



MANGALORE REFINERY AND PETROCHEMICALS LIMITED
(A Subsidiary of Oil and Natural Gas Corporation Limited)
CIN No. : L23209KA1988GOI008959
 Kuthethoor Post, Mangalore – 575030

Advertisement No. 78/2019

Date of opening of online application portal: **11/10/2019**
 Last date for submission of online applications: **09/11/2019**

RECRUITMENT IN NON-MANAGEMENT CADRE

Mangalore Refinery and Petrochemicals Limited (MRPL), a Schedule 'A' Mini Ratna Central Public Sector Enterprise and subsidiary of ONGC; India's top energy company is operating a 15 Million Metric Ton state-of-the-art Refinery located in a beautiful hilly terrain, north of Mangaluru city, in Dakshina Kannada District of Karnataka State. It also incorporates a Polypropylene unit having a capacity of 440 KTPA. MRPL also operates a world-class petrochemical unit capable of producing 1 Million Tons of Para Xylene through its subsidiary ONGC Mangalore Petrochemicals Limited (OMPL)

If you have the desire to excel then we welcome you to join the team and contribute towards the development of the nation. We are looking for bright, energetic, aspirant and dedicated youth (Indian Nationals only). The details of eligibility criteria regarding prescribed educational qualification, age and other eligibility criteria and application procedure are mentioned below:

I.DETAILS OF VACANCIES

Table 1

Sr. No.	Position & Grade	No of Posts	Reservation						Upper Age Limit
			UR	EWS	OBC (NCL)	SC	ST	PWD (Horizontal)	
1	Security Inspector , JM3 Grade	13	6	1	3	2	1	-	45 years
2	Junior Officer –Official Language Implementation, JM3 Grade	1	-	-	1	-	-	-	38 years
3	Junior Chemist Trainee	6	2	-	1	2	1	-	UR/EWS: 26 years OBC(NCL): 29 years SC/ST: 31 years PWD (UR/EWS): 36 years PWD (OBC): 39 years PWD (SC/ST): 41 years
4	Technical Assistant Trainee(Chemical)	113	45	11	31	18	8	2 (HH), 1 (OH-OL)	
5	Technical Assistant Trainee (Mechanical)	27	11	3	7	4	2	1 (HH)	
6	Technical Assistant Trainee (Electrical)	36	14	4	10	5	3	1 (HH), 1 (OH-OL)	
7	Technical Assistant Trainee (Instrumentation)	25	10	2	7	4	2	1 (OH-OA)	
8	Draftsman Trainee	1	1	-	-	-	-	-	
9	Trainee Assistant (Finance)	2	1	1	-	-	-	-	
10	Trainee Assistant(Materials)	4	2	-	-	1	1	1 (VH-LV)	
11	Trainee Assistant (Hindi)	4	2	-	1	1	-	1 (VH-LV)	
12	Trainee Assistant	1	-	-	-	1	-	1 (VH-LV)	

Abbreviations Used: UR – Un reserved, EWS - Economically Weaker Section, OBC (NCL) – Other Backward Class (Non-Creamy layer), SC – Scheduled Caste, ST – Scheduled Tribe, PWD – Persons with Disability, HH – Hard of Hearing , OH – Orthopedically Handicapped, OL – One Leg, OA - One Arm, , VH –Visually Handicapped, LV – Low Vision.

Note 1 - For the post of Security Inspector, the upper age limit specified above is after availing all age relaxations.

Note 2 - The upper age limit for OBC (NCL)/SC/ST/PWD categories specified above includes relaxation of age.

Note 3 – One post of Trainee Assistant (Hindi) specified at Sl.No.11 of above Table-1 is reserved for (VH-LV) - UR category. In case eligible (VH-LV) - UR category candidates are not available, the post will be filled by candidate belonging OH-UR/HH-UR category as per relevant Government guidelines. **Hence candidates belonging to OH-UR/ HH-UR category can also apply.** [Refer DoPT OM No.36035/02/2017-Estt (Res) dated 15/01/2018]

Note 4 – The post of Trainee Assistant specified at Sl.No.12 of above Table-1 is reserved for (VH-LV) - SC category. In case eligible (VH-LV) - SC category candidates are not available, the post will be filled by candidate belonging to OH-SC / HH-SC category as per relevant Government guidelines. **Hence candidates belonging to OH-SC/ HH-SC category can also apply.** [Refer DoPT OM No.36035/02/2017-Estt (Res) dated 15/01/2018]

II.SCALE OF PAY, CONSOLIDATED STIPEND ,PROBATION AND EMOLUMENTS

- a) Candidates selected in JM3 grade will be placed on probation for a period of one year in scale of pay of Rs 13,800 – 38,500 (pre-revised)*. In addition to basic pay, the candidates will be eligible for other allowances applicable to them as per the rules of the Company.
- b) The candidates selected for the posts mentioned from Sl.No.3 to Sl.No.12 of above Table -1 will be placed as Trainees on consolidated monthly stipend of Rs 30,000/- during training period of one year. On successful completion of training, the candidates may be considered for placement in JM5/TS5 grade in the scale of pay of Rs 11,900 – 32,000 (pre-revised)*.

*Wage negotiations are in progress for revision of pay scales.

III.POSTS IDENTIFIED SUITABLE FOR PERSONS WITH DISABILITY (PWD) CATEGORY

The following posts are identified suitable respective PWD category having minimum 40% disability:

Table 2

SI.No.	Positions	Eligible PWD Categories
1	Junior Officer- Official Language Implementation	OH (OL), OH (OA), OH (BL), VH (LV), HH
2	Junior Chemist Trainee	OH(OA), OH(OL), OH (BL),HH
3	Technical Assistant Trainee (Chemical)	OH (OL), HH
4	Technical Assistant Trainee (Mechanical)	
5	Technical Assistant Trainee (Electrical)	
6	Technical Assistant Trainee (Instrumentation)	OH (OA), OH (OL)
7	Draftsman Trainee	OH (OA), OH(OL), HH
8	Trainee Assistant (Finance)	OH (OL), OH (OA), OH (OAL),OH(BL), HH
9	Trainee Assistant (Materials)	OH (OA), OH (OL), HH, VH(LV)
10	Trainee Assistant (Hindi)	OH (OL), OH (OA), OH (BL), VH (LV), HH

Abbreviations Used: OH – Orthopedically Handicapped, OL – One Leg, OA - One Arm, BL-Both Legs , VH-Visually Handicapped, LV – Low Vision, HH – Hard of Hearing, OAL- One Arm One Leg.

IV. RELAXATION OF AGE

a) Age relaxation for SC/ST/OBC category

The upper age limit is relaxable for SC/ST category by **5 years, only for posts reserved for SC/ST** as the case may be. For OBC (Non-Creamy layer) category the age is relaxable by 3(three) years, **only for the posts reserved for OBC (Non-creamy layer).**

For getting the benefits of reservation under OBC (NCL) category:

- The name of caste and community of the candidate must appear in the '**Central list of Other Backward Classes**' as per Ministry of Social Justice and Empowerment, Govt. of India.
- The candidates must **not** belong to **creamy layer**.
- The candidates need to furnish their **OBC (Non Creamy Layer) certificate as per the format prescribed by Government of India and it must be issued on or after 1st April 2019**
- Only those candidates who have OBC (Non-creamy layer) certificate in the format prescribed by the Central Government (format available at MRPL website) can apply for post reserved for OBC. Other candidates in OBC category who do not fall in the Central list of OBCs or who do not fall in non-creamy layer can apply only for Un-reserved (UR) category posts and the candidates have to write the category as "UR" in the online application form.
- In case the candidate apply for a post reserved for OBC(NCL) category and does not submit OBC (NCL) certificate in the prescribed format at the time of Document Scrutiny, their candidature will not be considered.

b) For posts in UR/EWS category, all candidates have to meet the age limit specified for UR category. For getting the benefits of reservation under EWS category the eligible candidates will have to upload the 'Income and Asset certificate', issued by a Competent Authority [Refer DoPT Office Memorandum no. 36039/1/2019-Estt (Res) dated 31/01/2019].

c) Age relaxation for candidates belonging to Persons with Disability (PWD) category having minimum 40% disability.

Persons with Disability (PWD) category candidates having minimum 40% disability are entitled for 10 (ten) years relaxation for all the posts identified suitable for PWD category.

d) Age relaxation for Ex-servicemen

Ex-servicemen who have put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such services from their actual age, and if the resultant age does not exceed by more than 3 years than the maximum age limit prescribed for the posts/ services for which the candidate seeks appointment, he/she be deemed to satisfy the conditions regarding the age limit. Relaxation in age as above shall always conform to the directives / guidelines / instructions issued by the Government of India from time to time.

For the post of Security Inspector in JM3 grade, the upper age limit is 45 years after availing all the applicable age relaxations including the age relaxation for Ex-servicemen.

e) The job location/initial place of posting for the post of Trainee Assistant (specified at Sl.No. 12 at Table-1 above) is MRPL Bangalore. For all the remaining positions, the job location/initial place of posting is MRPL Mangalore. 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 as per the requirement of MRPL.

f) Candidates selected will be placed at different sections of the department as per the requirement of the Company. If required, the candidates need to work in shifts including night shifts.

g) The cutoff date for deciding the maximum permissible age and post qualification work experience shall be **09/11/2019**.

V. MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATION AND POST QUALIFICATION WORK EXPERIENCE REQUIRED

Note - Candidates having higher in line qualification with the post advertised (wherever applicable) (for example Graduate Degree in Engineering/Professional Degrees like MBA/MSW/MCA/PGDBM etc./ Master's Degree in science like MSc etc.) shall not be eligible to apply for the posts mentioned below:

1) Security Inspector

a) Minimum essential educational qualification

Graduate from recognized University with minimum 60 % marks in aggregate for UR/OBC (NCL)/EWS category and minimum 50% marks in aggregate for SC/ST category with proficiency of computers viz: MS office: MS Word, Power Point & Excel.

b) Medical Fitness

The candidate should fulfill "SHAPE-1" Medical & Fitness standards.

c) Work Experience

Minimum rank of Havildar in the Army or equivalent in Navy/Air Force with 15 years pensionable service with exemplary service record.

2) Junior Officer-Official Language Implementation

a) Minimum essential educational qualification

Master's degree in Hindi/English with minimum 60 % marks in aggregate with English/Hindi as a main subject at Graduation level or Master's degree in any subject with minimum 60 % marks in aggregate with Hindi and English as main subjects at Graduation level.

OR

Master's degree in any subject with minimum 60 % marks in aggregate with Hindi/English medium and English/Hindi as a main subject at Graduation level.

OR

Master's degree in Hindi/English or in any subject with minimum 60 % marks in aggregate with Hindi/English medium with English/Hindi as main subject or a medium of examination at Graduation level.

OR

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 with minimum 60 % marks in aggregate **plus** recognized PG Diploma course in translation from Hindi to English and vice-versa with minimum 60 % marks in aggregate.

b) Work Experience:

The candidates should have minimum eight years post qualification work 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.

3) Junior Chemist Trainee

a) Minimum essential educational qualification

Bachelor of Science (B.Sc.) in Chemistry with Chemistry/Analytical Chemistry/Industrial Chemistry/Polymer Chemistry/Applied Chemistry as principal subject with minimum 60% marks in aggregate for UR/OBC (NCL) category and minimum 50% marks in aggregate for SC/ST category.

4) Technical Assistant Trainee (Chemical)

a) Minimum essential educational qualification

Diploma in Chemical Engineering or Technology/ Diploma in Petrochemical Engineering or Technology / Diploma in Polymer Engineering or Technology/ Diploma in Refinery Engineering or Technology with minimum 60% marks in aggregate for UR/OBC(NCL)/EWS category and minimum 50% marks in aggregate for SC/ST/PWD(HH)/PWD (OH-OL) category.

5) Technical Assistant Trainee (Mechanical)

a) Minimum essential educational qualification

Diploma in Mechanical Engineering with minimum 60% marks in aggregate for UR/OBC (NCL)/EWS category and minimum 50% marks in aggregate for SC/ST/PWD(HH) category.

6) Technical Assistant Trainee (Electrical)

a) Minimum essential educational qualification

Diploma in Electrical Engineering/ Electrical & Electronics Engineering with minimum 60% marks in aggregate for UR/OBC (NCL)/EWS category and minimum 50% marks in aggregate for SC/ST/PWD-HH/PWD (OH-OL) category.

7) Technical Assistant Trainee (Instrumentation)

a) Minimum essential educational qualification

Diploma in Electronics & Instrumentation Engineering/ Instrument Technology/ Instrumentation & Control Engineering/ Instrumentation & Process Control/ Instrumentation Engineering/ Electronics & Communication Engineering with minimum 60% marks in aggregate for UR/OBC (NCL)/EWS category and minimum 50% marks in aggregate for SC/ST/PWD (OH-OA) category.

8) Draftsman Trainee

a) Minimum essential educational qualification

Diploma in Mechanical Engineering with minimum 60% marks in aggregate and course completion certificate in AUTOCAD software.

9) Trainee Assistant (Finance)

a) Minimum essential educational qualification

B.Com/ BBM graduates with minimum 60% marks in aggregate.

10) Trainee Assistant (Materials)

a) Minimum essential educational qualification

Bachelor Degree in Science/ Commerce/ Arts/BBM/ BBA/ BCA/ Diploma in any branch of Engineering with minimum 60% marks in aggregate for UR category and minimum 50% marks in aggregate for SC/ST/PWD-VH(LV) category. Knowledge of computers shall be considered as added advantage.

11) Trainee Assistant (Hindi)

a) Minimum essential educational qualification

Graduate degree from recognized university with minimum 60% marks in aggregate for UR /OBC category and 50% marks in aggregate for SC/PWD VH(LV) with Hindi/English as a compulsory or elective /optional subject.

OR

Graduate degree from recognized university with minimum 60% marks in aggregate for UR /OBC category and 50% marks in aggregate for SC/PWD-VH(LV) in any discipline in Hindi medium and English as a subject.

OR

Graduate degree in any discipline (except graduate degree in Engineering) with minimum 60% marks in aggregate for UR /OBC category and 50% marks in aggregate for SC/PWD-VH(LV) with Hindi Praveen/Ratna/Visharad degree course in Hindi from Voluntary Hindi Institute recognized by Government of India.

12) Trainee Assistant

a) Minimum essential educational qualification

BA/BSc./B.Com/BBA/BBM/BCA degree with minimum 50% 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.

VI. AGGREGATE PERCENTAGE OF MARKS IN MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATION

- a)** For all the posts notified above, the candidates applying against Un-reserved posts, posts reserved for EWS & posts reserved for OBC (Non-Creamy Layer) should have **minimum 60% aggregate marks** in the minimum essential educational qualification specified for the respective post.
- b)** Candidates applying against posts reserved for Scheduled Caste (SC), Scheduled Tribe (ST) and posts reserved for Persons with Disability (PWD) category should have **minimum 50% aggregate marks** in the minimum essential educational qualification specified for the respective post.
- c)** Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters to be calculated taking average of all semesters/years, **irrespective** of the weightage to any particular semester/year by the Institute/University. Aggregate percentage of marks shall not be rounded off (**for example 59.99 % not be rounded off as 60 %**).
- d)** All qualification must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved Autonomous Indian Institution / Concerned Statutory Council (wherever applicable)/Board of Technical Education.
- e)** In case CGPA/OGPA/Grade is awarded by University, the equivalent percentage shall be derived based on the formula provided by the University for converting the grade to percentage. If no formula is prescribed by the University, **the equivalence in percentage of marks will be established by multiplying the CGPA/OGPA/Grade by a factor of 10 subject to the condition that the candidate has to submit documentary proof that the University does not have any formula for conversion of CGPA/OGPA/Grade to percentage**. Relaxation in percentage of marks in the qualifying examination for SC/ST/PWD category is applicable only to the posts reserved for SC/ST/PWD as the case may be.

VII. DEFINITION OF POST QUALIFICATION WORK EXPERIENCE

- a) The post qualification work experience is 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. The work experience shall be in full time job on regular salary basis, in a nature of Establishment/ Industry as specified in the advertisement after acquiring prescribed minimum essential educational qualification.
- b) In case of intermittent nature of job the actual days engaged in full time job only will be considered for calculating number of years of experience.
- c) Any other nature of experience like freelance experience will not be considered as it is not a full time job and required number of years of experience cannot be established.
- d) Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.

VIII. SELECTION PROCESS

Selection process will consist of Written Test followed by Skill Test (if required by MRPL), Physical Test (if required by MRPL) and Document Scrutiny. The candidates who are successful in Written Test, Skill Test (if applicable) and Physical Test (if applicable) as per the criteria of MRPL will only be considered for Document Scrutiny. The Management reserves the right to add, modify or delete any test, as the case may be, to the selection process. The above tests are in addition to the mandatory pre-employment medical examination.

a) Details of Written Test

(i) Written Test (Duration- 120 Minutes)

The Written Test will comprise of 120 Multiple Choice Questions, consisting of two sections; (1) General Awareness of 40 marks (consisting of 40 objective questions) and (2) Discipline/Subject of 80 marks (consisting of 80 objective questions) for a total of 120 minutes duration (Grand Total of 120 Marks).

- All questions carry 1 mark each. There will be no negative marking.
- The Question Papers for Written Test will be Bilingual i.e. in English & Hindi.
- The candidate has to choose his/her language for written test while applying.

The minimum percentage of marks required to qualify the written test shall be as under:

- Un-Reserved (UR)/ Economically Weaker Section (EWS) and OBC (Including Non-creamy layer) - 60%
- Scheduled Caste (SC)/ Scheduled Tribe(ST)/ Persons with Disability(PWD)- 50%

(ii) Written Test Centre

The written test will be conducted at centers in Karnataka only. However MRPL reserves the right to add any written test centre. No change in centre of examination will be allowed under any circumstances. MRPL reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre. MRPL also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

IX. GENERAL INFORMATION / INSTRUCTIONS:-

- a) No other Qualification other than expressly mentioned in the Qualification Criteria would be accepted.
- b) The admit card for Written Test indicating the time and venue for candidate can be downloaded from MRPL website around **21** days prior to the date of Written Test.
- c) While filling online application, it is mandatory for all the candidates to upload their Photograph, Signatures, Caste Certificate/PWD certificate/Income and Asset Certificate for EWS Category/Work Experience Proof etc. as specified in this advertisement without any exception.
- d) Candidates should comply with additional instructions of MRPL, if any.
- e) No correspondence will be entertained about the outcome of the application, at any stage.
- f) Candidate must ensure to have fulfilled all the eligibility criteria specified in the advertisement as on **09/11/2019**. Candidates should satisfy themselves that they fulfill the required qualification and other eligibility criteria, before applying for the post. In case it is found that the information furnished by a candidate is defective in any manner or has been deliberately suppressed, the candidature will be summarily rejected as and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished to MRPL. The candidature would be rejected if found ineligible at any stage.
- g) Issue of admit card for Written Test/Skill Test, call letter for Document Scrutiny etc. does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
- h) Before registering/submitting applications on the website, the candidates should follow the instructions given in advertisement/website and possess the following:
 - i. **Valid E-Mail ID and Mobile Number.:** The E-Mail ID and Mobile Number entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the Email ID and Mobile Number will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile Number.
 - ii. **PHOTOGRAPH:** One recent color passport size photograph preferably with white background, not more than three months old is to be SCANNED AND UPLOADED in the space earmarked in the online application Form. **Size of the file for photograph should be between 20kb-40kb.**
 - iii. **SIGNATURE:** Signature (in Blue/Black ink) against white background is to be SCANNED and UPLOADED in the space earmarked in the Online Application Form and as per the guidelines given on website. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his/her uploaded signature which should be clearly visible / identifiable at the appropriate place. **Size of file should be between 10kb-20kb.**
 - iv. **Caste Certificate, PWD Certificate, Income and Asset Certificate for EWS Category, Ex-servicemen Proof:** OBC/SC/ST/PWD/EWS candidates will have to upload scanned copy of their relevant Caste /Disability/Income and Asset Certificate for EWS Category certificates. Ex-serviceman shall upload proof of being Ex-serviceman. The size of these scanned copies should be within 100 kb and in .jpg/.pdf format only.
 - v. **Work Experience Proof:** Wherever work experience is essential, the candidates applying for such posts need to upload the proof of work experience clearly indicating the date of joining and the date of relieving.

- i) In case of any clarification on recruitment process, please email at recruit2@mrpl.co.in. No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.
- j) The decision of MRPL in all matters relating to the conduct of Written Test etc. and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

X. APPLICATION FEE

- a) Candidates belonging to General/OBC (including non-creamy layer)/ EWS category has to pay a non-refundable application fee of **Rs. 100/-(Rupees One Hundred only)**. Bank charges/Taxes etc., if any, has to be borne by the candidates. SC / ST/ PWD/ Ex-Serviceman categories and regular employees of MRPL are exempted from payment of Application Fee. The application fee has to be paid through any one of the following modes of payment:
 - i. Internet Banking and Debit/Credit Cards (The additional bank charges/taxes etc. for all such transactions is to be borne by the candidates in addition to the Application Fee of Rs. 100/-). The last date for making the Payment of Application Fee through this mode is **09/11/2019**.
 - ii. Cash Payment through E-Challan at branches of SBI. The additional bank charges/taxes etc. for payment through Challan Mode is to be borne by the candidates. Last date for making the Payment of Application Fee by e-Challan is **09/11/2019**.
- b) It is in the interest of the candidates to use online mode rather than the Challan mode to instantly complete the registration process and generate the registered application form.

XI.HOW TO APPLY

Filling up of Application Form is in two parts as mentioned below:

1. PART- I:

- a) A candidate fulfilling the eligibility criteria shall log on to <https://www.mrpl.co.in/careers> and click on the link "[Recruitment in Non-Management Cadre- Advt. No. 78/2019](#)". No other means/mode of application will be accepted.
- b) Before filling the application form online, candidate has to ensure that he/she is fulfilling the advertised eligibility criteria by reading the detailed advertisement available on the link "[Detailed advertisement- Advt.No.78/2019](#)"
- c) If the candidate is fulfilling the advertised eligibility criteria, then he/she can click the link "[Apply Online- Advt.No.78/2019](#)" and fill the details in the respective fields.
- d) Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, whether Departmental (MRPL) employee, Educational Qualification, Work Experience, E-mail Id, Mobile Number, Communication Address, Details of arrest/Prosecution by any court etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.

- e) Photograph, Signature, Caste Certificates, Other Certificates etc. is to be up-loaded as per instructions given on the website in the link “Guidelines for scanning the Photograph, Signature, Caste Certificate, PWD Certificate, Income and Asset Certificate (for EWS Category) etc.”. There will be separate links for uploading Photograph, Signature, Caste Certificate, PWD Certificate, Income and Asset Certificate (For EWS Category) and Work Experience proof etc. Click on the respective link “Upload Photograph, Signature, Caste Certificate, PWD Certificate, Income and Asset Certificate (For EWS Category) and Work Experience Proof etc.”
- f) Recent passport size color photograph, preferably with white background, must be used. Size of the file for photograph should be between 20kb-40kb.
- g) For signature the candidate has to sign on white paper with Blue/Black Ink. If the candidate’s signature at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified. Size of file should be between 10kb-20kb.
- h) Candidates belonging to reserved categories (SC/ST/OBC-Non creamy layer/EWS/PWD) has to scan and upload the relevant Certificate issued by the Competent Authority in the prescribed format. In case of failure of uploading the relevant certificate/document, the candidature will not be accepted. The prescribed format of SC/ST/OBC-Non creamy layer/PWD/EWS certificate is available at <https://www.mrpl.co.in/careers>
- i) Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.
- j) After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. In no case these spaces should be swapped. If the candidate is satisfied with the uploaded images, he/she may proceed further.
- k) Submission of Application:
- The candidate may review all the filled information before clicking on the declaration.
 - If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final **SUBMIT** button given on page, otherwise **EDIT** the information filled by him/her. On clicking the **SUBMIT** button the “**Payment Reference Number**” will be generated which is required to be noted by the candidate for future login to the system.

The candidates who are exempted from payment of application fee shall proceed as mentioned below:

For candidates Exempted from Application Fee (For SC/ST/PWD/Ex-serviceman/Regular employees of MRPL):

- Once a candidate clicks on SUBMIT button a Registered Application Form will be generated having unique Registration Number. Candidates are advised to take a print of the Registered Application Form for their records and future reference.
- Candidates exempted from Application fee will get a Registration Number as confirmation through SMS and/or E-mail, which can be used along with combination of Date of Birth to print the Registered Application Form. **Thus the process for registration of Candidates exempted from Application Fee gets completed.** The Registration number along with Date of Birth can also be used for downloading the admit card for which information shall be notified in the designated MRPL website. In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link “Click

here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Re-login)" given on the website.

The candidates who are required to make payment of Application fee shall proceed to Part-II below:

2. PART-II

For candidates who have to pay Application Fee (It is **NOT APPLICABLE** for SC/ST/PWD/Ex-serviceman/Regular employees of MRPL):

- a) After clicking the "Submit" button, the candidate will be directed to the page with "Payment of Application Fee" link which would take the candidate to '<https://www.onlinesbi.com/>' after making the **PROVISIONAL** Registration. The candidate would then follow the instruction as given on SBI Link to complete the payment. The candidate can make payment through Internet banking/ Debit Card / Credit Card / Bank E- Challan. **After making the payment a Payment Slip will be generated on screen, the candidates should take the print of that payment slip or save for further reference.** After making the payment, a unique SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU) is generated. It is mandatory for the candidate to **revisit the online portal** and submit the details of SBI Collect Reference Number and deposit date. If a candidate fails to submit these details in online portal within due date after making the payment, his/her application shall be treated as **INCOMPLETE** and **may be rejected**.
- b) Candidates who wish to make payment through e-Challan will visit the same link '<https://www.onlinesbi.com/>' and follow the instructions to download the e-Challan. The candidate will visit the nearest SBI branch to make cash payment and obtain SBI Collect Reference Number **and revisit the online portal** to furnish the necessary payment details to complete the registration process.
- c) Candidates who wish to make the **payment at a later time** should click on the link "To make payment of Application Fee" given in the Home Page. Then they will be required to re-login by providing the "**Payment Reference Number**" generated earlier and shall follow the process mentioned at (a) or (b) above.
- d) Bank commission charges/taxes etc. will be borne by the applicants. In case the candidate deposits the fee in a wrong account, MRPL will not be responsible. Application Fee deposited after **09/11/2019** will not be valid.
- e) Fees once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before applying and payment of Application Fee.
- f) Candidate should note that in case status of payment shown by SBI is not "success" for their transaction, i.e. status of payment shown by SBI is "pending", "failure", "rejected" or any other technical issue, then it is the responsibility of candidate to ensure that payment made to MRPL is successful within due date. In case transaction is reversed by SBI to candidate or cancelled and payment is not received by MRPL within due date, the candidature shall be summarily cancelled.
- g) Candidate should also note that in case the payment details filled up by candidates in online system is not matching with the transaction details provided by SBI, their candidature shall be summarily cancelled.
- h) Cheque, Money Orders, Postal Orders, Pay Orders, Banker's Cheque, Postal Stamps, and Demand Drafts etc. will not be accepted towards application fee and MRPL is not liable to send the same back to the candidate.

XII. DOCUMENT SCRUTINY AFTER WRITTEN TEST/SKILL TEST ETC.

Candidate who are successful in Written Test/Skill test (if applicable) etc. will be called for Document Scrutiny. The following documents needs to be produced at the time of Document Scrutiny in original and the candidate also need to submit one set of self-attested photo copy of the same. Non-possession of any of the document may make the candidature void ab initio.

Table 3

Sl. No.	Particulars	Documents to be produced at the time of document Scrutiny
1	Proof of Age (any one of the document mentioned)	<ul style="list-style-type: none"> a) SSLC marks card indicating date of birth or b) Matriculation certificate indicating date of birth or c) School leaving certificate indicating date of birth or d) Municipal birth certificate.
2	Educational qualification [Class X, XII, Diploma, Degree/Post Graduate Degree. (as applicable for the post applied for)]	<ul style="list-style-type: none"> a) All mark sheets & certificates of educational qualifications b) For Diploma/Degree/PG Degree the individual mark sheet of all semesters/years has to be submitted. Only last semester/year mark sheet with details of all previous semester/year marks shall not be considered and will lead to rejection of the candidate. Consolidated mark sheet showing details of all semesters/ years marks and all subjects studied can be submitted in case the University is not issuing individual mark sheets for each semester/year. c) Diploma/Degree/ PG Degree certificate has to be submitted. In case the candidate has not got Diploma/Degree/Post Graduation certificate then provisional Diploma/Degree/PG Degree certificate needs to be submitted. Non-submission of Diploma/Degree/Post Graduation certificate may lead to rejection of the candidature.
3	Work Experience	<p>a) For Past employment:</p> <ul style="list-style-type: none"> i) Experience letter <p>The submission of experience letter indicating the date of joining as well as relieving is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience letter from any of the past employers is not submitted, it may lead to rejection of the candidate even if the candidate has submitted experience letter for establishing minimum years of work experience. So candidates are advised to ensure that the experience letter indicating the date of joining and relieving is attached for all the past employment details mentioned in the application form.</p> <p>b) For Current employment</p> <ul style="list-style-type: none"> i) Proof of date of joining – Offer letter showing the date of joining mentioned by the candidate in the application form <p>OR</p> <p>Appointment letter showing the date of joining mentioned by the candidate in the application form</p> <p>OR</p> <p>Offer letter/Appointment letter where date of joining is not mentioned along with any other document issued by the employer (including pay slip / identity card issued by employer) where date of joining is clearly mentioned.</p> <ul style="list-style-type: none"> ii) Proof of continuity of present employment – Latest Pay slips for three months <p>Non-submission of the documents mentioned above may lead to rejection of the candidature.</p>

4	Caste certificate [SC/ST/OBC (Non-Creamy Layer)]/ Income and Asset Certificate (EWS)	Caste certificate [SC/ST/OBC (Non-Creamy Layer)]/Income and Asset Certificate (For EWS) issued by the Competent Authority in the prescribed format. The prescribed format of certificates is available at https://www.mrpl.co.in/careers . Non-submission of caste certificate/ Income and Asset Certificate may lead to rejection of the candidature.
5	PWD certificate	Candidate belonging to Persons with Disability (PWD) category shall submit the PWD certificate issued by the Competent Authority. The prescribed format of certificate is available at https://www.mrpl.co.in/careers . Only candidates having not less than 40% of relevant Disability are eligible to be considered under PWD as per “the Rights of Persons with Disabilities Act, 2016. Non-submission of PWD certificate may lead to rejection of the candidature.
6	Ex-serviceman	Candidates belonging to Ex-serviceman category shall submit the documents issued by the Competent Authority to establish Ex-servicemen status.
7	No Objection Certificate (NOC)	Candidate employed in Central/State Government/Public Sector Enterprises/Autonomous bodies, are required to forward their application through PROPER CHANNEL (through their present employer) or should produce the NO OBJECTION CERTIFICATE at the time of Written Test failing which they will not be allowed to appear for Written test.

XIII. OTHER INSTRUCTIONS

- a) Preference will be given to candidates having in-line experience in Oil and Gas Sector/ Petrochemicals Sector (applicable for vacancies where work experience is required)
- b) Concessions for reserved categories as notified by the Government of India from time to time will be applicable.
- c) Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Disability (PWD) category candidates will be reimbursed travelling expenses limited to Sleeper Class Rail fare or ordinary Non A/c bus fare limited to Sleeper Class Rail fare from the correspondence address mentioned in call letter (for Written Test/Skill Test/Document Scrutiny) or from the actual place of travel, whichever is less. The candidates need to submit the proof of travel for claiming the reimbursement. PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines. Local travel expenses will not be reimbursed and needs to be borne by the candidates.
- d) The prescribed qualification/experience is the minimum required eligibility criteria for the post and mere possession of the same will not entitle a candidate for Written Test/Skill Test (if applicable)/Document Scrutiny etc. MRPL's decision shall be final in this regard. MRPL reserves the right to raise the minimum eligibility standards. MRPL also reserve the right to fill or not to fill all or any of the notified positions without assigning any reason whatsoever. Only shortlisted candidates who are found apparently eligible based on the notified specifications and the information given in their application form will be called for Written Test/Skill Test (if applicable)/Document Scrutiny as the case may be.
- e) Candidates having higher in line qualification with the post advertised (wherever applicable) (for example Graduate Degree in Engineering/Professional Degrees like MBA/MSW/MCA/PGDBM etc./ Master's Degree in science like MSc etc.) shall not be eligible to apply.

- f) Candidates employed in Central/State Government/Public Sector Enterprises/Autonomous bodies shall either forward their application through Proper Channel or must produce No Objection Certificate (NOC) from their present employer at the time of Written Test. In case, the application of candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/her present employer at the time of Written Test, his /her candidature will not be considered. For forwarding the application through Proper Channel, the candidate needs to apply online, complete the application process and then the print out of the online application form needs to be forwarded to MRPL **through their present employer**. The application may be forwarded to “Recruitment Section, Mangalore Refinery and Petrochemicals Limited, Kuthethoor Post, Mangalore- 575030, Karnataka”.
- g) Working knowledge of Hindi is desirable.
- h) Requests for change of category once declared in the application will not be entertained.
- i) 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. Candidates need to specify details of arrest/prosecution by any court while filling the online application form.
- j) Candidates must mention correct and active e-mail ID/mobile number for various communications.
- k) No hard copies of documents are required to be sent.
- l) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- m) Candidature of the applicant 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.
- n) 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.
- o) Management reserves the right to create and operate a panel of suitable candidates, for a period of one year.
- p) Any corrigendum/addendum in respect of the above advertisement shall be made available only on our website <https://www.mrpl.co.in/careers>. No further press advertisement will be given. Hence prospective applicants are advised to visit MRPL website regularly for latest updates.
- q) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

XIV. GUIDELINES FOR REGULAR MRPL EMPLOYEES APPLYING FOR THE ADVERTISED POSTS

- i) MRPL Employees meeting the following criteria are eligible to apply for the advertised posts.
- a. They fulfill the specifications and other conditions, if any, as prescribed for the posts advertised.
 - b. They have successfully completed the probation period on first appointment in the company.

- ii) The following relaxations/concessions are provided to the MRPL Employees applying for the posts
- a. Exemption from payment of application fee
 - b. Relaxation in upper age limit for regular employees of MRPL as under:
 - Induction level posts : Maximum upper age limit of 45 years
 - For JM3 grade: 3 years relaxation in age specified for UR category subject to having minimum 5 years' service left in the company on the last date of receipt of applications.
- iii) Eligible MRPL Employees needs to apply online, complete the application process and then the print out of the online application form needs to be forwarded through the Head of the Department (where the employee is working) and the respective Functional Director to Recruitment Section.
- iv) If an employee is on a disciplinary warning (formal verbal, written warning or initial written warning), he will not be eligible for consideration as departmental candidate.
- v) Application for the post which is in lower grade than the grade in which an internal candidate is presently employed shall not be considered.

XV. IMPORTANT DATES AND LINKS

The cut-off date for deciding the maximum permissible age and post qualification work experience	09/11/2019
Date of commencement of online application	11/10/2019 at 10:00 Hrs (IST)
Date of closing of online application	09/11/2019 till 18:00 Hrs (IST)
Date of Written Test	Will be announced on MRPL website https://mrpl.co.in/

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. MRPL WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION.

NOTE:

- a) **CANDIDATES ARE REQUIRED TO SUBMIT THE APPLICATION ONLINE ONCE ONLY.**
- b) No printed / hard copy of the filled Application Form or any other supporting documents is to be sent unless asked to submit specifically.
- c) While uploading the scanned documents online, the candidates are required to ensure that the scanned documents are clearly readable else the application may get rejected.

The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later.

*****end of document*****