


MANGALORE REFINERY AND PETROCHEMICALS LIMITED

(A Subsidiary of Oil and Natural Gas Corporation Limited)

CIN No. : L23209KA1988GOI008959

Kuthethoor Post, Mangalore – 575030

Advertisement No. 90/2023
RECRUITMENT IN MANAGEMENT CADRE

Mangalore Refinery and Petrochemicals Limited (MRPL), a Schedule 'A' Mini Ratna Central Public Sector Enterprise and a subsidiary of ONGC limited, operates a 15 MMTPA state-of-the-art Refinery located in beautiful hilly terrain, north of Mangaluru city, in Dakshina Kannada District of Karnataka State. It also includes a Polypropylene unit and an Aromatic Complex capable of producing Para Xylene and 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 professional (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

Sl. No.	Position	Grade	No. of Post	Reservation	Upper age limit as on 04/01/2024	Selection Process
1	Senior Manager (Secretarial)	D	1	Unreserved	43 years	Personal Interview

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

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

Table-2

Sl.No.	Position	Eligible PwBD Categories
1	Senior Manager (Secretarial)	LV, HH, OA, BA, OL, BL, CP, LC, Dw, AAV, MD

Abbreviations Used: LV-Low Vision, HH- Hard of Hearing, OA-One Arm, BA-Both Arms, OL-One Leg, BL-Both Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victims, MD-Multiple Disabilities

- a) 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.

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.

- b) Age relaxation for ex-servicemen will be as per relevant Government Guidelines.

- c) The cutoff date for deciding the maximum permissible age and post qualification work experience will be **04/01/2024**.

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

1) Senior Manager (Secretarial)

a) Minimum essential educational qualification

Associate Membership of Institute of Company Secretaries of India

b) Post Qualification work experience and below pay scale:

The candidate should have minimum 13 years of post-qualification work experience in handling secretarial functions and activities in a listed company* or a company with a turnover of at least thousand crore in the financial year 2022-23.

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. 80,000-2,20,000. This will not be applicable to candidates working in Government/ CPSE in the same pay scale or above than the post applied for.

*Listed company means a company listed at NSE/BSE or both.

V. ADDITIONAL CONDITIONS REGARDING EDUCATIONAL QUALIFICATIONS

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.

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. 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	90,000 - 2,40,000

Annual CTC in the range of Rs. 30 to 35 Lakhs

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) Selection process consists of Personal Interview.
- b) The management reserves the right to add, modify or delete any test, as the case may be, to the selection process.

IX. GENERAL INFORMATION / INSTRUCTIONS:

- a) No other qualification other than those expressly mentioned in the qualification criteria would be accepted.
- b) Any updates/information about the advertisement will be given in MRPL website <https://www.mrpl.co.in/careers> only. 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) Candidates should comply with additional instructions of MRPL, if any.
- d) No correspondence will be entertained about the outcome of the application, at any stage.
- e) Candidate must ensure that they fulfill all the eligibility criteria specified in the advertisement as on **04/01/2024**. 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.
- f) Issue of call letter for Personal Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
- g) 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.
- h) 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.
- i) In case of any clarification on recruitment process, candidates are required to send email to 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 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)**. Any additional charges (like bank service charges etc.) have to be borne by the applicant. The application fee needs to be paid through Challan (format of Challan available for downloading at <https://www.mrpl.co.in/careers>) in any branch of State Bank of India (SBI). The duly filled Challan stamped by SBI needs to be send to MRPL along with other testimonials.
- 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.
- d) 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. HOW TO APPLY

- a) The application form is available for download at <https://www.mrpl.co.in/careers>. Candidates are required to take a printout of the application and fill the details in clear legible handwriting. After that the candidates are required to attach self-attested copies of the following:

Table-4

Sl. No.	Particulars	Documents to be sent with application form
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 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 . 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.

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	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.
8	Application Fee payment receipt	Candidates paying application fee are required to attach MRPL's copy of duly filled Challan stamped by SBI.

9	Proof of company being listed at NSE/BSE or both	Candidate needs to attach sufficient documentary proof for the company being listed at NSE/BSE or both
10	Proof of turnover of at least thousand crore in the financial year 2022-23	Candidate needs to attach sufficient documentary proof for the company having turnover of at least thousand crore in the financial year 2022-23

- b) The duly filled application forms along with above documents are to be sent (with name of post super-scribed on the envelope) by speed post/courier to **“General 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 **04/01/2024**.

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

XII. DOCUMENT VERIFICATION BEFORE PERSONAL INTERVIEW

Original documents along with a self-attested copy of the above listed documents/ testimonials (mentioned at **Table-4** above) should be furnished during Document Verification at the time of Personal Interview.

XIII. OTHER INSTRUCTIONS

- a) Preference will be given to candidates having in line experience in Oil and Gas Sector/ Petrochemicals Sector.
- b) Concessions for reserved categories as notified by the Government of India from time to time will be applicable.
- c) Candidates who are called for personal interview will be reimbursed travelling expenses limited to 2A Rail fare or bus fare limited to 2A Rail fare from the correspondence address mentioned in call letter or from the actual place of travel, whichever is less. The candidates need to submit the proof of travel for claiming the reimbursement. PwBD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines. Local travel expenses will not be reimbursed and needs to be borne by the candidates.
- d) The prescribed qualification and experience are the minimum required eligibility criteria for the post and mere possession of the same will not entitle a candidate for 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 the candidate should fill the

application form, attach the required documents and then forward the application to MRPL **through their present employer**. The application may be forwarded to “**General 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.
- 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 will be made available only at MRPL 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.

XIV. IMPORTANT DATES AND LINKS

Table-5

The cut-off date for deciding the maximum permissible age and postqualification work experience	04/01/2024
Last date for receipt of hard copy of application by speed post/courier at MRPL	04/01/2024

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.

NOTE:

- a) **The application form & documents not received within stipulated date, application form received without the prescribed certificates and testimonials will be summarily 'Rejected'.**