwBD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.

## 10. ONLINE APPLICATION PROCESS

- a. Candidates will have to apply ONLINE in the Career section of our website [www.nrl.co.in](http://www.nrl.co.in) -> Careers -> Current Openings. Online Application will be accepted from **10:00 hours on 21.03.2025**. Candidates are requested to read the complete instructions hereunder before proceeding to fill up the application form.
- b. Candidates are required to upload the following documents during online application:
  - i. Photo of candidate (image format)
  - ii. Age proof / Date of birth document (pdf format)
  - iii. Marksheet and pass certificate of essential educational qualification(pdf format)
  - iv. Caste/ Category certificate in the prescribed format issued by the Competent Authority. OBC (Non-Creamy layer) category certificate, issued by the Competent Authority should have validity at the time submitting the application.
  - v. Detailed Curriculum Vitae (CV) with experience detail as per format provided in NRL Career Section-> Standard Forms (pdf format)

**Note:** Copies of the same photograph uploaded online should be retained by the candidate for use during the subsequent recruitment process. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph may lead to disqualification.

- c. Candidates have to register with their valid email ID and mobile no. The email id and mobile number provided in online registration/application should remain valid for at least one year as they will be used for further communication regarding the recruitment process.
- d. After completing application process with all requisite information, candidates will receive an enrolment number in their registered email ID. This enrolment number will be used for all further



communications related to the recruitment process.

- e. 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.
- f. 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.
- g. No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.

## 11. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post.
- c. Queries can be emailed at [recruitment@nrl.co.in](mailto:recruitment@nrl.co.in) keeping the advertisement no. and Position as the subject of the email.
- d. Mere issue of Interview call letter will not imply acceptance of candidature.
- e. The total number of vacancies and the reserved vacancies is provisional and may vary according to the actual requirements.
- f. All the candidates are requested to remain updated at each step of the selection process by visiting our website [www.nrl.co.in](http://www.nrl.co.in). Candidates may please note that personal calls and/or interaction with any of the NRL's officials during recruitment drive is discouraged, except when absolutely necessary.
- g. NRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id or contact number.
- h. All the qualifications should be from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE).
- i. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Please also obtain a certificate to this effect from University / Institute which shall be required at the time of interview.
- j. The Company also reserves the right to cancel / restrict/ curtail/ enlarge the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons.
- k. NRL reserves the right not to fill any of the above posts advertised at any stage of selection.
- l. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.



- m. Candidates are advised to submit only one application against one post. In case of multiple applications against one post from a candidate, the latest one shall be considered as final and the older applications shall be rejected without any notice.
- n. **Candidates presently employed in Government Departments / PSU's / Autonomous Bodies owned by the Government, should keep their employer informed about their application. They must produce 'No Objection Certificate' at the time of interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.**
- o. Candidates must be in possession of all applicable Degree Certificates and mark sheets at the time of application.
- p. All the details given in the submitted online form will be treated as final and no changes will be entertained.
- q. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
- r. The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate to participate in the Selection Process. Also, mere appearance in the Personal Interview does not qualify any candidate for the Selection process. Only eligible and suitable candidates will be considered for the selection process. NRL's decision shall be final in this regard.

Furnishing of wrong/false information will lead to disqualification and NRL will not be responsible for any of the consequences of furnishing such wrong/false information. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Guwahati, Assam.

**We hereby caution the public not to fall prey to the dubious agencies/ organizations/ individuals/ aiming at fleecing money from the innocent public. Do not believe any advertisement/job announcement of NRL circulated through e-mail, social media etc. Please rely on information hosted in the Career Section of our website [www.nrl.co.in](http://www.nrl.co.in) for any job/career related information pertaining to NRL.**

ANY FURTHER CORRIGENDUM / ADDENDUM WOULD BE UPLOADED ONLY IN THE CAREER SECTION OF OUR WEBSITE [www.nrl.co.in](http://www.nrl.co.in)



**General Manager (HR-TM)**

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