

**Web Advertisement:**

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

Kuthethoor Post, Mangalore – 575030

CIN: L85110KA1988GOI 008959

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

**Advertisement No. 65/2016 Last Date for receipt of Applications: 20/05/2016**

**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 posts & category/ disability	Maximum age as on 31/05/2016	Minimum essential educational qualification and work experience
1	Junior Officer-OL Implementation  Location : Mangalore	JM3	13800-38500	1 OBC	38 years	<p>Master's degree in Hindi/English with English/Hindi as a main subject at Graduation level or Master's degree in any subject with Hindi and English as main subjects at Graduation level.</p> <p><b>OR</b></p> <p>Master's degree in any subject with Hindi/English medium and English/Hindi as a main subject at Graduation level.</p> <p><b>OR</b></p> <p>Master's degree in Hindi/English or in any subject with Hindi/English medium with English/Hindi as main subject or a medium of examination at Graduation level.</p> <p><b>OR</b></p> <p>Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as main subject plus recognized PG Diploma course in translation from Hindi to English and vice-versa.</p> <p>The candidates should have minimum <b>eight years</b> post qualification experience of translation work from Hindi to English and vice-versa in Central Govt./State Govt./PSU or eight years of post-qualification teaching experience in relevant field.</p>

2	Junior Hindi Translator  Location : Mangalore	JM3	13800-38500	1 SC	38 years	<p>Master's degree in Hindi/English with English/Hindi as a main subject at Graduation level or Master's degree in any subject with Hindi and English as main subjects at Graduation level.</p> <p><b>OR</b></p> <p>Master's degree in any subject with Hindi/English medium and English/Hindi as a main subject at Graduation level.</p> <p><b>OR</b></p> <p>Master's degree in Hindi/English or in any subject with Hindi/English medium with English/Hindi as main subject or a medium of examination at Graduation level.</p> <p><b>OR</b></p> <p>Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as main subject plus recognized PG Diploma course in translation from Hindi to English and vice-versa.</p> <p>The candidates should have minimum <b>eight years</b> post qualification experience of translation work from Hindi to English and vice-versa in Central Govt./State Govt./PSU or eight years of post-qualification teaching experience in relevant field.</p>
3	Trainee Assistant (Hindi)  Location : Mangalore	JM5	11900-32900	1 UR (reserved for VH(LOW VISION) CATEGORY)	28 years	<p>Graduate degree with Hindi/English as a compulsory or elective/optional subject.</p> <p><b>OR</b></p> <p>Graduate degree in any discipline in Hindi medium and English as a subject. <b>OR</b></p> <p>Graduate degree in any discipline (except graduate degree in Engineering) with Hindi Praveen/Ratna/Visharad degree course in Hindi from Voluntary Hindi Institute recognized by Government of India(Candidates possessing PG degrees like MBA, MCA, MSW, M.Tech need not apply).</p>
4	Junior Chemist Trainee  Location : Mangalore	TS5	11900-32900	1 SC	28 years	<p>B.Sc (Physics, Chemistry and Mathematics) with minimum 40% percentage marks in aggregate.</p>

UR – Un-reserved, SC-Scheduled Caste, OBC – Other Backward Class (Non creamy layer), OL – Official Language

Positions at Sl.Nos. 1, 2 above is also identified as suitable for Persons with Disabilities (VH(LOW VISION)/OH/HH).

**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 31/05/2016 . 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. Candidates belonging to General category must have 60% aggregate in the qualifying examination, whereas candidates belonging to SC/OBC shall have 40% marks in aggregate.
4. **Age Relaxation:** SC – 5 years, OBC (Non-creamy layer) – 3 years Ex-Servicemen (EXSM) - as per Govt. directives.
5. **Age relaxation for candidates belonging to Persons with Disability (PwD) category having minimum 40% disability:** 10 (ten) years relaxation in addition to the relaxation applicable to SC/OBC mentioned above

**Note: The age relaxation for SC/OBC category is applicable only where the respective post is reserved for SC/OBC. The age relaxation for PwD category is applicable across all the posts.**

6. **The candidates selected in JM5/TS5 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 Junior Chemist/Assistant(Hindi) 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.**
7. The application form shall be duly filled in legible handwriting or typed 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 self attested documents along with the application form as mentioned below:**

a) **For Date of Birth(DOB) Proof –**

- i) Copy of SSLC marks card/Matriculation certificate mentioning date of Birth.  
or
- ii) school leaving certificate indicating date of birth,  
or

iii) municipal birth certificate

or

iv) a certificate granted by the previous employer indicating date of birth, if employed with central/state government or Public sector undertaking duly self-attested.

**Qualification (All of the following)**

b) i) Each year/semester marks card of diploma/ degree.

ii) Final diploma/ degree certificate. Provisional passing certificate(in case Final degree/diploma certificate is not available ).

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.

**Experience:**

c) i) **Past Employment:**

- Experience letter/ relieving letter issued by the employer giving details of his period of service in previous employment.

ii) **Current Employment(All of the following):**

- Proof of date of joining-
  - a) Copy of offer letter issued by the company.
  - b) Copy of Appointment letter issued after joining indicating the date of joining the company/ Internal communication order issued by company indicating the date of joining the company.
  - c) Latest salary slip for the month of March 2016(only).

iii) **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.**

d) Candidates belonging to reserved category i.e SC/ST/OBC(NCL) must submit copy of caste certificate as per the format prescribed by the Government of India. Candidates may please note that requests for change of category in the application form once submitted will not be entertained.

e) In case of PWD candidates, Disability certificate issued by the Competent Authority as per the Act. Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "the Persons with Disabilities(Equal Opportunities, Protection of Rights & Full Participation)Act 1995.

f) Candidates from Armed forces and presently in the last year of service need to submit certificate/letter of Competent Authority stating the last date of service for availing the age relaxation applicable to ex-servicemen.

g) Candidates paying application fee are required to attach MRPL copy of the challan along with the application. The processing fee is non-refundable and

candidates are therefore advised to ensure their eligibility for the post before applying.

**Incomplete applications not supported by copies of relevant self attested documents in support of age, qualifications (mark sheet/degree), experience and caste/category certificate (in case of SC/ST/OBC/PWD/Ex-servicemen), as specified above in point no 7 of important instructions will be rejected and not considered for further recruitment process.**

**Also applications of candidates 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.**

#### **8. Selection Process**

Selection process shall consist of Written Test. The candidates will have to qualify written test for selection.

#### **9. 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 send by post/courier to the Sr. Manager (HR-Recruitment), Mangalore Refinery and Petrochemicals Ltd., Post Kuthethur, Mangalore – 575030, on or before **20/05/2016**. **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: **20/05/2016**.

#### **10. GENERAL INSTRUCTIONS:**

- a) All the qualifications specified above should be recognized by Board of Technical Education / UGC/AICTE.

- b) **For post at SI.No. 4 candidates possessing BE/B.Tech/AMIE and Post Graduate degrees viz; ME/MTech and professional/Master Degrees like MBA/MCA/MSW/MSC need not apply. Such applications will be summarily rejected.**
- c) SC/ST/PWD Candidates called for Written Test, shall be reimbursed 2<sup>nd</sup> 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. With regard to percentage of disability for PWD, the PWD Act/DOPT guidelines will be followed. The 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 Mangalore. 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) Recruitment of Minority as per applicable Government guidelines.
- h) In case large numbers of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
- i) Requests for change of category once declared in the application will not be entertained.
- j) Experience in PSU/ Private needs to be specified.
- k) 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.
- l) 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.
- m) Canvassing in any form shall disqualify the candidature.
- n) 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.
- o) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.
- p) Application fee will not be returned/refunded due to any reasons, what so ever.
- q) Documents received after the last date for submission of documents will not be considered.
- r) 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.
- s) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
- t) Management reserves the right to create and operate a panel of suitable candidates, for one year.
- u) Any amendment/corrigendum shall be hoisted only on the Company's website [www.mrpl.co.in](http://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. : **65/2015**
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) : \_\_\_\_\_
11. Category (GENERAL/SC/ST/OBC-Non creamy layer): \_\_\_\_\_
12. 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/VH): \_\_\_\_\_
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.

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

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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. Challan (Rs.350/-) No. \_\_\_\_\_ date of payment \_\_\_\_\_ Issuing Bank/Branch \_\_\_\_\_

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

20. Phone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_

21. 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.

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**Marks in qualifying exam 3 year Diploma / Degree:**

Exam Passed: \_\_\_\_\_ Month/Year of Passing the Exam: \_\_\_\_\_

<b>SEMESTER</b>	<b>MAXIMUM MARKS*</b>	<b>MARKS OBTAINED *</b>
<b>First Semester/ First year</b>		
<b>Second Semester/ Second Year</b>		
<b>Third Semester /Third Year</b>		
<b>Fourth Semester</b>		
<b>Fifth Semester</b>		
<b>Sixth Semester</b>		
<b>Total</b>		
<b>Percentage</b>	_____ %	

**\*Marks inclusive of all subjects in each semester. In case of attempts subsequent pass mark to be considered.**

**\*\* 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.**