



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprise]

Phone: 0373-2914608/03, Email: bcplcareer@gail.co.in

Brahmaputra Cracker and Polymer Limited (BCPL), a Central Public Sector Enterprise (CPSE) is implementing the Assam Gas Cracker Project to set up a 280,000 TPA petrochemical plant at Lepetkata in Dibrugarh District, Assam.

Brahmaputra Cracker and Polymer Limited (BCPL) is conducting **walk-in interviews** for selection of suitable experienced professional for the following posts on **21.09.2011 (Wednesday)**.

Job specifications for walk-in interview of Experienced Professional

S N	NAME OF THE POST, GRADE & PAY SCALE	NO. OF POSTS	MINIMUM ESSENTIAL QUALIFICATION REQUIRED	MINIMUM ESSENTIAL EXPERIENCE REQUIRED	UPPER AGE LIMIT (AS ON 01.09.2011)
1	Dy. General Manager (Human Resource) Grade: E-7 Pay Scale: ₹ 43,200 – 66,000/-	01(UR)*	Two years full time MBA / MSW with specialization in Personnel Management & Industrial Relations / Human Resources Management OR Two years full time PG Degree / Diploma in Personnel Management & Industrial Relations / Human Resources Management. Preference will be given to candidates having Law Degree with above qualifications.	Minimum 19 (nineteen) years Post Qualification Executive Experience in line in a PSU / Large Private Sector organization. Candidates must have exposure to Manpower Planning, Industrial Relations & Welfare (including arbitration, conciliation, court cases and disciplinary matters), Policy Formulation, Performance Management System, HR Interventions, Balance Score Card, Competency Mapping etc. in a Public Sector Enterprise OR large Private Sector Enterprise. <u>Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower grade / scale.</u>	52 Years
2	Sr. Officer (Fire & Safety) Grade:E-2 Pay Scale: ₹ 20,600-46,500/-	01(UR)*	Full time Graduate Degree in Fire Engineering or Fire & Safety Engineering with minimum 60% marks in aggregate. Preference will be given to candidates having one year Diploma in Industrial Safety from a Central / Regional Labour Institute recognized by State Government.	Minimum 01 (One) year Post Qualification Executive Experience in line in a PSU / Large Private Sector organization. Preference will be given to candidates having inline experience in OIL/Gas sector/Petrochemical Sector /Processing industries.	35 Years

*Un Reserved category

Other Eligibility Criteria, General Information and Instructions:

1. All qualifications must be from UGC recognized University / UGC recognized Deemed University or AICTE approved Autonomous Institution (wherever applicable).

2. Wherever CGPA / OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes.

3. The cut-off date for determining age limit and post qualification experience will be **01.09.2011**.

4. The place of posting for both the positions will be Lepetkata, Dibrugarh, Assam.

5. Age Relaxation:

5. (i) The upper age is relaxable by **05 years for SC/ST** candidates, **03 years for OBC (Non- Creamy Layer)** candidates. It is relaxable by **05 years for PH-General, 08 years for PH-OBC and 10 years for PH-SC/ST** candidates. The upper age limit is also relaxable by **05 years** for candidates domiciled in the state of **Jammu & Kashmir** between **01.01.1980 and 31.12.1989**.

5. (ii) In case of **Ex-servicemen** who have put in **not less than six months** continuous service in the **Armed Forces of the Union**, they shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than **03 years** the maximum age limit prescribed for the posts / services for which a candidate seeks appointment, he / she be deemed to satisfy the conditions regarding the age limit.

6. Candidates appointed at different grades will be placed under probation for one year in their respective grade / pay scale.

7. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance (IDA) at the applicable rates. Other applicable allowances and benefits will be admissible as per company rules in force from time to time.

8. Walk-in interview procedure:

8. (i) The candidates who meet the job specifications may appear for interview at

**BCPL Project Execution Office
3rd Floor, GAIL Training Institute
Plot No. 24, Sector- 16 A
Dist.- Gautam Budh Nagar
Noida, UP- 201301
Ph.- 0120-2513102**

on **21.09.2011 (21st September, 2011, Wednesday)**. **Reporting time for the post of DGM (HR) is 10:00 am and for the post of Sr. Officer (F&S) is 01:00 pm.**

In case, large number of candidates turn out for the first interview, then the interview for the post of Sr. Officer (F&S) will be carried over to the next day, i.e. 22.09.2011 (22nd September, 2011, Thursday), 10:00 am.

8. (ii) **The candidates are required to fill the prescribed application form for employment and carry the same at the time of interview. They have to carry two recent passport size colour photographs and all the original testimonials with regard to Age, Category (SC/ST/OBC, if applicable), Educational Qualifications (including all the mark sheets and final certificates from matriculation onwards) and Experience Certificates in original from all the organizations where they worked / are working. The candidates have to submit one set of attested copies (attested by a Gazetted Officer) of all the above mentioned documents. The candidates have to carry documents in support of Date of Birth. In case of candidates employed in a Central / State Government / PSU / Semi Government organization, NOC / Forwarding Letter from the employer has to be submitted at the time of interview.**

8. (iii) **The candidates will be interviewed only on production of all the above mentioned documents and verification of the details with the original mentioned therein. The candidate who do not meet the job specifications /do not submit any documents mentioned above will not be interviewed and no TA will be paid.**

8. (iv) Before appearing for the walk-in interview, candidates should ensure that he / she fulfils all the eligibility and other criteria as mentioned in this advertisement.

9. The candidates who are actually interviewed for the post of DGM (HR) will be reimbursed 2AC Train Fare (to and fro) from / to the place of interview from their actual place of travel on production of proper travelling documents. In case for the post of SO

(F&S), the reimbursement is limited to 3AC Train Fare with all other conditions remaining the same. No local conveyance / expenses will be paid.

10. BCPL reserves the right to raise the minimum eligibility standards. The Management also reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.

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 **Guwahati Court** only.

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

Note: Please re-confirm that you have read the above terms and conditions carefully with special emphasis to Clause 7(ii) and 7(iii).

Advt.No.BCPL-6/2011



BRAHMAPUTRA CRACKER AND POLYMER LIMITED

[A Government of India Enterprise]

APPLICATION FOR EMPLOYMENT

Sl. No. _____

Please affix your
passport size
photograph

Name of the post:

Pay Scale: Rs.

PERSONAL DATA

1. (i) Category: SC ST OBC OH VH HH XSMN

(Tick in appropriate box if applicable)

(ii) Name:

(in Capital Letters – Underline Surname)

Registered Office : First Floor ,Hotel Brahmputra Ashok, MG Road, Guwahati 781001, Assam

(iii) Father's / Husband's Name: _____

Occupation: _____

2. (i) Present Postal Address: _____

(ii) Telephone No. : Office _____ / Resi. _____

(iii) Mobile No. _____ / e-mail address. if any: _____

(iv) Permanent Address: _____

(v) Home town: _____

3. (i) Date of Birth: _____

(ii) Exact Age: _____ Year _____ Months _____

(iii) State to which you belong: _____

(iv) Nationality: _____ (v) Religion: _____

4. (i) Height: _____ cms. (ii) Weight: _____ Kgs.

(ii) Power of Glasses if used:
 Right _____ Left _____

(iii) Do you suffer from any major ailment (e.g., Heart disease, T.B., Cancer etc.)? Yes / No

If yes, give details:

5. In case of SC / ST / OBC, state Caste / Tribe:
 Also attach attested copy of Certificate from prescribed authority:

6. In case Physically handicapped, give details of physical defects. Also attach attested copy of Certificate from competent medical authority.

7. In case Ex-Serviceman state:

(i) Rank.....(ii) Corps/ Regiment No.....

(iii) Date of Commission.....(iv) Date of Discharge.....

(v) Date of start of pre-commission training, if any.....

(vi) Education of Military.....

8. (a) Sex: Male/Female (b) Marital status: Single/Married/Widowed/divorcee

(c) Details of Children:

S.N	Name	Age	Sex	Class in which studying
1.				
2.				
3.				

(d) Details of other Dependents if any:

S.N.	Name	Age	Sex	Relationship	Remarks
1.					
2.					
3.					
4.					
5.					

(e) Is Your spouse employed?

If so, give details of the organisation and place of posting etc.

Yes / No

ACADEMIC & PROFESSIONAL QUALIFICATION

9. Details of Academic & Professional Qualifications (Matriculation onwards). Also mention details of statutory qualifications, if any, required for the post.

Examination Degree passed	College/ Institution	Year of Joining	Year of Leaving/ passing	Board/ Univer- sity	Class/ Division obtained	% of marks obtained	main subject studied	Remarks

10. Details of Membership of Professional Bodies/ Institutes/ Associations, if any

Status of Membership	Institution/ Association	Year of Enrolment	Whether recognized by Govt. of India as equivalent to Degree etc.	Whether awarded after passing prescribed Exam.

11. Proficiency in Languages:				
	Languages	Can read	Can write	Can speak
Mother Tongue				
Other languages				
1.				
2.				
3.				
4.				

Training & Attainments

12. Details of Training / Apprenticeship etc.:						
S.No.	Name of Institute or Employer	Nature of Training or Apprenticeship/ Main Contents of the course	From	To	Examination passed if any	Pay/ Stipend if any

PARTICULARS OF EXPERIENCE

13. Total Experience.....Years.....Months.
--

14. Details of experience starting from present with scales. Please give details of different positions held in each organisation with dates:

Employer's Name & complete address (start from present employer)	Period of Employment		Duration		Designation and scale of pay	Basic Pay	Total Emolument	Exact nature of duties/functions	Reason for leaving
	From Date	To Date	Year	Month					

GENERAL INFORMATION

15. (a) Details of Salary being drawn in the present post as on the date of application:

Scale of pay	Date of entry in the scale	Date of next Increment	Basic Pay	Special Pay, if any	DA/ADA/VDA	Total

(b) Other allowances and Perks:						
CCA	Site/Project/ Construction Allowance	HRA	Annual Bonus %	Approx. monthly value of incentive bonus, if any	Value of other Perks e.g. free house/electricity/ Water etc.	Gross emoluments per month inclusive of all allowances and value of perks
<p>16. If retired from Govt. / defence Services, give details of pension/equivalent of pensionary benefits.</p> <p>17. (a) Basic Pay acceptable <input style="width: 50px; height: 20px;" type="text"/> (b) Minimum time required to join, if selected <input style="width: 50px; height: 20px;" type="text"/></p> <p>18. Are you prepared to serve anywhere in India ? Yes / No</p> <p>19. Have you been an applicant for any post in this Company before? Yes/No. If 'yes' Give the following details:</p>						
Employment Advertisement No.	Name of Post	If called, date of interview	Whether selected/ offered appointment	Remarks		

20. Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary / vigilance case pending/ever instituted against you or have you been barred / disqualified by a Public Service Commission /University or any other educational authority form appearing in its examinations ?

Yes / No

If yes, give details:

21. Are you related to any of the Directors of BCPL? Is any of your relatives employed in BCPL.

Yes / No

If 'Yes' give the following details:

Name	Designation	Place of Posting	Relationship

22. Have you ever been abroad? If so, give particulars:

Country visited	Date of Departure	Date of Arrival	Duration of Stay	Purpose of visit

23. Extra Curricular Activities:

24. Details of Research Works, Books / Papers etc. Published, if any

25. References:

(These persons should be residents of India and holder of responsible positions and they should be intimately acquainted with your character and work but must not be relatives)

Name	Address	Occupation or Position

26. Any other relevant details/ information not covered above, that you may wish to furnish

27. List of documents attached (True copies)

I certify that

- (a) The information furnished above is correct.
- (b) I am / am not employed in Govt. /Statutory Organisation /Public Sector Undertaking
- (c) My application has / has not been forwarded through proper channel.
- (d) I am ready to join BCPL after resigning the post / retaining protective lien on my present post in Government / Public Undertaking.

Delete whichever is inapplicable.

Date

Signature of Applicant

FOR OFFICIAL USE ONLY

The entries regarding age, qualifications etc. made above have been verified by me with the originals and found correct. The following Degrees/Certificates/Testimonials have not been produced for verification.

Representative of HRD Deptt.

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Kindly make sure that all the instructions given below are complied with failing which your application is liable to be rejected.

1. All entries in this form should be typed or written neatly.
2. Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
3. Application forms from employees of Government/Public-Sector Undertaking/Statutory Organizations must be sent through proper channel.
4. Incomplete application will not be considered.
5. Attested copies and testimonials should be attached with the form. All enclosures to the application form should preferably be of the size of application form and all the sheets be properly stitched or tagged.
6. All the information given in the application form should be correct. Any mis-statement / Suppression of facts would render the candidate liable to rejection and termination after appointment.
7. Any change in address should be communicated to us. While every care would be taken to record the change in address, the Company will not accept any responsibility, whatsoever, for delivery of interview letter on changed address. The candidates should , therefore, arrange for redirection of communications to their changed address.
8. A recent passport size photograph should be affixed on the application form.

9. Candidates belonging SC/ST/OBC communities should invariably attach attested copy of the certificate from on of the following authorities.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1 st Class Stipendiary Magistrate/City Magistrate * /Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

* (Not below the rank of 1st Class Stipendiary Magistrate)

(ii) Chief Presidency magistrate/Additional Chief Presidency Magistrate / Presidency Magistrate

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officer of the area where the candidate and /or his family normally resides.

(v) Administrator /Secretary to Administrator / Development Officer (Lakshdweep Islands)

(vi) **Students belonging to OBC communities have to submit the undertaking that He or She do not belong to persons/ sections (Creamy Layer) in the enclosed format.**

10. Canvassing in any form will lead to disqualification.

11. Extra sheet should be added wherever space is insufficient.

DECLARATION FOR OBC CANDIDATES

“I, _____ son/daughter of
 Shri _____ resident of
 village/town/city _____ district _____
 _____ state _____ hereby
 declare that I belong to the _____ community
 which is recognized as a backward class by the Government of India for the purpose of
 reservation in services as per orders contained in Department of Personnel and Training
 Office Memorandum No.36012/22/93-Estt. (SCT), dated 8-9-1993. It is also declared that I
 do not belong to persons/ sections (Creamy Layer) mentioned in column 3 of the Schedule
 to the above referred Office Memorandum dated 8-9-1993.”

Signature of Applicant

Date _____