

Web Advertisement



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

Kuthethoor Post, Mangalore – 575030

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

Advertisement No. 59/2015

Last date for receipt of applications: 17/09/2015

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) category and having percentage of disability of minimum 40%.

Sl. No.	Position	Grade	Scale of pay (₹)	No. of posts	Category and Type of disability	Maximum age as on 30/9/2015	Minimum essential educational qualification
1.	Engineer (Information Systems) Location- Mangalore	E1	24900-50500	1	*OH	38 Years**	Bachelor Degree in Engineering in Computer Science/ Information Technology with minimum 40% marks in aggregate.
2	Executive (Materials) Location- Mangalore	E1	24900-50500	1	*HH	38 Years**	Two years MBA/Equivalent with specialization in Materials Management or Bachelor Degree in Engineering; with minimum 40% marks in aggregate
3	Executive (Human Resources) Location- Mangalore-1 New Delhi -1	E1	24900-50500	2	*OH-1, *HH-1	38 Years**	Two years MBA/Equivalent with specialization in Personnel Management/HRD/HRM or Two years Post Graduate Degree/Equivalent in Personnel Management/IR/Labour Welfare with minimum 40% marks in aggregate
4	Executive (Internal Audit) Location- Mangalore	E1	24900-50500	2	*HH-1, *OH-1	38 Years**	CA/ICWA/two years MBA/Equivalent; with specialization in Finance with minimum 40% marks in aggregate
5	Assistant Location- Mangalore-16 Bengaluru-1 New Delhi-1	JM-5	11900-32000	18	UR-10, SC-4, ST-4 (OH-9, HH-9)	38 Years***	3 years BA/BSc./B.Com/BBA/BBM/BCA degree with minimum 40% marks in aggregate. Knowledge of computer is essential and shall be proficient in MS Office (MS Word, MS Excel & MS PowerPoint). Candidates with Certificate in English Type writing-Senior Grade shall be given preference

***Out of 06 posts in Management cadre 3 are Un-reserved and 1 each reserved for SC/ST/OBC (Non-creamy layer)**

Note1: **The maximum age limit mentioned above for posts at Sl.No. 1 to 4 includes **10 years relaxation applicable to PWD-Unreserved category** as per Government Guidelines. For SC/ST category, the age is relaxable by 5 years and for OBC (Non-creamy layer category) it is relaxable by 3 years.

Note2:*** The maximum age limit mentioned includes **10 years relaxation applicable to PWD-Unreserved category** as per Government Guidelines. For SC/ST category, the age is relaxable by 5 years.

Note 3: 01 post for New Delhi & 01 post for Bangalore is earmarked to UR category

Note 4: OH –Orthopedically Handicapped (Locomotor Disability or Cerebral Palsy), HH – Hearing Impairment

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** shall be the last day of the month subsequent to the month in which the advertisement is issued, that is **30th September 2015. 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
4. The candidates selected in JM5 grade shall be placed under training for a period of two years. On successful completion of two year training period they will be placed as Assistant on probation for a period of one year. During the period of training they shall receive basic pay in the corresponding scale of pay, applicable DA and perquisites @ 49 % of basic pay.

5. IMPORTANT INSTRUCTION

The application form in the prescribed format available in the website (www.mrpl.co.in) shall be duly filled in legible handwriting and the candidate shall ensure that all the fields are filled properly. Application not in the prescribed format shall be summarily rejected. The self attested copies of all educational qualifications mentioned in the application form have to be attached. Incomplete applications not supported by copies of relevant documents in support of age, qualifications (mark sheet/degree), disability, not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and will be 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 should submit their applications in the enclosed prescribed format, affix recent passport size photograph along with self attested photo copies of Date of birth proof, Educational Certificates (Semester-wise / year-wise marks sheets and Degree / Diploma certificates) and **PWD Certificate, in the format prescribed by the Central Government.** Documents shall be submitted in a closed envelope, super scribing the envelope with the position applied for, within the last date for receipt of documents, only by **Post / Courier** to the **Sr.Manager (HR-Recruitment), Mangalore Refinery and Petrochemicals Limited, Post Kuthethur, Via Katipalla, Mangalore – 575030, Dakshina Kannada District, Karnataka state.** Documents sent by Email or hand delivery will not be considered.

Last date for receipt of documents by post/courier: 17/09/2015

8. **GENERAL INSTRUCTIONS:**

- a) All the qualifications specified above should be recognized by Board of Technical Education / UGC/AICTE.
- 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 and self attested documents in support of eligibility such as Date of Birth proof, disability certificate and qualification marks cards / certificates along with originals for verification. 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 positions is mentioned against each post at Table above.** 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) Preference will be given to candidates domiciled in the state of Karnataka.
- j) Recruitment of Minority as per applicable Government guidelines.
- k) Allowances and perquisites shall be as admissible for the grade.
- l) In case large numbers of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.

- m) Requests for change of category once declared in the application will not be entertained.
- n) Experience in PSU/ Private need to be specified.
- o) 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 (NOC) 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.
- p) 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.
- q) 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.
- r) Canvassing in any form shall disqualify the candidature.
- s) 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.
- t) 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.
- u) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.
- v) Documents received after the last date for submission of documents will not be considered.
- w) 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.
- x) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
- y) Management reserves the right to create and operate a panel of suitable candidates, for one year.
- z) 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. : **59/2015(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): _____ Whether Ex-serviceman(Yes/No): _____
10. 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.