



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

Kuthethoor Post, Mangalore – 575 030

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

**Advertisement No. 61/2015**

**Last Date for receipt of Applications: 27/11/2015**

**RECRUITMENT OF GM (INTERNAL AUDIT/FINANCE) & DY. GM(FINANCE)**

Mangalore Refinery and Petrochemicals Limited (MRPL), a subsidiary of ONGC and a Schedule 'A' Mini Ratna CPSE, is focused on efficiency and growth. The company is recognized today as the leading refinery in India in terms of all round performance, having won many awards in Encon, Safety, Quality, Exports etc. The company has recently executed an Expansion & Upgradation Project, at an estimated cost of about \$ 3.0 Billion. The other initiatives include foray into Petrochemicals and Retail Marketing. In case you are the one looking for real challenges, here is the opportunity.

MRPL invites applications from eligible Indian Nationals for the following positions (**Candidates should apply for one position only**):

Sl. No	Position & Grade	No. of Vacancies	Category	Location	Maximum Age as on 30/11/2015	Scale of Pay (₹)	Minimum qualification and experience
1	General Manager (Internal Audit / Finance) -E8 Grade	2	1 UR 1 SC	New Delhi/ Mangalore	49 years	51300-73000	CA/ICWA/MBA with specialization in Finance with Minimum 21 years of post qualification experience in a large reputed Corporate in Manufacturing / Process Sector, presently working in the position of at least Dy. General Manager / Chief Manager. Work experience in a Refinery / Fertilizer / Petrochemical plant will be added advantage. In case of Finance, experience in Corporate Accounts Finalization, Treasury Management and Direct / Indirect taxation, Preparation of Budget, Maintenance of Cost Records, Preparation of Management Information Reports, Project appraisals will be preferred. In case of Internal Audit, experience in Risk Management Techniques, Corporate & Enterprise Risk etc. will be preferred.  Candidates applying from PSU's should be working minimum at the level of Dy. General Manager / Chief Manager in IDA pay scale of Rs.51300-73000 or equivalent for minimum two years.
2.	Dy. General Manager (Finance) -E7 Grade	1	UR	New Delhi / Mangalore	44 years	51300-73000	CA/ICWA/MBA with specialization in Finance with Minimum 18 years of post qualification experience in a large reputed Corporate in Manufacturing / Process Sector, presently working in the position of at least Chief Manager / Senior Manager. Work experience in a Refinery / Fertilizer / Petrochemical plant will be added advantage. Experience in Corporate Accounts Finalization, Treasury Management and Direct / Indirect taxation, Preparation of Budget, Maintenance

							of Cost Records, Preparation of Management Information reports, Project appraisal etc. will be preferred. Candidates applying from PSU's should be working minimum at the level of Chief Manager / Senior Manager in IDA pay scale of Rs.43200-66000 or equivalent for minimum two years.
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**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 **30/11/2015**. 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.
2. Wherever specific relevant experience has been prescribed, Experience Certificates / Resumes clearly indicating the specific area of experience should be enclosed. Please note that applications not fulfilling this specific criterion will not be considered.
3. **Candidates who have earlier applied for the said position and interviewed for the above posts need not apply again.**
4. **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 self attested copies of relevant documents in support of age, qualifications (mark sheet/degree), experience and caste certificate (in case of SC/ST/OBC/PWD) 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.**

5. **Selection Process**  
Selection shall be based on personal interview.

6. **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 27/11/2015. Candidates belonging to General and OBC category need to pay an application fee of ₹ 500/- (Rupees Five hundred only) in favour of Mangalore Refinery and Petrochemicals Ltd., **Account No. 0000010981274266 (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. **Last Date for Receipt of Applications: 27/11/2015.**

#### **7. GENERAL INSTRUCTIONS:**

- a) The qualifications specified above shall be recognized by UGC/AICTE/relevant statutory body.
- b) Working knowledge of Hindi is desirable.
- c) Candidates called for interview shall be reimbursed Traveling allowance as follows from their correspondence address/place of work in India on production of actual tickets by the shortest route. Local Travel cost, if any, shall be borne by the candidates:

E-8 grade – Economy class air fare

E7 grade – 1<sup>st</sup> class / 2 AC Rail fare including Rajdhani Express

- d) Location of the job is as specified against each position. 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.
- e) Recruitment of Minority as per applicable Government guidelines.
- f) Allowances and perquisites shall be as admissible for the grades.
- g) In case large numbers of applications are received, Management reserved the right to raise the minimum eligibility standards / criteria.
- h) Requests for change of category once declared in the application will not be entertained.**
- i) Age relaxation for Ex-servicemen will be as per Government Guidelines.
- j) Persons employed in Government organizations / Public Sector Undertakings / Autonomous Bodies owned by the Government, **should submit 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.**
- k) In case any certificate/ testimonial have been issued in any other language other than English/Hindi the candidate must submit a self –certified translation copy of the same either in English or Hindi.
- l) 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.
- m) Satisfactory Character & Antecedents report would be required once selected and the Management reserves the right to out-rightly dismiss the candidates whose report is not found satisfactory.
- n) Canvassing in any form shall disqualify the candidature.
- o) 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 personal interview.
- p) 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 fulfill 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.

- q) Candidates must mention correct and active e-mail ID / Contact nos. for communication.
- r) The application fee will not be returned / refunded due to any reasons, whatsoever.
- s) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto 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.
- t) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
- u) The decision of the Management in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be final and Management will not entertain any enquiry or correspondence in this regard.
- v) Management reserves the right to create and operate a panel of suitable candidates for one year.
- w) Any amendment / corrigendum shall be hosted only on the Company's website [www.mrpl.co.in](http://www.mrpl.co.in). Candidates may regularly check for updates.

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**APPLICATION**  
(TO BE FILLED IN CAPITAL LETTERS)

Photograph

1. Advt. No. : \_\_\_\_\_
2. Post applied for : \_\_\_\_\_
3. Name of the candidate: \_\_\_\_\_
4. Fathers'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 (SC/ST/OBC (Non creamy layer): \_\_\_\_\_
10. Do you belong to PWD/Ex-servicemen Category (Please specify): \_\_\_\_\_
11. In case PWD indicate the 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 From To (dd/mm/yyyy)	Nature of Job	Nature of Industry	Salary Drawn(Scale of pay, Grade pay, total emoluments)	Reason for leaving

17. Demand Draft (Rs. 500/-) No. : \_\_\_\_\_ / Date of Payment \_\_\_\_\_ / Issuing Bank / Branch \_\_\_\_\_

18. E-mail id : \_\_\_\_\_

19. Phone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_

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

21. Have you appeared for interview in MRPL before \_\_\_\_\_. If yes, Advt No \_\_\_\_\_ Post applied \_\_\_\_\_ date of interview \_\_\_\_\_.

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.**