

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 2179/2144/2183 Fax: 0824-2271404 Email: recruit@mrpl.co.in

Advertisement No. 68/2016**Last date for receipt of applications: 20/02/2017****I. PART-A: RECRUITMENT IN 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 28/2/2017	Upper age limit(in years) as on 28/2/2017	Job Location/Initial place of posting
a	Deputy General Manager (HR)	E7	1	18	46	Mangalore
b	Deputy General Manager (Sales)	E7	1	18	46	Bangalore
c	Deputy General Manager (Law)	E7	1	18	46	Bangalore
d	Manager (Medical Services)	E4	1	10	38	Mangalore

2. Pay Scales and Reservations

Sl. No.	Position	Scale of pay	Reservations			
			UR	SC	ST	OBC
a	Deputy General Manager (HR)	51300-73000	1	0	0	0
b	Deputy General Manager (Sales)	51300-73000	1	0	0	0
c	Deputy General Manager (Law)	51300-73000	1	0	0	0
d	Manager (Medical Services)	36600-62000	1	0	0	0

UR-Un reserved, SC-Scheduled Caste, Scheduled Tribe, OBC- Other Backward Class (Non creamy layer)

The above posts are suitable for Persons with Disability (PWD) category also (Visually Handicapped/Hearing impairment/Orthopedically Handicapped)

3. Minimum essential educational qualification and work experience

i) Deputy General Manager (HR)

a) Qualification

Two years MBA/Two years Post Graduate Degree with specialization in HR/Master's Degree in social welfare with specialization in Personnel Management & Labour Welfare/Two years Post Graduate Diploma in HR/HRD/Personnel Management or its equivalent from a recognized institute/university with minimum 60% marks

b) Experience

Minimum 18 years of relevant post-qualification work experience, out of which at least 8 years must be in a HR department of a CPSE. Candidates with experience in handling HRM , HR Planning, Role Profiling, Recruitment & Promotion and matters relating to Presidential Directives, establishment, Industrial relations and Employee relations, Performance Management System, Training & Development, Competency Mapping, wage negotiations, framing HRD policies and suggesting modifications to improve their effectiveness, Disciplinary matters, Conciliation/adjudication matters and cases related to labour and service matters. Preference would be given to candidates having worked as Head of HR department in a plant set up.

Candidates applying from CPSE's should be working in one scale of pay below than the post applied i.e. **IDA pay scale of ₹ 43200- 66000**. This shall not be applicable to candidates working in Govt. / CPSE in the same pay scale or above than the post applied for.

ii) Deputy General Manager (Sales)

a) Qualification

Engineering / MBA graduate

b) Experience

Minimum 18 years of post-qualification experience; out of which at least 6 years must be in the Sales function of a petroleum oil Company in India.

Candidate shall preferably have experience in Zonal /Regional/ Head Office functions pertaining to sales of petroleum products. Experience of handling retail as Regional Head shall be an added advantage.

Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e. **IDA pay scale of ₹ 43200 – 66000**. This shall not be applicable to candidates working in Govt. / CPSE in the same pay scale or above than the post applied for.

iii) Deputy General Manager (Law)

a) Qualification- Essential

Graduate Degree in any discipline and Bachelor Degree in Law (LLB) **OR** 5 years Integrated LLB Degree.

b) Qualification- Desirable

Candidates with Post Graduate Degree in Law/Diploma in Commercial/Labour/Taxation Law/Arbitration/Business/Alternate Dispute Resolution/Business Law will have added advantage

c) Experience

Minimum 18 years of post- qualification experience* as an Executive / Officer in the Legal set up of the Government/Semi Government/Public Sector Under taking/Nationalised Banks/Listed companies** and should have sound knowledge of Civil/Commercial/Industrial /Labour /Company Laws /leading organizations etc. Work experience in oil refineries /petrochemical companies will be added advantage. The candidate will be required to handle the entire gamut of legal matters in Corporate Office & other offices of the company.

*The Period of experience of practicing in any Bar and /or in Direct Courts/High Courts equivalent courts as advocate with proper license prior to service in any organisation as stated above will be considered as executive experience of purpose subject to a limit up to maximum 50% of the total required experience.

**Listed Companies would mean and include Companies listed on NSE or Group A & B of BSE

Candidates applying from CPSE's should be working in one scale of pay below than the post applied i.e. **IDA pay scale of ₹ 43200- 66000**. This shall not be applicable to candidates working in Govt. / CPSE in the same pay scale or above than the post applied for.

Experience of the following is essential:

1. Drafting/scrutinizing /vetting of commercial deeds/documents.
2. Including inter –alia instruments, affidavits, deeds, agreements, contracts, indemnity bonds, bank guarantees, consortium & collaboration agreements etc. as well as pleadings. Drafting of Affidavits, Counter affidavit, drafting of Para-wise comments.
3. Rendering legal opinion/advice on various matters.
4. Handling legal /court cases including court arbitration, domestic enquiry proceedings, RTI, service matters, labour cases, customs, excise etc.
5. Ensuring compliance with statutory requirements under various Laws and SEBI and Government regulations.
6. The candidate should have good working knowledge in the areas relating to drafting and security of global /indigenous tender documents, export/import/shipping contracts, contract administration drafting/finalizing and vetting of joint ventures/Technical

services /foreign collaboration agreements and other legal and contractual documents, ability to independently offer legal advice to the management and coordinate with legal counsels in respect of court cases /arbitration proceedings.

7. Experiences of dealing with disciplinary matters and Labour/Service Law matters Petroleum, Taxation, Land Acquisition, Collaboration, IPR as well as Foreign Trade and international laws pertaining to registration of corporate offices abroad, setting up of joint ventures/ consortium amalgamation & restructuring required.
8. Drafting and finalisation of Domestic /International Contracts for supply of products, Transfer of Technology, Joint Development, Exports and Joint Ventures and related commercial aspects, Government procedures and approvals & awareness of Current International Trade practices.
9. Protection on IPR's & Handling Litigation and Arbitration cases.

Additional requirements:

1. Candidate must possess excellent verbal and written communication skills.
2. Conversant in use of computers and MS Office.
3. The candidates must have served at least five years in Senior Management Positions.
4. The candidate should also have excellent leadership qualities and decision making capability, strong inter-personal and communication skills and must be able to lead a team of Law Professionals with result oriented approach and commitment to quality and assigned targets.
5. Candidates with experience in PSU/ Govt. organisation shall be preferred.
6. All candidates shall be required to submit two reference from Legal Experts (either designated Senior Counsels or Advocates or Judicial Officers having minimum 20 years of practice or Service in the legal field) or from HOD-Law or GM level Officials of their present organisation at the time of interview.

Important Note: The Experience essential, desired and additional requirement should be substantiated with submission of Work Certificate from the previous and present organisations and Court/Advocate practice experience through Bar Association/Judicial Officers Certificate of Practice with years & area of expertise.

The Experts /GM or HOD Legal /Law Department should certify the list of cases/Arbitrations/Area of expertise possessed and handled by the applicant .In absence of such certificates the claim of experience will not be considered for that period.

iv) Manager (Medical Services)

a) Qualification

Pass in MBBS with minimum 60% marks with completion of Compulsory Rotatory Residential Internship(CRRI) and possess(***) a Certificate(****) of Training in Industrial Health, of minimum three months duration, recognized by the state Government.

OR

Pass in MBBS with minimum 60% marks with completion of Compulsory Rotatory Residential Internship (CRRI) and possess a recognized Diploma in Industrial Health or equivalent.

***Candidates who do not possess said certificate of Training in Industrial Health or equivalent and are willing to give undertaking that they shall obtain this required additional qualification within one year can be considered for the above said position. The qualification has to be acquired at his/her own cost, failing which he/she will not be confirmed/absorbed in services.

****Certificate course shall be approved by the Directorate General of Factory Advice service and Labour Institutes or the State Government in accordance with the guidelines issued by DG FASLI.

b) Experience

Candidates should have **minimum 10 years** of work experience in medical administration/practice associated with an industrial establishment employing more than 100 persons. Candidates with excellent leadership qualities and good knowledge of overall administration of the Hospital/Occupational Health Centre needs to apply for this position. Candidates who are well versed with health related statutory regulations and having exposure to OHS standard will be given preference.

Candidates applying from CPSE's should be working in one scale of pay below than the post applied for i.e **IDA pay scale of ₹ 32900-58000**. This shall not be applicable to candidates working in Govt. /CPSE in the same pay scale or above than the post applied for.

II. PART-B: SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITY (PWD) CATEGORY

4. MRPL invites applications from eligible Scheduled Tribe (ST) category Indian nationals belonging to Persons with Disability (PWD)-Hearing Impairment (HH) category having percentage of disability of minimum 40%.

Table 2

Sl. No.	Position	Grade	Vacancy	Upper age limit(in years) as on 28/02/2017	Job Location/Initial place of posting	Minimum essential educational qualification
a	Executive (Internal Audit)*****	E1	1	43 ^{\$}	Mangalore	CA/ICWA/two years MBA/Equivalent; with specialization in Finance with minimum 40% marks in aggregate.

^{\$}The upper age limit mentioned above includes **15 years relaxation applicable to PWD-ST category** as per Government Guidelines

5. Pay Scale and Reservation

Sl. No.	Position	Scale of pay	Reservations			
			PWD-HH-UR	PWD-HH-SC	PWD-HH-ST	PWD-HH-OBC
a	Executive (Internal Audit)	24900-50500	0	0	1	0

PWD- Persons with disability, HH- Hearing Impairment, UR-Un reserved, SC-Scheduled Caste, Scheduled Tribe, OBC- Other Backward Class (Non creamy layer)

***** **The post is reserved for HH-ST category.** In case eligible HH-ST candidates are **not available**, the post shall be filled by candidate belonging to Orthopedically Handicapped (OH)-ST/Visually Handicapped –Low vision (VH-Low vision)-ST category as per relevant Government guidelines. **Hence candidates belonging to OH-ST/VH (Low vision)-ST category can also apply.** [Refer DoPT OM No.36035/3/204-Estt (Res) dated 29/12/2005]

6. Important Instructions

- a) **Age Relaxation for Ex-serviceman for all Posts at Table-1 and Table 2:** age relaxation as per Govt. directives.
- b) **Age relaxation for candidates belonging to Persons with Disability (PwD) category having minimum 40% disability for posts at Table-1: 5 (five) years** relaxation as per Govt. directives
- c) The cutoff date for deciding the maximum permissible **age and experience (wherever applicable)** shall be **28/02/2017**. 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.
- d) The candidates selected in Grades E4 and E7 shall be placed on probation for a period of six months and candidates selected in Grade E1 shall be placed on probation for a period of one year.
- e) Candidates who have been earlier called for interview for the above posts need not apply again.

7. 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. Non-attachment of proof of age shall lead to rejection of application
2	Educational qualification [Class X, XII, Diploma, Degree,	a) All mark sheets & certificates of educational qualifications b) For Diploma/Degree/Post Graduation the individual mark sheets of all semesters/years has to be submitted. Only last

	<p>Post-Graduation (as applicable for the post applied for]</p>	<p>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.</p> <p>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</p> <p>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.</p> <p>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</p> <p>f) 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 shall be considered. So candidates are required to mention the month of final exam in which they acquired the minimum essential educational qualification.</p>
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3	कार्य का अनुभव 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 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) Current employment</p> <p>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 issued by employer) where date of joining is clearly mentioned.</p> <p>ii) Proof of continuity of present employment – Pay slip for the month of November 2016</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 www.mrpl.co.in.</p> <p>Only those candidates who have OBC (Non-creamy layer) certificate in the format prescribed by the Central Government (format available at MRPL website) 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 application form.</p> <p>In case the candidate apply for a post reserved for OBC(NCL) category and does not submit OBC (NCL) certificate in the prescribed format , their applications will be rejected. The said OBC (Non Creamy Layer Certificate) in the prescribed</p>

		<p>format shall be issued in the same financial year (1st April to 31st March) in which the advertisement is released. In case the OBC certificate submitted is not issued in the same financial year (1st April to 31st 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(wherever it is held) /interview(in case written test is not held), the candidate need to submit OBC (Non-creamy layer) certificate, which is issued in the same financial year (1st April to 31st March) in which the advertisement is released .</p> <p>In case the written test / interview 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/interview is scheduled.</p> <p>Non-submission of SC/ST certificate also will lead to rejection of the application. 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 www.mrpl.co.in. 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 application.</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 interview if their applications were not routed through proper channel, failing which they will not be allowed to appear for the interview</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. Incase 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.

8. Selection Process

- a) Selection process shall consist of Written Test and Personal Interview for posts in E1 grade. The candidates will have to qualify at each stage of the selection process. For posts in E2 grade and above, selection shall be based on Personal interview.

9. How to apply

10. 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 13 to 17)**, enclosing self-attested copies of all relevant certificates **as mentioned at point no 7 (Documents to be enclosed along with the applications) of web advertisement** and super scribing the envelope with the position applied for, by post / courier to the Sr. Manager (HR-Recruitment), Mangalore Refinery and Petrochemicals Ltd., Post Kuthethur, Mangalore – 575030, on or before **20/02/2017**. Applications received after the last date of receipt of applications shall not be considered and treated as rejected.

- a) **For posts mentioned at Table -1 above**, candidates belonging to General and OBC category need to pay an application fee of ₹ 500/- (**Rupees Five hundred 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) 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: 20/02/2017

11. General Instructions

- a) All the qualifications specified above should be recognized by UGC/AICTE/respective statutory body.
- b) Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent percentage of marks should be indicated in the application as per the norms adopted by the concerned University/Institute. Please also obtain a certificate/documentary proof to this effect from the University/Institute, for submission at the time of interview.
- c) In case there is no mention of specialization in the qualifying degree as required in the minimum essential educational qualification, candidates are required to submit a certificate at the time of interview from their University/Institute with a clear mention to their specialization in the qualifying degree.

- d) Candidates called for interview shall be reimbursed Traveling allowance as follows from their correspondence address/place of work in India on production of actual tickets by the shortest route. Local Travel cost, if any, shall be borne by the candidates
- i) E4 to E7 grade - 1st class / 2 AC Rail fare including Rajdhani Express
 - ii) E1 grade – 2nd class Rail / Bus fare
 - iii) For PWD category candidates called for written test in E1 grade – 2nd class rail / bus fare by the shortest route, on production of rail / bus ticket. PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines
- e) The job location/initial place of posting for the above positions is as specified against each position. 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.
- f) Working knowledge of Hindi is desirable.
- g) Preference will be given to candidates with NCC Certificate.
- h) Recruitment of Minority as per applicable Government guidelines.
- i) Allowances and perquisites shall be as admissible for the grade.
- j) In case large numbers of applications are received, Management reserves the right to raise the minimum eligibility standards/ criteria.
- k) Requests for change of category once declared in the application will not be entertained.
- l) Experience in PSU/ Private need to be specified.
- m) 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 / the recruitment process, if need so arises, without any further notice and without assigning any reason thereof.
- n) 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.
- o) Canvassing in any form shall disqualify the candidature.
- p) 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 / Personal Interview, as the case may be.
- q) While applying for any post, the applicant should ensure that he / she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished

are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her services are liable to be terminated without any notice.

- r) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.
- s) Documents received after the last date for submission of documents will not be considered.
- t) 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.
- u) In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
- v) Management reserves the right to create and operate a panel of suitable candidates, for one year.
- w) Any amendment/corrigendum shall be hosted only on the Company's website www.mrpl.co.in. Candidates may regularly check for updates.


MANGALORE REFINERY AND PETROCHEMICALS LIMITED

(A Subsidiary of Oil and Natural Gas Corporation Limited)

CIN No. : L23209KA1988GOI008959

APPLICATION FORM (Advt.No.68/2016) – 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. 7(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 7(a) (1) of web advt.)		
2	Educational qualification [Class X, XII, Diploma, Degree, Post-Graduation (as applicable for the post applied for)]-(refer point 7(a) (2) of web advt.)		
3	Work Experience-(refer point 7(a) (3) of web advt.) (i) Experience letter indicating the date of joining as well as relieving from all previous employers (ii) Proof of date of joining Current employment. (iii) Proof of continuity of current employment – Pay slip for the month of November 2016		
4	Caste certificate [SC/ST/OBC (Non-Creamy Layer)] issued by Competent Authority - (refer point 7(a) (4) of web advt.)		
5	PWD certificate issued by Competent Authority-(refer point 7(a) (5) of web advt.)		
6	Ex-serviceman related documents-(refer point 7(a) (6) of web advt.)		
7	No Objection Certificate (NOC) - (refer point 7(a) (7) of web advt.)		
8	MRPL's copy of Application fee challan--(refer point 7(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. 7(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

**MANGALORE REFINERY AND PETROCHEMICALS LIMITED**

(A Subsidiary of Oil and Natural Gas Corporation Limited)

CIN No. : L23209KA1988GOI008959

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 **28/2/2017**: _____ 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.7 (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

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

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 7 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 _____