

Web Advertisement:



**Mangalore Refinery and Petrochemicals Ltd.**  
**(A Subsidiary of Oil and Natural Gas Corporation Ltd.)**

Kuthethoor Post, Mangalore – 575 030

Ph: 0824 – 2882120/2156/3673 Fax: 0824-2271404, E-mail: recruit@mrpl.co.in

**Advertisement No. 56/2015**

**Last Date for receipt of Applications: 04/04/2015**

**RECRUITMENT FOR MANAGEMENT CADRE EMPLOYEES**

Mangalore Refinery and Petrochemicals Limited (MRPL), a subsidiary of ONGC and a Schedule 'A' Mini Ratna CPSE, is focused on efficiency and growth. The company is recognized today as the leading refinery in India in terms of all round performance, having won many awards in Encon, Safety, Quality, Exports etc. The company has recently executed an Expansion & Upgradation Project, at an estimated cost of about \$ 3.0 Billion. The other initiatives include foray into Petrochemicals and Retail Marketing. In case you are the one looking for real challenges, here is the opportunity.

MRPL invites applications from eligible Indian National candidates for the following management positions:

| S. No. | Position  | No of Vacancies | Category | Location  | Maximum Age as on 30/4/15 | Scale of Pay ₹ | Minimum qualification and experience   |
|--------|---|-----------------|----------|-----------|---------------------------|----------------|--|
| 1      | <b>Chief Manager (Polymer Business )</b><br><br><b>E6 grade</b>   | 1               | UR       | Bangalore | 44 years                  | 51300-73000    | Engineering graduates with at least 16 years post qualification oil industry experience out of which at least 9 years must be in Polymer business function. Additional experience in industrial channel sales and overseas business shall be preferred. Candidate must have held a Regional head position with responsibility of independently heading a regional team. Candidates applying from PSU's should be working minimum at the level of Sr. Manager in IDA pay scale of ₹. 43200-66000. |
| 2.     | <b>Sr. Manager (Marketing Operations )</b><br><br><b>E5 grade</b> | 1               | @        | Mangalore | 41 years                  | 43200-66000    | Engineering graduates with at least 13 years post qualification experience, out of which at least 3 years must be in Depot/Terminal / warehouse Operation with Truck loading Experience with a reputed company operating depots and terminals. Candidates applying from PSU's should be working minimum at   |

|    |  |   |    |           |          |             |   |
|----|--|---|----|-----------|----------|-------------|---|
|    |  |   |    |           |          |             | the level of Manager in IDA pay scale of ₹. 36600-62000.  |
| 3. | <b>Sr. Manager (Sales )</b><br><b>E5 grade</b>             | 1 | @  | Bangalore | 41 years | 43200-66000 | MBA or Engineering graduates with at least 13 years post qualification experience, out of which 3 years must be in petroleum products marketing retail Marketing such as supply, OMC sales, operations or logistics in India in a reputed oil company.<br>Candidates applying from PSU's should be working minimum at the level of Manager in IDA pay scale of ₹. 36600-62000.  |
| 4. | <b>Manager ( Marketing Operations )</b><br><b>E4 grade</b> | 1 | \$ | Mangalore | 38 years | 36600-62000 | Engineering graduates with at least 10 years post qualification experience, out of which at least 3 years must be in Depot/Terminal Operation with Truck loading Experience with a reputed company operating depots and terminals for petroleum products. Candidates with experience in handling solid cargo such as coal, Petcoke or polymers will have added advantage.<br>Candidates applying from PSU's should be working minimum at the level of Dy. Manager in IDA pay scale of ₹. 32900-58000. |
| 5. | <b>Manager ( Consumer Sales )</b><br><b>E4 grade</b>       | 2 | \$ | Bangalore | 38 years | 36600-62000 | MBA or Engineering graduates with at least 10 years post qualification experience, out of which 3 years must be in industrial consumables sales. HQO level or product management experience in an Oil company will be added advantage.<br>Candidates applying from PSU's should be working minimum at the level of Dy. Manager in IDA pay scale of ₹. 32900-58000.  |
| 6. | <b>Manager ( Finance)</b><br><b>E4 Grade</b>               | 1 | \$ | New Delhi | 38 years | 36600-62000 | CA/ICWA/MBA with specialization in Finance with minimum 10 years relevant post qualification experience in a reputed Corporate, presently working in the  |

|    |  |   |    |                     |          |             |  |
|----|--|---|----|---------------------|----------|-------------|--|
|    |  |   |    |                     |          |             | <p>position of at least Dy. Manager. Work experience in a Refinery / Fertilizer / Petrochemical plant will be of added advantage. Experience in Corporate Accounts Finalization, Treasury Management, Forex, Indirect taxation, Preparation of Budget, Maintenance of Cost Records, Preparation of Management Information Reports etc., will be preferred.</p> <p>Candidates applying from PSU's should be working minimum at the level of Dy. Manager in IDA pay scale of ₹. 32900-58000.</p>     |
| 7. | <b>Deputy Company Secretary - E4 grade</b>     | 1 | \$ | Mangalore           | 38 years | 36600-62000 | <p>ACS / FCS with minimum 10 years post qualification experience, out of which last 3 years in a reputed Public Limited Company, handling secretarial and legal functions / activities independently. Preference will be given to a candidate with Financial background and having CA / MBA Finance qualification.</p> <p>Candidates applying from PSU's should be working minimum at the level of Dy. Manager in IDA pay scale of ₹. 32900-58000.</p>   |
| 8. | <b>Deputy Manager (Polymer Sales) E3 Grade</b> | 2 | #  | Bangalore / Chennai | 35 years | 32900-58000 | <p>MBA or Engineering graduate with at least 7 years post Qualification experience, out of which at least 3 years must be in the field of Sales of Polymers in India. Experience of sales of Polypropylene to end users as well as through channel would be an advantage. Candidates with Polymer / chemical engineering background are encouraged to apply.</p> <p>Candidates applying from PSU's should be working minimum at the level of Sr. Executive in IDA pay scale of ₹. 29100-54500.</p> |

|     |  |   |   |                                  |          |             |  |
|-----|--|---|---|----------------------------------|----------|-------------|--|
| 9.  | <b>Deputy Manager (Technical Sales) - Polymers</b><br><br>E3 grade | 2 | # | Bangalore / Chennai              | 35 years | 32900-58000 | Polymer Engineering graduates with at least 7 years post qualification experience, out of which at least 2 years must be in the providing technical support to polymer customers like application support / handling quality complaints, application development, grade stabilization etc.<br>Candidates applying from PSU's should be working minimum at the level of Sr. Executive in IDA pay scale of ₹. 29100-54500. |
| 10. | <b>Sr. Executive ( Marketing Finance )</b><br><br>E2 grade         | 2 | % | Bangalore                        | 32 years | 29100-54500 | CA/ICWA or MBA with specialization in Finance with minimum 4 years of post-qualification experience in a marketing organisation. Work experience in an oil marketing company HQO or regional office Will be of added advantage.<br>Candidates applying from PSU's should be working minimum at the level of Executive in IDA pay scale of ₹. 24900-50500.  |
| 11. | <b>Senior Executives (Marketing Operations )</b><br><br>E2 grade   | 3 | % | Mangalore / Hassan               | 32 years | 29100-54500 | Engineering graduates with at least 4 years post qualification experience, out of which at least 2 years must be in Depot/Terminal Operation with Truck loading Experience with a reputed company operating depots and terminals for liquid petroleum products.<br>Candidates applying from PSU's should be working minimum at the level of Executive in IDA pay scale of ₹. 24900-50500.                                |
| 12. | <b>Senior. Executives (Sales)</b><br><br>E2 grade                  | 3 | % | Various locations in South India | 32 years | 29100-54500 | MBA or Engineering graduates with at least 4 years post qualification experience, out of which 2 years must be in Sales function in a reputed company.<br>Candidates applying from PSU's should be working minimum at  |

|     |   |   |            |           |          |             |  |
|-----|---|---|------------|-----------|----------|-------------|--|
|     |   |   |            |           |          |             | the level of Executive in IDA pay scale of ₹. 24900-50500.   |
| 13. | <b>Senior Executives (Retail Engg )<br/>E2 grade</b>      | 1 | %          | Bangalore | 32 years | 29100-54500 | Civil / Mechanical / Chemical Engineering graduate with at least 4 years post qualification experience out of which 2 years must be in Engineering or construction department of any company.<br>Experience in Planning and construction of retail outlets of an oil company and or Experience in Planning and construction / maintenance of Oil depots / Terminals will be added advantage.<br>Candidates applying from PSU's should be working minimum at the level of Executive in IDA pay scale of ₹. 24900-50500. |
| 14. | <b>Sr. Executive (Corporate Communications) –E2 grade</b> | 1 | %          | Mangalore | 32 years | 29100-54500 | First class Post Graduate degree in Mass Communication & Journalism from a recognized University with 4 years experience in PSU or 4 years experience as a reporter in National English Newspaper handling Oil & Gas reporting or in a Nationally recognized Advertising Agency servicing an Oil PSU client.<br>Candidates applying from PSU's should be working minimum at the level of Executive in IDA pay scale of ₹. 24900-50500.   |
| 15. | <b>Engineer (Fire) – E 1 grade</b>                        | 2 | SC-1, UR-1 | Mangalore | 28 years | 24900-50500 | Graduate Degree in Fire Engineering.   |

@ : Out of 2 Senior Manager (E5) positions : 1-SC & 1-UR

\$ : Out of 5 Manager (E4) positions : SC-2, OBC-1 & UR-2

# : Out of 4 Dy. Manager (E3) positions : SC-1, OBC-1 & UR-2

% : Out of 10 Sr. Executive (E2) positions: SC-1, ST-1, OBC-3 & UR-5.

### **ELIGIBILITY CRITERIA:**

1. The cut off date for deciding the maximum permissible **age** and **experience** (wherever applicable) as per eligibility criteria shall be 30/04/2015. Experience shown must be the minimum relevant experience for the function, after obtaining necessary qualification (post qualification experience) including 'On the Job' training period.
2. The period of experience prescribed and the standard of suitability of the SC / ST candidates is relaxable, at the discretion of the competent authority, in the event of non-availability of sufficient number of suitable candidates for the posts.
3. Wherever specific relevant experience has been prescribed, Experience Certificates / Resumes clearly indicating the specific area of experience should be enclosed. Please note that applications not fulfilling this specific criterion will not be considered.
4. Positions at Sl. No. 1 to 14 above are identified as suitable for Persons with Disability (OH/HH/VH) also.

### **HOW TO APPLY:**

Candidates are requested to read the instructions and ensure correctness of the data before applying. Candidates should submit their application in the enclosed format, enclosing self attested copies of all relevant certificates in support of qualification (along with year-wise / semester-wise marks cards), age (SSLC Certificate), **Experience certificates for each experience claimed clearly mentioning the start and end date of experience (for the current employment, joining date proof and latest pay slip will be sufficient)** and **Caste certificate** wherever applicable along with recent passport size photograph and super scribing the envelope with the position applied for, by post / courier to the Sr. Manager (HR - Recruitment), Recruitment Section, Mangalore Refinery and Petrochemicals Ltd., Post Kuthethur, Mangalore – 575030, on or before **04/04/2015**. 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). Payment can be made through challan in any branch of State Bank of India by downloading the Challan Format enclosed with the Advertisement in the Website. 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.

**Last Date for Receipt of Applications: 04/04/2015.**

### **GENERAL INSTRUCTIONS:**

1. All the qualifications specified above should be recognized by UGC / AICTE.
2. Working knowledge of Hindi is desirable.
3. Candidates called for interview shall be reimbursed Traveling allowance as follows from their correspondence address in India on production of actual tickets by the shortest route. Local Travel cost, if any, shall be borne by the candidates:
  - a. E3-E7 grades – 1<sup>st</sup> class / 2 AC Rail fare including Rajdhani Express and E-2 & E1 grade – 2<sup>nd</sup> class Rail / Bus fare.

- b. E1 grade - Eligible SC/ST/PWD candidates called for written test will be reimbursed second class rail / bus fare by the shortest route, on production of rail / bus ticket and self attested documents in support of eligibility such as Date of birth proof, Caste certificate and Qualification marks cards / certificate along with originals for verification. However, Candidates opting for examination in a city other than the city nearest from the mailing address will not be paid TA. All candidates called for Interview will be reimbursed second class rail / bus fare by the shortest route on production of rail / bus tickets. PWD candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines.
4. Location of the job 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.
  5. Recruitment of Minority as per applicable Government Guidelines.
  6. Allowances and perquisites shall be as admissible for the grades.
  7. In case large numbers of applications are received, Management reserved the right to raise the minimum eligibility standards / criteria.
  - 8. Requests for change of category once declared in the application will not be entertained.**
  9. For claiming the benefit of OBC category, the candidate should submit a proper caste certificate as per the proforma prescribed as per Central list of issued by the Government of India, which would among others, specifically mention that the candidate does not belong to the persons / sections (creamy layer) as mentioned in column 3 of the Schedule to the Department of Personnel and Training in the Govt. of India OM No. 36012/22/93-Estt. (SCT) dated 8/9/1993. **The certificate should not be more than 6 months old** as on the last date for receipt of application.
  10. Age relaxation of SC/ST/OBC: 5 years for SC/ST and 3 years for OBC, PWD-10 years, age relaxation of Ex-Servicemen (EXSM) as per Govt. directives.
  11. Experience in PSU / Private needs to be specified.
  12. Persons employed in Government organizations / Public Sector Undertakings / Autonomous Bodies owned by the Government, **should submit 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.**
  13. The vacancies and reservation indicated above is tentative and may increase 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 /enlarge the number of vacancies and recruitment process, if need so arises, without any further notice and without assigning any reasons thereof.
  14. Satisfactory Character & Antecedents report would be required once selected and the Management reserves the right to out-rightly dismiss the candidates whose report is not found satisfactory.
  15. Canvassing in any form shall disqualify the candidature.
  16. 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 personal interview.
  17. 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 fulfill 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.

18. Candidates must mention correct and active e-mail ID / Contact nos. for communication.
19. The application fee will not be returned / refunded due to any reasons, whatsoever.
20. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto 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.
21. In the event any applicant has litigated with his / her employer in the past, the same should be clearly mentioned in brief.
22. Management reserves the right to create and operate a panel of suitable candidates for one year.
23. Any amendment / corrigendum shall be hosted only on the Company's website [www.mrpl.co.in](http://www.mrpl.co.in). Candidates may regularly check for updates.
24. Documents received after the last date for submission of documents will also not be considered.



**APPLICATION**  
(TO BE FILLED IN CAPITAL LETTERS)

Photograph

1. Advt. No. : \_\_\_\_\_
2. Post applied for : \_\_\_\_\_
3. Name of the candidate: \_\_\_\_\_
4. Fathers's / Husband's Name: \_\_\_\_\_
5. Date of Birth : (dd/mm/yyyy) : \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year
6. Age as on \_\_\_\_\_: \_\_\_\_\_ Days \_\_\_\_\_ Months \_\_\_\_\_ Years
7. Nationality: \_\_\_\_\_
8. State of Domicile (state belongs to) : \_\_\_\_\_
9. Category (SC/ST/OBC/PWD (if PWD, indicate degree of disability) : \_\_\_\_\_
10. Sex (Write M or F) : \_\_\_\_\_
11. Complete Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_
- District \_\_\_\_\_ State \_\_\_\_\_ Pin \_\_\_\_\_

12. Qualification (Secondary School onwards) :

| 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 or Grade, mention equivalent percentage of marks as per University / Institute norms. Percentage of marks not to be rounded off.

13. Hindi Proficiency level (studied Hindi up to) :

14. Work Experience:

| Name & Address of the Organisation / Employer | Post held | Period |     | Nature of Job | Nature of Industry | Salary Drawn | Reason for leaving |
|---|-----------|--------|-----|---------------|--------------------|--------------|--------------------|
|   |           | From:  | To: |               |                    |              |                    |
|   |           |        |     |               |                    |              |                    |

15. Challan (₹ 500/-) No. : \_\_\_\_\_ / Date of Payment \_\_\_\_\_ / Issuing Bank / Branch \_\_\_\_\_

16. E-mail id : \_\_\_\_\_

17. Phone No.: \_\_\_\_\_ Mobile No. \_\_\_\_\_

18. Source of Advertisement: \_\_\_\_\_ (Name of Newspaper or Journal or Website)

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.

Place & Date: \_\_\_\_\_

Signature: \_\_\_\_\_

NB: Please use separate sheet if space is inadequate for filling SL no 12 & 14. The format must be the same. Please sign on each page of the application form.