



BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED

(A Government of India Undertaking)

Corporate Office, Namrup,

P.O. Parbatpur, Dist. Dibrugarh, Assam: PIN-786623

FAX- 0374 2500317: e-mail: bvfcnam@bsnl.in

The Brahma Putra Valley Fertilizer Corporation Limited (BVFCL) was emerged as a new Company in the year 2002, after de-merger from Hindustan Fertilizer Corporation Ltd. It is the first factory of its kind to use associated natural gas as basic raw material for producing nitrogenous fertilizer. The production Units of the Corporation situated at Namrup, Assam have been revamped and modernized recently. BVFCL have the two Ammonia and two Urea plants in operation with total production capacity of 5.55 lakhs MT of Urea per annum.

The Company is looking for dynamic and result oriented Executives in the Senior Managerial Level for filling up of the posts mentioned below:

SI. No	Post & No. of Vacancy	Scale of Pay(Rs) (Pre revised)	Job requirement	Age limit (Max) as on 1. 7.2010	Essential Qualification & experience
01	General Manager (HR) / Dy. General Manager (HR) 1 Post. (For CO, Namrup)	Rs.20500-500-26500/- / Rs. 18500-450-23900/- Minimum gross emolument Rs.55,288/- Rs. 49938/- (approx)	As General Manager (HR) / Dy. General Manager (HR) , he will be responsible for formulation and implementation of Personnel Management, Administration, Training policies /strategies including the legal matters of the Company and other related HRD activities.	55/53 years	MBA with specialization in Personnel Management and Industrial Relations or Post Graduate Degree / Diploma in PIR/HRD/ Labour & Social Welfare with at least 20 / 16 years Executive/Sr. Managerial experience in Personnel & Administration Department of a large and growing PSU/ Private sector organization. Degree in Law is desirable. The incumbent should be thorough with Labour Laws, Administration & Estate functioning, Training policies and with the latest HR practices. He shall be responsible for formulating Personnel Management policies including succession Planning, Man power/career planning, Recruitment and Selection etc. of the employees. The candidate should have good exposure in the field of Industrial Relations including wage negotiations and handling of Legal matters, disciplinary/conciliation/adjudication proceedings before the statutory authorities.
02	General Manager /Dy. General Manager (Finance) 1 post (For CO, Namrup)	Rs.20500-500-26500/- Rs. 18500-450-23900/- Minimum gross emolument Rs.55,288/- Rs. 49938/- (approx)	As General Manager/Dy. Gen. Manager (Finance), he will be responsible for all financial activities of the Units/Organisation including financial accounting and budgetary control, costing and pricing, finalization of Company Accounts. Taxation, Audit, familiarity with cash credit procedure, purchase and store accounts, capital expenditure control, and accounting of marketing function liaison with Financial Institutions and Govt. bodies.	55/53 years	Graduate with C.A. or I.C.W.A. with 20/16 years post qualification Executive experience in a PSU/a large Private sector organization, out of which 6/5 years should be in a Senior Managerial position (Experience in Chemical/Fertilizer Industry will be preferred).
03	Additional Chief Engineer (Chemical) 03 posts (For Namrup)	Rs.16000-400-20800/- Minimum gross emolument Rs.43250/- (approx)	The incumbent will be responsible for operation of all the plants in a large fertilizers / chemical plants. He will also be required to perform general managerial functions along with implementation of effective cost control in operation and technological development relevant to production activities.	52 years	Full time Graduate Degree in Chemical Engineering with 12 years post qualification executive experience in line in a PSU/a large Private sector Chemical Industry out of which at least 4 years should be at the senior management level with proven knowledge of modern technological developments in Chemical Industry. Experience in Fertilizer industry will be preferred.

Sl. No	Post & No. of Vacancy	Scale of Pay (Rs) (Pre revised)	Job requirement	Age limit (Max) as on 1.7.2010	Essential Qualification & experience
04	Dy chief Engr. /Plant Manager/ Asstt. Plant Manager (Chemical) 09 posts (For Liaison Office, Noida and Namrup)	Rs.14500-350-18700/-/13000-350-18250/-/10750-300-16750/- Minimum gross emolument Rs.39238/- Rs.35225/- Rs.29206/- (approx)	The incumbent will be responsible for operation with effective Managerial function of all the plants in a large fertilizers / chemical plants	50/48/45 years	Full time Graduate Degree in Chemical Engineering with minimum 10/8/5 years post qualification Executive experience in line in a PSU/a large Private sector Chemical Industry. Preference will be given to candidates having in line experience in Fertilizer & Chemical Industries
05	Dy chief Engr, /Plant Engineer/ Asstt. Plant Engineer (Instrumentation) 03 posts (For Namrup)	Rs.14500-350-18700/-/13000-350-18250/-/10750-300-16750/- Minimum gross emolument Rs. Rs.39238/- Rs.35225/- Rs.29206/- (approx)	The incumbent will be responsible for over all maintenance jobs of Instrumentation Department under the plants. He should have exposure to various maintenance aspects of the plant under DCS system.	50/48/45 years	Full time Graduate Degree in Instrumentation/ Electronics Engineering with minimum 10/8/5 years post qualification Executive experience in line in a PSU/a large Private sector Chemical Industry. Preference will be given to candidates having in line experience in Fertilizer & Chemical Industries
06	Chief Chemist 01 Post (For Namrup)	Rs.13000-350-18250/ Minimum gross emolument Rs.35225/- (approx)	The incumbent will be responsible for over all control in managing the Chemical Laboratories of the Corporation including the all types of Chemical Analytical jobs relating to smooth functioning of Plants. He should have the Knowledge of various test/ modern equipment required for analysis of Natural Gas, HDPE bags etc.	48 years	M.Sc (Chemistry) or equivalent full time post graduate degree with minimum 8 years post qualification Executive experience in Chemical Laboratory under a PSU/a large Private sector Chemical Industry. Preference will be given to candidates having in line experience in Fertilizer Industry's Chemical Laboratory.
07	Dy Materials Mgr./ Asstt. Materials Mgr. 03 posts (For Namrup)	Rs.14500-350-18700/-/13000-350-18250/- Minimum gross emolument Rs.39238/- Rs.35225/- (approx)	The incumbent will be responsible for materials/Procurement & Contract management, transportation & inventory control, Stores including general managerial functions and implementation of effective cost control under MM Department	50/48 years	Full time Graduate Degree in Engineering in Chemical/ Mechanical/ Instrumentation discipline /MBA/ Two year full time P.G Diploma with specialization in Materials Management with 10/8 years post qualification Executive experience in line in a PSU/a large Private sector Organisation. (Experience in Fertilizer Industry will be preferred)
08	Chief Administrative Officer/Sr Administrative Officer/Administrative Officer 02 posts (For CO, Namrup)	Rs.14500-350-18700/-/13000-350-18250/-/10750-300-16750/- Minimum gross emolument Rs.39238/- Rs.35225/- Rs.29206/- (approx)	The incumbent will be responsible for organisation and management of Administrative functions, Estate, Law & Legal matters.	50/48/45 years	MBA / PG Degree in any discipline with 10/8/5 years post qualification Executive experience in the field of Administration, Estate & Land and Legal matters of Govt. Undertaking or large Private sector Organisation . Incumbent should have capacity of handling legal matter pertaining to court case/ labour legislation/ contract agreements, Land, Revenue, Administration and Estate matters. Preference will be given to candidates having MBA/Post Graduate Degree in Public Administration with degree in Law.

Sl. No	Post & No. of Vacancy	Scale of Pay (Rs) (Pre revised)	Job requirement	Age limit (Max) as on 1.7.2010	Essential Qualification & experience
09	Dy.Chief Vigilance Officer/Sr Vigilance Officer/ Vigilance Officer 01 posts (For CO, Namrup)	Rs.14500-350-18700/- 13000-350-18250/- 10750-300-16750/- Minimum gross emolument Rs.39238/- Rs.35225/- Rs.29206/- (approx)	The incumbent will be responsible for management of total Vigilance function of the organization liaisoning with CVC and concerned Ministries/Govt. statutory bodies	50/48/45 years	MBA / PG Degree in any discipline With 10/8/5 years post qualification Executive experience in the field of preventive and punitive vigilance functions under any Govt. Undertaking or large Private sector organization. Preference will be given to candidates having degree in Law.
10	Asstt. Finance Manager/ Accounts Officer Gr-I 03 post (For Liaison Office, Noida and Namrup)	Rs.13000-350-18250/- 10750-300-16750/- Minimum gross emolument Rs.35,225/- Rs.29,206/- (approx)	The incumbent will be responsible for performing all financial jobs of the Units/organisation including financial accounting and budgetary control, costing and pricing, Taxation, Audit, cash credit procedure purchase and store accounts etc.	48/45 years	Graduate with C.A. or I.C.W.A. with 8/5 years post qualification Executive experience in line in a large manufacturing industry at middle/senior level position with proven knowledge off latest financial procedures and laws. (Experience in Chemical/Fertilizer industry will be preferred)
11	Accounts Officer Gr-II 02 Post (For Namrup)	Rs.8600-250-14600/- Minimum gross emolument Rs.23,455/- (approx)	The incumbent will be responsible for performing all financial jobs of the Units/organisation including financial accounting and budgetary control, costing and pricing etc.	40 years	Graduate with C.A/ I.C.W.A. 'or' B.Com/M.Com along with CA/ICWA (Inter) with minimum 3 years post qualification Executive experience in line in Finance & Accounts Department of large manufacturing Chemical industry.
12	Assistant Secretary 02 Post (For Namrup)	Rs.6550-200-11350/- Minimum gross emolument Rs.17,971/- (approx)	The incumbent will be responsible for performing all Secretarial jobs of the Top Executive Office of the Corporation.	35 years	Graduate with Shorthand & Computer Knowledge with minimum 3 years post qualification experience in all type of Secretarial jobs in the top Managers Office of a large PSU/ Private organization.

General Information and instructions

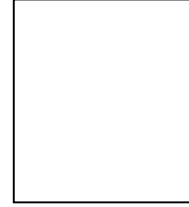
- 1) All qualification must be from UGC recognized University/Deemed University or AICTE approved Autonomous Institution (wherever applicable)
- 2) PSU executive applying for the post must be working for minimum two years in the next below post/scale as on 01.07.2010.
- 3) Reservation of post /relaxation in age etc. for SC/ST/OBC (non creamy layer)/PH and Ex- Serviceman candidates shall be as per the Government of India directives.
- 4) Candidates belonging to **SC/ST/OBC**(non creamy layer) are required to submit attested copies of their caste certificates issued by the Competent Authority alongwith the application form. The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General"

- 5) 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.
- 6) BVFCL reserves the right to offer immediate lower posts in case, candidates not found suitable for the advertised/applied post .
- 7) Candidates employed in Govt. Department/Public Sector Undertaking/ Autonomous bodies shall either forward their application through **proper channel** or shall produce "**No objection certificate**" from their present employer at the time of interview.
- 8) Applications not as per prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s)/document(s)/photographs etc wherever necessary or requisites fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- 9) Mere eligibility will not vest any right on any candidate to be called for interview for any post .The Corporation reserves the right to restrict the eligible candidates to be called for interview to a reasonable limit on the basis of convenient norms that may be decided by the Corporation.
- 10) Before applying for the post, candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement . BVFCL would 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. Only shortlisted candidates who are found apparently eligible based on the details given in the application form will be called for interview.
- 11) Out station candidates called for interview shall be paid single to and fro rail fare in AC-II tier restricted to shortest rail/road route on production of Railway/Bus ticket.
- 12) Posting of selected candidates shall be at Registered Office of the Corporation , Namrup or Liaison Office, Noida (as mentioned in the advertisement) and their service will be liable to be transferred any where within the Corporation.
- 13) Apart from the pay and allowances (Basic pay, D.A, fringe benefits, Namrup allowances etc.) other benefits includes HRA (depending on place of posting), CPF, Gratuity, PF, Employees Pension Scheme, Group Insurance, Medical benefits, subsidies Ration, Residential accommodation, Educational assistance for children etc as per rules of the BVFCL. **Higher start in the time scale may be considered in case of deserving candidates.**
- 14) The vacancies are identified to be filled up by Direct recruitment only hence applications of internal candidates will not be considered against the above posts.
- 15) VRS/VSS released candidates from any Government organization/PSUs fulfilling the above condition may also apply and in the event of selection he will be required to deposit the entire ex- gratia benefits to the Corporation before joining as per rules.
- 16) Candidates applying for more than one post should submit separate application for each post along with a separate Bank draft towards application fees.
- 17) Canvassing in any form will result in cancellation of the candidature.
- 18) Deserving candidates only may apply in prescribed format along with attested copies of certificates and testimonials regarding age, qualification, experience, caste for SC/ST & valid non creamy layer certificate for OBC, PH certificate for physically challenged candidate from Competent Authority, two recent passport size photographs and a non refundable application fees of Rs. 200/- (Rupees two hundred only) **for candidates belonging to General and OBC category only** by way of Bank draft drawn in favour of BVFCL, Namrup payable at SBI/UCO Bank at Namrup, Assam-786623. **SC/ST/PH** candidates are exempted from payment of above fees provided they attach an attested copy of SC/ST/PH certificate as applicable, issued by the Competent Authority along with their application .
- 19) Application duly complete in all respects should be sent so as to reach **The Personnel Officer, BVFCL, Namrup, P.O. Parbatpur, Dist: Dibrugarh, Assam, Pin-786623** within 21 days of publication of this advertisement.
- 20) Applications received after last date of submission will neither be entertained nor returned. BVFCL will not be responsible for postal delay or loss/ non delivery thereof . No correspondence in this regard will be entertained.



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SPECIMEN APPLICATION FORM



Post applied for : _____

1. Name :	2. Father's name
3. Date of birth and age:	4. Place of birth :
5. Nationality :	6. Home Town :
7. Present Address :	8. Permanent Address:

9. Present Telephone No. Office : Res. : FAX : e-mail :	10. Caste status : SC ST OBC OTHERS
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11. Academic background :					
Name of the institution	Qualification Acquired*	Duration of course	Year of passing	Class or Division	Main field of study

*(Photocopy of certificates to be attached)

12. Membership of Professional bodies :

13 Training & Attainments:			
Name of the course	Period/duration	Name of Institute	Field of Study

14. Professional experience – Starting from present position : (Photocopy of appointment/promotion letter for each post to be attached)

Employer's name & address & type of business	Period of employment		Post held & scale	Nature of duties	No. of persons working under
	From	To			
A.					
B.					
C.					
D.					
E.					

15. Details of last pay drawn :

16. References (other than relatives)

Full name	Full Address	Telephone/Fax/e-mail	Occupation

17.i) I certify that the statements made by me are true, complete and correct to the best of my knowledge and belief.

ii) Statements made with regard to age, qualification and experiences are supported by the photocopies of relevant certificates/testimonials.

Date _____

Signature _____