



DNP LIMITED
(A Govt. Of Assam Undertaking)
Duliajan, District Dibrugarh
Assam-786602

No. RECRUIT / MLM/DNPL / 2016 /137/Pt.III/02

Date: 19.06.2024

DNP Limited is a Govt. of Assam Undertaking and joint venture Company of Assam Gas Company Ltd (AGCL), Numaligarh Refinery Limited (NRL) & Oil India Limited (OIL) engaged in the business of transportation of natural gas from OIL's source at Duliajan to Numaligarh Refinery Ltd.

DNP Limited is looking for suitable experienced candidates for the following posts in the Executive Cadre of the Company-

1. Assist Manager /Manager (F&A)
2. Assist Manager (Systems)

1. QUALIFICATION & EXPERIENCE REQUIREMENTS

Sl No	NAME OF POST	NO OF POST	GRADE & PAY	ESSENTIAL QUALIFICATION REQUIRED	EXPERIENCE	UPPER AGE LIMIT (AS ON 01.06.2024)
01	Assist. Manager /Manager (Finance & Accounts)	1	For E2 PB-IV (Rs. 30,000- Rs. 1,10,000 Grade Pay- Rs. 14,500/- For E3 PB-IV (Rs. 30,000- Rs. 1,10,000) Grade Pay- Rs. 15,100	1.Candidates must be a graduate with minimum 50% marks. 2. Candidates must be a Member of Institute of Chartered Accountant of India/ Institute of Cost Accountants of India	Minimum 5 (Five) years (for Assist Manager) /12 years (for Manager) post qualification working experience in service/practice in relevant field.	34 years for E2 Post & 38 years for E3 Post.
02	Assistant Manager (Systems)	1	For E2 PB-IV (Rs. 30,000- Rs. 1,10,000 Grade Pay- Rs. 14,500/-	BE/B.Tech in Computer Science with minimum 60% from recognized university/institute.	The candidates must possess minimum 5(five) years of work experience in working in an ERP environment in a reputed PSU/multinational company. Candidates having proficiency in data/cyber security aspects will get preference.	34 years

2. CONCESSIONS & RELAXATIONS

(i) Relaxations in age will be provided to the respective categories, as per the Govt. guidelines.

3. SELECTION METHODOLOGY

(i) Only those candidates, who fulfill the eligibility criteria mentioned in this advertisement/notification as on the **CUT-OFF** date will be called for Personal Interview.

(ii) Candidates will be called for Personal Interview only on the basis of their declaration in the application form Submitted

(iii) In calculating the post qualification working experience the training period (any kind) will not be considered.

4. CUT-OFF DATE:

(i) The cut off date for age & work experience (post qualification) will be **01.06.2024**

5. DOCUMENT(S)/CERTIFICATE(S)/TESTIMONIAL(S):

(i) Interested candidates may visit our website www.dnpl.co.in for the details of the vacancy and may download the application format. The filled application form along with all relevant documents should be sent to **The Director & CEO, DNP Limited, 1 No Borpathar, Madhuban, Duliajan, District Dibrugarh, Assam, PIN-786602** clearly super scribing the Post applied for on or before **05.07.2024**

(ii) Candidate(s) will have to submit all the compulsory documents(s)/certificate(s)/testimonial(s), as applicable along with the application form in the Proforma given in this advertisement/website and will have to produce them as required (in original and required copies) at the appropriate stage, as applicable, during the recruitment process. The list of essential document(s)/certificate(s)/testimonial(s) for further necessary requirements is given as under :

Sl NO	DOCUMENTS/CERTIFICATES/TESTIMONIALS
1	HSLC Admit or Aadhar card issued by the competent authority as valid proof of date of birth
2	All educational qualification documents from HSLC onwards (all semester/year wise Mark sheets and Pass Certificates)
3	Caste Certificate of SC/ST/OBC, if applicable
4	Valid No Objection Certificate signed by concerned Authority, if employed in Government Service/ Pubic Sector Undertaking
5	Proof of address (Aadhaar/Passport/Driving License)
6	2 nos of Recent Passport Size photograph
7	Experience certificate/ documents issued by the Employer along with the appointment letter in support of experience as per the details mentioned by the candidate in the Application Form
8	Last three months salary slips incase presently employed.

(iii) All the documents/certificates/testimonials submitted by the candidate(s) will be verified from the concerned Issuing Authorities.

(iv) During documents verification at any stage of the selection process, the candidature will be rejected, if the document(s)/certificate(s)/testimonial(s) etc. are not found to be in order or as per our requirement. Further, in case it is detected that a candidate has furnished any incorrect/doctored/false information/document(s)/certificate(s)/testimonial(s) or has suppressed any material fact(s), his/her candidature will stand cancelled and name of such candidate(s) will be blacklisted for applying against any post in DNP Ltd in future.

- (v) All the documents submitted must be self-attested (signed with dates)
- (vi) Application received through post/courier after the last date i.e **05.07.2024** will be rejected. Applications sent through e-mail will not be accepted.

6. MEDICAL FITNESS/PRE-EMPLOYMENT MEDICAL EXAMINATION

Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit as per the standards Physical Fitness criteria of DNPL. The provisionally selected candidates will have to undergo Pre-employment Medical Examination.

7. APPOINTMENT OF PROVISIONALLY SELECTED CANDIDATE(S)

- (i) Provisionally selected candidate(s) will be appointed on the designated posts and will be under probation period of 1 (One) year from the date of joining. In the event of the performance of a candidate being found unsatisfactory, the probation period will be extended for another period of 06(Six) months. If at the end of the extended period of probation, the performance of the candidate is still found unsatisfactory, his/her appointment will stand terminated.
- (ii) The appointment in the above post(s) will be provisional and further subject to verification of all the documents/certificates/testimonials submitted in respect of age, caste (if applicable) education, experience and others, as applicable as well as verification of character & antecedents through appropriate authority. In case the verification report received from the Issuing authorities reveals that any of the documents/certificates/testimonials submitted by the candidate(s) is/are false/fake/incorrect/tampered or any adverse report of character and antecedents is received from the appropriate authority or in the event of giving any false declaration in the Personal Bio-data filled and duly signed at the time of employment, the provisional appointment will be terminated/cancelled/disqualified at any stage with 15 (fifteen) days notice, besides being liable for penal action under the legal provisions.

8. GENERAL INSTRUCTIONS

- (i) Candidate (s) are advised to carefully read the full advertisement for details of eligibility criteria and selection methodology before submission of the application form.
- (ii) Candidate(s) are advised to furnish the correct information about their qualification, age, caste category etc.
- (iii) Valid caste certificate must be produced by SC/ST/OBC candidate(s) in the prescribed format issued by 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.
- (iv) The Candidate(s) will be wholly/exclusively responsible for the information provided in his/her prescribed application form. All details given in the application form will be treated as final and no changes will be entertained.
- (v) Candidate(s) employed in Government/ Public Sector Undertaking must produce a "No Objection Certificate" from the present employer. In case the candidate fails to submit the "No Objection Certificate" at the applicable stage, his/her candidature will not be considered.
- (vi) All qualification must be from UGC recognized University/UGC recognized Deemed University or AICTE Approved Autonomous Institute (Wherever applicable)/ Govt. approved institute and through the regular mode.

- (vii) Calculation of percentage of marks in the qualifying degree is as per University/Institution rules. Wherever CGPA/OGPA/CPI/DGPA or letter grade in degree is awarded, equivalent % of marks will be considered as per norms adopted by concerned University/Institute.
- (viii) A Candidate can apply for one post only. Candidates applying for more than one post will not be considered.
- (ix) The candidate(s) must have an active e-mail ID and mobile number which must be valid till the process of recruitment is over since communication with the candidate(s) will take place through e-mail.
- (x) DNPL will not be responsible for any loss/non-delivery of e-mail/SMS/Any other communication sent, due to wrong e-mail ID/invalid or incorrect mobile number/contact details furnished by the candidate.
- (xi) Candidate(s) will be required to carry their valid photo identity proof (Aadhar Card/Driving License/Voter ID Card/Passport etc.) for the Personal Interview. The photo identity proof will be checked and verified at the time of interview. Candidate(s) without a valid photo identity proof will not be allowed to appear for the Personal Interview.
- (xii) Candidate(s) are advised to retain the call letter issued for the selection process(s) for future reference.
- (xiii) Merely qualifying in the Personal Interview or provisionally selected after the recruitment process will not confer any right of regular appointment to the candidate(s). Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit in the Pre-Employment Medical Examination and fulfilling other pre-employment formalities as per the requirements of the company.
- (xiv) Canvassing in any form whether directly or indirectly will disqualify the candidate.
- (xv) The decision of the Management will be final and binding on all candidate(s) on any matter(s) regarding eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the recruitment process etc. and no enquiry/correspondence will be entertained in this regard.
- (xvi) Application received after due date will not be entertained. The Company will not be responsible for any postal delay.
- (xvii) Number & type of vacancy may change or recruitment exercise may be postponed/withdrawn/cancelled as per organizational requirement at the discretion of the Management.
- (xviii) Candidate(s), who are shortlisted for Personal Interview, will be intimated through e-mail. Mere issue of call letter to the candidate(s) for any stage of the selection process will not imply that his/her candidature has been finally accepted by DNPL. If due to any unintentional/inadvertent/undue error, call letter has been issued to an ineligible candidate, in such a case, the call letter will be considered as invalid and the candidature of such a candidate will be summarily rejected on detection at any stage of the selection process.
- (xix) Candidate(s) have to make their own arrangement for lodging and boarding for appearing in the Personal Interview any stage of the selection process. No accommodation or arrangement for keeping documents or belongings will be provided during the selection process.

- (xx) All provisionally selected candidates will be required to produce in original as well as self-attested photocopies of all relevant documents/certificates/testimonials for verification at the time of joining.i.e. class 10th admit card/pass certificates/mark sheet/ indication date of birth, all educational qualification documents/certificates/testimonials including Essential Qualification, Caste Certificate, and other certificates, as applicable, issued by appropriate competent authority.
- (xxi) Candidates are advised to keep checking DNPL's website regularly for any update/information pertaining to the above recruitment process.
- (xxii) DNPL 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.
- (xxiii) All future announcement addendum/corrigendum pertaining to this advertisement will be published in the DNP Ltd's website (www.dnpl.co.in) and not on any other website/medium.
- (xxiv) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Guwahati Court only.

Sd/-

Director & CEO, DNP Ltd