

Advertisement:Advt.No.HR/11/2026/02

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: info@bvfcl.co.in

Brahmaputra Valley Fertilizers Corporation Limited (BVFCL) was incorporated on 5th April 2002. A schedule 'B' CPSE under the administrative control of Ministry of Chemicals and Fertilizers, Department of Fertilizers, Government of India, it is the first plant of its kind in India to use associated natural gas as basic raw material for producing nitrogenous fertilizer. Presently BVFCL is in the expansion mode and has various new projects on the anvil.

The company invites applications from Indian nationals for the following posts **on Fixed Term Contract (FTC) Basis:**

S. No.	Post	Job Specification	Qualification	Remuneration (Rs.)	Max. Age as on 01.06.2026	Experience as on 01.06.2026
1.	Company Secretary Dy. Manager (CS) / Asstt. Manager (CS) 1 post= UR	The incumbent will be responsible for performing all the jobs relating to Company Secretary as per the Companies Act to conduct Board Meetings, Audit Committee meetings, AGM, Drafting of minutes, preparation and compilation of Annual Reports, Director's Reports and other related files and documents, file statutory returns and forms, correspondence with administrative Ministry etc.	Graduate and associate member of institute of Company Secretaries of India (ICSI)	24900-3%-50500	48 yrs.	After completion of professional qualification, candidate must have executive experience of minimum 8 years (for Dy. Manager) and minimum 5 years (for Asstt. Manager) as company secretary in a PSU / large private sector organization with proven in-line knowledge of latest Company law and Corporate Governance compliances including Secretarial standards. Good grasp of applicable laws to a company so as to report to BoD periodically.
				Approx. annual CTC = Rs. 13.7 lacs. (For candidate selected as Dy. Mgr (CS))	(Candidate applying for Dy. Mgr (CS))	
				20600-3%-46500	45 yrs.	
				Approx. annual CTC = Rs. 11.3 lacs. (For candidate selected as Asstt Mgr (CS))	(Candidate applying for Asstt Mgr (CS))	

NB: UR- Unreserved, SC –Scheduled Caste, ST- Scheduled Tribe, OBC (NCL)- Other Backward Class (Non-Creamy Layer), EWS- Economically weaker section, PwBD- Persons with benchmark disabilities, Ex-SM- Ex-serviceman.

A. Apply online:

i. Candidates are required to apply **ONLINE ONLY** providing details regarding age, date of birth, qualification, division and percentage of marks obtained, years of passing and respective School/ College/ University, work experience including position held if any, name of employers with address, nature of duties, period of service, scale of pay, salary drawn and other requisite information/ declaration. Only Indian Nationals are eligible to apply.

Candidates are also required to upload the scanned copy of following documents, in the prescribed format and size, failing which their application shall be summarily rejected:

- a) Matriculation Certificate/ Secondary School Certificate for age proof;
- b) Marks sheet all semesters & Degree certificate, as applicable, for proof of educational qualification;
- c) Self attested copy of valid Caste (SC/ST/OBC-NCL) / PwBD Certificate from Competent (wherever applicable);
- d) Divyang/ PwBD certificate, if applicable;
- e) Experience Certificates clearly indicating date of joining and relieving, nature of duties, and position held;
- f) ID proof issued by Government authority (PAN/ Passport/ Voter Card/ Aadhaar Card/ Driving License).

ii. Candidates fulfilling the prescribed eligibility criteria should apply only through BVFCL website: www.bvfcl.com. No other means/mode of application shall be accepted. The relevant link for submission of online application will be available from **10: 00 hours on 26.06.2026** on BVFCL website www.bvfcl.com →Apply online. Submission of application will be allowed on the website upto **17:30 hours on 25.07.2026**, unless modified by BVFCL at its sole discretion. Procedure for applying online is summarized in Clause No.B of this advertisement.

iii. The candidates should ensure that the details entered in online application are correct and complete. No modification shall be permitted after final submission of the application. On successful submission of duly filled-in application and payment of the prescribed application fee (where applicable), candidate shall be required to download the system-generated Application Form bearing a unique registration number for future reference.

B. How to apply:

1. Before applying the candidates should ensure that they fulfill all the eligibility norms specified in this advertisement. Their registration will be provisional and eligibility will be verified at the time of shortlisting/document verification/interview or at any subsequent stage. Mere issuance of call letter for appearing in interview shall not imply acceptance of candidature. Candidature is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false, misleading, suppressed, or not in conformity with the advertised eligibility criteria.
2. Eligible and interested candidates would be required to apply online only through BVFCL website: www.bvfcl.com
3. Before registering their application on the website, the candidates should ensure availability of the following:
 - i. Valid and active e-mail ID, which should remain valid for at least one year, as all future communication shall be made only through e-mail;
 - ii. Latest passport size photograph with white background of size 140X160 kb (jpg or jpeg file only upto 50 Kb) as well as clear photograph of signature in white background of size 90 X 120 Kb (jpg or jpeg file only upto 50 Kb) for uploading with the Application Form.
 - iii. Supporting documents as detailed in Clause A(i) above, for uploading in jpg or jpeg or pdf file only upto 100 Kb each.
 - iv. For payment of Application Fee of Rs 200/-, candidates belonging to "UR", "OBC" and "EWS" categories shall pay through online modes only, i.e. internet banking or credit/debit card.
 - v. The registration form is available on following path: www.bvfcl.com – Apply online.

C. Age limit:

The maximum age limit mentioned is applicable to the UR category, Age relaxations for SC/ST/OBC/PwBD candidates will be provided as per Government of India guidelines.

D. Reservation:

1. Reservation of posts for SC/ST/OBC (non-creamy layer)/PwBD candidate shall be as per the Government of India directives.
2. Candidates belonging to SC/ST/OBC are required to submit attested copies of their valid caste/tribe certificates in the prescribed format as per Government of India and issued by the Competent Authority indicating clearly the candidate's caste, the Act/ Order under which the caste is recognized as SC/ST/OBC , the village/ town the candidate is ordinarily a resident of and other details , as necessary.
3. The OBC (Non-creamy layer) candidates shall have to submit the requisite latest caste certificate as per format prescribed by Government of India and issued in the current financial year by the Competent Authority which would amongst others, specifically mention that the candidate(s) do not belong to the persons/sections(creamy layer). OBC candidates not submitting the 'non-creamy layer' certificate will not be entitled for relaxation/concession and such candidates will have to indicate their category as "General".
4. For claiming the benefit of Persons with Benchmark Disabilities, candidates must produce Medical Certificate issued by a Medical Board duly constituted by the Central or a State Government India / attached to the special Employment Exchange/Vocational Rehabilitation Centre for PwBD or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria of 40% or above.

E. Selection Process:

Selection of all positions advertised above shall be through Personal interview only. However, depending upon the number of applications received, BVFCL reserves the right to adopt suitable shortlisting criteria, conduct screening tests, written tests, or raise minimum eligibility standards, as deemed fit.

F. General Information and instructions:

1. The posts advertised are purely contractual in nature. The initial period of contract/engagement shall be for a period 2 years, extendable by a further two (2) years only, subject to satisfactory performance, workload requirement, and at the sole discretion of BVFCL Management. The concerned person shall have no right to claim any extension.
2. This engagement shall not confer any right for regular/permanent employment. The present engagement is not against any permanent vacancy and will not entitle any candidate to claim for regular/permanent employment in future or to claim any other benefit of a regular employee.
3. The tenure will come to an end automatically on completion of two years from the date of joining, without any further notice, unless the same is extended for a further period of 2 years subject to the fulfillment of the conditions set out above. Under no circumstances shall the contractual

engagement exceed four (4) years from the date of joining. The engagement shall automatically terminate upon completion of the tenure without any further notice.

4. The contractual engagement may be terminated by either party at any time during the tenure by giving one (1) month's notice or depositing the payment of Basic + DA components in the Consolidated Remuneration in lieu thereof.
5. Essential qualifications as specified must be from any UGC-recognized Indian Universities/Deemed Universities or AICTE-approved Autonomous Institutions/Statutory Authorities, as applicable. Qualifying degree/ diploma should be full time and regular. Qualifications acquired through distance learning mode shall not be considered. In case of qualifications acquired from foreign Universities/ Institutes, the candidate shall be required to produce an equivalence certificate for such qualification issued by competent authorities.
6. Wherever CGPA/OGPA/DGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. The documentary proof in support of the same must be submitted at the time of verification. Where no norms have been specified, the CGPS/OGPA will be presumed to have been provided on a 10-point scale.
7. Against the unreserved posts, SC/ST/OBC/PwBD/Ex-SM/EWS candidates may be considered under general standard of merit against the said post provided no relaxation is availed by them at any stage.
8. BVFCL reserves the right to relax eligibility criteria in case of exceptionally deserving candidates, or to offer appointment against lower post if the candidate is not found suitable for the advertised/applied post.
9. Candidates employed in Govt. Department/PSUs/Autonomous Bodies shall either apply through proper channel or shall produce "No Objection Certificate" (NOC) from their present employer at the time of interview.
10. Candidates employed with Govt. Department/PSUs/Autonomous Bodies must possess at least one year experience in the immediate lower pay scale, wherever applicable
11. In case of candidates from private organizations, the CTC should be equivalent to the advertised post or more for meeting eligibility.
12. Mere fulfillment of the prescribed eligibility criteria shall not entitle any candidate to be called for interview. The prescribed qualifications and experience constitute only the minimum standards. BVFCL reserves the right to restrict the number of candidates to be called for interview by adopting suitable short-listing norms and/or to raise the minimum eligibility standards, depending upon the number of applications received. Management of BVFCL also reserves the right to fill or not to fill all or any of the notified positions without assigning any reason thereof. Only those candidates who are shortlisted and found apparently eligible based on the notified specifications and the declarations made in the application form shall be called for interview.

13. BVFCL reserves the right, if deemed necessary, to conduct screening tests, written tests, skill/trade tests, or any other selection methodology in order to restrict the number of candidates to be called for interview.
14. BVFCL 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 Application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.
15. Out station candidates called for interview shall be reimbursed single to and fro rail fare in AC-II tier by the shortest rail/road route on production of Railway/Bus ticket.
16. Posting of selected candidates shall initially be at the Registered Office of the Corporation, Namrup; however, their services shall be liable to be posted or transferred to any unit, site, office, or location of BVFCL as per the requirement of the Corporation.
17. Canvassing by a candidate in any form at any stage will result in cancellation of the candidature.
18. BVFCL reserves the right to change the number of vacancies, restrict / modify / cancel the recruitment process at any stage without assigning any reason.
19. No modification is allowed after the candidate submits the application form. If any discrepancy is found in the online data filled in by the candidate and that of the original documents, the candidature shall be rejected.
20. Candidates must maintain a valid e-mail ID and mobile number for at least one year. No change shall be permitted after submission.
21. No correspondence will be entertained regarding non-calling of candidates for the selection process or for non-selection. The decision of BVFCL in this regard will be final and binding on all the candidates. The result of selection process will be displayed only on official website www.bvfcl.com and candidates are advised to visit the website from time to time.
22. Application registered without complete documents in support of eligible criteria, or where the eligibility cannot be ascertained by the uploaded documents, including cases of blurred, faded, or illegible documents, shall be summarily rejected. Subsequent claims for eligibility will not be entertained.
23. Verification of all documents shall be made with the original certificates and/or issuing authorities at any stage. Submission of false or misleading information shall lead to cancellation of candidature or termination of engagement.
24. If at any stage it is found that a candidate has furnished false information, suppressed any material fact, or secured employment through unfair means, such candidature shall be cancelled forthwith, and if already engaged, the contractual engagement shall be liable to termination without any notice.
25. The decision of the Management of BVFCL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of interview/selection process, and

engagement of candidates shall be final and binding. No correspondence or personal enquiries shall be entertained in this regard.

26. Candidates should submit only one application for one post.
27. Any dispute arising out of this recruitment shall be subject to the jurisdiction of courts of Dibrugarh only.
28. Any corrigendum related to this advertisement shall be displayed in the Corporation's official website www.bvfcl.com
29. Candidates must be in service/employment as on the cut-off date specified in the advertisement.

Important Dates:

Sl. No.	Particulars	Date
1.	Online Registration starts for submission of applications	26.06.2026
2.	Last date of submission of online applications	25.07.2026
3.	Cut-off date for calculating age and experience	01.06.2026

BVFCL does not assume any responsibility for the candidates not being able to submit their applications within the last date/time.

Dy Gen. Manager (HR)
Brahmaputra Valley Fertilizer Corporation Ltd.