



## ओएनजीसी मंगलूर पेट्रोकेमिकल्स लिमिटेड

(मंगलूर रिफाइनरी एण्ड पेट्रोकेमिकल्स लिमिटेड की सहायक कंपनी)

### ONGC Mangalore Petrochemicals Limited

(A Subsidiary of Mangalore Refinery and Petrochemicals Limited)

CIN NO : U40107KA2006GOI041258 - MSEZ, Permude, Mangalore – 574 509

Phone: 0824-2872052, E-mail: omplhr@omplindia.com

Advertisement No. **03/2018**

Last date for receipt of Application: **31/08/2018**

#### **RECRUITMENT OF HEAD-FINANCE AT E7 GRADE**

ONGC Mangalore Petrochemicals Limited (OMPL) is promoted by Oil and Natural Gas Corporation Limited (ONGC) and Mangalore Refinery and Petrochemicals Limited (MRPL) to produce about 913.70 KTPA of Paraxylene and about 283.10 KTPA of Benzene. OMPL is a subsidiary of MRPL. The Company is likely to be scheduled as required by Department of Public Enterprises, Government of India.

OMPL invites application from the eligible Indian Nationals for the following position:-

Position	Head-Finance
Grade	E7
No. of Vacancies	1
Category	Un-reserved
Maximum Age limit	47 years (as on Last date for receipt of Application)
CTC Band *	Annual CTC 24 – 30 Lakhs
Qualification	CA/ICWA
Experience (as on Last date for receipt of Application)	Minimum 19 years of post-qualification experience in a large reputed corporate in Manufacturing / Process Sector, presently working in the position of at least Chief Manager / Senior Manager. Work experience in a Refinery / Fertilizer / Petrochemical plant will be added advantage. Experience in corporate Accounts Finalization, Treasury Management and Direct and Indirect taxation, Budget, Maintenance of Cost Records, Management Information systems, Project appraisal etc will be preferred.

\* The Company is likely to be scheduled by Department of Public Enterprises (DPE), Government of India. The emoluments would be revised / realigned as per the DPE guidelines.

**IMPORTANT INSTRUCTION:-**

- 1. ELIGIBILITY CRITERIA: Candidates are requested to read the web advertisement carefully and should satisfy themselves about meeting the eligibility criteria before applying for the said positions.**
2. The qualifications specified above shall be recognized by Institute of Chartered Accountant of India / Institute of Cost and Works Accountant of India.
3. The cutoff date for deciding the maximum permissible age and experience (wherever applicable) as per eligibility criteria shall be as on Last date for receipt of Application. Experience shown must be the minimum relevant experience for the function, after obtaining necessary qualification (post qualification work experience) including 'On the Job' training period. In order to compute post qualification work experience, the period of work experience starting from the month immediately succeeding the month and year of final examination in which the candidate acquires the minimum essential educational qualification shall be considered.
4. Wherever specific relevant experience has been prescribed, Experience Certificates / Resumes clearly indicating the specific area of experience should be enclosed. Please note that applications not fulfilling this specific criterion will not be considered.
5. The application form shall be duly filled in legible handwriting / computer typed and the candidate shall ensure that all the fields are filled properly. The self-attested copies of all educational qualifications mentioned in the application form have to be attached. The candidate shall also attach proper experience documents clearly indicating the date of joining and release from the previous employers. Experience certificate as indicated is compulsory in case the candidate has been released from the employer. For establishing the work experience where the candidate is presently employed, the appointment letter/offer letter clearly indicating the date of joining shall be enclosed. In case the offer letter is enclosed, then the candidate has to attach a valid document clearly showing the date of actual joining. In order to establish the continuity of employment with the present employer, the candidate has to attach the latest pay slip. Please note that pay slip alone will not be considered as proof of work experience. The dates mentioned in the application form should match with the corresponding dates mentioned in the attached proof of experience.
6. Incomplete applications not supported by self-attested copies of relevant documents in support of age, qualifications (mark sheet/degree), experience and caste certificate (in case of SC/ST/OBC/PWD) not fulfilling the eligibility criteria or those received after the last date of receipt of applications shall not be considered and treated as Rejected and the application money will not be refunded. While applying for a post in response to the advertisement, candidates must ensure that all particulars filled by them in the application format are correct and complete in all respects. In case it is detected at any stage of the recruitment process that a candidate does not fulfill the eligibility criteria or has submitted false

information or has suppressed any material facts, his/her candidature will automatically stand cancelled. If any of the above shortcomings are detected even after appointment, his/her services are liable to be terminated without any notice. In case any of the above mentioned conditions are not fulfilled, the application of the candidate will be summarily rejected and no communication in this regard will be entertained.

7. Persons employed in Government organizations / Public Sector Undertakings / Autonomous Bodies owned by the Government, should submit their application through proper channel. However, they may also produce the No OBJECTION CERTIFICATE at the time of interview if their applications were not routed through proper channel, failing which they will not be allowed to appear for the interview.
8. The job location/initial place of posting for the above position 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 OMPL.
9. **Application Fee:-** Candidates belonging to General and OBC category need to pay an application fee of Rs.750/- (Rupees Seven hundred and Fifty only) by way of DD (issued by an Indian Scheduled Bank or Scheduled Foreign Bank registered with the Reserve Bank of India) drawn in favour of ONGC Mangalore Petrochemicals Limited payable at Mangalore. SC/ ST/ PWD/ Ex-Servicemen are exempted from paying application fee.
10. **Travel Allowance:** Candidates called for interview shall be reimbursed 2A train fare / AC bus fare limited to 2A train fare from their correspondence address/place of work in India on production of actual tickets by the shortest route. (PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines). Local Travel cost, if any, shall be borne by the candidates.
11. **How to apply:-** Candidates are requested to read the instructions and ensure correctness of the data before applying. Candidates should submit their application in the enclosed format, enclosing self-attested copies of all relevant certificates in support of qualification (along with year-wise / semester-wise marks cards), age (SSLC Certificate), caste, experience certificates, pay slip, along with recent passport size photograph and super scribing the envelope with the position applied for, by post / courier only to the Manager (HR)-Recruitment, ONGC Mangalore Petrochemicals Limited, MSEZ, Permude, Mangalore - 574 509, on or before **31/08/2018**. (Last date for receipt of application). Application received after the **31/08/2018** will not be considered and DD shall be not be returned under any circumstances. Candidates forwarding applications which are not as per the prescribed format and without application fee, will also be rejected.
12. **Document verification before interview:-** Candidates who are shortlisted for 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.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Documents to be produced for verification during interview</b>
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 or e) Certificate indicating date of birth granted by the previous employer indicating date of birth, if employed with Central/State Government or Public sector undertaking.
2	Educational qualification [Class X, XII, Diploma, Degree, CA/ICWA (as applicable for the post applied for)]	a) All mark sheets & certificates of educational qualifications. b) Pass Certificate of Final Examination of Institute of Chartered Accountants of India or Institute of Cost and Works Accountant of India Non-submission of above certificates will lead to rejection of the candidature and the candidate will not be allowed to appear for interview
3	Caste certificate [SC/ST/OBC (Non-Creamy Layer)]	Caste certificate [SC/ST/OBC (Non-Creamy Layer)] issued by the Competent Authority in the prescribed format. The prescribed format of certificates is available for download at the "Careers" page of <a href="http://ompl.co.in">ompl.co.in</a> .  Non-submission of caste certificate will lead to rejection of the candidature and the candidate will not be allowed to appear for interview.
4	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 "Careers" page of <a href="http://ompl.co.in">ompl.co.in</a> . Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act 1995. Non-submission of PWD certificate will lead to rejection of the candidature and the candidate will not be allowed to appear for interview.
5	Ex-serviceman	Candidates belonging to Ex-serviceman category shall submit the documents issued in this regard by the Competent Authority.
6	No Objection Certificate (NOC)	In case the candidate is employed in Government organizations / Public Sector Undertakings / Autonomous Bodies owned by the Government, should produce the NO OBJECTION CERTIFICATE at the time of interview failing which they will not be allowed to appear for the Personal Interview.

### **13. GENERAL INSTRUCTIONS:**

- a) Benefits other than CTC shall be as admissible for the grade.
- b) In case large numbers of applications are received, Management reserved the right to raise the minimum eligibility standards / criteria.
- c) Requests for change of category once declared in the application will not be entertained.
- d) Age relaxation for Ex-servicemen will be as per Government Guidelines.
- e) In case any certificate/ testimonial have been issued in any other language other than English/Hindi the candidate must submit a self – certified translation copy of the same either in English or Hindi.
- f) The vacancy and reservation indicated above is tentative and may increase or decrease in the relevant categories at the discretion of Management and in Compliance with Presidential Directives on reservation at the time of appointment. Depending on the requirement, the Company reserves the right to cancel / restrict / curtail / enlarge the number of vacancies and recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
- g) Satisfactory Character & Antecedents report, verification of all educational certificate and work experience certificates would be required once selected and the Management reserves the right to outrightly dismiss the candidates whose report is not found satisfactory.
- h) Canvassing in any form shall disqualify the candidature.
- i) Management reserves the right to fill or not to fill the post and mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entitle a candidate to be called for the personal interview.
- j) While applying for post, the applicant should ensure that he / she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.
- k) Candidates must mention correct and active e-mail ID / Contact nos. for communication.
- l) The application fee will not be returned / refunded due to any reasons, whatsoever.
- m) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Mangalore courts / tribunals / forums at Mangalore only shall have sole and exclusive jurisdiction to try any such case / dispute.
- n) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
- o) The decision of the Management in all matters relating to eligibility, acceptance or rejection of the application, mode of selection will be

final and Management will not entertain any enquiry or correspondence in this regard.

- p) Management reserves the right to create and operate a panel of suitable candidates for one year.
- q) Any amendment / corrigendum shall be hosted only on the Company's website [www.ompl.co.in](http://www.ompl.co.in). Candidates may regularly check for updates.