

Web Advertisement:

**Mangalore Refinery and Petrochemicals Ltd.
(A Subsidiary of Oil and Natural Gas Corporation Ltd.)**

Kuthethoor Post, Mangalore – 575030

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

Advertisement No. 60/2015 Last Date for receipt of Applications: 17/09/2015

RECRUITMENT IN NON-MANAGEMENT CADRE

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 seeks applications from eligible candidates for the following Non-management position:.

Sl. No.	Position	Grade	Scale of pay (₹)	No. of Vacancies	Category	Location	Max. age as on 30/09/2015	Minimum qualification
1.	Assistant (Sales)	JM5	11900-32900	5	UR-3, SC-2	Bengaluru	30 years	First Class Graduates in Science / Commerce / BBM / BBA / BCA from recognized university / Institute. Candidates should have worked in a computerized environment for a minimum period of 2 years in any Public Limited company.

* Above positions are identified as suitable for Persons with Disabilities (HH/ OH).

ELIGIBILITY CRITERIA: Candidates are requested to read the web advertisement carefully and should satisfy themselves about meeting the eligibility criteria before applying for the said positions.

1. The cutoff date for deciding the maximum permissible **age** and **experience** (wherever applicable) as per eligibility criteria shall be the last day of the month subsequent to the month in which the advertisement is issued that is **30/9/2015**. Experience shown must be the minimum relevant experience for the function, after obtaining necessary qualification (post qualification work experience) including 'On the Job' training period. In order to compute post qualification work experience, the period of work experience starting from the month immediately succeeding the month and year of final examination in which the candidate acquires the minimum essential educational qualification shall be considered. **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. Wherever specific relevant experience has been prescribed, please note that applications not fulfilling this specific criterion will not be considered.
3. **The minimum percentage of marks required for SC/ST/PWD candidates in the minimum essential educational qualification is 40%.**
4. Age Relaxation: SC – 5 years, PWD: UR- 10 years, PWD: SC-15 years and Ex-Servicemen (EXSM) - as per Govt. directives.

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 candidate shall also attach proper experience documents clearly **indicating the date of joining and release from the previous employers.** Experience certificate as indicated **is compulsory** in case the candidate has been released from the employer. For establishing the work experience where the candidate is presently employed, the appointment letter/offer letter clearly indicating the date of joining shall be enclosed. In case the offer letter is enclosed, then the candidate has to **attach a valid document clearly showing the date of actual joining.** In order to establish the continuity of employment with the present employer, the candidate has to attach the latest pay slip. Please note that pay slip alone will not be considered as proof of work experience. The dates mentioned in the application form should match with the corresponding dates mentioned in the attached proof of experience. 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 and the application money will not be refunded. 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. Candidates should submit their application in the enclosed format, enclosing self attested copies of all relevant certificates in support of qualification (along with year-wise / semester-wise marks cards), age (SSLC Certificate), caste, experience certificates, pay slip, along with recent passport size photograph and super scribing the envelope with the position applied for, by post / courier to the Sr. Manager (HR-Recruitment), Mangalore Refinery and Petrochemicals Ltd., Post Kuthethur, Mangalore – 575030, on or before **17/9/2015. Candidates belonging to General and OBC category must pay an**

application fee of ₹ 350/- (Rupees Three hundred and fifty only) in favour of Mangalore Refinery and Petrochemicals Ltd., Account No. 00000010981274266 (IFSC Code SBIN0000871) by downloading the Challan format enclosed with the Advertisement in the company's Website(www.mrpl.co.in) in any branch of State Bank of India. However, Bank Commission charges shall be paid by those who make payment through challan. SC/ST/PWD/Ex-Servicemen are exempted from paying application fee. Candidates forwarding applications which are not as per the prescribed format and without application fee, 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 Applications: **17/09/2015**.

8. GENERAL INSTRUCTIONS:

- a) All the qualifications specified above should be recognized by Board of Technical Education / UGC/AICTE.
- b) **As the above posts are in non-management level candidates possessing BE/B.Tech and professional Mater Degrees like MBA/MCA/MSW need not apply. Such applications will not be considered.**
- c) SC/ST/PWD Candidates called for Written Test / Interview if any, shall be reimbursed ^{2nd} class Rail / Bus fare from their correspondence address in India on production of rail / bus ticket and self attested documents in support of eligibility such as Date of Birth proof, caste certificate and qualification marks cards / certificates along with originals for verification. PWD 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.
- d) Location of the job is at Bengaluru. However, employees are liable to be transferred to any place in India or abroad, within the same Organization, one of the group companies of ONGC or any other Organization.
- e) Working knowledge of Hindi is desirable.
- f) Preference will be given to candidates with NCC / National Apprentice Training Certificate.
- g) Preference will be given to candidates domiciled in the state of Karnataka.
- h) Recruitment of Minority as per applicable Government guidelines.
- i) In case large numbers of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
- j) Requests for change of category once declared in the application will not be entertained.
- k) Experience in PSU/ Private needs to be specified.
- l) Persons 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.
- m) 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 / enlarge the number of vacancies and recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
- n) 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.

- o) Canvassing in any form shall disqualify the candidature.
- p) 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.
- q) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.
- r) Application fee will not be returned/refunded due to any reasons, what so ever.
- s) Documents received after the last date for submission of documents will not be considered.
- t) 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.
- u) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
- v) Management reserves the right to create and operate a panel of suitable candidates, for one year.
- w) Any amendment/corrigendum shall be hoisted 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. : **60/2015**
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): _____ Whether Ex-serviceman (Yes/No): _____
10. Whether PWD (Yes/No): _____ Type of Disability (OH/HH/VH): _____
11. Degree of Disability: _____%
12. Sex (Write M or F) : _____
13. Complete Correspondence Address: _____

District _____ State _____ Pin _____

14. 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 or Grade, mention equivalent percentage of marks as per University / Institute norms. Percentage of marks not to be rounded off.

15. Hindi Proficiency level (studied Hindi up to): _____
16. Work Experience(mention all post qualification work experience clearly indicating date of joining and relieving in dd/mm/yyyy format):

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

17. E-mail id : _____
18. Phone No.: _____ Mobile No. _____
19. 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 Information" at Clause no.2 in the detailed advertisement.

Place & Date: _____ Signature: _____

NB: Please use separate sheet if space is inadequate for filling SL no 14 & 16. 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.