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MANGALORE REFINERY AND PETROCHEMICALS LIMITED
(A Subsidiary of Oil and Natural Gas Corporation Limited)
CIN No. : L23209KA1988GOI008959
Kuthethoor Post, Mangalore – 575030

Advertisement No. 88/2023

RECRUITMENT IN NON MANAGEMENT CADRE

Mangalore Refinery and Petrochemicals Limited (MRPL), a Schedule 'A' Mini Ratna Central Public Sector Enterprise and subsidiary of ONGC limited, is operating a 15 MMTPA state-of–the art Refinery located in a beautiful hilly terrain, north of Mangaluru city, in Dakshina Kannada District of Karnataka State. It also incorporates a Polypropylene unit having a capacity of 440 KTPA and an Aromatic Complex capable of producing 0.905 MMTPA of Para Xylene and 0.273 MMTPA of Benzene.

If you have the desire to excel and the zeal to contribute towards the development of the nation, we welcome you to join team MRPL. We are looking for bright, energetic, aspirant and dedicated youth (Indian Nationals only). The details of eligibility criteria regarding prescribed educational qualification, age and other eligibility criteria and application procedure are mentioned below:

I. DETAILS OF VACANCIES AND RESERVATION

Table 1

Sr. No.	Discipline/ Position	Grade	No of Posts	Reservation						Upper age limit as on 20/06/2023
				UR	EWS	OBC (NCL)	SC	ST	PwBD*	
1	Chemical	TS5	19	7	1	5	4	2	1 (HH)#	UR/EWS- 28 years OBC(NCL)- 31 years SC/ST- 33 years PwBD (UR/EWS)- 38 years PwBD [OBC(NCL)]- 41 years PwBD (SC/ST)- 43 years
2	Electrical	TS5	5	2	1	-	1	1	1 (HH)#	
3	Mechanical	TS5	19	7	2	3	5	2	1 (OA/OL/ CP/LC/ Dw/ AAV)	
4	Chemistry	TS5	1	1	-	-	-	-	-	
5	Draftsman	TS5	1	1	-	-	-	-	-	
6	Secretary	JM5	5	2	1	1	1	-	1 (VH-LV)	

Abbreviations Used: UR – Un reserved, EWS - Economically Weaker Section, OBC (NCL) – Other Backward Class (Non-Creamy layer), SC – Scheduled Caste, ST – Scheduled Tribe, PwBD – Persons with Benchmark Disability, HH – Hard of Hearing , OA- One Arm, OL- One Leg, CP- Cerebral Palsy, LC- Leprosy Cured, Dw- Dwarfism, AAV- Acid Attack Victims, VH –Visually Handicapped, LV – Low Vision.
*Horizontal Reservation for PwBD category having minimum 40% disability.

One post each in Chemical and Electrical discipline are reserved for category (b) - HH (Hard of Hearing) having minimum 40% disability. In case eligible HH candidates are not available, the post will be filled by candidate belonging to other categories of benchmark disabilities identified for the post. Hence candidates belonging to other PwBD categories identified suitable for the post can also apply [Refer DoPT OM No.36035/02/2017-Estt (Res) dated 15/01/2018].

The upper age limit for OBC (NCL)/SC/ST/PwBD categories specified above includes relaxation of age. Relaxation in upper age limit for OBC (NCL)/ SC/ ST category will be applicable only for the posts

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reserved for respective category. Relaxation in age for Ex-servicemen is as per rules of Government of India.

The cutoff date for deciding the maximum permissible age and post qualification work experience will be 20/06/2023.

a) **For getting the benefits of reservation under OBC(NCL) category:**
- Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under Govt. of India and Central Govt. Public Sector Undertakings.
- Candidates need to furnish caste certificate issued by the competent authority in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government Public Sector Undertaking and it must be issued on or after **1st December 2022**.
- The certificate must contain date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list.
- The OBC category candidates who belong to "CREAMY LAYER" are not entitled for OBC(NCL) concession/reservation and such candidates shall have to apply as "UR" category candidate.

b) **For getting the benefits of reservation under SC/ST category:**
- Name of caste to which candidate belongs must appear in the List of SC/ST of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India.
- The caste certificate must contain date of issue along with name of caste.
- The candidates need to furnish their SC/ST certificate as per the latest format prescribed by Government of India.

c) **For getting the benefits of reservation under EWS category:**
- Candidates seeking reservation under EWS category will have to submit an Income and Asset Certificate issued by the Competent Authority.
- The Prescribed format of Income and Asset certificate and the Competent Authority for issuing the said certificate have been mentioned in DOPT Office Memorandum no 36039/1/2019-Estt(Res) dated 31/01/2019.

d) **For getting the benefit of reservation under PwBD category:**
- The candidate needs to furnish PwBD certificate as per latest format applicable to relevant category of disability.

II.POST IDENTIFIED SUITABLE FOR PERSONS WITH BENCHMARK DISABILITY (PwBD) CATEGORY

The following posts are identified suitable for candidates belonging to PwBD categories having minimum 40% disability:

Table 2

Sl.No.	Discipline/ Position	Eligible PwBD Categories
1	Chemical	HH, OA, OL, CP, LC, Dw, AAV, ASD (M), SLD
2	Electrical	HH, OA, OL, LC, Dw, AAV, ASD (M), SLD, MI
3	Mechanical	HH, OA, OL, CP, LC, Dw, AAV, SLD, MI
4	Chemistry	HH, OA, OL, CP, LC, Dw, AAV, ASD (M), SLD, MI

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5	Draftsman	HH, OA, OL, Dw, AAV, ASD (M), SLD, MI
6	Secretary	LV, HH, OA, OL, BL, OAL, CP, LC, Dw, AAV, ASD, SLD, MI

Abbreviations Used: HH- Hard of Hearing, OA- One Arm, OL- One Leg, CP- Cerebral Palsy, LC- Leprosy Cured, Dw- Dwarfism, AAV- Acid Attack Victims, ASD (M)- Autism Spectrum Disorder (Mild), SLD- Specific Learning Disability, MI- Mental Illness, LV- Low Vision, BL- Both Legs, OAL- One Arm and One Leg.

III. MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATION AND POST QUALIFICATION WORK EXPERIENCE REQUIRED

1) Chemical

a) Minimum essential educational qualification

Three years Diploma in Chemical Engineering or Technology/ Diploma in Petrochemical Engineering or Technology / Diploma in Polymer Engineering or Technology/ Diploma in Refinery Engineering or Technology with minimum 60% marks in aggregate for UR/OBC(NCL)/EWS category and minimum 50% marks in aggregate for SC/ST/PwBD category.

b) Work Experience

Candidates should have **minimum 2 years** of relevant post qualification work experience in any Petroleum Refinery/ Gas Processing/ Petrochemical/ Chemical/ Fertilizer/ Pharmaceutical/ Steel Industry. Experience as Trainee/Apprentice will not be considered as relevant post qualification work experience.

2) Electrical

a) Minimum essential educational qualification

Three years Diploma in Electrical / Electrical & Electronics Engineering with minimum 60% marks in aggregate for UR/OBC (NCL)/EWS category and minimum 50% marks in aggregate for SC/ST/ PwBD category.

b) Work Experience

Candidates should have **minimum 2 years** of post-qualification industrial work experience as an Electrical Technician in Power Plant Industry or any of the process industries such as Petroleum Refinery/ Fertilizer/ Petrochemicals/ Oil and Gas Processing/ Cement/ Iron & Steel. Experience as Trainee/Apprentice will not be considered as relevant post qualification work experience.

The candidate should have basic knowledge of Operation and Maintenance of Electrical systems (Switchgears/ Transformers/ Motors/ Protection relays/ Power Generators/ UPS/ VFD etc). Hands on experience of working with Electrical Protection System, Power Generators, AVR, VFD and PLC will be added advantage.

3) Mechanical

a) Minimum essential educational qualification

Three years Diploma in Mechanical Engineering with minimum 60% marks in aggregate for UR/OBC (NCL)/EWS category and minimum 50% marks in aggregate for SC/ST/PwBD category.

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b) Work Experience

Candidates should have **minimum 2 years** of post-qualification industrial work experience as a Mechanical Technician in a Hydrocarbon based process Industry Petroleum Refinery, Fertilizer, Petrochemicals, Oil and Gas Processing or Power Plant Industry. Experience as Trainee/Apprentice will not be considered as relevant post qualification work experience.

The candidate should have basic knowledge of machineries such as Pumps, Blowers, Compressors, Turbines, Diesel Engines, Cranes etc. and Hands on Experience on Maintenance of any one or more of above equipment's. Knowledge of preventive/ predictive maintenance of rotary and static equipment's will be an added advantage.

4) Chemistry

a) Minimum essential educational qualification
Bachelor of Science (B.Sc.) in Chemistry with Chemistry/Analytical Chemistry/Industrial Chemistry/Polymer Chemistry/Applied Chemistry as principal subject with minimum 60% marks in aggregate.

b) Work Experience
Candidates should have **minimum 2 years** of post-qualification work experience in any Petroleum Refinery or Petrochemicals complex or Power or Fertilizers or Oil and gas. Work experience in NABL accredited laboratory/ R&D centers will have added advantage. Experience as Trainee/Apprentice will not be considered as relevant post qualification work experience.

5) Draftsman

a) Minimum essential educational qualification
Three years Diploma in Mechanical Engineering with minimum 60% marks in aggregate and course completion certificate in AUTOCAD software.

b) Work Experience
Candidate should have **minimum 2 years** of post-qualification work experience in Piping / Mechanical drafting using AUTOCAD. Experience as Trainee/Apprentice will not be considered as relevant post qualification work experience.

6) Secretary

a) Minimum essential educational qualification
Three years diploma in Commercial Practice with minimum 60% marks in aggregate for UR/OBC (NCL)/EWS category and minimum 50% marks in aggregate for SC/ST/PwBD category.

b) Minimum essential skill requirements
(i) English and Hindi Stenography speed: 120 w.p.m. in English and 100 w.p.m. in Hindi
(ii) English and Hindi Typing speed: 35 w.p.m. in English and 30 w.p.m. in Hindi.

c) Minimum essential post qualification work experience
The candidate should possess **minimum 2 years** of post-qualification work experience as Personal Secretary/Personal Assistant/Stenographer in a Central/ State Govt. /PSU /Autonomous

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body. Experience as Trainee/Apprentice will not be considered as relevant post qualification work experience.

d) Skill test norms on Computer
Dictation: 10 minutes @ 120 w.p.m. in English and 100 w.p.m. in Hindi

IV.ADDITIONAL CONDITIONS REGARDING EDUCATIONAL QUALIFICATIONS

a) All qualification must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved Autonomous Indian Institution / Concerned Statutory Council /Board of Technical Education, as applicable.

b) Candidates applying against UR, EWS and OBC (NCL) posts should have **minimum 60% aggregate marks** in the essential qualifications mentioned above. Candidates applying against posts reserved for SC, ST and PwBD category should have **minimum 50% aggregate marks** in the essential qualifications mentioned above.

c) **Minimum percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters to be calculated by taking average of all semesters/years, irrespective of the weightage to any particular semester/year/subjects by the Institute/University. Aggregate percentage of marks shall not be rounded off (for example 59.99% should not be rounded off as 60%).**

d) In case CGPA/OGPA/Grade is awarded by University/Board, the equivalent percentage shall be derived based on the formula provided by the University/Board for converting the grade to percentage. If no formula is prescribed by the University/Board, **the equivalence in percentage of marks will be established by multiplying the CGPA/OGPA/Grade by a factor of 10 subject to the condition that the candidate has to submit documentary proof that the University/Board does not have any formula for conversion of CGPA/OGPA/Grade to percentage**.

V.DEFINITION OF POST QUALIFICATION WORK EXPERIENCE

a) The 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. The work experience should be in full time job on regular salary basis, in a nature of Establishment/ Industry as specified in the advertisement after acquiring prescribed minimum essential educational qualification.

b) In case of intermittent nature of job the actual days engaged in full time job only will be considered for calculating number of years of experience.

c) Any other nature of experience like freelance experience will not be considered as it is not a full time job and required number of years of experience cannot be established.

d) Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.

e) Experience as Trainee/Apprentice will not be considered as relevant post qualification work experience.

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VI. SCALE OF PAY, PROBATION AND EMOLUMENTS

Candidates selected will be placed on probation for a period of One year in the scale of pay of Rs. 25000-86400. In addition to basic pay, the candidates will be eligible for other allowances applicable to them as per the rules of the Company.

VII. SELECTION PROCESS

Selection process will consist of Written Test followed by Skill Test (if required by MRPL), Physical Test (if required by MRPL) and Document Scrutiny. The candidates who are successful in Written Test, Skill Test (if applicable) and Physical Test (if applicable) as per the criteria of MRPL will only be considered for Document Scrutiny. The Management reserves the right to add, modify or delete any test, as the case may be, to the selection process. The above tests are in addition to the mandatory pre-employment medical examination.

a) Details of Written Test

i. Written Test (Duration- 120 Minutes) (Grand Total of 120 Marks):

The Written Test will comprise of 120 Multiple Choice Questions consisting of two sections;
(1) General Awareness of 40 marks (consisting of 40 objective questions) and
(2) Discipline/Subject of 80 marks (consisting of 80 objective questions)

- All questions carry 1 mark each. There will be no negative marking.
- The Question Papers for Written Test will be Bilingual i.e. in English & Hindi.

The minimum percentage of marks required to qualify the written test shall be as under:

- Un-Reserved (UR)/ Economically Weaker Section (EWS) and OBC (Including Non-creamy layer) - 60%.
- Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disability (PwBD) - 50%.

ii. Written Test Centre:

The written test will be conducted at centers in Karnataka only. However MRPL reserves the right to add/delete any written test centre. No change in centre of examination will be allowed under any circumstances. MRPL reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre. MRPL also reserves the right to divert candidates of any Centre to some other Centre to take the examination

VIII. GENERAL INFORMATION / INSTRUCTIONS:

a) No other qualification other than those expressly mentioned in the qualification criteria would be accepted.

b) The admit card for Written Test indicating the time and venue for shortlisted candidate can be downloaded from MRPL website at appropriate times. Candidates are advised to check MRPL website frequently for updates and **not to rely on any other source for any information pertaining to this recruitment**.

c) While filling online application, it is mandatory for all the candidates to upload their Photograph and Signature as specified in this advertisement without any exception.

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d) Candidates should comply with additional instructions of MRPL, if any.

e) No correspondence will be entertained about the outcome of the application, at any stage.

f) **Candidate must ensure that they fulfill all the eligibility criteria specified in the advertisement as on 20/06/2023.** In case it is found that the information furnished by a candidate is defective in any manner or has been deliberately suppressed, the candidature will be summarily rejected as and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished to MRPL. The candidature would be rejected if found ineligible at any stage.

g) Issue of admit card for Written Test/ Skill Test, call letter for Document Scrutiny etc. does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.

h) The job location/initial place of posting for the selected candidates will be fixed based on the requirements of MRPL. 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 as per the requirement of MRPL.

i) Candidates selected will be placed at different sections of the department as per the requirement of the Company. If required, the candidates need to work in shifts including night shifts.

j) In case of any clarification on recruitment process, please email at **recruit1@mrpl.co.in**. No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.

k) The decision of MRPL in all matters relating to the conduct of Written Test etc. and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

IX. APPLICATION FEE

a) General, OBC (including non-creamy layer) and EWS category candidates are required to pay a **non-refundable application fee of Rs 118/- (Rs 100 application fee plus Rs 18 GST)** while applying online. Any additional charges (like bank service charges etc.) has to be borne by the applicant.

b) SC / ST/ PwBD/ regular employees of MRPL/ Ex-Serviceman categories are exempted from payment of Application Fee.

c) Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying. **Candidate should note that in case status of payment is "not success" for their transaction, i.e. status of payment shown in the payment portal is "pending"/ "failure"/ "rejected" or any other technical issue, then it is the responsibility of candidate to ensure that payment made to MRPL is successful within due date.** In case transaction is reversed by the bank to candidate or cancelled and payment is not received by MRPL within due date, the candidature shall be summarily cancelled.

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d) Candidate should also note that in case the payment details filled up by candidates in online system is not matching with the transaction details provided by the bank, their candidature shall be summarily cancelled. Cheque/ Money Orders/ Postal Orders/ Pay Orders/ Banker's Cheque/ Postal Stamps/ Demand Drafts etc. will not be accepted towards application fee and MRPL is not liable to send the same back to the candidate.

X. REQUIREMENT BEFORE FILLING ONLINE APPLICATION FORM

a) Candidates must go through this detailed advertisement very carefully and check their eligibility before proceeding to apply **ONLINE** for the position.

b) The relevant link to apply **ONLINE** shall be available on the company website **https://www.mrpl.co.in/careers**. Candidates should read the instructions carefully and fill the **ONLINE** application form giving correct and complete information.

c) Candidate should have following documents ready for uploading on MRPL **ONLINE** portal during registration:
- Scanned copy of recent color passport size photograph, not older than 6 months. Candidates are advised not to upload photograph taken using mobile phone.
- Scanned copy of signature

d) Prior to applying **ONLINE**, Candidate would be required to register their email id and mobile number in the online portal. Therefore, they must have a valid email id and mobile number, both of which should remain active for minimum 01 year from the date of registration. Communications to the candidates to apprise them about various stages of recruitment process will be sent on their registered email id and/or mobile number only.

e) Post registration of email id and mobile number, request for change of Mobile number and e-mail ID will not be entertained.

f) Candidate must read the instructions very carefully while applying and filling the entries in the **ONLINE** form. Candidate must keep on verifying their entries repeatedly prior to submitting their **ONLINE** application, as no request for changes in the entries shall be entertained after submission of the **ONLINE** application form.

g) For the advertised position, only the registration done on our MRPL **ONLINE** portal shall be acceptable and no other mode/format of application shall be acceptable.

XI. HOW TO APPLY

The application submission process has three parts as mentioned below:

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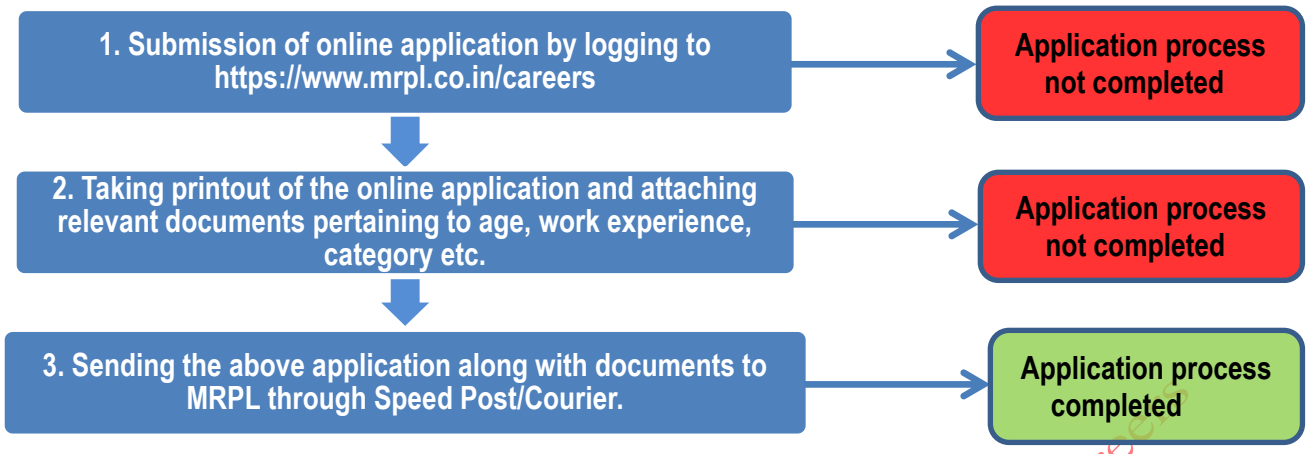

Very important: Mere applying online does not amount to submission of application. Only those applications along with the self-attested documents pertaining to age, educational qualification, work experience, category etc. (hard copy) that reach MRPL by Speed post/Courier within the specified time limit will be considered for further processing.

Detailed steps for submitting application is mentioned below:

1) **Step 1**: Candidates meeting the prescribed eligibility criteria for the post, may visit the website https://www.mrpl.co.in/careers and Click on "Advt.No.88/2023: Recruitment in Non-Management Cadre". Click on "Click here to register online" for generating Login ID and password.

2) **Step 2**: After generating Login ID and Password, click on "Sign In" for logging in to apply for the suitable post. Furnish particulars/details pertaining to educational qualifications, caste etc. and such other information as sought in the online application form.

3) **Step 3**: Upon submission of particulars (Step 2), the online system will generate an **Application ID** which will be sent to the candidate through email/SMS.

4) **Step 4:** Next step to be followed by the candidates depending on their category is given below:

Table-3

For General, OBC (NCL) and EWS candidates	For SC/ST/PwBD/ESM category candidates
(a) Click on 'Pay Now' and Select Payment Category as "Advt. 88/2023" and then complete the payment process submitting the relevant details like Application ID etc. and making online payment of application fees of Rs.118/-. Upon payment, save and take a print of the **payment confirmation receipt** for further application process and records. This also needs to be uploaded in the next stage. (b) After making payment, the applicant has to come back to the home page and click on "Already Paid" and then sign-in using Login-ID and password to submit details viz. SBI e-Collect Reference Number (starting with DU), Payment Bank Name and Payment Date. Also upload the **payment confirmation receipt** in jpg format. Then click "Next".	(a) Upload the scanned copy of photograph, signature and finally click "Submit". **"Online application generated. Please send the hard copy of application along with other documents to MRPL as mentioned at step 5 and step 6 in the detailed advertisement. Application process not completed at this stage. Click to download online application form"** message will be displayed along with the pdf form of online application.

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(c) Upload the scanned copy of photograph, signature and other required documents and finally click "**Submit**". **"Online application generated. Please send the hard copy of application along with other documents to MRPL as mentioned at step 5 and step 6 in the detailed advertisement. Application process not completed at this stage. Click to download online application form"** message will be displayed along with the pdf form of online application.	

5) **Step 5:** Candidates are required to take a **printout of the Online Application Form and attach self-attested copies** of the following:

Table-4

Sl. No.	Particulars	Documents to be sent with application form
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.
2	Educational qualification [Class X, XII, Diploma, Degree/Post Graduate Degree. (as applicable for the post applied for)]	a) All mark sheets & certificates of educational qualifications b) For Diploma/Degree/PG Degree the individual mark sheet of all semesters/years has to be submitted. Only last semester/year mark sheet with details of all previous semesters/years marks **shall not be considered** and will lead to rejection of the application of 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.** c) Diploma/Degree/ PG Degree certificate has to be submitted. In case the candidate has not got Diploma/Degree/Post Graduation certificate then provisional Diploma/Degree/PG Degree certificate needs to be submitted. Non-submission of Diploma/Degree/Post Graduation certificate may lead to rejection of the application.
3	Work Experience	**a) For Past employment:** i) Experience letter 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 may lead to rejection of the application 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. **b) For Current employment** i) Proof of date of joining – Offer letter showing the date of joining mentioned by the candidate in the application form **OR**

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		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) where date of joining is clearly mentioned. ii) Proof of continuity of present employment – Latest Pay slip. Non-submission of the documents mentioned above may lead to rejection of the application.
4	Caste certificate [SC/ST/OBC(Non-Creamy Layer)]/ Income and Asset Certificate (EWS)	Caste certificate [SC/ST/OBC (Non-Creamy Layer)]/Income and Asset Certificate (for EWS category) issued by the Competent Authority in the prescribed format. The prescribed format of certificates is available at **https://www.mrpl.co.in/careers**. Non-submission of caste certificate/ Income and Asset Certificate may lead to rejection of the application.
5	PwBD certificate	Candidate belonging to Persons with Benchmark Disability (PwBD) category shall submit the PwBD certificate issued by the Competent Authority. The prescribed format of certificate is available at **https://www.mrpl.co.in/careers**. Only candidates having not less than 40% of relevant disability are eligible to be considered under PwBD as per the Rights of Persons with Disabilities Act, 2016. Non-submission of PwBD certificate may lead to rejection of the application.
6	Ex-serviceman	Candidates belonging to Ex-serviceman category shall submit the documents issued by the Competent Authority to establish Ex-serviceman status.
7	No Objection Certificate (NOC)	Candidate employed in Central/State Government/Public Sector Enterprises/Autonomous bodies, are required to forward their application through **PROPER CHANNEL** (through their present employer) or should produce the **NO OBJECTION CERTIFICATE** at the time of Written Test failing which they will not be allowed to appear for Written Test.
8	Application Fee payment confirmation receipt	Candidates paying application fee are required to attach payment confirmation receipt.
9	Course completion certificate in AUTOCAD software. (**Applicable for the post of Draftsman**)	Course completion certificate in AUTOCAD software to be submitted **for the post of Draftsman**.

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6) **Step 6:** The above documents are to be sent (with name of post super-scribed on the envelope) by speed post/courier to **"General Manager (HR), Recruitment Section, Mangalore Refinery and Petrochemicals Limited, Kuthethoor Post, Mangalore- 575030, Karnataka**". The last date of receipt of hard copy of application is **20/06/2023**.

Print out of online application form & documents not received within stipulated date/ Application form without payment confirmation receipt/ Application received without the prescribed certificates and testimonials will be summarily 'Rejected'. Applications/Documents sent by Email or hand delivery will not be considered.

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XII. DOCUMENT SCRUTINY AFTER WRITTEN TEST/SKILL TEST ETC.

Original documents along with a self-attested copy of the above listed documents/ testimonials (mentioned at **Table-4** above) should be furnished at the time of Document Scrutiny.

XIII. OTHER INSTRUCTIONS

a) Preference will be given to candidates having in line experience in Oil and Gas Sector/ Petrochemicals Sector.

b) Concessions for reserved categories as notified by the Government of India from time to time will be applicable.

c) Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disability (PwBD) category candidates will be reimbursed travelling expenses limited to Sleeper Class Rail fare or ordinary Non A/c bus fare limited to Sleeper Class Rail fare from the correspondence address mentioned in call letter (for Written Test/Skill Test/Document Scrutiny) or from the actual place of travel, whichever is less. The candidates need to submit the proof of travel for claiming the reimbursement. PwBD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines. Local travel expenses will not be reimbursed and needs to be borne by the candidates.

d) The prescribed qualification and experience are the minimum required eligibility criteria for the post and mere possession of the same will not entitle a candidate for Written Test/ Skill Test (if applicable)/Document Scrutiny etc. MRPL's decision shall be final in this regard. MRPL reserves the right to raise the minimum eligibility standards. MRPL also reserve the right to fill or not to fill all or any of the notified positions without assigning any reason whatsoever.

e) Candidates having higher in line qualification with the post advertised (for example Graduate Degree in Engineering/Professional Degrees like MBA/MSW/MCA/PGDBM etc./ Master's Degree in science like MSc etc.) shall not be eligible to apply.

f) Candidates employed in Central/State Government/Public Sector Enterprises/Autonomous bodies shall either forward their application through Proper Channel or must produce No Objection Certificate (NOC) from their present employer at the time of Written Test. In case, the application of candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/her present employer at the time of Written Test, his /her application will not be considered. For forwarding the application through Proper Channel, the candidate needs to apply online, complete the application process, print the online application form, attach the required documents and then forward the application to MRPL **through their present employer**. The application may be forwarded to **"General Manager (HR), Recruitment Section, Mangalore Refinery and Petrochemicals Limited, Kuthethoor Post, Mangalore- 575030, Karnataka".**

g) Working knowledge of Hindi is desirable.

h) Requests for change of category once declared in the application will not be entertained.

i) 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. Candidates need to specify details of arrest/prosecution by any court while filling the online application form.

j) Candidates must mention correct and active e-mail ID/mobile number for various communications.

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k) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

l) 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.

m) 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.

n) Management reserves the right to create and operate a panel of suitable candidates, for a period of one year.

o) Any corrigendum/addendum in respect of the above advertisement shall be made available only on our website **https://www.mrpl.co.in/careers**. No further press advertisement will be given. Hence prospective applicants are advised to visit MRPL website regularly for latest updates.

p) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

XIV. IMPORTANT DATES AND LINKS

Table-5

The cut-off date for deciding the maximum permissible age and post qualification work experience	**20/06/2023**
Date of commencement of online application	**22/05/2023 at 10:00 AM (IST)**
Date of closing of online application	**16/06/2023 till 06:00 PM (IST)**
Last date for receipt of hard copy of application by speed post/courier at MRPL	**20/06/2023**
Date of Written Test	Will be announced on MRPL website **https://www.mrpl.co.in/careers**

The candidates are advised to submit the application at the earliest and not to wait till the last date to apply. They must consider the scenarios of postal delays etc. and ensure that the hard copy of applications will reach the above address with in the stipulated time.
MRPL will not be responsible for network problems or any other problem in submission of online application.

NOTE:

a) Candidates are required to submit the application online once only.
b) **Print out of online application form & documents not received within stipulated date, Application form received without the prescribed certificates and testimonials will be summarily 'Rejected'.**

**********************end of document************

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