

**DETAILED ADVERTISEMENT FOR SPECIAL RECRUITMENT DRIVE
FOR PERSONS WITH DISABILITY (PWD) IN BCPL
(ADVT. NO. BCPL-PWD/18/2015)**

Category-wise distribution of posts

SN.	Post/ No. of Vacancies	Grade	Category	Reserved for PWD			
				VH (B/LV)	HH	OH	Total
1	Senior Manager (HR)-01	E-5	UR	1	-	-	01
2	Manager (Chemical)-02	E-4	UR	-	2	-	02
3	Manager (Electrical)-01	E-4	UR	-	1	-	01
4	Manager (F&A)-01	E-4	UR	1	-	-	01
5	Manager (Mechanical)-01	E-4	OBC*	-	1	-	01
6	Deputy Manager (Chemical)-02	E-3	UR	-	-	02 OA, OL	02
7	Deputy Manager (HR)-01	E-3	UR	1	-	-	01
8	Senior Engineer (Chemical)-02	E-2	UR	-	-	02 OA, OL	02
9	Senior Engineer (Mechanical)-01	E-2	SC	-	-	01 OL	01
10	Senior Officer (F&A)-01	E-2	UR	1	-	-	01
	TOTAL			4	4	5	13

Abbreviations Used

UR – Un-Reserved, *OBC-Other Backward Classes (Non-Creamy Layer), SC-Scheduled Caste.
PWD: Persons with Disability, HH: Hearing Impaired, OH: Orthopedically Impaired, OA: One Arm, OL: One Leg, VH: Visually Impaired, B: Blind, LV: Low Vision.

Table-1

S N.	POST, GRADE & PAY SCALE	MINIMUM ESSENTIAL EDUCATION QUALIFICATION REQUIRED	MINIMUM ESSENTIAL EXPERIENCE REQUIRED	AGE LIMIT
01	Sr. Manager (Human Resources) Grade: E-5 Pay Scale: ₹ 32,900 –58,000/-	Bachelor Degree with minimum 45% marks and Two years MBA** / MSW with specialization in Personnel Management & Industrial Relations / Human Resource Management with minimum 50% marks OR Bachelor Degree with minimum 45% marks and Two years Master Degree / Two years PG Diploma in Personnel Management /Personnel Management &Industrial Relations with minimum 50% marks. Preference will be given to candidates having additional qualification of Bachelor Degree in Law. (Professional)	12 years of Post Qualification executive experience (including experience as ET /MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	50 years
02	Manager (Chemical) Grade: E-4	Bachelor Degree in Engineering* in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 50%	08 years of Post qualification executive experience (including experience as GET / ET /	45 years

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	Pay Scale: ₹ 29,100-54,500/-	marks.	MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	
03	Manager (Electrical) Grade: E-4 Pay Scale: ₹ 29,100-54,500/-	Bachelor Degree in Engineering* in Electrical / Electrical & Electronics with minimum 50% marks.	08 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 years
04	Manager (Finance & Accounts) Grade: E-4 Pay Scale: ₹ 29,100-54,500	CA/ICWA OR B.Com with minimum 50% marks and Two years MBA** with specialization in Finance with minimum 50% marks. OR Graduation (B.A.) with Honours in Economics with minimum 50% marks and two years MBA** with specialization in Finance with minimum 50% marks. OR Graduation (B.A. / B.Sc.) with Honours in Mathematics with minimum 50% marks and Two years MBA** with specialization in Finance with minimum 50% marks. OR Graduation (B.A. / B.Sc.) with Honours in Statistics with minimum 50% marks and Two years MBA** with specialization in Finance with minimum 50% marks. OR Graduate in Engineering* i.e. B.E. / B.Tech. with minimum 50% marks and Two years MBA** with specialization in Finance with minimum 50% marks. Candidates possessing CA/ICWA qualification should hold Fellow / Associate membership of ICAI / ICWAI.	08 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 years
05	Manager (Mechanical) Grade: E-4	Bachelor Degree in Engineering* in Mechanical / Production / Production & Industrial / Manufacturing / Mechanical & Automobile with	08 years of Post qualification executive experience (including experience as GET / ET /	48 years

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	Pay Scale: ₹ 29,100 – 54,500	minimum 50% marks.	MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	
06	Deputy Manager (Chemical) Grade: E-3 Pay Scale: ₹ 24,900-50,500/-	Bachelor Degree in Engineering* in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 50% marks.	04 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	40 years
07	Deputy Manager (Human Resources) Grade : E-3 Pay Scale : ₹ 24,900-50,500/-	Bachelor Degree with minimum 50% marks and Two years MBA**/ MSW with specialization in Personnel Management & Industrial Relations / Human Resources Management with minimum 50% marks OR Bachelor Degree with minimum 50% marks and Two years Master Degree /Two years PG Diploma in Personnel Management /Personnel Management &Industrial Relations with minimum 50% marks. Preference will be given to candidates having additional qualification of Bachelor Degree in Law. (Professional)	04 years of Post qualification executive experience (including experience as ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	40 years
08	Senior Engineer (Chemical) Grade: E-2 Pay Scale: ₹ 20,600-46,500/-	Bachelor Degree in Engineering* in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 55% marks.	01 year of Post qualification executive experience (including experience as GET / ET / MT) in line.	35 years
09	Senior Engineer (Mechanical) Grade: E-2 Pay Scale: ₹ 20,600-46,500/-	Bachelor Degree in Engineering* in Mechanical / Production / Production & Industrial / Manufacturing / Mechanical & Automobile with minimum 55% marks.	01 year of Post qualification executive experience (including experience as GET/ ET / MT) in line.	40 years

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10	<p>Senior Officer & (Finance Accounts)</p> <p>Grade: E-2</p> <p>Pay Scale: ₹ 20,600-46,500/-</p>	<p>CA/ICWA</p> <p>OR B.Com with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks.</p> <p>OR Graduation (B.A.) with Honours in Economics with minimum 55% marks and two years MBA** with specialization in Finance with minimum 55% marks.</p> <p>OR Graduation (B.A. / B.Sc.) with Honours in Mathematics with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks.</p> <p>OR Graduation (B.A. / B.Sc.) with Honours in Statistics with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks.</p> <p>OR Graduate in Engineering* i.e. B.E. / B.Tech. with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks. Candidates possessing CA/ICWA qualification should hold Fellow / Associate membership of ICAI / ICWAI.</p>	<p>01 year of Post qualification Executive experience (including experience as ET/MT) in line.</p>	<p>35 years</p>
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* includes B.E/ B.Tech./ B.Sc. Engg.

** includes two years Post Graduate Diploma in Management / MMS with specialization in relevant field.

GENERAL TERMS & CONDITIONS

1. **The cut-off date for determining age limit and post qualification experience will be 01.12.2015.**
2. Only **full time regular courses** will be considered.
3. All qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions / Statuary Council.
4. **Minimum percentage of marks in the essential qualification as specified shall be aggregate of all semesters to be calculated taking average of all semesters / years, irrespective of the weightage given to any particular semester / year by the Institute / University.**

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5. Wherever DGPA / CGPA / OGPA / TGPA / CPI or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated by the applicant as per norms adopted by concerned University/ Institute. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of interview, if called for the same.
6. All Engineering Diploma Qualification must be recognized by respective State Board of Technical Education.
7. In MBA / PG Diploma in Management / MMS qualifications where there is a mention of Dual Specialization, **one of the specialization necessarily needs to be function specific** for which the post has been advertised.
8. Candidates having 05 years BE / B.Tech. + ME / M.Tech. integrated dual degree in Engineering in relevant discipline **will also be considered** for Engineering disciplines such as Mechanical, Chemical, Electrical, etc.
9. **Relaxation in minimum qualifying percentage of Marks in Educational Qualifications –** Relaxation in minimum qualifying percentage of Marks in Educational Qualifications will be provided to **PWD (Person with Disability)** Candidates as mentioned in **Table-1** above.
10. **AGE RELAXATION:**
Relaxed Age Limit for different category of candidates as applicable based on the reservation in different posts as advertised above is specified in **Table-1** above.
11. The upper age limit is also relaxable by **05 years** for candidates domiciled in the state of **Jammu & Kashmir** between **01.01.1980 and 31.12.1989**.
12. In case of **Ex-servicemen** who have put in **not less than six months** continuous service in the **Armed Forces of the Union**, they shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than **03 years** the maximum age limit prescribed for the posts/ services for which a candidate seeks appointment, he/she be deemed to satisfy the conditions regarding the age limit.
13. **Maximum upper age of the applicant shall not exceed 56 years including all possible age relaxations.**
14. **HEALTH / MEDICAL FITNESS**
Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to get their Pre-Employment Medical Examination done in a Central/State Government Hospital (having the status of minimum District Hospital) or in BCPL nominated Empanelled Hospitals.

MEDICAL CRITERIA IN RESPECT OF EYE POWER:

In respect of technical officers, total myopia (including the cylinder) shall not exceed -4.00D. The total amount of hypermetropia (including the cylinder) shall not exceed +4.00D in each eye.

In respect of non-technical officers, total myopia shall not exceed -8.00D. The total amount of hypermetropia shall not exceed +6.00D in case of candidates above the age of 20 years.

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15. Candidates appointed at different grades will be placed under **probation for one year** in their respective grade / pay scale.
16. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance (IDA) at the applicable rates. Presently DA rate is 107.9% of Basic pay w.e.f. 01.10.2015. Other applicable allowances and benefits include Perquisites @ 48% of basic pay, North-East allowance @ 12.5% of basic (if posted in North-East region), Special Allowance @ 4% of basic pay, HRA, CMER (Conveyance Maintenance Expenses Reimbursement), Medical Facility etc. will be admissible as per company rules in force from time to time.

17. HOW TO APPLY

Eligible and interested candidates will be required to apply online through BCPL website www.bcplonline.co.in. No other means / mode of application shall be accepted. Before applying the candidates should ensure that they fulfill all the eligibility norms. The registration will be provisional as the eligibility will be verified only at the time of interview. Mere issue of Admit Card / Interview Call Letter will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage or if candidate fails to produce valid documentary proof in support of his/her eligibility.

Before registration the candidate must ensure the following:

- i. Valid e-mail ID, which should remain valid for at least one year. No change in the e-mail ID will be allowed once entered.
- ii. Candidates should ensure that they possess requisite qualification at the time of applying.
- iii. Candidates should have latest passport size photograph as well as photograph of signature in digital form (.jpg or .jpeg only of less than 500 kb size) for uploading with the application form.
- iv. Candidates are advised to read carefully instructions for online submission of application. The same is available in the website.
- v. While filling online application the candidates must carefully follow all the steps. Incomplete application / application not fulfilling any eligibility criteria will be rejected summarily. No communication will be entertained from applicants in this regard.
- vi. After applying online, the candidate is required to download the system generated Registration Slip with unique registration number and other essential details.
- vii. **Candidates are not required to send any document to BCPL, Lepetkata at this stage.** The candidates will be allowed to appear in the Written Test / Trade Test, if applicable, only if they possess the valid Photo Admit Card which will be available for downloading from the BCPL website as per schedule indicated below.
- viii. The application being online, if during verification of documents prior to interview, it is found that the candidate does not possess the requisite eligibility criteria, he / she will not be allowed to appear for the interview and no TA will be paid.

On successful submission of the application, **Registration Slip with Unique Application Number** will be generated, which must be printed by the candidates for record and future reference. If the candidate does not receive the registration slip with unique transaction no. his / her online application form will not be considered complete.

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ix. IMPORTANT

All correspondence wherever required with candidates shall be done through e-mail / SMS only. All information regarding examination schedule / Admit Card / result of Written Test / interview schedule and call letters / intimation regarding final selection (wherever applicable) etc. shall be provided through e-mail / uploading on BCPL website. Responsibility of receiving, downloading and printing of Admit Card / Interview Call Letter / any other information shall be of the candidate. BCPL will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or for delay / non receipt of information if a candidate fails to access his/her e-mail / website in time or due to any network related data loss.

x. APPLICATION / PROCESSING FEE

Candidates are exempted from payment of application fees.

18. Candidates will be required to **produce original documents along with one set of self-attested copies** of the following testimonials / documents **at the time of interview** for verification of documents **failing which he / she will not be permitted to appear in the interview nor any Travelling Allowance will be reimbursed / paid by the Company to the candidate:**

- Document in support of Date of Birth proof.
- Caste / Tribe certificate (for SC / ST / OBC-NCL candidates as applicable) in the prescribed format issued by the Competent Authority not early than 01.12.2014
- **Disability certificate in the prescribed format issued by the Competent Authority (degree of disability 40% and above)**
- Ex-servicemen Proof (in case of Ex-servicemen candidates as applicable)
- All Certificates / Testimonials in respect of all qualifications (all semester/ year wise Mark Sheets & Degree certificates starting from matriculation onwards).
- Experience certificates / Documents issued by the Employer in support of experience details mentioned by candidate in the online Application Form.

Only following types of documentary proof towards experience will be considered:

- Experience letter issued by the competent and authorized executive of the organization indicating designation and date of joining the organization and latest pay slip. Identity card/ Annual increment letter/ Promotion Order/ Transfer Order, etc. will also be considered.
- In case of past employment, acceptance of resignation letter/ relieving order issued by the competent and authorized executive of the organization mentioning the date of joining as well as date of relieving the organization by the employee concerned.
- NOC from the employer in case candidate is employed in a Central / State Government / PSU / Semi Government organization.

19. BCPL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he / she has applied. No correspondence shall be entertained in this regard.

20. Request for change of Mailing address / E-mail / posts as mentioned in the online application will not be entertained.

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21. Only short listed candidates who are found apparently eligible based on the details given in the online application form will be called for Written Test and / or interview as the case may be.
22. Category (SC/ST/OBC) once mentioned in the online application form **will not be changed and no benefit of other category will be admissible later on.**
23. The OBC candidates who belong to “CREAMY LAYER” are **not** entitled for **OBC concession** and such candidates have to indicate their category as “General”.
24. Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer)/PWD as per Government Directives are applicable.
25. For claiming the benefit of **Physically Handicapped (PH)**, the candidates should produce Medical Certificate issued by a Medical Board attached to the Special Employment Exchange / Vocational Rehabilitation Centre for PH or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria. Only such PH candidate would be eligible to get the benefit of reservation/ concessions who suffer from not less than 40% of relevant disability. Candidates are required to submit the certificate in the prescribed format in support of their claim. Prescribed formats are hosted at **BCPL website www.bcplonline.co.in**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature **will not be considered.**
26. Candidates from **SC/ST/OBC** category should produce their caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim. Prescribed formats are hosted at **BCPL website www.bcplonline.co.in**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature will not be considered.
27. Candidature of the candidate 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.
28. BCPL reserves the right to raise the minimum eligibility standards. The Management also reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.
29. The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for written test / interview. BCPL’s decision shall be final in this regard.
30. Candidates presently employed in Central / State Government / PSU / Autonomous bodies 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/her present employer at the time of interview, his / her candidature will not be considered and will not be permitted to appear in the interview.
31. **Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.**

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32. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Guwahati Court** only.
33. In case any dispute arises on account of interpretation in versions other than English, **English version will prevail.**

IMPORTANT DATES

a.	Availability of online application form and other prescribed documents in BCPL website www.bcplonline.co.in	From <u>01.12.2015</u> to <u>26.12.2015</u>
b.	Last date of filling of online application form	<u>26.12.2015</u>

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