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

Advertisement No. 77/2019   Date of opening of online application portal: **19/07/2019**
Last date for submission of online applications: **17/08/2019**

RECRUITMENT OF PROFESSIONALS IN 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. The refinery has got a versatile design with complex secondary processing units and a high flexibility to process Crudes of various API, delivering a variety of quality products. 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 professionals (Indian Nationals only) for the following Management cadre positions:

Table 1

Sl. No.	Position	Grade	Scale of pay	No. of posts
1	Chief Manager (HR)	E	100000- 260000	1
2	Chief Manager (Marketing Operations)	E	100000- 260000	1
3	Senior Manager (Medical Services)	D	90000- 240000	1
4	Manager (HR)	C	80000- 220000	2
5	Assistant Manager (Safety)	B	70000- 200000	1
6	Assistant Manager (HR)	B	70000- 200000	2
7	Assistant Manager (System Administrator)	B	70000- 200000	1
8	Executive (Finance)	A	60000- 180000	1
9	Executive (Internal Audit)	A	60000- 180000	2

Candidates selected shall be placed at different sections of the department as per the requirement of the Company.

The details of eligibility criteria regarding prescribed educational qualification, age and other eligibility criteria and application procedure is mentioned below:

I   MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATION AND WORK EXPERIENCE REQUIRED

i)   Chief Manager (HR), Grade- E

a)   Qualification
Two years MBA/Equivalent with specialization in Personnel Management/HRD/HRM or Two years Post Graduate Degree/Equivalent in Personnel Management/IR/ Labour Welfare
UR- 60%

b) **Experience:** Minimum 13 years experience in an organization in manufacturing sector in following areas
  ➢ Formulating of policies and implementation
  ➢ Knowledge of HR technology tools, Process and systems
  ➢ Experience in HR or supporting HR analytics like report creation, dash boards, Knowledge of SAP
  ➢ Managing employee relations issues
  ➢ Knowledge of Industrial and Labour Laws and Contract Labour Management
  ➢ Experience in running a L&D section or assessment center.
  ➢ Learning and development plan in identifying and analyzing training needs of the organization and e-learning techniques/platforms
  ➢ Designing training calendar and execution
  ➢ Managing Robust PMS system
  ➢ Roster Maintenance, Staffing exercise and implementation of effective attraction strategy of talent.
  ➢ Organizational Development Initiatives
  ➢ Handling Disciplinary matters

  Behavioural Competencies

  ➢ People orientation
  ➢ Effective Communication skills
  ➢ Networking/ relationship building skills
  ➢ Negotiation skills
  ➢ Problem Solving
  ➢ Empathy
  ➢ Conflict Management
  ➢ High Emotional Quotient

Candidates applying from Government/ Public Sector must have minimum one year experience in the next lower pay scale i.e. should be working in one scale of pay below than the post applied for i.e. IDA pay scale of Rs. 90000-240000. This will not be applicable to candidates working in Government/ CPSE in the same pay scale or above than the post applied for. Candidates working in PSU shall have preference.

ii) **Chief Manager (Marketing Operations), Grade-E**

  a) **Qualification**
    Engineering graduates with minimum 50% marks in aggregate (for SC category)

  b) **Experience**
    At least 13 years post qualification experience, out of which at least 3 years must be in Depot/Terminal/ Warehouse Operations with a reputed company.

Candidates applying from Government/ Public Sector must have minimum one year experience in the next lower pay scale i.e. should be working in one scale of pay below than the post applied for i.e. IDA pay scale of Rs. 90000-240000. This will not be applicable to candidates working in Government/ CPSE in the same pay scale or above than the post applied for.

iii) **Senior Manager (Medical Services), Grade-D**

  a) **Qualification**
    MBBS Degree with minimum 60% marks in aggregate from recognized Indian University/Institute (qualifications included in schedule to the Medical Degrees Act, 1916 or in the schedules to the Medical Council Act, 1956)
    And

Registration at State Medical Council or Medical Council of India
And
Certificate of training in Industrial Health of minimum three months duration recognized by the Karnataka State Government, however, candidates possessing a Diploma in Industrial Health or equivalent shall not be required to possess the certificate of training as aforesaid.

Candidates who do not possess required Certificate of training in Industrial Health at the time of recruitment may give an undertaking that the requisite Certificate of training in Industrial Health will be obtained within one year from the date of joining the company.

b) Experience

Candidates shall have **minimum 10 years** of post-qualification work experience. It may be noted that the post qualification experience may be counted after the date of completion of rotatory internship.

Preference may be given to candidates having work experience in Occupational Health Centre/ Medical Centre of an Industrial Unit or a minimum 10 bedded hospital.

The job demands excellent leadership qualities and good knowledge of overall administration of Occupational Health Centre/ Hospital. Candidates with awareness of OHSAS 18001 and other international standard requirements will be preferred.

Candidates applying from Government/ Public Sector must have minimum one year experience in the next lower pay scale i.e. should be working in one scale of pay below than the post applied for i.e. IDA pay scale of Rs. 80000-220000. This will not be applicable to candidates working in Government/ CPSE in the same pay scale or above than the post applied for.

Iv) Manager (HR), Grade-C

a) Qualification

Two years MBA/Equivalent with specialization in Personnel Management/HRD/HRM or Two years Post Graduate Degree/Equivalent in Personnel Management/IR/ Labour Welfare

UR - 60%

b) Experience : Minimum 7 years' experience in an organization in manufacturing sector in following areas

➢ Formulating of policies and implementation
➢ Knowledge of HR technology tools, Process and systems
➢ Experience in HR or supporting HR analytics like report creation, dash boards, Knowledge of SAP
➢ Managing employee relations issues
➢ Knowledge of Industrial and Labour Laws and Contract Labour Management
➢ Learning and development plan in identifying and analyzing training needs of the organization and e-learning techniques/platforms
➢ Designing training calendar and execution
➢ Managing Robust PMS system
➢ Roster Maintenance, Staffing exercise and implementation of effective attraction strategy of talent.
➢ Organizational Development Initiatives
➢ Handling Disciplinary matters

Behavioural Competencies

➢ People orientation
➢ Effective Communication skills
➢ Networking/ relationship building skills
➢ Negotiation skills
➢ Problem Solving
➢ Empathy
➢ High Emotional Quotient

Candidates applying from Government/ Public Sector must have minimum one year experience in the next lower pay scale i.e. should be working in one scale of pay below than the post applied for i.e. IDA pay scale of Rs. 70000-200000. This will not be applicable to candidates working in Government/ CPSE in the same pay scale or above than the post applied for. Candidates working in PSU shall have preference.

v) <u>Assistant Manager Safety, Grade-B</u>

a) Qualification

Graduate Degree in Engineering with minimum 60% marks(OBC) in aggregate and Post Graduate (PG) Diploma in Industrial Safety (with minimum 60% marks) as per Factories Act 1948 and Karnataka Factories Rules 1969.Candidates shall also fulfill the provisions as stipulated in the Factories Act 1948 and Rule 88A of the Karnataka Factories Rules 1969.

b) Experience

Candidates shall have **minimum 4 years** of post-qualification Industrial experience in Supervisory capacity in the relevant field in Refinery/Petrochemicals/Continuous Process Industries.

Candidates applying from Government/ Public Sector must have minimum one year experience in the next lower pay scale i.e. should be working in one scale of pay below than the post applied for i.e. IDA pay scale of Rs. 60000-180000. This will not be applicable to candidates working in Government/ CPSE in the same pay scale or above than the post applied for.

vi) <u>Assistant Manager (HR), Grade-B</u>

a) Qualification

Two years MBA/Equivalent with specialization in Personnel Management/HRD/HRM or Two years Post Graduate Degree/Equivalent in Personnel Management/IR/ Labour Welfare

UR- 60%
PWD- 50%

b) Experience

Minimum 4 years' experience in an organization in manufacturing sector in following areas
➢ Formulating of policies and implementation
➢ Knowledge of HR technology tools, Process and systems
➢ Experience in HR or supporting HR analytics like report creation, dash boards, Knowledge of SAP
➢ Managing employee relations issues

- ➢ Knowledge of Industrial and Labour Laws and Contract Labour Management
- ➢ Learning and development plan in identifying and analyzing training needs of the organization and e-learning techniques/platforms
- ➢ Designing training calendar and execution
- ➢ Managing Robust PMS system
- ➢ Roster Maintenance, Staffing exercise and implementation of effective attraction strategy of talent.
- ➢ Organizational Development Initiatives

Behavioural Competencies

- ➢ People orientation
- ➢ Effective Communication skills
- ➢ Networking/ relationship building skills
- ➢ Negotiation skills
- ➢ Problem Solving
- ➢ High Emotional Quotient

Candidates applying from Government/ Public Sector must have minimum one year experience in the next lower pay scale i.e. should be working in one scale of pay below than the post applied for i.e. IDA pay scale of Rs. 60000-180000. This will not be applicable to candidates working in Government/ CPSE in the same pay scale or above than the post applied for. Candidates working in PSU shall have preference.

vii) Assistant Manager (System Administrator), Grade-B

a) Qualification:

B.E./B.Tech (Computer Science and Engineering) with minimum 60% marks in aggregate (for UR category).

b) Experience:

Minimum 4 years of experience in server administrator with hands on experience in the following areas:
- ➢ Strong Linux/Unix/Windows Fundamentals, file systems, good understanding on the various subsystems (memory, storage, networks etc.)
- ➢ Hands on experience in installation, configuration and administration of various flavors of Unix/ Linux servers.
- ➢ Administer, Design, configure, install and maintain OS/DB/Webserver cluster, VMware and storage solutions including RAID and SAN/NAS technology.
- ➢ Experience with configuring servers in virtualized environments.
- ➢ Knowledge in patching, OS hardening and troubleshooting.
- ➢ Troubleshoot system failures, hardware break fix activities.
- ➢ Knowledge of DNS, TCP/IP, Routing, HA and Load Balancing is a must.
- ➢ Server Maintenance, Backup and Restoration
- ➢ Experience in working Datacenter environment.

Candidates applying from Government/ Public Sector must have minimum one year experience in the next lower pay scale i.e. should be working in one scale of pay below than the post applied for i.e. IDA pay scale of Rs. 60000-180000. This will not be applicable to candidates working in Government/ CPSE in the same pay scale or above than the post applied for.

viii) <u>Executive (Finance), Grade A</u>

    a) Qualification:
        Graduate Degree with CA/ICWA or minimum two years MBA with specialization in Finance (Candidates having CA/ICWA qualification need to have pass marks. Candidates having MBA Qualification should have minimum 60% marks in aggregate for OBC category subject to pass in the minimum essential educational qualification.)

ix) <u>Executive (Internal Audit), Grade A</u>

    a) Qualification:
        Graduate Degree with CA/ICWA (Candidates having CA/ICWA qualification need to have pass marks)

II) <u>ADDITIONAL CONDITIONS REGARDING EDUCATIONAL QUALIFICATIONS AND POST QUALIFICATION EXPERIENCE</u>

a) Candidates applying against Un-reserved posts & posts reserved for OBC (Non-Creamy Layer) should have **minimum 60% aggregate marks** in the qualifying degree examination (minimum essential qualifications specified at I). Candidates applying against posts reserved for Scheduled Caste (SC) and posts reserved for Persons with Disability (PWD) category should have **minimum 50% aggregate marks** in the qualifying degree examination (minimum essential qualifications specified at I).

b) 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.

c) Minimum aggregate 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) 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/PWD category is applicable only to the posts reserved for SC/PWD as the case may be.

e) Engineering Degree can be B.E / B.Tech / B.Sc. Engineering (04 year course).

f) Candidates having five years BE/B.Tech + ME/M.Tech integrated dual degree in engineering in relevant discipline shall also be considered at par with B.E /B.Tech/B.Sc. Engineering.

g) For the posts of Executive (Finance) and Executive (Internal Audit), candidates having CA/ICWA qualifications, belonging to all categories (UR/SC/OBC/PWD) need to have pass marks only. Candidates having MBA with specialization in Finance applying against OBC (Non-Creamy Layer) posts should have minimum 60% aggregate marks subject to pass in the minimum essential educational qualification.

h) The post qualification experience for the positions mentioned in Sl. No. 1,2,4,5,6 and 7 of Table -1 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 qualification.

III)SCALE OF PAY,PROBATION AND EMOLUMENTS

Candidates selected shall be placed on probation as per Company Rules in the respective scale of pay. In addition DA (on IDA pattern), HRA/Township Accommodation, Perks & Allowances under cafeteria approach and other allowances/benefits as per Company Rules will be admissible.

IV)RESERVATION OF POSTS, AGE RELAXATION FOR RESERVED CATEGORIES AND PLACE OF POSTING

Table 2

Sl. No.	Position	No. of posts	Reservations				**Upper age limit
			UR	SC	OBC (NCL)	PWD	
1	Chief Manager (HR)	1	1	-	-	-	41 years for UR
2	Chief Manager (Marketing Operations)	1	-	1	-	-	46 years for SC
3	Senior Manager (Medical Services)	1	1	-	-	-	40 years for UR
4	Manager (HR)	2	2	-	-	-	35 years for UR
5	Assistant Manager (Safety)	1	-	-	1		35 years for OBC (NCL)
6	Assistant Manager (HR)	2	2	-	-	1 (VH-LV)	32 years for UR
7	Assistant Manager (System Administrator)	1	1	-	-	-	32 years for UR
8	Executive (Finance)	1	-	-	1	-	31 years for OBC (NCL)
9	Executive (Internal Audit)	2	1	1	-	-	28 years for UR and 33 years for SC

** The upper age limit for SC/OBC (NCL) includes relaxation of age.
Abbreviations Used: UR-Un reserved, OBC (NCL) - Other Backward Class (Non-creamy layer), SC-Scheduled Caste.

a) Posts identified for Persons with Disability (PWD) category

The above posts are identified suitable for candidates belonging to PWD category and having minimum 40% disability as under:

Table 3

Sl.No.	Positions	PWD Category Eligible
1	Chief Manager (HR)	OH (OL), OH (OA), OH (BL), OH (OAL), VH (LV), HH
2	Manager (HR)	OH (OL), OH (OA), OH (OAL), VH (LV), HH
3	Assistant Manager (HR)	OH (OL), OH (OA), VH (LV), HH
4	Chief Manager (Marketing Operations)	OH(OA), OH(OL), VH(LV), HH
5	Senior Manager (Medical Services)	OH (OA), OH (OL)
6	Assistant Manager (System Administrator)	OH (OL), OH(OA), OH (BL), OH (OAL), HH

7	Executive (Finance)/ Executive (Internal Audit)	OH (OL), OH (OA), OH (OLA), OH(BL), HH, VH(LV)

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

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

   i) In addition to the upper age limit specified above for SC/OBC(NCL)/UR category, Persons with Disability (PWD) category candidates having minimum 40% disability are entitled **for 10 (ten)** years relaxation for the positions mentioned in Sl. No. 3 to Sl. No. 9 of Table-2.

   ii) In addition to the upper age limit specified above for SC/UR category, Persons with Disability (PWD) category candidates having minimum 40% disability are entitled for **5 (five**) years relaxation for the positions mentioned in Sl. No. 1 and Sl. No. 2 of Table-2.

c) ****Age relaxation for Ex-servicemen**
   In case of Ex-servicemen who have put in not less than six months continuous in the Armed Forces of the Union, they 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.

d) ****Relaxation in upper age limit for regular employees of MRPL**

   • For A grade: Maximum upper age limit of 45 years
   • For B,C,D and E grade: 3 years relaxation in age specified for category above subject to having minimum 5 years service left in the company on the last date of receipt of applications.

e) **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 January 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 candidate in OBC category who do not fall in the Central list of OBCs 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 interview, their candidature will not be considered and they will not be allowed to appear for interview.

f) The job location/initial place of posting for the above positions is 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.

g) The cutoff date for determining age limit and post qualification experience will be **17/08/2019.**

NOTE:
  a) **CANDIDATES ARE REQUIRED TO SUBMIT THE ONLINE APPLICATION FORM ONLY ONCE**. In case of multiple applications the candidature shall be summarily rejected.
  b) No printed / hard copy of the filled Application Form or any other supporting documents is to be sent unless asked to submit specifically.

V) SELECTION PROCESS

i) For the post of Chief Manager (HR) and Chief Manager (Marketing Operations)

a) The selection methodology will comprise of Personal Interview only. The management reserves the right to add, modify or delete any test, as the case may be, to the selection process. All the shortlisted candidates will be called for personal interview.

b) Final merit list of candidates shall be prepared based on the merit and performance of the candidate during the interview giving 50% weightage for acquiring relevant qualification, 35% weightage for acquiring relevant experience and 15% weightage for performance of the candidate in the interview.

ii) For the post of Senior Manager (Medical Services), Manager (HR), Assistant Manager (Safety), Assistant Manager (HR) and Assistant Manager (System Administrator)

a) The selection methodology will comprise of Written Test and Personal Interview. The management reserves the right to add, modify or delete any test, as the case may be, to the selection process.

b) The candidates will be called for further selection process in the ratio 1:5 (i.e. 1 Post: 5) Candidates as per the reservation of posts), based on the marks scored in the written test.

c) The minimum percentage of marks required for candidates in written test in order to qualify for interview is as under:

  • Un-Reserved (UR) and OBC (including Non-creamy layer) - 60%
  • Scheduled Caste/ Persons with Disability- 50%

d) Final merit list of candidates shall be prepared by giving weightage to written test marks and marks obtained by the candidates in the Personal Interview. 85% weightage shall be given to written test marks and 15% weightage will be given for Personal Interview

e) **Written Test Details (Duration- 180 Minutes)**

  The Written Test will comprise of 150 Multiple Choice Questions, consist of three sections, first General Awareness of 30 marks (consisting of 30 objective questions) second on concerned discipline/domain/subject of 100 marks (consisting of 100 objective questions) and third on Aptitude test of 20 marks (consisting of 20 objective questions on Reading Comprehension, Verbal / Non-verbal Reasoning, Numerical ability/ Quantitative Aptitude, Data Interpretation etc. for a total of 03 hours duration (Grand Total of 150 Marks).

iii) For the post of Executive (Finance) and Executive (Internal Audit)

a) The selection methodology will comprise of Written Test, Group Discussion and

Personal Interview. The management reserves the right to add, modify or delete any test, as the case may be, to the selection process.

b) The candidates will be called for further selection process in the ratio 1:5 (i.e. 1 Post: 5 Candidates as per the reservation of posts), based on the marks scored in the written test.

c) The minimum percentage of marks required for candidates in written test in order to qualify for interview is as under:

- Un-Reserved (UR) and OBC (including Non-creamy layer)- 60%
- Scheduled Caste- 50%

d) Final merit list of candidates shall be prepared by giving weightage to written test marks and marks obtained by the candidates in the Group Discussion and Personal Interview. 85% weightage shall be given to written test marks and 5 marks will be given for Group Discussion and 10 marks will be given for Personal Interview.

e) **Written Test (Duration- 180 Minutes)**

The Written Test will comprise of 150 Multiple Choice Questions, consist of three sections, first General Awareness of 30 marks (consisting of 30 objective questions) second on the concerned discipline/domain/subject of 100 marks (consisting of 100 objective questions) and third on Aptitude test of 20 marks (consisting of 20 objective questions on Reading Page 5 of 12 Comprehension, Verbal / Non-verbal Reasoning, Numerical ability/ Quantitative Aptitude, Data Interpretation etc. for a total of 03 hours duration (Grand Total of 150 Marks).

Note-
- 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.

MRPL reserves the right to introduce additional phase of written examination / screening Test in compelling circumstances for screened candidates on the basis of performance in written test and decision regarding calling such number of candidates shall be decided by MRPL only.

VI) 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/ Call letter for the Group Discussion/ Personal Interview indicating the time and venue for each candidate can be downloaded from MRPL website only **21** days prior to the date of Written Test/ Group Discussion/ Personal Interview onwards. The admit card/ call letter shall also be dispatched by Post to the eligible candidates.

c) It is mandatory for all the candidates to upload their Photograph, Signatures, Caste Certificate/PWD certificate/ Work Experience Proof as specified 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 **17/08/2019**. 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. The candidature would be rejected if found ineligible at any stage.

g) Issue of admit card for written test/ call letter for Group Discussion/ Personal Interview 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 No.:** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the Email ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
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:** OBC/SC/PWD candidates will have to upload scanned copy of their relevant Caste /Disability certificates. The size of these scanned copies should be within 100 kb and in .jpg/.pdf files only.
v. **Work Experience Proof:** The candidates has to upload relevant proof for previous work experience as mentioned in Sl. No. 3 of Table-4.

i) In case of any clarification on recruitment process, please email at **recruit1@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 Group Discussion and Personal Interview and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

VII) **APPLICATION FEE**
a) Candidates belonging to General/OBC (including non-creamy layer) has to pay a non-refundable application fee of **Rs 100/-(Rupees One Hundred only)**.Bank charges/Taxes, 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. SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards (The additional bank charges/taxes 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 **17/08/2019**.

ii. Cash Payment through e-challan at branches of SBI. The additional bank charges/taxes for Challan Mode is to be borne by the candidates. Last date for making the Payment of Application Fee by e-Challan is **17/08/2019**.

b) It is in the interest of the candidates to use online mode other than the challan mode to instantly complete the registration process and generate the registered application form.

VIII) HOW TO APPLY

Filling up of Application Form is in two parts viz:

1. PART- I:

a) A candidate fulfilling the eligibility criteria shall log on to "Human Resource ➡ Careers" page of www.mrpl.co.in and click on the link "Recruitment of Professionals in Management Cadre- Advt. No. 77/2019". No other means/mode of application will be accepted.

b) Before filling the application online, candidate has to ensure that he/she is fulfilling the advertised qualification specifications by reading the detailed advertisement available on the link "Detailed advertisement- Advt.No.77/2019"

c) If the candidate is fulfilling the advertised qualification specifications, then he/she can click the link "Apply Online- Advt.No.77/2019" 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, Declaration, 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 and Signature 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". There will be **5** separate links for uploading Photograph, Signature, Caste Certificate, PWD Certificate and Work Experience proof. Click on the respective link "Upload Photograph, Signature, Caste Certificate, PWD Certificate and Work Experience Proof".

Recent passport size color photograph, preferably with white background, must be used. Size of the file for photograph should be between 20kb-40kb.

For signature the candidate has to sign on white paper with Black Ink pen. 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.

Candidates belonging to reserved categories (SC/OBC-Non creamy layer/PWD) has to scan and upload the relevant Certificate issued by the prescribed authority. In case of failure of uploading the relevant certificate/document, the candidature will not be accepted. The prescribed format of SC/OBC-Non creamy layer/PWD/EWS certificate is available at ""Human Resource ➡ Careers"" page of www.mrpl.co.in .

Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.

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.

f) 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.

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.

For the candidates Exempted from Application Fee:
(For SC/ST/PWD/EX-SERVICEMAN):
  • 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 Call Letter 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.

2. PART-II
For the candidates who have to pay Application Fee:
(It is NOT APPLICABLE for SC/ST/PWD/EX-SERVICEMAN)

a) A link will be provided on the website for payment 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 (Visa or Masters) / Credit Card (Visa or Masters) / 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**.
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 later on should click on the link: "Click here to Print/Reprint Registered Application Form" to make the Payment of Application Fee

if earlier attempt was not successful the candidates should click on "RE-LOGIN" given on the website.

d) It is mandatory to submit the details of SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU) printed on e-receipt and deposit date again in online portal by login through Unique Payment Reference Number after making the payment. 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 summarily be rejected.

e) Bank commission charges 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 **17/08/2019** will not be valid.

f) 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.

g) 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.

h) 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.

i) Cheque, Money Orders, Postal Orders, Pay Orders, Banker's Cheque, Postal Stamps, Demand Drafts etc., will not be accepted, towards application fee.

IX) DOCUMENT VERIFICATION BEFORE GD & PERSONAL INTERVIEW

Candidates who are shortlisted for Group Discussion (GD) and Personal Interview need to produce the following documents in original during verification and have to submit one set of self-attested photo copy of the same. Non-possession of any of the document shall make the candidature void-ab-initio.

Table 4

Sl. No.	Particulars	Documents to be produced for verification during interview
1	Proof of Age (any one of the document mentioned)	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-Graduation (as applicable for the post applied for]	a) All mark sheets & certificates of educational qualifications b) For Diploma/Degree/Post Graduation 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/Post Graduation certificate has to be submitted. In case the candidate has not got Diploma/Degree/Post Graduation certificate then provisional diploma/degree certificate needs to be submitted. Non-submission of Diploma/Degree/Post

		Graduation will lead to rejection of the candidature and the candidate will not be allowed to appear for interview
3	Work Experience	a) Past Employment: i) Experience letter. 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 will 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. b) Current employment i) Proof of date of joining – Offer letter showing the date of joining mentioned by the candidate in the application form OR appointment letter showing the date of joining mentioned by the candidate in the application form OR 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. ii) Proof of continuity of present employment – Latest Pay slips for three months Non-submission of the documents mentioned above will lead to rejection of application
4	Caste certificate [SC/OBC(Non-Creamy Layer)]/	Caste certificate [SC/OBC (Non-Creamy Layer)] issued by the Competent Authority in the prescribed format. The prescribed format of certificates is available for download at the "Human Resource ➡Careers" page of **www.mrpl.co.in**. Non-submission of caste certificate/ Income and Asset Certificate will lead to rejection of the candidature and the candidate will not be allowed to appear for interview.
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 for download at the "Human Resource ➡ Careers" page of **www.mrpl.co.in**. Only such person, who suffers from 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 will lead to rejection of the candidature and the candidate will not be allowed to appear for interview
6	Ex-serviceman	Candidates belonging to Ex-serviceman category shall submit the documents issued in this regard by the Competent Authority
7	No Objection Certificate (NOC)	Candidate employed in Central/State Government/Public Sector Enterprises/Autonomous bodies, should produce the NO OBJECTION CERTIFICATE at the time of interview failing which they will not be allowed to appear for the Group Discussion and Personal Interview.

X) OTHER INSTRUCTIONS :

a) The job in technical disciplines involves working in rotating shifts (including night shifts)

b) Preference will be given to candidates having in-line experience in Oil and Gas Sector/ Petrochemicals Sector (for positions wherever applicable)

c) SC/ST/OBC (Non Creamy Layer) & PWD category will be eligible for concessions as notified by the Government of India from time to time.

d) Candidates called for Written Test/ Group Discussion/ Personal Interview (for the post applied) shall be reimbursed Traveling Expenses from their correspondence address/actual place of travel on production of actual tickets by the shortest route. Local Travel cost, if any, shall be borne by the candidates. The travelling expense reimbursement admissibility for A, B, C, D and E grade positions will be as under:

Grade	Travelling Expenses reimbursement admissibility
A	For Written Test: Only admissible for Scheduled Caste(SC)/Scheduled Tribe(ST)/ Persons with Disability (PWD) category candidates limited to Sleeper Class Rail Fare or Non-AC Bus Fare limited to sleeper class rail fare. For all candidates called for GD/Interview: 3AC train fare or A/c bus fare limited to 3AC train fare.
B & C	For all candidates called for Written Test and Interview: 3AC train fare or A/c bus fare limited to 3AC train fare.
D	For all candidates called for Written Test and Interview: 2AC train fare or A/c bus fare limited to 2AC train fare.
E	For all candidates called for Interview: 2AC train fare or A/c bus fare limited to 2AC train fare.

PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines.

e) The prescribed qualification/experience are the minimum and mere possession of the same will not entitle a candidate for Written Test/ Group Discussion / Personal Interview. 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 candidatures given in their application form will be called for Written Test/ Group Discussion/Personal Interview as the case may be.

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 Group Discussion /Personal Interview. In case, the application is not forwarded through proper channel or the candidate fails to produce NOC from his/her present employer at the time of Group Discussion /Personal Interview, his /her candidature will not be considered. Candidates employed in MRPL has to apply as per the extant rules of MRPL.

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 in clause VIII, Part I(d) while filing the information.

j) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.

k) Documents as specified under clause VI (c) will have to be uploaded by the candidates. No hard copy 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 one year.

p) Any corrigendum/addendum in respect of the above advertisement shall be made available only on our official website www.mrpl.co.in under the head "Human Resource ➡ 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.

XI) IMPORTANT DATES AND LINKS

Date of commencement of online application	**19/07/2019 at 10.00 Hrs (IST)**
Date of closing of online application	**17/08/2019 till 18:00 Hrs (IST)**
Availability of Admit Card for Written Test/ Call letter for Group Discussion/ Personal Interview	**21 days prior to date of** Written Test/ Group Discussion/ Personal Interview
Date of Written Test/ Group Discussion/Personal Interview	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.