

**ASSAM PETRO-CHEMICALS LTD.****(A Govt. of Assam Undertaking)**

NAMRUP, P.O. PARBATPUR – 786 623 (ASSAM)

Phone-2500331,2500212,2500315,2500518,2500246 FAX : 2500231, STD : (0374)

Advt. No. APL/HRM/Con/Adv-53(Pt-II)/202

Assam Petro-chemicals Ltd. is one of the pioneers in the field of Petrochemicals having very good track record of performance and implementing ambitious expansion plan invites applications for the following post:

Sl. No.	Name of Post	Essential qualification	Experience	Age	No. of post
1.	Assistant Company Secretary (Contractual)	Qualified Company Secretary	Not mandatory. However, candidate having work experiences in similar line shall be given preference.	30 years.	1 (One)

Other Eligibility Criterion, General Information and Instructions:

1. The candidates must be qualified from the Institute of Company Secretaries of India (ICSI)
2. Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by ICSI.
3. The cut-off date for determining age limit and experience will be 01.01.2018.
4. **AGE RELAXATION:**
The upper age is relaxable by 5(five) years for ST/ SC candidates, 3 (three) years for OBC/MOBC candidates.
5. The Management also reserves the right to recruit or not to recruit in any of the above positions or cancel the process at any point of time without assigning any reason whatsoever.
6. Candidature of the candidate is liable to be rejected at any stage of the selection / recruitment process or thereafter, 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.
7. **HOW TO APPLY:**
 - (i) **Application duly filled and completed should be sent by ordinary/speed post or courier services** with detailed bio-data in prescribed format available in Website with 04 (Four) PP size coloured photograph along with self attested copies of certificates/testimonials in support of qualification, age, experience, caste etc. within 20 (twenty) days from the date of publication of this advertisement. **Any other means / mode of submission of application shall not be accepted.**
 - (i) **Application should be addressed to:**
General Manager (HR)
Assam Petro-Chemicals Limited
P.O. Parbatpur, Namrup
Dist. Dibrugarh, Pin- 786 623, Assam
8. The candidates working in Govt. / Semi Govt. / PSUs shall either forward their application through proper channel or shall produce NOC from their present employer at the time of interview. In case the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his/her candidature will not be considered.
9. The prescribed qualification/experience is the minimum and mere possession of the same does not entitle a candidate for written test/interview. APL's decision shall be final in this regard.

10. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Dibrugarh Court only.
11. **Period of Contractual Service:** : 3 (three) years
The Contract period may be extended at the sole discretion of Management.
12. **Place of work: Company's Regd. Office, Guwahati.** However, the post is transferable anywhere within the country depending upon Company's business exigencies in future.
13. **Consolidated monthly Salary** will be paid in the following manner:
1st year - Rs. 25,000/-
2nd year - Rs. 30,000/-
3rd year - Rs. 35,000/-
14. No Travelling expenses will be paid for appearing in the Interview/written test.

IMPORTANT DATES:

A	Availability of application form and other prescribed documents in website	From 02/07/2018. to 21/07/2018
B	Last date of receipt of duly filled application form by post at APL Namrup.	21/07/2018

Sd/-
General Manager (HR)

APPLICATION FOR THE POST OF:

Paste your
latest passport
size coloured
photograph

I. PERSONAL DETAILS

1. Name of Applicant :
2. Father's/Husband's name :
3. Permanent Address :
4. Address for communication :
5. E-mail Address & Mobile No. :
6. Date of Birth :
7. Age as on 01-01-2018 :
8. Caste/Tribe (in case of SC/ST/OBC) :
9. Other category, if applicable
 - i) Physically Handicapped :
 - ii) Ex-serviceman :
10. Details (In case of P.H.)
 - i) Type of disability :
 - ii) Percentage of disability :
11. Details (In case of Ex-serviceman)
 - i) Rank :
 - ii) Corps/Regiment No. :
 - iii) Date of appointment :
 - iv) Date of Discharge :
 - v) Education of Military :
 - vi) Length of Service :
12. Nationality :
13. Religion :
14. Sex :
15. Marital status :

II. EDUCATIONAL DETAILS

Exam/ Degree Passed	Branch/ Discipline	College/ Institution	Year of Admission	Year of Passing	Board/Univ ersity	% of Marks	Type (Full time/ Part Time Distance Mode)

III. PARTICULARS OF POST QUALILFICATION EXPERIENCE

(Please provide details of experience starting from present with scale. In case you have served at different positions)

Name of Industry/Orgn./ Deptt.	Employment Period		Post held	Gross Salary	Functional details
	From	To			

Total Post Qualification Experience:

IV. CURRENT POSITION DETAILS

- i) Mention your position in the hierarchy and the levels above and below you:
- ii) Provide a brief write up on why you consider yourself suitable for the post citing your major achievements:

V. Declaration:

I declared that all information given in this application form is true to the best of my knowledge and belief. If any of the information is found to be incorrect or distorted at any stage, I shall have no objection for cancellation of my candidature.

Signature:

Name of the candidate:

Date: