



Assam Petro-Chemicals Ltd.

(A Govt. of Assam Undertaking)
Namrup, P.O. Parbatpur-786623, (Assam) India
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CIN-U24116AS1971SGC001339

Adv. No. APL/HR/RM-503/2022/40

Assam Petro-Chemicals Limited, one of the pioneers in the field of Petrochemicals having very good track record of performance and implementing ambitious expansion plan, invites online applications for the following posts:

Special Recruitment Drive for SC/STH/STP (Backlog Vacancies)

| Sl. No. | Name of Post | Essential qualification | Essential experience | Age | No. of post |
|---------|--|---|--|----------|-------------|
| 1. | Deputy General Manager (Production) Grade-E-6 Grade Pay: Rs. 16300/- PB : Rs. 30000 -110000 | B.E./B.Tech in Chemical Engineering or equivalent qualification | Minimum 17 (seventeen) years post qualification experience in plant operation/project execution out of which 2 (Two) years should be in next lower level Managerial role in large or medium scale PSU/ Private Industry preferably in Petrochemical/ Chemical /Oil Refinery Sector. Preference will be given to candidates who acquired experience in project execution, commissioning & operation having latest technology with Captive Power Plant and DCS system in Petrochemical/chemical sector. | 50 years | 01 (One) |
| 2. | Senior Manager (Production) Grade-E-5 Grade Pay: Rs. 15700/- PB : Rs. 30000 -110000 | B.E./B.Tech in Chemical Engineering or equivalent qualification | Minimum 13 (thirteen) years post qualification experience in plant operation/project execution out of which 2 (Two) years should be in next lower level Managerial role in large or medium scale PSU/ Private Industry preferably in Petrochemical/Chemical /Oil Refinery Sector. Preference will be given to candidates who acquired experience in project execution, commissioning & operation having latest technology with Captive Power Plant and DCS system in Petrochemical/chemical sector. | 45 years | 01 (One) |

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|----|--|--|--|----------|---------|
| 3. | Manager (F&A) Grade: E-4 Grade Pay: Rs. 15100/- PB: Rs. 30000-110000/- | CA/CMA or Full time MBA (Finance) with graduation in Commerce stream. | Minimum 09 (Nine) years Post qualification experience in line out of which 02 (Two) years should be in next lower-level post in Govt. or Semi-Govt. Organization, Large/medium Private Sector Organization. | 40 years | 01(One) |
| 4. | Deputy Manager (F&A) Grade: E-3 Grade Pay: Rs. 14500/- PB: Rs. 30000 -110000/- | CA/CMA or Full time MBA (Finance) with graduation in Commerce stream. | Minimum 06 (six) years Post qualification experience in line out of which 02 (Two) years should be in next lower-level post in Govt. or Semi-Govt. Organization, Large/medium Private Sector Organization. | 35 years | 01(One) |
| 5. | Assistant Manager (F&A) Grade: E-2 Grade Pay: Rs. 13900/- PB: Rs. 30000-110000/- | CA/CMA or Full time MBA (Finance) with graduation in Commerce stream. | Minimum 03(Three) years Post qualification experience in line out of which 02 (Two) years should be in next lower- level post in Govt. or Semi- Govt. Organization, Large/medium Private Sector Organization. | 33 years | 01(One) |

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|----|---|---|--|----------|----------|
| 6. | Accounts Officer Grade: E-1 Grade Pay: Rs. 13300/- PB: Rs. 30000-110000/- | CA/CMA or Full time MBA (Finance) with graduation in Commerce stream. | Experience not essential for CA/CMA. Preference shall be given to the candidates having post qualification experience in line. For MBA (Finance), minimum 02 (two) years post qualification experience in Govt. or Semi-Govt. Organization, Large/medium Private Sector Organization. | 30 years | 02 (Two) |
|----|---|---|--|----------|----------|

Reservation:

| Category wise distribution of vacancies as per Post Based Roster are as under: | | | | | |
|--|-------------------------------------|-----------------|----------|----------|----------|
| Sl. No. | Name of Posts | Total Vacancies | SC | ST (P) | ST (H) |
| 1 | Deputy General Manager (Production) | 1 | 0 | 1 | 0 |
| 2 | Senior Manager (Production) | 1 | 0 | 1 | 0 |
| 3 | Manager (F&A) | 1 | 0 | 0 | 1 |
| 4 | Deputy Manager (F&A) | 1 | 0 | 1 | 0 |
| 5 | Assistant Manager (F&A) | 1 | 0 | 1 | 0 |
| 6 | Accounts Officer | 2 | 1 | 0 | 1 |
| Total | | 7 | 1 | 4 | 2 |

Other Eligibility Criterion, General Information and Instructions:

- All qualification must be from UGC recognized University/Deemed University or AICTE approved Autonomous Institution like ICMAI, ICAI, etc. (wherever applicable) of repute.
- 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.
- The cut-off date for determining age limit and post qualification experience will be 01-07-2022.**
- AGE RELAXATION :**
The upper age is relaxable by 5(five) years for SC/ST candidates.
- Relaxation in experiences may be considered for the deserving candidates at the sole discretion of Management.
- 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.
- 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.

8. Management will have the right to increase or decrease the number of post as per the need of the company under its own discretion.

9. **HOW TO APPLY:**

- a) Interested candidates may apply online through the Career Section of the Company's Website www.assampetrochemicals.co.in.

- i. **STEP 1: Payment of Application Fees via SBI Collect.** (Copy the SB Collect Reference Number)

- a) Click on Payment of Fees.
- b) Carefully check the terms and Click Check Box to proceed for payment.
- c) Select - State of Corporate / Institution * = Assam
- d) Select - Type of Corporate / Institution * = PSU (Public Sector Undertaking)
- e) Select - PSU - PUBLIC SECTOR UNDERTAKING Name = ASSAM PETROCHEMICALS LTD.
- f) Fill up all the relevant and mandatory details and proceed for payment.
- g) Copy the SB Collect Reference Number.

- ii. **STEP 2: Fill up the Online Application Form.**

- b) The candidates (SC/STP/STH) shall have to deposit **Rs. 150/- plus bank charges, if any** through **SBI Collect Online Payment** selecting appropriate payment gateway. The online application fee is non-refundable.

Note: Candidate(s) must provide SB Collect Reference Number in order to complete the application process. Application submitted without SB Collect Reference Number or incorrect SB Collect Reference Number will be considered as incomplete.

- c) No other means/mode of application will be accepted. Incomplete applications will be rejected.
- d) The candidates will be required to fill-up the detailed bio-data in prescribed format of the online application.
- e) The candidates will be required to upload self-attested copies of the following testimonials/documents for verification, failing which he/she will not be permitted to appear in the interview:
 - Document in support of Date of Birth(Age),
 - Latest Caste/Tribe certificate (for SC/STP/STH candidates as applicable),

- Disability certificate (in case of PH candidates),
- Ex-servicemen Proof (in case of ex-servicemen),
- All certificates/testimonials in respect of all qualifications starting from matriculation onwards (all semester/year wise mark sheets and degree certificates),
- Experience Certificates issued by the employers in support of experience details
- Forwarding letter/NOC from the Employer in case candidate is presently employed in a Central/State Government PSU/Semi Government organization.

f) Only one application per candidate is allowed.

10. 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.
11. 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.
12. **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.
13. The candidates called for offline interview for the aforementioned posts shall be reimbursed to & fro travelling expenses by shortest route subject to production of original or photocopy of ticket(s) as under:
- a) For the post of Deputy General Manager, Sr. Manager, Manager: II tier AC train/bus fare (from the mailing address)
 - b) For the posts of Deputy Manager, Assistant Manager & Accounts Officer: III tier AC train/bus fare (from the mailing address)
 - c) No Travelling expenses will be paid for appearing in the written test.
14. No local conveyance expenses will be reimbursed.

IMPORTANT DATES:

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| A. | Availability of online application link in website | From 14-09-2022 |
| B. | Last date of submission of online application | Midnight of 04-10-2022 |

Sd/-
Dy. General Manager (HR)