

Web Advertisement



Mangalore Refinery and Petrochemicals Limited (A Subsidiary of Oil and Natural Gas Corporation Limited)

CIN No. : L85110KA1988GOI008959

Kuthethoor Post, Mangalore – 575030

Ph 824 – 288 2179/2144/2183 Fax: 0824-2271404 Email:recruit@mrpl.co.in

Advertisement No. 63/2015

Last date for receipt of applications: 08/02/2016

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY (PWD) CATEGORY

Mangalore Refinery and Petrochemicals Limited (MRPL), a subsidiary of ONGC and a Schedule 'A' Mini Ratna CPSE, is focused on growth and efficiency. The company is recognized today as the leading refinery in India in terms of all round performance, having won many awards for Energy conservation, Safety, Quality, Exports etc.

MRPL invites applications from eligible Indian nationals belonging to Persons with Disability (PWD) and Scheduled caste/Scheduled tribe category having percentage of disability of minimum 40%.

Sl. No.	Position	Grade	Scale of pay (₹)	No. of posts	Type of disability	Maximum age as on 30/9/2015	Minimum essential educational qualification
4	Executive (Internal Audit) Location- Mangalore	E1	24900-50500	2 (SC- 01, ST-01)	*HH-1, *OH-1	43 Years**	CA/ICWA/two years MBA/Equivalent; with specialization in Finance with minimum 40% marks in aggregate

Note 1: *OH –Orthopedically Handicapped, *HH – Hearing Impairment, SC-Scheduled caste, ST-Scheduled tribe

Note2: **The maximum age limit mentioned above includes **15 years relaxation applicable to PWD-SC/ST category** as per Government Guidelines.

Only physically disabled Candidates belonging to SC/ST category are eligible to apply. Candidates are requested to read the web advertisement carefully and should satisfy themselves about meeting the eligibility criteria before applying for the position.

1. The cutoff date for deciding the maximum permissible **age** shall be the last day of the month subsequent to the month in which the advertisement is issued, that is **29/02/2016**. **Percentage of marks should be aggregate of all years/semesters i.e., total marks obtained over total maximum marks of all years/semesters without giving any weightage to any particular year/semester.**
2. Candidates having not less than 40 percent of the relevant disability shall apply for the above posts.
3. The candidates have to submit the disability certificate in the prescribed format issued by the medical authority as per Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amendment Rules,2009.The prescribed format is available at the "career" page of our website (www.mrpl.co.in)
4. The candidates selected shall be placed on probation for a period of one year.

5. IMPORTANT INSTRUCTION

The application form shall be duly filled in legible handwriting and the candidate shall ensure that all the fields are filled properly. The self attested copies of all educational qualifications mentioned in the application form have to be attached.

The candidates are required to attach the following documents along with the applications as mentioned below:

- a) **Copy of SSLC marks card/Matriculation or school leaving certificate indicating date of birth, municipal birth certificate or a certificate granted by the previous employer indicating date of birth, if employed with central/state government or Public sector undertaking duly self attested.**
- b) **Copy of all year semester marks card and degree/Master degree certificate duly self attested.**
- c) **PWD Certificate as mentioned at point no 3.**
- d) **Candidates currently employed should enclose copy of offer letter or any other document showing date of joining the organization. They also need to attach a copy of latest pay slip to indicate the continuity of their employment. With regard to previous employment the candidate should attach experience certificate/ relieving letter giving details of his period of service in previous employment. In case the candidate is employed in Government organizations/Public sector undertakings/Autonomous Bodies owned by the Government, should forward their application through proper channel. However they may also produce the NO OBJECTION CERTIFICATE at the time of interview if their applications were not routed through proper channel , failing which they will not be allowed to appear for the interview.**
- e) **Candidates belonging to reserved category i.e SC/ST/PWD/Ex-Servicemen should enclose copy of caste /category certificate.**

Incomplete applications not supported by copies of relevant documents in support of age, qualifications (mark sheet/degree), experience and caste/category certificate (in case of SC/ST/OBC/PWD/Ex-servicemen), not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and treated as Rejected. While applying for a post in response to the advertisement, candidates must ensure that all particulars filled by them in the application format are correct and complete in all respects. In case it is detected at any stage of the recruitment process that a candidate does not fulfill the eligibility criteria or has submitted false information or has suppressed any material facts, his/her candidature will automatically stand cancelled. If any of the above shortcomings are detected even after appointment, his/her services are liable to be terminated without any notice. **In case any of the above mentioned conditions are not fulfilled, the application of the candidate will be summarily rejected and no communication in this regard will be entertained.**

6. SELECTION PROCESS

Selection process shall consist of Written Test and Interview. The candidates will have to qualify at each stage of the selection process.

7. HOW TO APPLY:

Candidates are requested to read the instructions and ensure correctness of the data before applying. The envelope containing the application should be super scribed with

position applied for, and sent by post/courier to **Sr.Manager (HR-Recruitment), Mangalore Refinery and Petrochemicals Limited, Post Kuthethur, Via Katipalla, Mangalore – 575030, Dakshina Kannada District, Karnataka state. Candidates forwarding applications which are not as per the prescribed format, as given in the web advertisement, will be rejected. Documents sent by Email or hand delivery will not be considered.**

Last date for receipt of documents by post/courier: 08/02/2016

8. GENERAL INSTRUCTIONS:

- a) All the qualifications specified above should be recognized by UGC/AICTE/respective statutory body.
- b) Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent percentage of marks should be indicated in the application as per the norms adopted by the concerned University/Institute. Please also obtain a certificate to this effect from the University/Institute, for submission at the time of interview.
- c) In case there is no mention of specialization in the qualifying degree as required in the minimum essential educational qualification, candidates are required to submit a certificate at the time of interview from their University/Institute with a clear mention to their specialization in the qualifying degree.
- d) The candidates called for Written Test/Interview shall be reimbursed 2nd class Rail / Bus fare to and fro by the shortest route from your correspondence address in India or place where you are working subject to production of ticket(s) & proof of working/ residence in case you are travelling from the place of working. The candidates will be reimbursed travel cost as above, for an attendant, wherever applicable, as per Govt. guidelines. However, local travel cost, if any, shall be borne by the candidates.
- e) Age Relaxation for Ex-Servicemen (EXSM) as per Govt. directives.
- f) The job location for the above positions is Mangalore. However, employees are liable to be transferred to any place in India or abroad, within the same Organization, or one of the group companies of ONGC or any other organization.
- g) Working knowledge of Hindi is desirable.
- h) Preference will be given to candidates with NCC / National Apprentice Training Certificate.
- i) Recruitment of Minority as per applicable Government guidelines.
- j) Allowances and perquisites shall be as admissible for the grade.
- k) In case large numbers of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
- l) Requests for change of category once declared in the application will not be entertained.
- m) Experience in PSU/ Private need to be specified.
- n) The vacancies and reservation indicated above is tentative and may increase or decrease in the relevant categories at the discretion of Management and in Compliance with Presidential Directives on reservation at the time of appointment. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / the recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
- o) Satisfactory Character & Antecedents report would be required once selected and the Management reserves the right to out-rightly dismiss the candidate whose report is not found satisfactory.
- p) Canvassing in any form shall disqualify the candidature.

- q) Management reserves the right to fill or not to fill the posts and mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entitle a candidate to be called for the Written Test / Personal Interview, as the case may be.
- r) While applying for any post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.
- s) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.
- t) Documents received after the last date for submission of documents will not be considered.
- u) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response there to can be instituted only in Mangalore and courts / tribunals / forums at Mangalore only shall have sole and exclusive jurisdiction to try any such case / dispute.
- v) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
- w) Management reserves the right to create and operate a panel of suitable candidates, for one year.
- x) Any amendment/corrigendum shall be hosted only on the Company's website www.mrpl.co.in . Candidates may regularly check for updates.

APPLICATION
(TO BE FILLED IN CAPITAL LETTERS)

Paste your recent
passport size
photograph here
and sign across

1. Advt. No. : **63/2015(Special Recruitment drive for PWD)**
2. Post applied for : _____
3. Name of the candidate: _____
4. Father's / Husband's Name: _____
5. Date of Birth : (dd/mm/yyyy) : _____ Day _____ Month _____ Year
6. Age as on _____: _____ Days _____ Months _____ Years
7. Nationality: _____
8. State of Domicile (state belongs to) : _____
9. Category (GENERAL/SC/ST/OBC-Non creamy layer): _____
10. Do you belongs to PWD/ Ex-servicemen category(Please specify): _____
11. In case PWD indicate the degree of Disability: _____%
12. Type of Disability (OH/HH): _____
13. Sex (Write M or F): _____
14. Complete Correspondence Address:

District _____ State _____ Pin . _____

15. Qualification (Secondary School onwards-mention the exact date of passing):

Name of Exam. Passed	Name of Institute / University	Duration of Course	Date of Admission (DD/MM/YY)	Date of Passing (DD/MM/YY)	# Percentage of Marks obtained

in case of CGPA / OGPA/SGPA or Grade, mention equivalent percentage of marks as per University / Institute norms. Percentage of marks not to be rounded off.

** in case of CGPA/OGPA/SGPA grade, candidate should attach letter issued from college/university giving details of formula to convert CGPA/OGPA/SGPA to percentage of marks.

16. Hindi Proficiency level (studied Hindi up to):

17. Work Experience(mention all post qualification work experience clearly indicating date of joining and relieving in dd/mm/yyyy format):

Name & Address of the Organization / Employer	Post held	Period of employment (dd/mm/yyyy)		Nature of Job	Nature of Industry	Salary Drawn(Scale of pay, Grade pay, total emoluments)	Reason for leaving
		From date	To date				

18. E-mail id : _____

19. Phone No.: _____ Mobile No. _____

20. Source of Advertisement: _____(Name of Newspaper or Journal or Website)

I hereby declare that the above information is true to the best of my knowledge. I understand that my candidature will be cancelled; if the information is found to be false or incorrect or my application is incomplete. I have read and understood "Important Instruction" at Clause no. 5 in the detailed advertisement.

Place & Date: _____ Signature: _____

NB: Please use separate sheet if space is inadequate for filling SL no 15 & 17. The format must be the same. Please sign on each page of the application form. Wherever dates are to be entered, it should be invariably in (dd/mm/yyyy) format. Exact date of joining and release from employers has to be mentioned in (dd/mm/yyyy) format.