



## Assam Petro-Chemicals Limited

(A Govt. of Assam Undertaking)

Namrup, P.O. Parbatpur-786623, (Assam) India

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CIN-U24116AS1971SGC001339

### Adv. No. APL/HR/RM-507/2023/F&A/05

Assam Petro-Chemicals Limited, A Govt. of Assam Undertaking and one of the pioneers in the field of Petrochemicals, is looking for Dynamic , Committed candidates with rich professional experience, for engagement on Permanent Basis for the following posts in the Executive Cadre of the Company:

Sl. No.	Name of Post	Essential qualification	Experience	Age	No. of post
1	<b>Manager (F&amp;A)</b> 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	02 (Two)
2	<b>Assistant Manager (F&amp;A)</b> 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.	35 years	02 (Two)
3	<b>Accounts Officer</b> 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.	32 years	01(One)

### 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.
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.
3. Reservation for specified categories shall be followed as per Govt. norms.
4. **The cut-off date for determining age limit and post qualification experience will be 31-12-2022.**
5. **AGE RELAXATION :** The upper age is relaxable by 5(five) years for SC/ST candidates, 3 (three) years for OBC / MOBC candidates.
6. Relaxation in experiences may be considered for the deserving candidates at the sole discretion of Management.

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. Candidates are required to possess a valid Mobile number and Email Id, which is to be entered in the application; so that intimation regarding further stages of selection will be sent on the same Email Id. APL will not be responsible for bouncing of Email messages sent to the Candidates.
9. Request for change in Date of Birth, Mailing Address, Category etc., once declared in the application form will not be entertained.
10. 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.
11. The Company also reserves the right to offer next lower level position in case of any deserving candidate(s) at the sole discretion of Management **or** cancel / restrict/ curtail/ enlarge/ amend the recruitment process and/or the selection process for any of the above positions at any point of time, thereunder without any further notice and without assigning any reasons.

12. **INSTRUCTIONS FOR CANDIDATES :**

- a) Interested candidates may apply online through the Career Section of the Company's Website [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in). No other means/mode of application will be accepted. **Incomplete applications will be rejected.**

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 shall have to deposit **Rs. 250/- plus bank charges, if any** (For General category) or **Rs. 150/- plus bank charges, if any** (For SC/ST/OBC) 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) The candidates will be required to fill-up the detailed bio-data in prescribed format of the online application.
- d) 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/ST/OBC/MOBC 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.

e) **Only one application per candidate is allowed.**

13. 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.

14. 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.

15. Any corrigendum/Addendum, if any, will be hosted/ published on APL Website. Candidates are requested to visit the website regularly for updates. All further announcements/details pertaining to this selection will only be published/ provided on the Company's Official website: [www.assampetrochemicals.co.in](http://www.assampetrochemicals.co.in) .

16. In case any particular query is not covered above, the candidates can write to APL at: [hrapl@assampetrochemicals.co.in](mailto:hrapl@assampetrochemicals.co.in) . No other mode of communication will be entertained.

17. **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.

18. No local conveyance expenses will be reimbursed.

**NOTE: Candidates should cross check all the details filled in the Application, before finally submitting the same, as no changes/corrections will be possible after submission.**

19. **MISCELLANEOUS :**

- 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:
  - For the post of Manager: II tier AC train/bus fare (from the mailing address)**
  - For the posts of Assistant Manager & Accounts Officer: III tier AC train/bus fare (from the mailing address)**
  - No local conveyance expenses will be reimbursed.**
  - No Travelling expenses will be paid for appearing in the written test, if any.**

**IMPORTANT DATES:**

<b>A.</b>	<b>Availability of online application link in website</b>	<b>From 03-04-2023</b>
<b>B.</b>	<b>Last date of submission of online application</b>	<b>Midnight of 17-04-2023</b>

**Sd/- Dy. General Manager (HR)**