



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)

E-mail : nrpapl@sancharnet.in

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 of Rs. 1028 Crores invites applications for the following posts:

Sl. No.	Name of Post	Essential qualification	Essential experience	Age	No. of post
1.	General Manager (F&A) Grade: E-7	CA/ICWA/ Full time MBA (Specialization in Finance) with Commerce background/ M.Com.	Minimum 15 (Fifteen) years Post qualification experience for CA/ICWA out of which 2 (two) years should be in next lower grade, 20 (Twenty) years PQE for MBA (Finance) and 22 (Twenty two) for M.Com out of which 2 (Two) years should be in Sr. Managerial level in PSU/Large Private Sector Industry. The incumbent should be highly dynamic & result oriented person capable to play key role in corporate financial management and accounts including cost & budgetary control, institutional finance, working capital mgt, taxation, statutory compliances, policy formulation & its implementation etc. The candidate having exposure in handling SEBI, Govt. Agencies, Stake holders, Projects etc independently and working with state / central PSU shall be preferred.	Not exceeding 54 years	1(One)
2.	General Manager (Project) Grade – E-7	Full time B.E./B.Tech in Mechanical/Chemical or equivalent qualification.	Minimum 20 (Twenty) years post qualification experience in any Petrochemical/Chemicals/Refinery Industry having significant exposure and track record of handling large Project independently of similar nature out of which 2 (two) years should be in senior managerial role	Not exceeding 54 years	1 (One)
3.	General. Manager (HRM) Grade – E-7	Full time MBA/MPM with specialization in Personnel Management and Industrial Relations/Human Resource Management from any University or Institute of repute.	Minimum 20(Twenty) years post qualification experience in line out of which 2(two) years should be in senior managerial role in a PSU/Large Private Sector industry having exposure to Manpower Planning, Industrial Relations & Welfare, Policy Formulation, Liaison with various	Not exceeding 54 years	1(One)

			<p>Govt. Agencies, Statutory & Legal compliances, Recruitment, Induction, placement, capable of effective administration & governance, handling litigation including arbitration, conciliation, court cases and disciplinary matters, etc., Learning & Development, Performance Management System, Salary and wage administration etc</p> <p>Preference shall be given to the candidate working in State / Central PSU having proficiency in local language.</p>		
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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 cutoff date for determining age limit and post qualification experience will be 01-03-2014.
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. Reservation for specified categories shall be followed as per Government norms.
6. Relaxation in experiences may be considered for the deserving candidates at the sole discretion of management.

7. HOW TO APPLY:

7(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, experience etc. within 15 (fifteen) days from the date of publication of this advertisement.

7(ii) **The application should be addressed to:**

Dy. General Manager (HRM)
Assam Petro-Chemicals Limited
P.O. Parbatpur, Namrup
Dist. Dibrugarh, Pin- 786 623.
Assam.

8. Applications through E-mail supported by relevant certificates/testimonials in prescribed format will only be accepted. Application not filled in prescribed format will be rejected.

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. Salary and perks for the deserving candidate working in any PSU shall not be a constraint.
13. The candidates called for interview shall be reimbursed to and fro 1st class AC train fare or Economy Class Air fare (from the mailing address) by the shortest route subject to production of ticket.

Dy. General Manager (HRM)

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 01-03-2014 :
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 :

II. EDUCATIONAL DETAILS

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

III. PARTICULARS OF POST QUALILFICATION 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	Pay Details			Total Pay P.M.	Functional details
	From	To		Scale from	Scale to	Basic pay		

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: