



Assam Petro-Chemicals Ltd.
(A Govt. of Assam Undertaking)
Namrup, P.O. Parbatpur-786623, (Assam) India
Ph: (0374) - 2500331, 2500246, 2500518
CIN-U24116AS1971SGC001339

Advt. No. APL/HR/Con/Adv-53(Pt-V)/62

Assam Petro-chemicals Limited, one of the pioneers in the field of Petrochemicals having very good track record of performance and implementing ambitious expansion plan invites online applications for the following posts:

Sl. No.	Name of Post	Essential qualification	Experience	Age	No. of post
1.	Public Relations Officer Grade: E-1 Grade Pay: Rs. 13300/- PB : Rs. 30000 -110000/-	Graduate with Masters in Mass Comm. Preference shall be given to the candidate having knowledge in MS Office and DTP.	Minimum 03 (three) years post qualification working experience in Public Relations under any Govt. PSU/private industry having experience in publication of articles, journals etc. in English and Assamese language. Preference shall be given to the candidate having proficiency in presentation skills.	40 years	1 (One)
2.	Upper Office Assistant Grade: W-IV Grade Pay: Rs. 9700/- PB : Rs. 22000 - 97000/-	Graduate in any discipline with certificate/diploma in computer application. Preference shall be given to BCA/PGDCA.	Minimum 7 (seven) years experience in line with any Govt. PSU / private industry. However, preference shall be given to the candidate having working experience in Govt. PSU.	43 years	1 (one)
3.	Typist-cum-Clerk Grade: W-III Grade Pay: Rs. 8700/- PB : Rs. 14000 - 60500/-	Graduate in any discipline with certificate/diploma in computer application. Preference shall be given to BCA/PGDCA.	Minimum 5 (five) years experience in line with any Govt. PSU / private industry. However, preference shall be given to the candidate having working experience in Govt. PSU.	43 years	3 (three)
4.	Typist Grade: W-II Grade Pay: Rs. 8000/- PB : Rs. 14000 - 60500/-	HSSLC passed with certificate/diploma in computer application.	Minimum 5 (five) years experience in line with any Govt. PSU / private industry. However, preference shall be given to the candidate having working experience in Govt. PSU.	43 years	2 (two)
5.	Junior Driver Grade: W-II(A) Grade Pay: Rs. 6400/- PB : Rs. 14000 - 60500/-	Non-Matric with Commercial Driving License issued by the appropriate authority.	Minimum 5 (five) years driving experience in any Govt. PSU / private industry. However, preference shall be given to the candidate having working experience in Govt. PSU.	43 years	3 (three)

Other Criterion, General Information and Instructions:

1. All qualifications must be from UGC recognized University/Deemed University or AICTE approved Autonomous Institution/ Government Board (wherever applicable) of repute.
2. **The cut-off date for determining age limit and post qualification experience will be 01-01-2021.**
3. **AGE RELAXATION :**
The upper age is relaxable by 5 (five) years for SC/ST candidates, 3 (three) years for OBC / MOBC candidates.
4. Reservation for specified categories shall be followed as per Government norms.
5. The Management also reserves the right to recruit or not to recruit in the above position at any point of time without assigning any reason whatsoever.
6. Candidature of the candidate 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.
7. Management will have the right to increase or decrease the number of post as per the need of the company under its own discretion.
8. Place of work: Company's Factory Site at Namrup or as decided by the Management. However, the service is liable to be transferred to any other places as and when required.
9. **Applicant must be permanent Resident of the State of Assam.**
10. The prescribed qualification/experience is the minimum and mere possession of the same does not entitle a candidate for written test/interview. APL's decision shall be final in this regard.
11. **Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.** Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Dibrugarh Court only.
12. Interested candidates may apply online through Company's Website www.assampetrochemicals.co.in uploading self attested copies of certificates/testimonials in support of qualification, age, caste, experience etc. from 29th June, 2021 to midnight of 19th July , 2021.
13. The Company shall not be responsible for any postal delay.

IMPORTANT DATES:

A	Availability of online application link in website	From 29 -06-2021
B	Last date of submission of online application	Midnight of 19 -07-2021

Sd/-
Dy. General Manager (HR)