

**REVISED DETAILED ADVERTISEMENT FOR NON-EXECUTIVE
POSTS IN BCPL (ADVT. NO. BCPL-NE/02/2014)**

Category-wise distribution of posts

SN.	Post	Grade	Upper age limit**	No. of Posts				
				UR	OBC*	SC	ST	Total
1	Foreman (Chemical) - Trainee	S-5	32	8	6	-	2	16
2	Foreman (Electrical) – Trainee	S-5	32	4	2	1	-	7
3	Foreman (Instrumentation) – Trainee	S-5	32	2	1	1	-	4
4	Foreman (Mechanical) - Trainee	S-5	32	2	-	1	1	4
5	Jr. Personal Assistant	S-5	32	1	-	-	-	1
6	Accounts Assistant - Trainee	S-3	30	2	-	1	-	3
7	Assistant (Stores & Procurement)	S-3	30	4	1	1	-	6
8	Operator (Fire)	S-3	30	7	3	-	1	11
9	Operator (Chemical) - Trainee	S-3	30	8	4	-	3	15
10	Technician (Electrical) - Trainee	S-3	30	2	1	-	-	3
11	Technician (Instrumentation) - Trainee	S-3	30	8	2	-	1	11
12	Technician (Mechanical) - Trainee	S-3	30	5	4	-	1	10
13	Jr. Fireman - Trainee	S-0	28	5	3	1	1	10
Total				58	27	6	10	101

UR – Un-Reserved, OBC-Other Backward Classes, SC-Scheduled Caste and ST – Scheduled Tribe

** Non-Creamy Layer*

***Upper Age limit for UR Category*

SN	Post, Grade & Pay Scale	Minimum Essential Educational Qualification	Minimum Essential Experience	Upper Age Limit
1	Foreman (Chemical) - Trainee Grade: S-5 Stipend: ₹ 17,000/-	Diploma in Engineering in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 55% marks.	To be taken as Trainee for a minimum period of two years training with stipend.	32 years
2	Foreman (Electrical) - Trainee Grade: S-5 Stipend: ₹ 17,000/-	Diploma in Engineering in Electrical / Electrical & Electronics with minimum 55% marks.	To be taken as Trainee for a minimum period of two years training with stipend.	32 years
3	Foreman (Instrumentation) - Trainee Grade: S-5 Stipend: ₹ 17,000/-	Diploma in Engineering in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electrical & Instrumentation / Electronics / Electrical & Electronics with minimum 55% marks.	To be taken as Trainee for a minimum period of two years training with stipend.	32 years
4	Foreman (Mechanical) - Trainee	Diploma in Engineering in Mechanical / Production / Production & Industrial /	To be taken as Trainee for a minimum period of two years training with	32 years

	Grade: S-5 Stipend: ₹ 17,000/-	Manufacturing / Mechanical & Automobile with minimum 55% marks.	stipend.	
5	Jr. Personal Assistant Grade: S-5 Pay scale: ₹ 12,000 – 29,000/-	Graduate with minimum 50% marks with 01 (One) year / 02 (Two) years Diploma in Secretarial Practice. Proficiency in operations of personal computers and thorough knowledge of modern office procedures is essential. Should have Shorthand and Typing speed @ 100 & 60 words per minute in English respectively.	02 years experience as secretary to the executives in top management cadre. Should have proven organizational and administrative abilities and proven drafting ability. The incumbent should be able to display high degree of tact and courtesy in dealing with people and should be able to work in a multicultural environment.	32 years
6	Accounts Assistant (F&A)- Trainee Grade: S-3 Stipend: ₹ 14,000/-	Bachelor Degree in Commerce (B.Com.) with minimum 50% marks and minimum typing speed of 40 w.p.m. in English (in computer). Candidates should be proficient in operations of personal computer.	To be taken as Trainee for a minimum period of two years training with stipend.	30 years
7	Assistant (Stores & Procurement) Grade: S-3 Pay scale: ₹ 10,900 – 27,000/-	Bachelor Degree with minimum 50% marks and minimum typing speed of 40 w.p.m. (in Computer). Candidates should be proficient in operation of personal computer.	1 year Post Qualification Experience in line.	30 years
8	Operator (Chemical)- Trainee Grade: S-3 Stipend: ₹ 14,000/-	Bachelor Degree in Science (B.Sc.) with subjects of Physics, Chemistry & Mathematics with minimum 50% marks or B.Sc. (Honours) in Chemistry with minimum 50% marks.	To be taken as Trainee for a minimum period of one year training with stipend.	30 years
9	Technician (Electrical)- Trainee Grade: S-3 Stipend: ₹ 14,000/-	Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Electrical / Wireman trade.	To be taken as Trainee for a minimum period of two years training with stipend.	30 years
10	Operator (Fire) Grade: S-3 Pay scale: ₹ 10,900 – 27,000/-	10+2 or equivalent with minimum 06 months Fireman's Training course. Driving License for heavy vehicle / Fire Tenders; Proficiency in operating the pump / other firefighting equipment.	2 years Post Qualification Experience in line.	30 years

11	Technician (Instrumentation)- Trainee Grade: S-3 Stipend: ₹ 14,000/-	Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Instrumentation trade.	To be taken as Trainee for a minimum period of two years training with stipend.	30 years
12	Technician (Mechanical)- Trainee Grade: S-3 Stipend: ₹ 14,000/-	Matric plus ITI Tradesman ship/ National Apprenticeship Certificate in Fitter / Diesel Mechanic / Machinist / Turner trade.	To be taken as Trainee for a minimum period of two years training with stipend.	30 years
13	Jr. Fireman- Trainee*	10th Pass with minimum 45% marks.	To be selected for Induction Fireman Training Course for 06 months and on successful completion of said course the candidate will be placed on training for a minimum period of one year with stipend.	28 years

**The Selected candidates will be initially undergoing 06 months induction Fireman Training course at Guwahati/any other Fireman Training Institute decided by BCPL Management. The training expenditure will not be borne by BCPL. During the period of training, the candidates will not be paid any remuneration. The modalities of such training will be decided by BCPL after selection. On successful completion of 06 months induction Fireman Training Course, the candidate will be placed on training for a minimum period of one year with stipend in S-0 grade.*

1. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE:

- 1.1** All the qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved Autonomous Indian Institution (wherever applicable). Diploma qualifications (for technical disciplines) should be recognized by respective State Board of Technical Education. Industrial Training Institute (ITI) / National Apprenticeship Certificate (NAC) qualification should be recognized by State Council of Technical and Vocational Training (SCTVT) / National Council of Technical and Vocational Training (NCTVT).
- 1.2** Minimum 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 given to any particular semester / year by the Institute / University.
- 1.3** Wherever Cumulative Grade Point Average (CGPA) / Overall Grade Point Average (OGPA) or letter grade in a Degree / Diploma is awarded, equivalent percentage of marks should be mentioned in the application form as per norms adopted by University / Institutes.
- 1.4** Relevant experience mentioned against each vacancy should be necessarily post qualification. Industrial / Vocational / Apprentice Training as part of course will not be considered as experience. For the above posts, Minimum Essential Post Qualification Experience should be as on **01.07.2014**.

2. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATIONS

Relaxations in minimum percentage of marks in essential qualifications in respect of SC/ST and PH candidates have been provided as per following -

- 2.1 Wherever marks have been specified as **55%, 50% and 45%**, **relaxed minimum educational qualification percentage in respect of SC/ST and PH candidates is 50%, 45% and 40% respectively.**
- 2.2 SC / ST candidates applying for a post marked Un-Reserved (UR) will not be provided any relaxation in minimum qualifying percentage of marks in educational qualification.

3. AGE LIMIT AND AGE RELAXATION

3.1 The cutoff date for determining upper Age Limit will be **01.07.2014**.

Relaxed Age Limit for different category of candidates as applicable based on the reservation in different posts as advertised above is specified below:

Grade	Age Limit (In Years)						
	OBC	SC	ST	PH-GEN	PH- OBC	PH-SC	PH-ST
S-5	35	37	37	42	45	47	47
S-3	33	35	35	40	43	45	45
S-0	31	33	33	38	41	43	43

- (i) 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**.
- (ii) 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.
- (iii) SC / ST / OBC candidates applying for a post marked Un-Reserved (UR) will not be provided any relaxation in age limit.

4. EMOLUMENTS

Besides Basic Pay, Variable Dearness Allowance (VDA) at the applicable rates and other allowances and benefits as applicable will be admissible as per company rules in force and amended from time to time.

5. 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 obtain medical report in the prescribed proforma from the Central/State Government Hospital or BCPL's authorized hospitals or from a Civil Surgeon before being considered for appointment to the Services of the Company. The opinion of the Medical Officer authorized by the Company in this regard shall be final.

6. SELECTION PROCESS

Selection process will involve Written Test and/or Trade Test and/or Endurance Test and/or Computer Proficiency Test and/or Interview. The list of eligible candidates shortlisted for undergoing trade test and/or Interview will be made available at BCPL Website along with venue, date and time. List of the selected candidates will also be hosted on BCPL Website. Candidates are advised to check their e-mails and visit BCPL website www.bcplonline.co.in regularly.

7. HOW TO APPLY

7.1 APPLICATIONS THROUGH ON-LINE MODE

Eligible and interested candidates may apply online through BCPL website www.bcplonline.co.in. Before applying the candidates should ensure that they fulfill all the eligibility norms. Their registration will be provisional as their 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 registering their applications on the website the candidates should possess 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 300 kb size) for uploading with the application form.
- iv. Candidates are advised to read carefully instructions for online submission of application. The same will be available in the website itself.
- v. While filling online application the candidates must carefully follow all the steps. Incomplete application / application without fee / 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 Pay in slip & 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 sent to the personal email-ids of the candidates.
- 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.
- ix. **MODE OF PAYMENT OF APPLICATION / PROCESSING FEE FOR ONLINE MODE**

Candidates belonging to General and OBC category are required to pay a non-refundable application fees of ₹ 50/- (**Rupees fifty only**). SC/ST/PH candidates are exempted from payment of above fees provided they produce SC /ST/PH certificate as applicable, issued

by the Competent Authority at the time of interview. The fees once paid will not be refunded on any account nor would this fee be held in reserve for future exam / selection.

Payment can be made **through net-banking / credit card / debit card only**. No other mode of payment will be accepted. The payment can be made by using debit card / credit card / Internet Banking online through the payment gateway made available. Transaction charges for online payment, if any, will be borne by the candidates. After ensuring the correctness of the particulars of the online application form, candidates are required to pay fees through the payment gateway integrated with the application by following the instructions available on the screen. No change / editing will be allowed thereafter. On successful completion of the transaction, **Registration Slip with Unique Transaction Number and 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 and he / she will have to make payment again. Failed Transaction amount will be automatically refunded to same A/c from which the payment was originally made, within seven working days.

7.2 APPLICATIONS THROUGH OFF-LINE MODE

Candidates who desire to **apply offline** will be required to submit their application in the prescribed format (in hard copy by post). Prescribed application format to be downloaded from the **website: www.bcplonline.co.in**.

Before forwarding their applications the candidates should 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. A recent passport size colour photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it, the application will be rejected.
- iii. Candidates should ensure that they possess requisite qualification at the time of applying.
- iv. Candidates are advised to read carefully instructions for offline submission of application.
- v. Incomplete application / application without fee / application not fulfilling any eligibility criteria will be rejected summarily. No communication will be entertained from applicants in this regard.
- vi. The candidates will be allowed to appear in the Written Test / Trade Test, if applicable, only if they possess the valid Admit Card.
- vii. 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.
- viii. Application duly filled in all respects along with the attested true copies of the testimonials / documents should be sent by speed post/ordinary post/ courier on or before **27.08.2014** in a cover super scribed "**APPLICATION FOR THE POST OF** **“(NAME OF THE POST APPLIED FOR)”**as the case may be to the following address:

General Manager (HR)
Brahmaputra Cracker and Polymer Limited (BCPL),
Administrative Building, Project Site Office,
PO - Lepetkata, Dibrugarh, Assam, PIN -786006

BCPL will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. BCPL will also not take responsibility to connect any certificate / remittance sent separately.

ix. **MODE OF PAYMENT OF APPLICATION / PROCESSING FEE FOR OFFLINE MODE**

- Candidates belonging to General and OBC (Non Creamy Layer) category are required to pay a non- refundable application fees of ₹ 50/- (**Rupees fifty only**) by **Demand Draft / Pay Order** drawn in favour of “**Brahmaputra Cracker and Polymer Limited**” payable at **Dibrugarh, Assam**. Name of the candidate and post applied for should invariably be written on the back side of the demand draft. The application once made will not be allowed to be withdrawn and the application fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/ selection.
- SC/ST/PH candidates are exempted from payment of application fees. However, for claiming exemption in application fees, SC/ST candidates will have to attach an attested copy of SC /ST certificate as applicable, issued by the Competent Authority in the prescribed format and PH Candidates claiming exemption in application fees will have to attach an attested copy of disability certificate in the prescribed format issued by Competent Authority at the time of forwarding hard copy of the Application Form.

8. 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 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.

9. 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. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

10. Candidates will be required to **produce original documents along with one set of 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:**

- Document in support of Date of Birth proof.
- Caste/Tribe certificate (for SC/ST/OBC candidates as applicable) in the prescribed format issued by the Competent Authority, Disability certificate (in case of PH candidates) in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates)

- 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.
- NOC from the employer in case candidate are employed in a Central / State Government / PSU / Semi Government organization.

11. OTHER TERMS AND CONDITIONS

- 11.1. The candidates should ensure that they fulfill all eligibility criteria and other conditions of this advertisement. Mere admission to the Test(s) and / or Interview does not imply that the Company (BCPL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and / or that he / she has furnished any incorrect information/ false certificate or has suppressed any material fact(s), his / her candidature will stand cancelled. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard. If any of these shortcoming(s) is /are detected even after appointment, his / her services will be summarily terminated.
- 11.2. Request for change of Mailing address / Email / Category / Posts as mentioned in the application will not be entertained.
- 11.3. All correspondence with candidates shall be done through email / SMS only. **All information / communication regarding Test(s) and / or interview call letters etc. shall be provided through email / SMS to the candidates found apparently eligible based. Responsibilities of receiving and downloading of information / communication etc. will be of the candidate. BCPL will not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate and no correspondence in this regard will be entertained.**
- 11.4. Category (SC/ST/OBC/PH) once mentioned in the application form **will not be changed and no benefit of other category will be admissible later on.**
- 11.5. The OBC candidates who belong to "CREAMY LAYER" are **not** entitled for **OBC concession** and such candidates have to indicate their category as "**General**".
- 11.6. Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer)/PH (degree of disability 40% or above) / Ex-Servicemen as per Government Directives are applicable.
- 11.7. For claiming the benefit of **Physically Handicapped**, 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. 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**.
- 11.8. Candidates from **SC/ST/OBC (Non Creamy Layer)** category should produce latest caste certificate in the proforma prescribed by the Govt. and 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.
- 11.9. Ex-servicemen fulfilling eligibility criteria can apply against the above posts along with relevant service certificates and qualification documents prescribed above. Ex-servicemen applying for the above vacancies must submit a certificate indicating the equivalence of their qualification to that advertised, failing which the application will be rejected, without further reference in this regard.

- 11.10. Outstation SC/ST candidates called for interview shall be reimbursed second-class rail / bus fare from the place of residence to the place of interview by the shortest route subject to production of documentary evidence of rail tickets / bus tickets as per rules.
- 11.11. 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.
- 11.12. 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.
- 11.13. 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.
- 11.14. The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for written test(s) / interview. BCPL's decision shall be final in this regard.
- 11.15. Decision of BCPL in all matters regarding eligibility, conduct of Trade test or any other test, Interview, selection process, posting to any location, etc. would be final and binding on all candidates.
- 11.16. **Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.**
- 11.17. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Dibrugarh Court** only.
- 11.18. In case any dispute arises on account of interpretation in versions other than English, **English version will prevail.**

10. **IMPORTANT DATES**

a.	Availability of online application form and other prescribed documents in BCPL website www.bcplonline.co.in	From <u>28.07.2014 10:00 am</u> to <u>27.08.2014</u>
b.	Last date of receipt of application form	<u>27.08.2014</u>

ADVT. NO. BCPL – NE/02/2014