



BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED
(A Government of India Undertaking)

Corporate Office, Namrup,
P.O. Parbatpur, Dist. Dibrugarh, Assam: PIN-786623
FAX- 0374 2500317: e-mail: info@bvfc.co.in

Brahmaputra Valley Fertilizer Corporation Ltd, emerged as a new Company in 2002 after its de-merger from Hindustan Fertilizer Corporation Ltd. The production units of the Corporation situated in Namrup, Assam have been revamped and modernized recently. BVFCL having two Ammonia and two Urea plants in operation with total production capacity of 5.55 lakh MT of Urea per annum invites applications from Indian nationals for the following posts:

Sl. No	Post & No. of Vacancy & Location	Scale of Pay(₹) (Pre revised)	Job requirement	Age limit (Max) as on 1. 10.2014	Essential Qualification & experience
01	General Manager / Dy. General Manager (Operation) 01 post (UR) for Namrup	₹ 20500-500-26500/- / ₹ 18500-450-23900/- Minimum gross pay ₹ 86,390/- / ₹ 78,000/- (approx.)	As GM (Operation), he will be overall In-charge of the Ammonia and Urea groups of plants and responsible for plant operations, process monitoring, preventive & predictive maintenance, general management etc.	55 years for GM / 53 years for DGM	Degree in Engineering preferably in Chemical Engineering with minimum 20 yrs for GM / 18 years for DGM post qualification Executive experience in line in a PSU/ large Private sector Fertilizer/Chemical Industry out of which at least 6 years / 5 years should be at the senior management level with proven knowledge of modern technological developments in Fertilizer/ Chemical Industry. Preference will be given to candidates having in-line experience in Fertilizer Industries
02	General Manager (Finance) (01 post- UR for Namrup)	₹ 20500-500-26500/- Minimum gross pay ₹ 86,390/- (approx.)	As General Manager (Finance), he will be responsible for all financial activities of the Corporation, including financial accounting and budgetary control, costing and pricing, finalization of Company Accounts, Taxation, Audit, familiarity with cash credit procedure, purchase and store accounts, capital expenditure control, and accounting of marketing function, liaisoning with Financial Institutions and Govt. bodies.	55 years	Graduate with C.A. or I.C.W.A. with minimum 20 years post qualification Executive experience in a PSU/a large Private sector organization, out of which atleast 6 years should be in Senior Managerial position Preference will be given to candidates having in-line experience in Fertilizer & Chemical Industries.

03	Dy. General Manager/ Chief Manager (HR) (01 post- UR for Namrup)	₹ 18500-450-23900/- / ₹ 17500-400-22300/- Minimum gross pay ₹ 78,000/- / ₹ 73,800/- (approx.)	The incumbent will be responsible for formulation and implementation of policies /strategies relating to Personnel Management, Administration, Training including the legal matters of the Company and other related HRD activities.	53 years for DGM / 52 years for CM	MBA with specialization in Personnel Management and Industrial Relations or Post Graduate Degree / Diploma in PIR/HRD/ Labour & Social Welfare with minimum 16 years for DGM /14 years for Chief Manager post qualification Executive experience in Personnel & Administration Department of a large and growing PSU/ Private sector organization out of which 5/ 4 years should be in a Senior Managerial position. Degree in Law is desirable. The incumbent should have thorough knowledge of Labour Laws, Administration & Estate functioning, Training policies and with the latest HR practices. He shall be responsible for formulating Personnel Management policies including succession Planning, Manpower/career planning, Recruitment and Selection etc. of the employees. The candidate should have good exposure in the field of Industrial Relations including wage negotiations and handling of Legal matters, disciplinary/ conciliation/ adjudication proceedings before the statutory authorities.
04	Dy. General Manager (Finance) / Chief Finance Manager (01 post – UR for Namrup)	₹ 18500-450-23900/- / ₹ 17500-400-22300/- Minimum gross pay ₹ 78,000/- / ₹ 73,800/- (approx.)	As Dy. General Manager (Finance)/ Chief Finance Manager he will responsible for the smooth functioning of the Finance & Accounts department including financial accounting and budgetary control, costing and pricing, finalization of Company Accounts, Taxation, Audit, familiarity with cash credit procedure, purchase and store accounts, capital expenditure control, and accounting of marketing function, liaisoning with Financial Institutions and Govt. bodies.	53 for DGM / 52 years for CFM	Graduate with C.A. or I.C.W.A. with minimum 16 years for DGM (Finance) / 14 years for CFM, post qualification Executive experience in-line in a PSU/ large Private sector organization, out of which 5/ 4 years should be in a Senior Managerial position. Preference will be given to candidates having in-line experience in Fertilizer & Chemical Industries
05	Chief Engineer/ Addl. Chief Engineer (Chemical) 02 posts (01-UR, 01-OBC) for Namrup	₹17500-400-22300/- / ₹ 16000-400-20800/- Minimum gross pay ₹ 73,800/- / ₹ 67,500/- (approx)	The incumbent will be responsible for operation of Plant. He will also be required to perform general managerial functions along with implementation of effective cost control in operation and technological development relevant to production activities.	52 for C.E. / 51 years for ACE	Degree in Chemical Engineering with minimum 14 years for CE /12 years for ACE post qualification Executive experience in line in a PSU/ large Private sector Chemical Industry out of which at least 4 years should be at the senior management level with proven knowledge of modern technological developments in Chemical Industry. Preference will be given to candidates having in-line experience in Fertilizer & Chemical Industries
07	Chief Engineer / Addl. Chief Engineer (Instrumentation) 01 post -UR for Namrup	₹17500-400-22300/- / ₹ 16000-400-20800/- Minimum gross pay ₹ 73,800/- / ₹ 67,500/- (approx)	The incumbent will be responsible for overall maintenance jobs of the Instrumentation Department. He will also be required to perform general managerial functions along with implementation of effective cost control in operation and technological development relevant to Instrumentation.	52 for C.E. / 51 years for ACE	Degree in Instrumentation / Electronics Engineering with minimum 14 years for CE /12 years for ACE post qualification Executive experience in line in a PSU/ large Private sector Chemical Industry out of which at least 4 years should be at the senior management level with proven knowledge of modern technological developments in Chemical Industry. Preference will be given to candidates having in-line experience in Fertilizer & Chemical Industries.

08	Sr. Law Officer/ Law Officer 01 post – UR for Namrup	₹13000- 350-18250/- /₹10750- 300-16750/- Minimum gross pay ₹ 54,950/- / ₹ 45,500/- (approx.)	The incumbent shall be responsible for overall functioning of Legal Cell of the Corporation.	48 years for Sr.L.O / 45 years for L.O.	L.LB from colleges approved by Bar Council of India, with minimum 08 years for Sr.L.O./ 05 years for L.O. post qualification experience of legal practice or handling legal matters of Govt. undertaking or commercial house. Should have capacity of handling legal cases independently pertaining to factory/labour legislation, land, revenue, estate matters and contract agreement etc.
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General Information and instructions:

- 1) All qualifications must be from UGC recognized University/Deemed University or AICTE/ approved Autonomous Institution.
- 2) Reservation of post /relaxation in age etc. as applicable for SC/ST/OBC (non creamy layer)/PH and Ex-Serviceman candidates shall be as per the Government of India directives.
- 3) Candidates belonging to SC/ST/OBC (non creamy layer) are required to submit attested copies of their caste/ non creamy layer certificates issued by the Competent Authority along with the application. OBC candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “General”
- 4) For claiming the benefit of Physically Handicapped, the candidates should produce Medical Certificate issued by a Medical Board attached to the special Employment Exchange/Vocational Rehabilitation Centre for PH or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria.
- 5) BVFCL reserves the right to offer immediate lower posts in case, candidates not found suitable for the advertised/applied post.
- 6) Candidates employed in Govt. Department/Public Sector Undertaking/ Autonomous bodies shall either forward their application through proper channel or shall produce “No objection certificate” from their present employer at the time of interview.
- 7) Applications not found as per prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s)/document(s)/photographs etc wherever necessary or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- 8) Mere eligibility will not vest any right on any candidate to be called for interview for any post. The Corporation reserves the right to restrict the eligible candidates to be called for interview to a reasonable limit on the basis of convenient norms that may be decided by the Corporation.
- 9) Before applying for the post, **candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement.** BVFCL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard. Only the shortlisted candidates, who are found apparently eligible based on the details given in the application form, will be called for interview.
- 10) Out station candidates called for interview shall be paid single to and fro rail fare in AC-II tier restricted to shortest rail/road route on production of Railway/Bus ticket.

- 11) Posting of selected candidates shall be at Registered Office of the Corporation, Namrup (as mentioned in the advertisement) and their service will be liable to be transferred any where within the Corporation.
- 12) Apart from the pay and allowances (Basic pay, D.A, fringe benefits, NE Allowance, Namrup allowances etc.) other benefits includes Gratuity, PF, Employees Pension Scheme under EPS'95, Group Insurance, Medical benefits, subsidized Ration, Residential accommodation/ HRA (depending on place of posting), Educational assistance for children etc as per rules of the BVFCL. **Higher start in the time scale of pay may be considered in case of deserving candidates.**
- 13) Candidates released on VRS/VSS from any Government organization/PSUs fulfilling the above condition, may also apply and in the event of his/her selection he/she will be required to deposit the entire ex- gratia benefits to the Corporation before joining as per rules.
- 14) Candidates applying for more than one post should submit separate application for each post along with a separate Bank draft towards application fees.
- 15) Canvassing in any form will result in cancellation of the candidature.
- 16) Deserving candidates only may apply in prescribed format along with attested copies of certificates and testimonials regarding age, qualification, experience, caste for SC/ST & valid non creamy layer certificate for OBC, PH certificate for physically challenged candidate from Competent Authority, two recent passport size photographs and a non-refundable application fee of ` 200/- (Rupees two hundred only) for candidates belonging to General and OBC category only by way of Bank draft drawn in favour of BVFCL, Namrup payable at SBI/UCO Bank, at Namrup, Assam-786623. SC/ST/PH candidates are exempted from payment of application fees provided they attach an attested copy of SC/ST/PH certificate as applicable, issued by the Competent Authority along with their application.
- 17) Application duly complete in all respects superscribing on the envelope "Application for the post _____" (name of the post) should be sent so as to reach The HOD (Personnel), BVFCL, Namrup, P.O. Parbatpur, Dist: Dibrugarh, Assam, Pin-786623 within 21 days of publication of this advertisement.
- 18) Applications received after last date of submission will neither be entertained nor returned. BVFCL will not be responsible for postal delay or loss/ non delivery thereof. No correspondence in this regard will be entertained.
- 19) BVFCL reserves the right to cancel the advertisement and /or the selection process thereunder.

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SPECIMEN APPLICATION FORM

Advt.No.HR/10/2014/01

POST APPLIED FOR : _____

1. Name :			2. Father's name:		
3. Date of birth and age:			4. Place of birth :		
5. Nationality :			6. Home Town :		
7. Present Address :			8. Permanent Address:		
9. Present Telephone No. Office : Res. : FAX : e-mail :			10. Caste status : SC ST OBC OTHERS		
11. Academic background :					
Name of the institution	Qualification Acquired*	Duration of course	Year of passing	Class or Division	Main field of study

*(Photocopy of certificates to be attached)

12. Membership of Professional bodies :					
13 Training & Attainments:					
Name of the course	Period/duration	Name of Institute	Field of Study		
14. Professional experience – Starting from present position : (Photocopy of appointment/promotion letter for each post to be attached)					
Employer's name & address & type of business	Post held & scale of pay	Period of employment		Total years of experience	Nature of duties
		From	To		
A.					
B.					
C.					
D.					
E.					
15. Details of last pay drawn :					
16. References (other than relatives)					
Full name	Full Address	Telephone/Fax/e-mail		Occupation	

17 Have you applied in any time for a regular post in BVFCL? If yes, please mention the post and advertisement No.

18. Details of demand draft.

D.D. No. _____ Date _____ Amount _____ Name of the Bank _____

19 i) I certify that the statements made by me are true, complete and correct to the best of my knowledge and belief.

ii) Statements made with regard to age, caste, qualification and experiences are supported by the photocopies of relevant certificates/testimonials.

Date _____

Signature _____