

**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)/199A

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 Assistant to MD (Namrup) (Contractual)	Graduate in any discipline from recognised University having Diploma in Computer application & knowledge of MS Office from Institute of repute. Preference shall be given to the candidates having Graduation with MBA (full time course) or equivalent qualification / Diploma in Secretarial Practices from Govt. Polytechnics.	02 (Two) 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.	38 years.	1 (One)
2	Front Office Assistant (Guwahati) (Contractual)	Graduate in any discipline from recognised University having Diploma in Computer application & knowledge of MS Office from Institute of repute.	02 (Two) years experience in similar line of a large Commercial organisation or Corporate Office. Preference shall be given to the candidate having proficiency in English, Assamese and Hindi language with sound knowledge in operating EPABX system etc.	38 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 candidates.
5. 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.
6. 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.
7. **HOW TO APPLY:**
 - (i) **Application duly filled and completed should be sent by ordinary/speed post or courier services** with detailed bio-data in prescribed format available in Website with 04 (Four) PP size coloured photograph along with self attested copies of certificates/testimonials in support of qualification, age, experience, caste etc. within 20 (twenty) days from the date of publication of this advertisement. **Any other means / mode of submission of application shall not be accepted.**
 - (i) **Application should be addressed to:**
General Manager (HR)
Assam Petro-Chemicals Limited
P.O. Parbatpur, Namrup
Dist. Dibrugarh, Pin- 786 623, Assam

8. 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.
9. 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.
10. 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.
11. **Period of Contractual Service:**
 - a) Executive Assistant : 3 (three) years
 - b) Front Office Assistant : 3 (three) years

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

12. **Place of work: Initially at Namrup for the post mentioned in Sl. No.1 and at Company's Regd. Office, Guwahati for the post mentioned in Sl. No.2.** However, the posts are transferable anywhere within the country depending upon Company's business exigencies in future.
13. Consolidated monthly Salary will be paid in the following manner:

For Executive Assistant to MD:

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

For Front Office Assistant (Guwahati):

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

14. 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 02.06.2018 to 21.06.2018
B	Last date of receipt of duly filled application form by post at APL Namrup.	21.06.2018

**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	Gross Salary	Functional details
	From	To			

Total Post Qualification Experience:

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: