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

Advertisement No. 73/2017   Date of opening of online application portal   : **21/02/2018**
Last date for submission of online applications: **24/03/2018**

RECRUITMENT IN MANAGEMENT CADRE

Mangalore Refinery and Petrochemicals Limited (MRPL), a Schedule 'A' Mini Ratna Central Public Sector Enterprise and subsidiary of ONGC; India's top energy company is operating a 15 Million Metric Ton state-of –the art Refinery located in a beautiful hilly terrain, north of Mangaluru city, in Dakshina Kannada District of Karnataka State. The refinery has got a versatile design with complex secondary processing units and a high flexibility to process Crudes of various API, delivering a variety of quality products. It also incorporates a Polypropylene unit having a capacity of 440 KTPA.

MRPL also operates a world-class petrochemical unit capable of producing 1 Million Tons of Para Xylene through its subsidiary ONGC Mangalore Petrochemicals Limited (OMPL)

If you have the desire to excel then we welcome you to join the team and contribute towards the development of the nation. We are looking for bright, energetic, aspirant and dedicated youths (Indian Nationals only) for the following positions:

Table 1

Sl.No.	Position	Grade	Scale of pay	No. of posts
1	Laboratory Supervisor	A	60,000-1,80,000	7
2	Engineer (Fire)	A	60,000-1,80,000	1
3	Executive (Finance)	A	60,000-1,80,000	8
4	Executive(Internal Audit)	A	60,000-1,80,000	1

The selection process consists of written test, Group Discussion/Group Task and Personal Interview. The number of posts mentioned above is tentative and may increase or decrease at the discretion of Management. Candidates selected will be placed at different departments as per the requirement of the Company. The candidates selected for Technical disciplines are required to work in shifts.

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

I   **MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATION**

Table 2

Sl. No.	Position	Minimum essential educational qualification
1	Laboratory Supervisor	Master of Science in Chemistry(M.Sc.) or equivalent degree with specialization in any of Analytical Chemistry, Physical Chemistry, Organic Chemistry, Inorganic Chemistry, Applied Chemistry, Industrial Chemistry, Polymer Chemistry, Petroleum Chemistry, Environmental Science, Environmental Chemistry, Applied Environmental Chemistry and (General) Chemistry.
2	Engineer (Fire)	Bachelor Degree in Engineering in Fire/Fire & Safety
3	Executive (Finance)	Graduate Degree with CA/ICWA or minimum two years MBA with specialization in Finance.
4	Executive (Internal Audit)	Graduate Degree with CA/ICWA

II **MINIMUM CUT-OFF MARKS REQUIRED IN THE MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATION**

a) **For the posts of Laboratory Supervisor and Engineer (Fire)**.
Candidates applying against Un-reserved posts & posts reserved for OBC (Non-Creamy Layer) should have **minimum 60% aggregate marks** in the minimum essential educational qualification. Candidates applying against posts reserved for Scheduled Caste (SC)/Scheduled Tribe (ST) and posts reserved/identified suitable for Persons with Disability (PWD) category should have **minimum 50% aggregate marks subject to pass** in the minimum essential educational qualification.

b) **For the posts of Executive (Finance)/Executive(Internal Audit)**
Candidates having CA/ICWA qualifications, belonging to all categories (UR/SC/ST/OBC/PWD) **need to have pass marks only**. Candidates having MBA with specialization in Finance applying against Un-reserved posts & posts reserved for OBC (Non-Creamy Layer) should have **minimum 60% aggregate marks**, those applying against posts reserved for Scheduled Caste (SC)/Scheduled Tribe (ST) and posts reserved/identified suitable for Persons with Disability (PWD) category should have **minimum 50% aggregate marks subject to pass** in the minimum essential educational qualification**.

c) 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

d) Minimum aggregate 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 by the Institute/University. Aggregate percentage of marks shall not be rounded off **(for example 59.99 % not be rounded off as 60 %)**.

e) 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**. Relaxation in percentage of marks in the minimum essential qualification for SC/ST category is applicable only to the posts reserved for SC/ST as the case may be. PWD category will get relaxation in percentage of marks for posts reserved/identified suitable for Persons with Disability (PWD) category.

f) Wherever MBA has been mentioned as requirement, apart from MBA, Two Years Post Graduate Degree/Diploma in Management with specialization in relevant field will also be considered.

g) In MBA / PG Diploma in Management / MMS etc. qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.

III **SCALE OF PAY, PROBATION AND EMOLUMENTS**

Candidates selected shall be placed on probation as per Company Rules in A grade in the scale of pay of Rs 60,000-1,80,000. In addition DA (on IDA pattern), HRA/Township Accommodation, Perks & Allowances under cafeteria approach and other allowances as per company rules will be admissible.

IV **RESERVATION OF POSTS, AGE RELAXATION FOR RESERVED CATEGORIES AND PLACE OF POSTING**

Table 3

Sl. No	Position	No. of posts	Reservations				Upper age limit**
			SC	ST	OBC	UR	
1	Laboratory Supervisor	7	1	1	2	3	**28 years** for UR category
2	Engineer (Fire)	1	-	-	-	1	
3	Executive (Finance)	8	1	-	3	4	(Refer clause IV(b), IV (c), IV(d) and IV(e) for relaxation of age
4	Executive (Internal Audit)	1	-	1	-	-	

Abbreviations Used: UR-Un reserved, OBC- Other Backward Class (Non-creamy layer), SC-Scheduled Caste, ST-Scheduled Tribe.

a) **Posts reserved for Persons with Disability (PWD) category**

One post of Executive (Finance) is reserved for Person with Disability (PwD) [Orthopedically Handicapped/Hearing Handicapped/ Visually Handicapped (VH) Low Vision (LV)] category having minimum disability of 40 % or more.

Posts identified for Persons with Disability (PWD) category

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

Table 4

Sl.No.	Position	PWD Category Eligible
1	Laboratory Supervisor	OH(OA/OL)
2	Executive (Finance)/ Executive (Internal Audit)	OH,HH,VH(LV)

Abbreviations Used: OH – Orthopedically Handicapped, OA - One Arm, OL – One Leg, HH - Hearing Handicapped, VH- Visually Handicapped, LV – Low Vision

b) ****Age relaxation for SC/ST/OBC category**

The upper age limit is relaxable for SC/ST category by **5 years**, **only for posts reserved for SC/ST** as the case may be. For OBC (Non-Creamy layer) category the age is relaxable by 3(three) years, **only for the posts reserved for OBC (Non-creamy layer)**. For posts in UR category, all candidates have to meet the age limit specified for UR category.

c) ****Age relaxation for candidates belonging to Persons with Disability (PwD) category having minimum 40% disability**
In addition to the upper age limit specified above for SC/ST/OBC/UR category, Persons with Disability (PwD) category candidates having minimum 40% disability are entitled for 10 (ten) years relaxation.

d) ****Age relaxation for Ex-servicemen.**
In case of Ex-servicemen who have put in not less than six months continuous in the Armed Forces of the Union, they shall be allowed to deduct the period of such services from their actual age, and if the resultant age does not exceed by more than 3 years than the maximum age limit prescribed for the posts/ services for which the candidate seeks appointment, he/she be deemed to satisfy the conditions regarding the age limit. Relaxation in age as above shall always conform to the directives / guidelines / instructions issued by the Government of India from time to time.

e) ****For regular employees of MRPL, maximum upper age limit is 45 years**

f) **For getting the benefits of reservation under OBC category the following are required**:

- The name of caste and community of the candidate must appear in the '**Central list of Other Backward Classes'.**
- The candidates must **not** belong to **creamy layer**.
- The candidates need to furnish their **OBC certificate as per the format** prescribed by Government of India and it must be issued on or after **1st September 2017**.
- Only those candidates who have OBC (Non-creamy layer) certificate in the format prescribed by the Central Government (format available at **http://mrpl.co.in/careers**) 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 write the category as "UR" in the online application form.
- In case the candidate apply for a post reserved for OBC(NCL) category and does not submit OBC (NCL) certificate in the prescribed format at the time of interview , their candidature will not be considered and they will not be allowed to appear for interview.

g) **Job location/Initial Place of posting**
The job location/initial place of posting for the above positions 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 MRPL.

h) **The cutoff date for deciding the maximum permissible age shall be 24/03/2018**

NOTE:
a) **CANDIDATES ARE REQUIRED TO SUBMIT THE ONLINE APPLICATION FORM ONLY ONCE**. In case of multiple applications the candidature shall be summarily rejected.
b) No printed / hard copy of the filled Application Form or any other supporting documents is to be sent unless asked to submit specifically.

V **SELECTION PROCESS**

a) For the above posts the selection methodology will comprise a three stage selection process i.e. – Written Test, Group Discussion/Group Task and Personal Interview. The management reserves the right to add, modify or delete any test, as the case may be, to the selection process. The candidates will be called for further selection process in the ratio 1:5 (i.e. 1 Post: 5 Candidates as per the reservation of posts), based on the marks scored in the written test.
b) Final merit list of candidates shall be prepared by giving weightage to written test marks and marks obtained by the candidates in the Group Discussion/Group Task (if administered) and Personal Interview. 85% weightage shall be given to written test marks and 15 marks will be given for Group Discussion/Group Task (if administered) and Personal Interview

i) **WRITTEN TEST (Duration- 180 Minutes)**
The WRITTEN TEST will comprise of 150 Multiple Choice Questions, consist of three sections, first General Awareness of 30 marks (consisting of 30 objective questions) second on the concerned discipline/domain/subject of 100 marks (consisting of 100 objective questions) and third on Aptitude test of 20 marks (consisting of 20 objective questions on Reading Comprehension, Verbal / Non-verbal Reasoning, Numerical ability/ Quantitative Aptitude, Data Interpretation etc. for a total of 03 hours duration (Grand Total of 150 Marks).

Note-

- All questions carry 1 mark each. There will be no negative marking.
- The Question Papers for Written Test will be Bilingual i.e. in English & Hindi.
- **The candidate has to choose his/her language for written test while applying**.

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.

VI **GENERAL INFORMATION / INSTRUCTIONS:**

a) No other Qualification other than expressly mentioned in the Qualification Criteria would be accepted.

b) The Admit Card for the Written Test indicating the time and venue of examination for each candidate can be downloaded from MRPL website (http://mrpl.co.in/careers) only **21 days prior to** the date of examination onwards. The admit card for Written Test shall also be dispatched by Post to the eligible candidates. Candidates, who are neither able to generate their Admit Cards online at least one week before the date of the examination nor received by post also, should contact at email ID **mrplmc.query@gmail.com**. Candidates can appear in the examination with any one of Admit card, either received by Post or downloaded from website. Intimation about shortlisted candidate will be posted on website for which candidate may keep in touch through website. A candidate has to appear in all the phases of the recruitment process to be eligible for the selection. The candidates are advised to keep in touch through the Website.

c) **Examination will consist of Objective Type Multiple Choice Questions only.** OMR Answer Sheets will be provided for Objective Type Multiple Choice Questions paper. OMR Answer Sheet to be filled in with **Blue / Black Ball Point Pen only** as per instructions given in OMR Answer Sheet. Candidates are required to mark their Name, Date of Birth, Roll Number, Registered Application Number, and Question Booklet Number etc. correctly on the OMR Answer sheets by darkening the appropriate ovals / boxes. Candidates are also required to sign their names in running hand on the Answer Sheets. Answer Sheets not bearing the Candidate's Name, Roll Number, Signature etc. in the space meant for the purpose will not be evaluated and awarded Zero mark. OMR Answer Sheets are read by machine and, therefore, failure to comply with any of the instructions will result in award of Zero marks. Candidates in their own interest should strictly follow the Instructions given on the Question Booklet/ OMR Answer sheet. No representation regarding non-compliance of instructions will be entertained.

d) It is mandatory for all the candidates to upload their Photograph/Signature/other documents as specified without any exception.

e) The written test will be conducted at **Mangalore, Bangalore, Mumbai, New Delhi and Kolkata** only. Please note that the above test locations are provisional and MRPL reserves the right to add or delete any written test centre. MRPL gives no assurance, whatsoever, to allot the test centre chosen by the candidate. No change in centre of examination will be allowed under any circumstances after the allocation by MRPL. MRPL reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre. MRPL also reserves the right to divert candidates of any Centre to some other Centre to take the examination.

f) **RESOLUTION OF TIE CASES:** In case of a tie in a particular discipline after written test then the tie will be resolved as under: Candidate who has scored higher aggregate percentage of marks in the qualifying examination (minimum essential educational qualification) will be considered. Mere submission of application and fulfilling the eligibility conditions gives no right to any person for appearing in Written Test etc.

g) Qualifying in the Written Test for the post without fulfillment of eligibility conditions will not confer any claim to the candidate for final selection.

h) Candidates should comply with additional instructions of MRPL, if any.

i) No correspondence will be entertained about the outcome of the application, at any stage.

j) Candidate must ensure to have fulfilled all the eligibility criteria specified in the advertisement as on **24/03/2018**. Candidates should satisfy themselves that they fulfill the required qualification and other eligibility criteria, before applying for the post. 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. The candidature would be rejected if found ineligible at any stage.

k) Issue of call letter for Written test, Group Discussion/Group Task and Personal Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.

l) Before registering/submitting applications on the website, the candidates should follow the instructions given in advertisement/website and possess the following:

  i. **Valid E-Mail ID and Mobile No.:** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the Email ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.

  ii. **PHOTOGRAPH:** One recent color passport size photograph preferably with white background, not more than three months old is to be SCANNED AND UPLOADED in the space earmarked in the online application Form. Size of the file for photograph should be between 20kb-40kb.

  iii. **SIGNATURE:** Signature (in Blue/Black ink) against white background is to be SCANNED and UPLOADED in the space earmarked in the Online Application Form and as per the guidelines given on website. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place. Size of file should be between 10kb-20kb.

  iv. **Caste Certificate, PWD Certificate, Ex-serviceman Certificate:** OBC/SC/ST/PWD/Ex-serviceman candidates will have to upload scanned copy of their relevant Caste /Disability/ Ex-serviceman certificates. The size of these scanned copies should be within 100 kb and in .jpg/.pdf files only

m) In case of any clarification on recruitment process, please email at **mrplmc.query@gmail.com**. 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.

n) The decision of MRPL in all matters relating to the conduct of Written test, Group Discussion/Group Task and Personal Interview and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

VII **APPLICATION FEE**

  a) Candidates belonging to General/OBC category (including non-creamy layer) has to pay a non-refundable application fee of **Rs 750/-(Rupees Seven Hundred and Fifty only)**.Bank charges/Taxes, if any, has to be borne by the candidates. SC / ST / PWD/ Ex-Serviceman/ categories and regular employees of MRPL are exempted from payment of Application fee. The application fee has to be paid through any one of the following modes of payment:

    i. SBI Internet Banking, other major bank's Internet Banking; Debit/Credit Cards (The additional bank charges/taxes for all such transactions is to be borne by the candidates in addition to the Application Fee of Rs.750/-). The last date for making the Payment of Application Fee through this mode is **24/03/2018**.

    ii.   Cash Payment through e-challan at branches of SBI. The additional bank charges/taxes for Challan Mode is to be borne by the candidates. Last date for making the Payment of Application Fee by e-Challan is **24/03/2018**.

b)   It is in the interest of the candidates to use online mode other than the challan mode to instantly complete the registration process and generate the registered application form

VIII   **HOW TO APPLY**

Filling up of Application Form is in two parts viz:

1.   **PART- I:**

a)   A candidate fulfilling the eligibility criteria shall log on to **http://mrpl.co.in/careers** and click on the link "Recruitment in Management Cadre- Advt.No.73/2017". No other means/mode of application will be accepted.

b)   Before filling the application online, candidate has to ensure that he/she is fulfilling the advertised job specifications by reading the detailed advertisement available on the link "Detailed advertisement-Advt. No. 73/2017"

c)   If the candidate is fulfilling the advertised job specifications, then he/she can click the link "Apply Online-Advt.No.73/2017" and fill the details in the respective fields.

d)   Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, whether Departmental (MRPL) employee, Written Test Centre, Educational Qualification, E-mail Id, Mobile Number, Experience, Communication Address, Declaration, etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.

e)   Photograph and Signature is to be up-loaded as per instructions given on the website in the link "Guidelines for scanning the Photograph, Signature, Caste Certificate, PWD Certificate, Ex-servicemen certificate". There will be 5 separate links for uploading Photograph, Signature, Caste Certificate, PWD Certificate, Ex-servicemen certificate. Click on the respective link "Upload Photograph, Signature, Caste Certificate, PWD Certificate, Ex-servicemen certificate".

Recent passport size color photograph, preferably with white background, must be used. Size of the file for photograph should be between 20kb-40kb.

For signature the candidate has to sign on white paper with Black Ink pen. If the candidate's signature on the answer script at the time of the examination and at subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified. Size of file should be between 10kb-20kb.

Candidates belonging to reserved categories (SC/ST/OBC-Non creamy layer/PWD/Ex-serviceman) has to scan and upload the relevant Certificate issued by the prescribed authority. In case of failure of uploading the relevant certificate/document, the candidature will not be accepted. The prescribed format of SC/ST/OBC-Non creamy layer/PWD certificate is available at **http://mrpl.co.in/careers**. Ex-serviceman category has to upload scanned copy of discharge certificate/any other document issued by the Competent Authority as proof of being an Ex-serviceman.

Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.

After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. In no case these spaces should be swapped. If the candidate is satisfied with the uploaded images, he/she may proceed further.

f) Submission of Application:
- The candidate may review all the filled information before clicking on the declaration.
- If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.

> The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later.

For the candidates Exempted from Application Fee:
(For SC/ST/PWD/EX-SERVICEMAN Category Candidates)
- Once a candidate clicks on SUBMIT button a Registered Application Form will be generated having unique Registration Number. Candidates are advised to take a print of the Registered Application Form for their records and future reference.
- Candidates exempted from Application fee will get a Registration Number as confirmation through SMS and/or E-mail, which can be used along with combination of Date of Birth to print the Registered Application Form. Thus the process for registration of Candidates exempted from Application Fee gets completed. The Registration number along with Date of Birth can also be used for downloading the Call Letter for which information shall be notified in the MRPL website**.** In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Re login)" given on the website.

2. **PART-II**

   For the candidates who have to pay Application Fee:
   (It is NOT APPLICABLE for SC/ST/PWD/EX-SERVICEMAN/regular employees of MRPL)

a) A link will be provided on the website for payment which would take the candidate to https://www.onlinesbi.com/ after making the **PROVISIONAL** Registration. The candidate would then follow the instruction as given on SBI Link to complete the payment. The candidate can make payment through Internet banking/ Debit Card (Visa or Masters) / Credit Card (Visa or Masters) / Bank e- Challan. **After making the payment a Payment Slip will be generated on screen, the candidates should take the print of that payment slip or save for further reference**.

b) Candidates who wish to make payment through e-Challan will visit the same link 'https: //www.onlinesbi.com/' and follow the instructions to download the e-Challan. The candidate will visit the nearest SBI branch to make cash payment and obtain SBI Collect Reference Number **and revisit the online portal** to furnish the necessary payment details to complete the registration process.

c) Candidates who wish to make the payment later on should click on the link: "Click here to Print/Reprint Registered Application Form" to make the Payment of Application Fee if earlier attempt was not successful the candidates should click on "RE-LOGIN" given on the website.

d) **It is mandatory to submit the details of SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU) printed on e-receipt and deposit date again in online portal by login through Unique Payment Reference Number after making the payment. If a**

candidate fails to submit these details in online portal within due date after making the payment, his/her application shall be treated as INCOMPLETE and summarily be rejected.

e) Bank commission charges will be borne by the Applicants. In case the candidate deposits the fee in a wrong account, MRPL will not be responsible. **Application Fee** deposited after **24/03/2018** will not be valid.

f) Fees once paid will not be refunded under any circumstances. Candidates are, therefore, requested to verify their eligibility before applying and payment of Application Fee.

g) Candidate should note that in case status of payment shown by SBI is not "success" for their transaction, i.e. status of payment shown by SBI 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 SBI to candidate or cancelled and payment is not received by MRPL within due date, the candidature shall be summarily cancelled.

h) 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 SBI, their candidature shall be summarily cancelled.

i) Cheque, Money Orders, Postal Orders, Pay Orders, Banker's Cheque, Postal Stamps, Demand Drafts etc., will not be accepted, towards application fee.

IX **DOCUMENT VERIFICATION BEFORE GD/GT & INTERVIEW**

Candidates who are shortlisted for Group Discussion/Group Task and 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.

Table 4

Sl. No.	Particulars	Documents to be produced for verification during interview
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, 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 **University is not issuing individual mark sheets for each semester/year.** 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 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 **http://mrpl.co.in/careers.**

		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 **http://mrpl.co.in/careers.** 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)	Candidates employed in Government Departments/Public Sector Undertakings (PSUs)/Autonomous bodies shall either forward their application through Proper Channel or must produce No Objection Certificate (NOC) at the time of written test/Personal Interview from their employer, if they qualify up to the stage of Interview. In case, the candidate fails to produce NOC at the time of Personal Interview, his /her candidature will not be considered

X **OTHER INSTRUCTIONS :**

a) The job in technical disciplines involves working in rotating shifts (including night shifts).

b) Preference will be given to candidates having in line experience in Oil & Gas Sector/ Petrochemical Sector.

c) SC/ST/OBC (Non Creamy Layer) & Person with Disability category will be eligible for concessions as notified by the Government of India from time to time.

d) Candidates working in Government /Public Sector must have minimum one year experience in the next lower pay scale.

e) Travelling expenses reimbursement eligibility of candidates, attending written test/ Group Discussion/Group Task and Personal Interview, from their correspondence address/place of work in India on production of actual tickets by the shortest route **will be as under:**

For attending written test – Only admissible to candidates belonging to SC/ST/PwD category	Sleeper Class rail fare or ordinary non A/c bus fare limited to sleeper class rail fare.
For attending GD/GT/Personal Interview – Admissible to all candidates	3A train fare OR A/C bus fare limited to 3A train fare

Local Travel cost, if any, shall be borne by the candidates. PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines.

f) The prescribed qualification / experience are the minimum and mere possession of the same will not entitle a candidate for written test / interview. 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. Only shortlisted candidates who are found apparently eligible based on the notified specifications and the candidatures given in their application form will be called for written test /Group Discussion/Group Task / Personal Interview as the case may be

g) Candidates employed in Government Departments/Public Sector Undertakings (PSUs)/Autonomous bodies shall either forward their application through Proper Channel or must produce No Objection Certificate (NOC) at the time of written test/Personal Interview from their employer, if they qualify up to the stage of Interview. In case, the candidate fails to produce NOC at the time of Personal Interview, his /her candidature will not be considered. Candidates employed in MRPL has to apply as per the extant rules of MRPL.

h) Working knowledge of Hindi is desirable.

i) Requests for change of category once declared in the application will not be entertained.

j) 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.

k) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.

l) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

m) 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.

n) 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.

o) Management reserves the right to create and operate a panel of suitable candidates, for one year.

p) Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website **http://mrpl.co.in/careers**. No further press advertisement will be given. Hence prospective applicants are advised to visit MRPL website regularly for latest updates.

q) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

XI **IMPORTANT DATES AND LINKS**

Date of commencement of online application	**21/02/2018 at 10.00 Hrs (IST)**
Date of closing of online application	**24/03/2018 till 23:59 Hrs (IST)**
Availability of call letter for Written test	**21 days prior to date of** Written test
Date of Written test, Group Discussion/Group Task and Personal Interview	Will be announced on MRPL website **http://mrpl.co.in/careers**

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. MRPL WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION.