



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

Advertisement No. 84/2022

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 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 professionals (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 AND RESERVATION

Table-1

Sr. No.	Position	Grade	No of Posts	Reservation	Upper Age Limit	Selection process
1	Senior Manager (Security)	D	1	Unreserved	45 years	Personal Interview
2	Senior Manager (Medical Services)	D	1	Unreserved	40 years	
3	Assistant Manager (Medical Services)	B	1	Scheduled Caste	39 years*	Written Test & Personal Interview

* including 5 years of age relaxation applicable for Scheduled Caste (SC) category.

a) For getting the benefits of reservation under SC category:

- Name of caste to which candidate belongs must appear in the List of Scheduled Castes 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 certificate as per the latest format prescribed by Government of India.

b) For getting the benefit of reservation under Persons with Benchmark Disability (PwBD) category:

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

II.POST IDENTIFIED SUITABLE FOR PERSONS WITH BENCHMARK DISABILITY (PwBD) CATEGORY

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

Table-2

Sl.No.	Positions	Eligible PwBD Categories
1	Senior Manager (Security)	OA, OL, CP, LC, Dw, AAV, SLD, MD
2	Senior Manager (Medical Services), Assistant Manager (Medical Services)	OA, OL,BL,LC, Dw, AAV, SLD, MD

Abbreviations Used: OA- One Arm, OL- One Leg, CP- Cerebral Palsy, LC- Leprosy Cured, Dw- Dwarfism, AAV- Acid Attack Victims, SLD- Specific Learning Disability, MD- Multiple Disabilities, BL – Both Legs.

III.RELAXATION OF AGE

- a) **Age relaxation for candidates belonging to Persons with Benchmark Disability (PwBD) category having minimum 40% disability.**
- In addition to the upper age limit specified above at **Table-1** for Unreserved category, Persons with Benchmark Disability (PwBD) category candidates having minimum 40% disability are entitled for **5 (five)** years relaxation for the post of Senior Manager (Medical Services) and Senior Manager (Security). However the maximum age after availing all the age **relaxations should not exceed 50 years.**
 - In addition to the upper age limit specified above at **Table-1** for the post of Assistant Manager (Medical Services), Persons with Benchmark Disability (PwBD) category candidates having minimum 40% disability are entitled for **10 (ten)** years relaxation.
- b) **Age relaxation for Ex-servicemen(ESM)**
- 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 the resultant age **should not exceed 43 years for the post of Sr.Manager (Medical Services) and 48 years for the post of Sr.Manager (Security).** However the maximum age (**actual age of the applicant**) after availing all the age relaxations **should not exceed 50 years.** Please note that a candidate has to meet **both the above criteria**, i.e., the resultant age should not exceed **43 years for the post of Sr.Manager (Medical Services) and 48 years for the post of Sr.Manager (Security);** and actual age of the candidate after availing all the relaxations should not exceed **50 years.**
 - For the posts of Assistant Manager (Medical Services), Ex-servicemen who have rendered at least 5 years of Military service and have been released shall be allowed maximum relaxation of five years in the upper age limit.
- c) **The cutoff date for deciding the maximum permissible age and post qualification work experience will be 15/12/2022.**

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

1) Senior Manager (Security)

a) Minimum essential educational qualification

Graduate from a recognized University with 60% marks in aggregate.

b) Medical Fitness requirement

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

c) Service Record

The candidate should have exemplary service record/outstanding service record.

d) Work Experience

Minimum rank of Major in the Army or equivalent grade in Navy/Air Force.

Overall 13 years of minimum post-qualification experience out of which 10 years post qualification experience as a Commissioned officer

OR

Deputy Commandant or equivalent in Central Armed Police Force (CAPF*). Overall 13 years of minimum post-qualification experience out of which 10 years post qualification experience as a Gazetted Officer.

* CAPF consists of CRPF, CISF, BSF, ITBP, Assam Rifles, NSG and SSB.

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.

2) Senior Manager (Medical Services)

a) Minimum essential educational 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 (Associate Fellow of Industrial Health –AFIH)*. However, candidates possessing a Diploma in Industrial Health or equivalent shall not be required to possess the certificate of training as aforesaid.

*The candidates who do not possess required Certificate of training in Industrial Health at the time of recruitment are also eligible to apply subject to the condition that they submit an undertaking that they will obtain the requisite Certificate of training in Industrial Health within one year from the date of joining the company.

b) Experience

Candidates shall have minimum **13 years of post-qualification** work experience after 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.

3) Assistant Manager (Medical Services)

a) Minimum essential educational qualification

MBBS Degree with minimum 50% 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 (Associate Fellow of Industrial Health –AFIH)*. However, candidates possessing a Diploma in Industrial Health or equivalent shall not be required to possess the certificate of training as aforesaid.

*The candidates who do not possess required Certificate of training in Industrial Health at the time of recruitment are also eligible to apply subject to the condition that they submit an undertaking that they will obtain the requisite Certificate of training in Industrial Health within one year from the date of joining the company.

b) Experience

Candidates shall have minimum **7 years of post-qualification** work experience after 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. 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.

V. ADDITIONAL CONDITIONS REGARDING EDUCATIONAL QUALIFICATIONS

- a) 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.
- b) Candidates applying against Unreserved post should have **minimum 60% aggregate marks** in the essential qualifications mentioned above. Candidates applying against posts reserved for SC category should have **minimum 50% aggregate marks** in the essential qualifications mentioned above.
- 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/subjects by the Institute/University. Aggregate percentage of marks shall not be rounded off (for example 59.99 % should 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.**

VI. 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. **In case for the post of Senior Manager (Medical Services) and Assistant Manager (Medical Services), the post qualification work experience after completion of rotatory internship is only considered.** The work experience should 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.

VII.SCALE OF PAY, PROBATION AND EMOLUMENTS

Candidates selected will be placed on probation as per Company Rules in the minimum of the following scale of pay:

Table-3

Grade of the post	Scale of pay(Rs)
D	90000-240000
B	70000-200000

In addition to the basic pay, the candidates appointed will be eligible for DA (on IDA pattern), HRA/Township Accommodation, Perks & Allowances under cafeteria approach and other allowances/benefits as per Company Rules.

VIII.SELECTION PROCESS**a) For the post of Senior Manager (Security) and Senior Manager (Medical Services):**

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

b) For the post of Assistant Manager (Medical Services):

- 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.
- 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 interview is 50% subject to falling within 1:5 ratio mentioned above.
- The final merit list of candidates will be prepared as per the prevailing rules of MRPL.

• Pattern of Written test

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

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

1. General Awareness for 30 marks (consisting of 30 objective questions)
2. Discipline/domain/subject for 100 marks (consisting of 100 objective questions)
3. 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:

- i. All questions carry 1 mark each. There will be no negative marking.
 - ii. The Question Papers for Written Test will be Bilingual i.e. in English & Hindi.
- 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 and Personal Interview indicating the time and venue for each 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 and Signature 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 15/12/2022.** 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/ 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 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 of the department 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, 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.) has to be borne by the applicant.
- b) SC / ST/ PwBD/ regular employees of MRPL/ 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

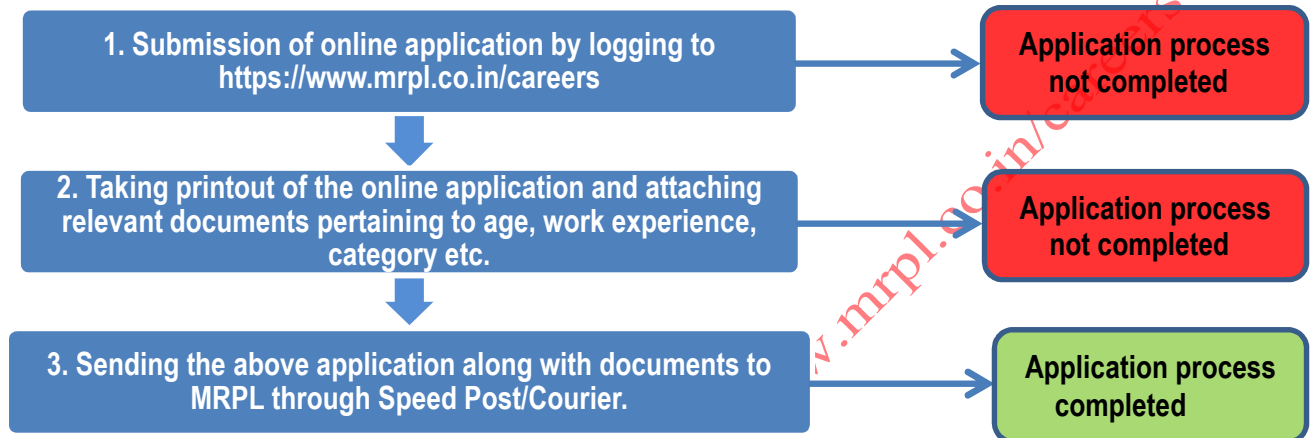
- a) Candidates must go through this detailed advertisement very carefully and check their eligibility before proceeding to apply **ONLINE** for the position.
- b) The relevant link to apply **ONLINE** shall be available on the company website <https://www.mrpl.co.in/careers>. Candidates should read the instructions carefully and fill the **ONLINE** application form giving correct and complete information.
- c) Candidate should have following documents ready for uploading on MRPL **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
- 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) 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

The application submission process has three parts as mentioned below:



Very important: Mere applying online does not amount to submission of application. Only those applications along with the self-attested documents pertaining to age, educational qualification, work experience, category etc. (hard copy) that reach MRPL by Speed post/Courier within the specified time limit will be considered for further processing.

Detailed steps for submitting application is mentioned below:

- 1) **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.84/2022: Recruitment of various posts in Management Cadre**". Click on "**Click here to register online**" for generating Login ID and password.
- 2) **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.
- 3) **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.

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

Table-4

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. 84/2022" 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 finally click "Submit". 'Application process is completed' message will be displayed along with the final application.</p>

- 5) **Step 5:** Upon final submission of application form online, candidates are required to take a **printout of the Application Form and attach self-attested copies** of the following:

Table-5

Sl. No.	Particulars	Documents to be sent with application form
1	Proof of Age (any one of the document mentioned)	<p>a) SSLC marks card indicating date of birth or</p> <p>b) Matriculation certificate indicating date of birth or</p> <p>c) School leaving certificate indicating date of birth or</p> <p>d) Municipal birth certificate.</p>
2	Educational qualification [Class X, XII, Diploma, Degree/Post Graduate Degree. (as applicable for the post applied for)]	<p>a) All mark sheets & certificates of educational qualifications</p> <p>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 semesters/years 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.</p> <p>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 application.</p>

3	Work Experience	<p>a) For 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 may lead to rejection of the application 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 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) where date of joining is clearly mentioned. ii) Proof of continuity of present employment – Latest Pay slip.</p> <p>Non-submission of the documents mentioned above may lead to rejection of the application.</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 category) 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 application.
5	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 application.
6	Ex-serviceman	Candidates belonging to Ex-serviceman category shall submit the documents issued by the Competent Authority to establish Ex-serviceman status.
7	Proof of exemplary/outstanding service record	Documentary proof of applicant having exemplary/outstanding service record [applicable for the post of Senior Manager (Security)] .
8	"SHAPE-1" Medical & Fitness standards certificate	Documentary proof of applicant fulfilling "SHAPE-1" Medical & Fitness standards [applicable for the post of Senior Manager (Security)] .

9	Certificate of compulsory rotatory internship training	Certificate of completing compulsory rotatory internship training to be submitted [applicable for the post of Senior Manager (Medical Services) and Assistant Manager (Medical Services)] .
10	Certificate of registration at State Medical Council or Medical Council of India	Certificate of registration at State Medical Council or Medical Council of India to be submitted [applicable for the post of Senior Manager (Medical Services) and Assistant Manager (Medical Services)] .
11	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.
12	Application Fee payment confirmation receipt	Candidates paying application fee are required to attach payment confirmation receipt.

- 6) **Step 6:** The above documents are to be sent (with name of post super-scribed on the envelope) by speed post/courier to **“Senior Manager (HR), Recruitment Section, Mangalore Refinery and Petrochemicals Limited, Kuthethoor Post, Mangalore- 575030, Karnataka”**.
The last date of receipt of hard copy of application is **15/12/2022**.

Print out of online application form & documents not received within stipulated date/ Application form without payment confirmation receipt/ Application received without the prescribed certificates and testimonials will be summarily ‘Rejected’. Applications/Documents sent by Email or hand delivery will not be considered.

XIII.DOCUMENT VERIFICATION BEFORE PERSONAL INTERVIEW

Original documents along with a self-attested copy of the above listed documents/ testimonials (mentioned at **Table-5** above) should be furnished during Document Verification at the time of Personal Interview.

XIV.OTHER INSTRUCTIONS

- Preference will be given to candidates having in line experience in Oil and Gas Sector/ Petrochemicals Sector.
- Concessions for reserved categories as notified by the Government of India from time to time will be applicable.
- Candidates called for Written Test/ 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 B and D grade positions will be as under:

Table-6

Grade	Travelling Expenses reimbursement admissibility
B	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 Interview: 2AC train fare or A/c bus fare limited to 2AC train fare.

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

- d) The prescribed qualification and experience are the minimum required eligibility criteria for the post and mere possession of the same will not entitle a candidate for Written Test/ 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.
- e) 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 application 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, attach the required documents 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”**.
- f) Working knowledge of Hindi is desirable.
- g) Requests for change of category once declared in the application will not be entertained.
- h) 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.
- i) Candidates must mention correct and active e-mail ID/mobile number for various communications.
- 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-7

The cut-off date for deciding the maximum permissible age and post qualification work experience	15/12/2022
Date of commencement of online application	16/11/2022 at 10:00 Hrs (IST)
Date of closing of online application	11/12/2022 till 18:00 Hrs (IST)
Last date for receipt of hard copy of application by speed post/courier at MRPL	15/12/2022
Date of Written Test/ Personal Interview	Will be announced on MRPL website https://www.mrpl.co.in/careers

The candidates are advised to submit the application at the earliest and not to wait till the last date to apply. They must consider the scenarios of postal delays etc. and ensure that the hard copy of applications will reach the above address with in the stipulated time.

MRPL will not be responsible for network problems or any other problem in submission of online application.

NOTE:

- Candidates are required to submit the application online once only.
- Print out of online application form & documents not received within stipulated date, Application form received without the prescribed certificates and testimonials will be summarily 'Rejected'.

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