

**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)/169**

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	Age	No. of post
1.	<b>Graduate Engineer Trainee</b>	B.E. / B.Tech. (Chemical / Mechanical / Instrumentation / Electrical / Civil) or equivalent qualification from an Engineering College of repute.  Preference shall be given to the candidate having knowledge on AUTOCAD, MS-Office etc.	30 years	Chemical - 21 Mechanical - 10 Instrumentation - 05 Electrical - 08 Civil - 01
2.	<b>Management Trainee (Safety)</b>	B.Sc with Diploma in Industrial Safety or B.E. / B.Tech (Environment Engg.) from an Engineering College / Institute of repute.	30 years	2 (two)
3.	<b>Management Trainee (HR)</b>	Full time MBA / MSW with specialization in Personnel management or MPM or M.A in Social Work with specialization in Personnel Management or MA in Personnel Management from College / Institute of repute.	30 years	5 (five)
4.	<b>Management Trainee (Marketing)</b>	Full time M.B.A (Marketing) or post graduate qualification in Management with specialization in Marketing from a College / Institute of repute. Preference shall be given to the candidates from Commerce, Science and Engineering background.	30 years	6 (six)

**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 with minimum 60% of marks secured in relevant subject. Qualification obtained through any correspondence / distance learning mode shall not be considered.
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 or Colleges.
3. Preference shall be given to the candidates having proficiency in Soft Skills in the respective field.
4. **The cut-off date for determining age limit and post qualification experience will be 01-01-2018.**

5. **AGE RELAXATION :**

The upper age is relaxable by 5(five) years for SC/ST candidates, 3 (three) years for OBC (Non-Creamy Layer) candidates.

6. Reservation for specified categories shall be followed as per Government norms.

7. **Management reserves the right to recruit or not to recruit in any of the above positions at any point of time without assigning any reason whatsoever.**

8. 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.

9. **HOW TO APPLY:**

**(i) Application duly filled and completed should be sent by ordinary/speed post or courier services only mentioning clearly about the "post applied for at the top of the envelop"** 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.**

(ii) **APPLICATION FEE:** Applicant is required to pay an application fee (non-refundable) by Demand Draft drawn in favour of Assam Petro-chemicals Limited, payable at Namrup as shown below along with their application:

(a) For General Category	: Rs. 300/- (Rupees three hundred only)
(b) For ST/SC/OBC/MOBC Category	: Rs. 150/- (Rupees one hundred fifty only)
(c) For candidates having BPL Card	: NIL

(iii) Management reserves the right to consider accepting only one application from an Applicant if applying for more than one post. APL's decision shall be final in this regard.

(iv) The **application should be addressed to:**

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

10. The prescribed qualification 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. Management reserves the right to recruit no. of Trainees depending upon the business needs of the Company at its sole discretion. APL's decision in this regard will be considered as final. .

13. Training period:

a) Graduate Engineer Trainee (GET)	: 1 (one) year
b) Management Trainee (MT)	: 1 (one) year

The training period may be extended at the sole discretion of the Management. After satisfactory completion of the training, the GETs & MTs may be absorbed in the service of the Company on regular basis in Executive Grade E-1.

14. **Stipend :**

**For both GETs/MTs:** A monthly stipend of **Rs.25,000/-** (Rupees twenty five thousand) only will be paid during the training period. On successful completion of the training, the candidate may be absorbed on regular basis with the salary and perks as applicable to its employees in Grade E-1 as per the norms of the Company.

15. **No Travelling expenses will be paid for appearing in the written test.**

16. The candidates called for interview shall be reimbursed to & fro 3 Tier A.C. Train / Bus fare only from the mailing address by the shortest route subject to production of ticket. No local conveyance will be paid.

17. The Company shall not be responsible for any application received in damaged condition or postal delay or loss of application in transit.

**IMPORTANT DATES:**

A	Availability of prescribed application form in website	From 17.04.2018 to 07.05.2018
B	Last date for receiving application by post	07.05.2018

**General Manager (HR)**

Paste your  
latest passport  
size coloured  
photograph

**APPLICATION FOR THE POST OF: .....**

**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 :
7. Age as on 01-01-2018 :
8. Caste/Tribe (in case of SC/ST/OBC) :
9. Other category, if applicable
  - i) Physically Handicapped :
  - ii) Ex-serviceman :
10. Details (In case of P.H.)
  - i) Type of disability :
  - ii) Percentage of disability :
11. 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 :
12. Nationality :
13. Religion :
14. Sex :
15. Marital status :

II. EDUCATIONAL DETAILS

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

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: .....