



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

Advertisement No. 87/2022

Date of opening of online application portal: 17/12/2022
Last date for submission of online applications: 15/01/2023

RECRUITMENT OF ASSISTANT EXECUTIVES IN 'E2' GRADE

Mangalore Refinery and Petrochemicals Limited (MRPL), a Schedule 'A' Mini Ratna Central Public Sector Enterprise and subsidiary of ONGC limited, is operating a 15 MMTPA 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 and Aromatic Complex capable of producing 0.905 MMTPA of Para Xylene and 0.273 MMTPA of Benzene.

If you have the desire to excel and the zeal to contribute towards the development of the nation, we welcome you to join team MRPL. We are looking for bright, energetic, aspirant and dedicated youths (Indian Nationals only) for recruitment in 'E2' grade of Management cadre. The selection process consists of Written Test, Group Discussion and Personal Interview.

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

I. DETAILS OF VACANCIES

Table 1

Sl. No.	Discipline	No. of posts	Minimum Essential Educational Qualification
1	Finance/Internal Audit	4	Graduate Degree with CA/ ICAI (CMA) OR Minimum two years MBA with specialization in Finance
2	Secretarial	1	Associate Membership of Institute of Company Secretaries of India.

II. DETAILS OF POSTS AND RESERVATION

Table 2

Sl. No.	Discipline	No. of posts	Reservations		
			UR	OBC (NCL)	PwBD*
1	Finance/Internal Audit	4	2	2	1 [VH-LV]#
2	Secretarial	1	-	1	-

Abbreviations Used: UR-Unreserved, OBC (NCL)- Other Backward Class (non-creamy layer), PwBD- Persons with Benchmark Disability, VH-Visually Handicapped, LV- Low Vision.

*Horizontal Reservation for PwBD category having minimum 40% disability.

One post in Finance discipline is reserved for PwBD category VH-LV. In case eligible VH-LV category candidates are not available, the post will be filled by candidate belonging to other categories of benchmark disabilities identified for the post. Hence candidates belonging to other PwBD categories identified suitable for Finance discipline (mentioned at **Table-3** below) can also apply [Refer DoPT OM No.36035/02/2017-Estt (Res) dated 15/01/2018].

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

- Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under Govt. of India and Central Govt. Public Sector Undertakings.
- Candidates need to furnish caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking and it must be issued on or after **1st July 2022**.
- The certificate must contain date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list.
- The OBC category candidates who belong to "CREAMY LAYER" are not entitled for OBC(NCL) concession/reservation and such candidates shall have to apply as "UR" category candidate.

b) **For getting the benefits of reservation under SC/ST category:**

- Name of caste to which candidate belongs must appear in the List of SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India.
- The caste certificate must contain date of issue along with name of caste.
- The candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India.

c) **For getting the benefit of reservation under PwBD category:**

- The candidate needs to furnish PwBD certificate as per latest format applicable to relevant category of disability.

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

The following posts are identified suitable for candidates belonging to PwBD category and having minimum 40% disability:

Table 3

Sl. No.	Discipline	Eligible PwBD Category
1	Finance/Internal Audit	LV, HH, OA, BA, OL, OAL, CP, LC, Dw, AAV, Mdy, ASD (M), MI
2	Secretarial	LV, HH, OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, ASD (M), SLD, MI

Abbreviations Used: LV- Low Vision, HH- Hard of Hearing, OA- One Arm, BA- Both Arms, OL- One Leg, OAL- One Arm Leg, CP- Cerebral Palsy, LC- Leprosy Cured, Dw- Dwarfism, AAV- Acid Attack Victims, Mdy- Muscular Dystrophy, ASD (M)- Autism Spectrum Disorder (Mild), MI- Mental Illness, BL- Both Legs, SLD- Specific Learning Disability.

IV. UPPER AGE LIMIT

Maximum 27 years for unreserved (UR) category candidates. **The cutoff date for deciding the maximum permissible age shall be 15/01/2023.** Relaxation in upper age limit for OBC (NCL) category will be applicable only for the posts reserved for respective category.

Table 4

Category	Relaxation in Upper Age Limit
OBC (NCL)	3 years

In addition to the upper age limit specified above for UR/OBC(NCL) category, Persons with Benchmark Disability (PwBD) category candidates having minimum 40% disability are entitled for 10 (ten) years relaxation. Relaxation in age for Ex-servicemen is as per rules of Government of India.

V. EDUCATIONAL QUALIFICATION AND OTHER ELIGIBILITY CRITERIA

- a) Candidate should have passed essential qualification(s) specified at above **Table-1 with the below mentioned minimum aggregate percentage of marks**. All qualification must be from UGC recognized Indian University / UGC recognized Indian Deemed University/ AICTE approved Autonomous Indian Institution / Concerned Statutory Council (wherever applicable)/ Board of Technical Education.
- b) Wherever MBA has been mentioned as requirement, apart from MBA, Two Years Post Graduate Degree/ Diploma in Management with specialization in relevant field will also be considered.
- c) The minimum aggregate percentage of marks required in the essential qualifications, specified at Table-1, to become eligible for applying is mentioned below:

Table 5

SI.No.	Discipline	Minimum aggregate percentage of marks **
1	Finance/Internal Audit	With CA/ ICAI (CMA) – Pass marks
		With MBA(Finance) – 60% for UR, OBC(NCL) category and 50% for PwBD category
2	Secretarial	Pass marks

****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 given to any particular semester/year/subjects by the Institute/University. Aggregate percentage of marks shall not be rounded off (for example 59.99 % not to 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 corresponding percentage.**
- e) Relaxation in percentage of marks in the essential qualification for PwBD category is applicable only to the posts reserved for PwBD category as the case may be.

VI.SCALE OF PAY, PROBATION AND EMOLUMENTS

Candidates selected as Assistant Executives will receive a starting Basic pay of Rs.50,000/- per month and shall be placed on training cum probation in the pay scale of Rs.50,000- 1, 60,000 as per Company Rules. 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.

VII. SERVICE BOND

Candidates selected as Assistant Executives will have to execute a Service bond to serve MRPL for a minimum period of three years from the date of joining (including training cum probation period).

Table 6

Category	Bond Amount
General	Rs 3,00,000/- (Rupees Three Lakhs only)
EWS/ OBC (NCL)/ SC /ST/ PwBD	Rs 50,000/- (Rupees Fifty Thousand only)

Note: The candidates belonging to reserved category have to furnish the caste certificate issued by the competent authority in the prescribed format.

VIII. SELECTION PROCESS

- 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.
- After the written test, the candidates will be called for further selection process in the ratio of 1:5 (i.e. 1 Post: 5 Candidates as per the reservation of posts), based on the marks scored in the written test conducted by MRPL.
- The minimum percentage of marks required for candidates in written test in order to qualify for Group Discussion & Personal Interview is as under:

Table 7

Sl.No.	Category	Minimum percentage of marks required in Written Test
1	Un-Reserved (UR), OBC (including Non-creamy layer)	60%
2	Persons with Benchmark Disability	50%

- The final merit list of candidates will be prepared as per the prevailing rules of MRPL.

e) **Pattern of Written Test**

Duration of Written Test- **03 hours (180 Minutes)**.

The Written Test will comprise of 150 Multiple Choice Questions, consist of following three sections:

- General Awareness for 30 marks (consisting of 30 objective questions)
- Discipline/domain/subject for 100 marks (consisting of 100 objective questions)
- Aptitude test for 20 marks (consisting of 20 objective questions on Reading Comprehension, Verbal / Non-verbal Reasoning, Numerical ability/ Quantitative Aptitude, Data Interpretation etc).

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.

- f) 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.

IX. GENERAL INFORMATION / INSTRUCTIONS:

- a) No other qualification other than those expressly mentioned in the qualification criteria would be accepted.
- b) The call letter for the Written Test, Group Discussion and Personal Interview indicating the time and venue for shortlisted candidate can be downloaded from MRPL website at appropriate times. Candidates are advised to check MRPL website frequently for updates and **not to rely on any other source for any information pertaining to this recruitment.**
- c) While filling online application, it is mandatory for all the candidates to upload their Photograph, Signatures, Caste Certificate/PwBD certificate/ Income and Asset Certificate for EWS Category 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 that they fulfill all the eligibility criteria specified in the advertisement as on 15/01/2023.** 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 call letter for Written Test, Group Discussion and 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) The job location/initial place of posting/departments for the selected candidates will be fixed based on the requirements of MRPL. 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.
- i) Candidates selected will be placed at different sections/departments as per the requirement of the Company. If required, the candidates need to work in shifts including night shifts.
- j) 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.
- k) The decision of MRPL in all matters relating to the conduct of Written Test, 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.

X. APPLICATION FEE

- a) General, OBC (including non-creamy layer) and EWS category candidates are required to pay a **non-refundable application fee of Rs.118/- (Rs. 100 application fee plus Rs. 18 GST)** while applying online. Any additional charges (like bank service charges etc.) have to be borne by the applicant.
- b) SC / ST/ PwBD/ Ex-Serviceman categories are exempted from payment of Application Fee.
- c) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying. Candidate should note that in case status of payment is “not success” for their transaction, i.e. status of payment shown in the payment portal 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 the bank to candidate or cancelled and payment is not received by MRPL within due date, the candidature shall be summarily cancelled.
- d) 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 the bank, their candidature shall be summarily cancelled. Cheque/ Money Orders/ Postal Orders/ Pay Orders/ Banker's Cheque/ Postal Stamps/ Demand Drafts etc. will not be accepted towards application fee and MRPL is not liable to send the same back to the candidate.

XI. REQUIREMENT BEFORE FILLING ONLINE APPLICATION FORM

- a) Candidates must go through this detailed advertisement very carefully and check their eligibility before proceeding to apply **ONLINE** for the position.
- b) The relevant link to apply **ONLINE** shall be available on the company website <https://www.mrpl.co.in/careers>. Candidates should read the instructions carefully and fill the **ONLINE** application form giving correct and complete information.
- c) Candidate should have following documents ready for uploading on the **ONLINE** portal during registration:
 - Scanned copy of recent color passport size photograph, not older than 6 months. Candidates are advised not to upload photograph taken using mobile phone.
 - Scanned copy of Signature
 - Caste Certificate (OBC(NCL)/SC/ST) / PwBD Certificate/ Income and Asset Certificate (for EWS category) as applicable
- d) Prior to applying **ONLINE**, Candidate would be required to register their email id and mobile number in the online portal. Therefore, they must have a valid email id and mobile number, both of which should remain active for minimum 01 year from the date of registration. Communications to the candidates to apprise them about various stages of recruitment process will be sent on their registered email id and/or mobile number only.
- e) Post registration of email id and mobile number, request for change of Mobile number and e-mail ID will not be entertained.
- f) Candidate must read the instructions very carefully while applying and filling the entries in the **ONLINE** form. Candidate must keep on verifying their entries repeatedly prior to submitting

their **ONLINE** application, as no request for changes in the entries shall be entertained after submission of the **ONLINE** application form.

- g) Candidates are required to ensure that the documents uploaded in the application portal are clearly readable else the application may get rejected. Uploading of false/incomplete documents also may lead to rejection of application. Candidates are advised to use a flatbed scanner for scanning documents for uploading.
- h) For the advertised position, only the registration done on our MRPL **ONLINE** portal shall be acceptable and no other mode/format of application shall be acceptable.

XII.HOW TO APPLY

Step 1: Candidates meeting the prescribed eligibility criteria for the post may visit the website <https://www.mrpl.co.in/careers> and Click on “**Advt.No.87/2022: Recruitment of Assistant Executives in ‘E2’ Grade of Management Cadre**”. Click on “**Click here to register online**” for generating Login ID and Password.

Step 2: After generating Login ID and Password, click on “**Sign In**” for logging in to apply for the suitable post. Furnish particulars/details pertaining to educational qualifications, caste etc. and such other information as sought in the online application form.

Step 3: Upon submission of particulars (Step 2), the online system will generate an **Application ID** which will be sent to the candidate through email/SMS.

Step 4: Next step to be followed by the candidates depending on their category is given below:

Table 8

For General, OBC(NCL) and EWS candidates	For SC/ST/PwBD/ESM category candidates
<p>(a) Click on ‘Pay Now’ and Select Payment Category as “Advt. 87/2022” and then complete the payment process submitting the relevant details like Application ID etc. and making online payment of application fees of Rs.118/-. Upon payment, save and take a print of the payment confirmation receipt for further application process and records. This also needs to be uploaded in the next stage.</p> <p>(b) After making payment, the applicant has to come back to the home page and click on “Already Paid” and then sign-in using Login-ID and password to submit details viz. SBI e-Collect Reference Number (starting with DU), Payment Bank Name and Payment Date. Also upload the payment confirmation receipt in jpg format. Then click “Next”.</p> <p>(c) Upload the scanned copy of photograph, signature and other required documents and finally click “Submit”. ‘Application process is completed’ message will be displayed along with the final application.</p>	<p>(a) Upload the scanned copy of photograph, signature and other required documents and finally click “Submit”. ‘Application process is completed’ message will be displayed along with the final application.</p>

Once the submission of application is complete, candidate must keep PDF format of the **ONLINE** application form in their safe custody for future reference. **Candidates do not have to send this printout to MRPL.**

XIII. DOCUMENT VERIFICATION BEFORE GROUP DISCUSSION (GD) AND PERSONAL INTERVIEW (PI)

Original documents along with a self-attested copy of the listed documents/ testimonials /any other documents required by MRPL mentioned at **Table-9** below should be furnished during Document Verification at the time of Personal Interview.

Table 9

Sl. No.	Particulars	Documents to be produced
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 Graduate Degree. (as applicable for the post applied for)]	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 application of 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	Caste certificate [SC/ST/OBC(NCL)]/Income and Asset Certificate (EWS)	Caste certificate [SC/ST/OBC (NCL)]/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.
4	PwBD certificate	Candidate belonging to Persons with Benchmark Disability (PwBD) category shall submit the PwBD 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 PwBD as per the Rights of Persons with Disabilities Act, 2016. Non-submission of PwBD certificate may lead to rejection of the candidature.
5	Ex-serviceman	Candidates belonging to Ex-serviceman category shall submit the documents issued by the Competent Authority to establish Ex-servicemen status.
6	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 Interview failing which they will not be allowed to appear for Interview.

XIV. OTHER INSTRUCTIONS

- a) Concessions for reserved categories as notified by the Government of India from time to time will be applicable.
- b) Candidates called for Written Test/ Group Discussion and Personal Interview will 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 will be as under:

Table 10

Event	Travelling Expenses reimbursement admissibility
For attending Written Test : Only admissible for Scheduled Caste(SC)/Scheduled Tribe(ST)/ Persons with Benchmark Disability (PwBD) category candidates	Sleeper Class Rail Fare or Non-AC Bus Fare limited to sleeper class rail fare
For attending GD & PI : Admissible to all category candidates	3AC train fare or AC bus fare limited to 3AC train fare.

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

- c) The prescribed qualification/experience are the minimum required eligibility criteria for the post and mere possession of the same will not entitle a candidate for Written Test/Group Discussion/ Personal Interview 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.
- d) 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 Personal Interview. 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 Personal Interview, his /her candidature will not be considered. For forwarding the application through Proper Channel, the candidate needs to apply online, complete the application process, print the online application form and then forward the application to MRPL through their present employer. The application may be forwarded to **“Senior Manager (HR), Recruitment Section, Mangalore Refinery and Petrochemicals Limited, Kuthethoor Post, Mangalore- 575030, Karnataka”**.
- e) Working knowledge of Hindi is desirable.
- f) Requests for change of category once declared in the application will not be entertained.
- g) 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.
- h) Candidates must mention correct and active e-mail ID/mobile number for various communications.
- i) Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need arises, without issuing any further notice or assigning any reason thereof.

- j) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- k) 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.
- l) 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.
- m) Management reserves the right to create and operate a panel of suitable candidates, for a period of one year.
- n) 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.
- o) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

XV. IMPORTANT DATES AND LINKS

Table 11

The cut-off date for deciding the maximum permissible age	15/01/2023
Date of commencement of online application	17/12/2022 at 10:00 Hrs (IST)
Date of closing of online application	15/01/2023 till 18:00 Hrs (IST)
Date of Written Test, Group Discussion and Personal Interview	Will be announced on MRPL website https://www.mrpl.co.in/careers

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 **ONLINE** application once only. If multiple applications are received, then the latest application received within stipulated time period will be considered.
- 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.

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