

**Web Advertisement**

**MANGALORE REFINERY AND PETROCHEMICALS LIMITED**  
**(A Subsidiary of Oil and Natural Gas Corporation Limited)**

**CIN No. : L23209KA1988GOI008959**

Kuthethoor Post, Mangalore – 575030

Ph: 824 – 288 2179/2178/2183 Fax: 0824-2271404 Email:recruit@mrpl.co.in

**Advertisement No. 71/2017      Last date for receipt of applications: 12/08/2017**

**RECRUITMENT IN NON-MANAGEMENT CADRE**

1. Mangalore Refinery and Petrochemicals Limited (MRPL), a subsidiary of ONGC and a Schedule 'A' Mini Ratna CPSE, is focused on growth and efficiency. The company is recognized today as the leading refinery in India in terms of all round performance, having won many awards for Energy conservation, Safety, Quality, Exports etc. **MRPL invites applications from eligible Indian nationals for the following positions.**

**Table 1**

Sl. No.	Position	Grade	Vacancies	Post qualification experience(in years) as on <b>31/08/2017</b>	Upper age limit(in years) as on <b>31/08/2017</b>	Job Location/In itial place of posting
(i)	Crane Operator	TS5	1	2	30	Mangalore
(ii)	Technical Assistant-B (Mechanical)	TS5	3	2	30*	Mangalore

\*10 years age relaxation for candidates belonging to Persons with Disability (PwD) category having minimum 40% disability for posts at sl.no. (ii) at Table-1 above.  
 Age relaxation for Ex-servicemen as per Government guidelines.

**2. Pay Scales, Category**

**Table 2**

Sl. No.	Position	Scale of pay	Category
(i)	Crane Operator	11900-32000	Un-reserved
(ii)	Technical Assistant-B (Mechanical)	11900-32000	Un-reserved

The posts at sl.no. (ii) Above are suitable for Persons with Disability (PWD) category also (Visually Handicapped/Hearing impairment/Orthopedically Handicapped)

**3. Minimum essential educational qualification and work experience**

**i) Crane Operator**

**a) Qualification**

**3 years Diploma** in Diploma in Automobile Engineering/Mechanical Engineering with **minimum 60% marks** in aggregate. The candidate shall possess valid driving license and crane operation endorsement issued from RTO.

**b) Experience**

**Minimum 2 years** of post-qualification work experience in operation and maintenance of tyre mounted type crane of minimum 250 MT capacity in any of Oil refinery/Fertilizer industry/Petrochemical industry. The candidate should have knowledge about crane safe load indicator/electronic system, embedded configurable operating system and crane hydraulic system. Candidate shall be proficient in crane maintenance and troubleshooting and shall possess crane operating skills with necessary knowledge of safe lifting and rigging practice. The candidate shall have to submit eye test certificate and physical fitness certificate from a **Government doctor** indicating physical capability for crane operations along with application. During late stages of selection process, candidates have to demonstrate operation of 250 MT crane successfully.

**ii) Technical Assistant –B (Mechanical)**

**a) Qualification**

**3 years Diploma** in Mechanical Engineering with **minimum 60% marks** in aggregate.

**b) Experience**

**Minimum 2 years** post qualification industrial experience in handling static and rotary equipment jobs in any Chemical/ Petrochemical/Refinery/Fertilizer/Engineering/ Pharmaceutical/Power/Cement/Sugar/Paper/ Oil and Gas/ Iron & Steel/Continuous Process plants

**4. Important Instructions**

a) The cutoff date for deciding the maximum permissible **age and experience (wherever applicable)** shall be **31/08/2017**. 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.

b) **The candidates selected shall be placed on probation for a period of one year.**

**5. Documents to be enclosed along with the applications**

a) The application form shall be duly filled in legible handwriting or typed and the candidate shall ensure that all the fields are filled properly. **The candidates are required to attach the self-attested true copies of the following documents along with the application form as mentioned below.** Please note that the list of documents mentioned below is not

exhaustive and candidate may be required to produce other relevant documents on case to case basis in support of his/ her candidature.

Sl. No.	Particulars	Documents to be attached along with the application (self-attested true copy)
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. <b>Non-attachment of proof of age shall lead to rejection of application</b>
2	Educational qualification [Class X, XII, Diploma, Degree, Post-Graduation (as applicable for the post applied for)]	a) All mark sheets & certificates of educational qualifications b) For Diploma/Degree/Post Graduation the individual mark sheet of all semesters/years has to be submitted. Only last semester/year mark sheet with details of all previous semester/year marks shall not be considered and will lead to rejection of the candidate. Consolidated mark sheet showing details of all semesters/ years marks and all subjects studied can be submitted in case the <b>University is not issuing individual mark sheets for each semester/year.</b> c) Diploma/Degree/Post Graduation certificate has to be submitted. In case the candidate has not got Diploma/Degree/Post Graduation certificate then provisional diploma/degree certificate needs to be submitted. Non-submission of Diploma/Degree/Post Graduation will lead to rejection of the candidate d) In case minimum percentage of marks is required in the essential qualification then wherever CGPA or Letter Grade is awarded in qualifying degree, its equivalent percentage of marks must be indicated in the application as per norms adopted by the University/ Institute. The candidate shall also enclose a documentary proof issued by the University/Institute stating the formula/method for conversion of CGPA/Letter Grade to equivalent percentage. In case the University/Institute do not have any formula/method for conversion of CGPA/Letter Grade to equivalent percentage then a documentary proof issued by the University/Institute stating that they do not have formula/method for conversion of CGPA/Letter Grade to equivalent percentage needs to be enclosed with the application. e) Percentage of marks should be aggregate of all years/semesters i.e total marks obtained over total maximum marks of all years/semesters without giving any weightage to any particular year/semester f) Post qualification work experience is the period of work experience starting from the month immediately succeeding

		<p>the month and year of final examination in which the candidate acquires the minimum essential educational qualification shall be considered. <b>So candidates are required to mention the month of final exam in which they acquired the minimum essential educational qualification.</b></p>
3	Work Experience	<p>a) Past Employment:</p> <p>i) Experience letter indicating the date of joining as well as relieving</p> <p>The submission of experience letter indicating the date of joining as well as relieving is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience letter from any of the past employers is not submitted, it will lead to rejection of the candidate <b>even if the candidate has submitted experience letter for establishing minimum years of work experience.</b> So candidates are advised to ensure that the experience letter indicating the date of joining and relieving is attached <b>for all the past employment details mentioned</b> in the application form.</p> <p>b) Current employment</p> <p>i) <b>Proof of date of joining</b> – Offer letter <b>showing the date of joining</b> mentioned by the candidate in the application form <b>OR</b> appointment letter <b>showing the date of joining</b> mentioned by the candidate in the application form <b>OR</b> Offer letter/Appointment letter where date of joining is not mentioned <b>along with</b> any other document issued by the employer (including pay slip / identity card issued by employer) <b>where date of joining is clearly mentioned.</b></p> <p>ii) Proof of continuity of present employment – Pay slip for the month of <b>April 2017 or newest</b></p> <p>Non-submission of any of the documents mentioned above will lead to rejection of application</p>
4	Caste certificate [SC/ST/OBC(Non-Creamy Layer)]	<p>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 “career” page of <a href="http://www.mrpl.co.in">www.mrpl.co.in</a>.</p> <p>Only those candidates who have OBC (Non-creamy layer) certificate in the format prescribed by the <b>Central Government (format available at MRPL website)</b> can apply for post reserved for OBC. Other candidate in OBC category who do not fall in the Central list of OBCs can apply only for Un-reserved (UR) category posts and the candidates have to <b>write the category as “UR” in the application form.</b></p> <p>In case the candidate apply for a post reserved for OBC(NCL) category and does not submit OBC (NCL) certificate in the</p>

		<p>prescribed format , <b>their applications will be rejected.</b> The said OBC (Non Creamy Layer Certificate) in the prescribed format shall be issued <b>in the same financial year (1<sup>st</sup> April to 31<sup>st</sup> March) in which the advertisement is released.</b> In case the OBC certificate submitted is not issued in the same financial year (1<sup>st</sup> April to 31<sup>st</sup> March) in which the advertisement is released; then the candidate can attach old OBC (Non-creamy layer) certificate in his possession in the prescribed format along with the initial application. But in that scenario, at the time of written test, the candidate need to submit OBC (Non-creamy layer) certificate, which is issued in the same financial year (1<sup>st</sup> April to 31<sup>st</sup> March) in which the advertisement is released .</p> <p>In case the written test spills over to the next financial year then the candidate has to submit the OBC certificate issued in the respective financial year in which Written test is scheduled.</p> <p>Non-submission of SC/ST certificate also <b>will lead to rejection of the application.</b> Requests for change of category in the application form once submitted will not be entertained</p>
5	PWD certificate	<p>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 “career” page of <a href="http://www.mrpl.co.in">www.mrpl.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 &amp; Full Participation)Act 1995. <b>Non-submission of PWD certificate will lead to rejection of the application.</b></p>
6	Ex-serviceman	<p>Candidates belonging to Ex-serviceman category shall submit the documents issued in this regard by the Competent Authority</p>
7	No Objection Certificate (NOC)	<p>In case the candidate is employed in Government organizations / Public sector undertakings / Autonomous Bodies owned by the Government, should forward their application through proper channel. However they may also produce the NO OBJECTION CERTIFICATE at the time of written test if their applications were not routed through proper channel, failing which they will not be allowed to appear for the written test</p>
8	MRPL's copy of Application fee challan	<p>Candidates paying application fee are required to attach MRPL copy of the challan along with the application. The processing fee is non-refundable and candidates are therefore advised to ensure their eligibility for the post before applying. In case MRPL copy of Challan for application fee is not attached, the application shall be rejected</p>

- b) 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.

## 6. Selection Process

Selection process shall consist of Written Test followed by document verification. The candidates who are successful in written test as per the criteria of MRPL shall only be considered for document verification. In case of Crane Operator posts, candidates have to demonstrate operation of 250 MT crane successfully. The management reserves the right to add, modify or delete any test, as the case may be, to the selection process.

## 7. How to apply

- a) Candidates are requested to read the instructions and ensure correctness of the data before applying. Candidates should submit their application in the enclosed **format (pages 8 to 12)**, enclosing self-attested copies of all relevant certificates **as mentioned at point no 5(a) above** and **super scribing the envelope with the position applied** for, by post / courier to the **Ch. Manager (HR-Recruitment), Mangalore Refinery and Petrochemicals Ltd., Post Kuthethur, Mangalore – 575030**, on or before **12/08/2017**. Applications received after the last date of receipt of applications shall not be considered and treated as rejected.
- b) Candidates belonging to General and OBC category need to pay an application fee of ₹ **350/- (Rupees Three hundred and fifty only)** in favour of Mangalore Refinery and Petrochemicals Ltd., **Account No. 00000010981274266 (IFSC Code SBIN0000871)** by downloading the challan format enclosed with the Advertisement in the company's website ([www.mrpl.co.in](http://www.mrpl.co.in)) in any branch of State Bank of India. However, Bank Commission charges **shall be paid by those who make payment through challan**. SC/ST/PWD/Ex-Servicemen are exempted from paying application fee. Candidates forwarding applications which are not as per the prescribed format and without application fee, as given in the web advertisement, will be rejected. Applications/Documents sent by Email or hand delivery will not be considered.

**Last date for receipt of documents by post/courier: 12/08/2017**

## 8. GENERAL INSTRUCTIONS:

- a) **The job involves working in rotating shifts (including night shifts)**
- b) All the qualifications specified above should be recognized by Board of Technical Education / UGC/AICTE.
- c) **As the above posts are in non-management level candidates possessing BE/B.Tech/AMIE and Post Graduate degrees viz; ME/M.Tech and professional/Master Degrees like MBA/MCA/MSW/MSC need not apply. Such applications will be summarily rejected.**
- d) The candidates belonging to SC/ST/PWD category called for written test shall be reimbursed 2nd class Rail / Bus fare to and fro by the shortest route from the correspondence address in India or place where they are working subject to production of ticket(s) & proof of working/ residence in case they are travelling from the place of working. The PWD candidates will be reimbursed travel cost as above,

- for an attendant, wherever applicable, as per Govt. guidelines. However, local travel cost, if any, shall be borne by the candidates.
- e) The job location for the positions is mentioned against each post at Table-1 above. However, employees are liable to be transferred to any place in India or abroad, within the same Organization, one of the group companies of ONGC or any other Organization.
  - f) Working knowledge of Hindi is desirable.
  - g) Preference will be given to candidates with NCC / National Apprentice Training Certificate.
  - h) Recruitment of Minority as per applicable Government guidelines.
  - i) In case large numbers of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
  - j) Requests for change of category once declared in the application will not be entertained.
  - k) Experience in PSU/ Private needs to be specified.
  - l) The vacancies 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.
  - m) 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.
  - n) Canvassing in any form shall disqualify the candidature.
  - o) Management reserves the right to fill or not to fill the posts and mere fulfillment of qualification, experience and other eligibility requirements laid down, does not entitle a candidate to be called for the written test.
  - p) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.
  - q) Application fee will not be returned/refunded due to any reasons, what so ever.
  - r) Documents received after the last date for submission of documents will not be considered.
  - s) 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.
  - t) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
  - u) Management reserves the right to create and operate a panel of suitable candidates, for one year.
  - v) Any amendment/corrigendum shall be hoisted only on the Company's website [www.mrpl.co.in](http://www.mrpl.co.in) . Candidates may regularly check for updates.

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**APPLICATION FORM (Advt. No.71/2017)- 05 Pages**

**Checklist of self-attested true copies of testimonials attached with the application form.**

**To be submitted along with the application**

[Please read **point no. 5(Documents to be enclosed along with the applications) of Web advertisement, fill all the fields** carefully and ensure that the details mentioned are accurate.

Non-compliance will lead to rejection of application]

Sl. No.	Particulars	Name of document(s) attached	Serial number of the page
1	Proof of Age-(refer point 5(a) (1) of web advt.)		
2	Educational qualification [Class X, XII, Diploma, Degree, Post-Graduation (as applicable for the post applied for)]-(refer point 5(a) (2) of web advt.)		
3	Work Experience-(refer point 5(a) (3) of web advt.)  (i) Experience letter indicating the date of joining as well as relieving from <b>all previous employers</b>  (ii) Proof of date of joining Current employment.  (iii) Proof of continuity of current employment – Pay slip for the month of <b>April 2017 or newest</b>		
4	Caste certificate [SC/ST/OBC (Non-Creamy Layer)] issued by Competent Authority - (refer point 5(a) (4) of web advt.)		
5	PWD certificate issued by Competent Authority-(refer point 5 (a) (5) of web advt.)		
6	Ex-serviceman related documents-(refer point 5 (a) (6) of web advt.)		
7	No Objection Certificate (NOC) - (refer point 5 (a) (7) of web advt.)		
8	MRPL's copy of Application fee challan--(refer point 5 (a) (8) of web advt.)		
9	Any other relevant document		

**Declaration by the candidate:**

I hereby declare that I have read and understood point **no. 5(Documents to be enclosed along with the applications) of Web advertisement**. I have attached self-attested true copy of all the documents applicable to me and the details of the documents attached is mentioned above. I am aware that, in case any of the document mentioned is not attached or if any of the document attached is not in order, my application will be rejected and no communication will be made to me in this regard by MRPL.

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Page Number: 1



**APPLICATION FORM (Advt. No.71/2017)**

1. Post applied for : \_\_\_\_\_
2. Name of the candidate: \_\_\_\_\_
3. Father's / Husband's Name: \_\_\_\_\_
4. Date of Birth : (dd/mm/yyyy) : \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year
5. Age as on **28/02/2017**: \_\_\_\_\_ Days \_\_\_\_\_ Months \_\_\_\_\_ Years
6. Nationality: \_\_\_\_\_.
7. State of Domicile (state belongs to) : \_\_\_\_\_
8. Category (GENERAL/SC/ST/OBC-Non creamy layer): \_\_\_\_\_
9. Do you belongs to PWD/ Ex-servicemen category( Please specify): \_\_\_\_\_
11. In case PWD indicate the degree of Disability: \_\_\_\_\_ %
12. Type of Disability (OH/HH/VH): \_\_\_\_\_
13. Sex (Write M or F): \_\_\_\_\_
14. Complete Correspondence Address:  
\_\_\_\_\_  
\_\_\_\_\_

Paste your recent  
passport size  
photograph here  
and sign across

District \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_

**15. Qualification (Secondary School onwards-mention the exact date of passing):**

Name of Exam. Passed	Name of Institute / University	Duration of Course	Date of Admission (DD/MM/YY)	Date of Passing (DD/MM/YY)	# Percentage of Marks obtained

# in case of CGPA / OGPA/SGPA or Grade, mention equivalent percentage of marks as per University / Institute norms. Percentage of marks not to be rounded off.

**16. Hindi Proficiency level (studied Hindi up to which class):**

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Page Number: 2

17. Work Experience (mention all post qualification work experience clearly indicating date of joining and relieving in **dd/mm/yyyy** format). Please refer point no.5 (a)(3) of Web advertisement before filling the details. Non-compliance will lead to rejection of application.

**Table-A**

Name & Address of the Organization / Employer (Starting from first employer to present employer)	Post held	Period of employment (Mention the exact date in dd/mm/yyyy format)	
		From date	To date
Employer -1		dd/mm/yyyy	dd/mm/yyyy
Employer -2		dd/mm/yyyy	dd/mm/yyyy
Employer -3		dd/mm/yyyy	dd/mm/yyyy
Employer -4		dd/mm/yyyy	dd/mm/yyyy
Employer -5		dd/mm/yyyy	dd/mm/yyyy
Employer -6		dd/mm/yyyy	dd/mm/yyyy
Employer -7		dd/mm/yyyy	dd/mm/yyyy
Employer -8		dd/mm/yyyy	dd/mm/yyyy
Employer -9		dd/mm/yyyy	dd/mm/yyyy
Employer -10		dd/mm/yyyy	dd/mm/yyyy
Employer -11		dd/mm/yyyy	dd/mm/yyyy
Employer -12		dd/mm/yyyy	dd/mm/yyyy

(Add extra sheets in the same format of Table-A , if required)

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Page Number: 3

**Table-B**

Name of the employer	Scale of pay, Grade pay, and total emoluments.	Type of industry and Nature of job and job responsibilities (Please write a brief of minimum 100 words )	Reason for leaving job
Employer -1			
Employer -2			
Employer -3			
Employer -4			
Employer -5			
Employer -6			
Employer -7			

(Add extra sheets in the same format of Table-B, if required). Candidates from PSU have to write the exact scale of pay and basic pay drawn.

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Page Number: 4

18. Challan (Rs.350/-) No. \_\_\_\_\_ date of payment \_\_\_\_\_ Issuing Bank/Branch \_\_\_\_\_
19. E-mail id : \_\_\_\_\_ (please write email id clearly)
20. Phone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_
21. Source of Advertisement: \_\_\_\_\_ (Name of Newspaper or Journal or Website)
22. Have you been interviewed before for the same post (Yes/No) \_\_\_\_\_. If Yes, Advt no \_\_\_\_\_.
- 23. Marks in minimum essential educational qualification:**
- a) Exam Passed: \_\_\_\_\_
- b) Branch of study: \_\_\_\_\_
- c) Month & year of final exam in which minimum essential qual. is acquired: \_\_\_\_\_

Semester/Year	Maximum marks* (A)	Marks obtained * (B)
First Semester/ First year		
Second Semester/ Second Year		
Third Semester /Third Year		
Fourth Semester		
Fifth Semester		
Sixth Semester		
Seventh Semester		
Eight Semester		
Total		
Percentage ** (B/A) X 100	_____ %	

\*Marks inclusive of all subjects in each semester. In case of multiple attempts subsequent pass mark to be considered. Percentage of marks should be aggregate of all years/semesters i.e total marks obtained over total maximum marks of all years/semesters **without giving** any weightage to any particular year/semester

\*\* In case of CGPA/OGPA/SGPA grade, candidate should attach letter issued from college/university giving details of formula to convert CGPA/OGPA/SGPA to percentage of marks.

24. The candidates are required to affix signature on all the pages of the application and on each page of the documents enclosed. Also all the pages (including application and true copies of testimonials) shall be serially numbered.
25. The candidates are advised to ensure that all self-attested copies of all relevant certificates as mentioned at **point no 5 of Web advertisement are enclosed, failing to which the application may be rejected.**

I hereby declare that the above information is true to the best of my knowledge. I understand that my candidature will be cancelled; if the information is found to be false or incorrect or my application is incomplete.

Name of the candidate \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Total number of pages including all the self-attested copies attached \_\_\_\_\_ Page Number: 5