

No. RECRUIT/HSEO/2018/174/11

Date: 07/03/2019

DNP Limited is looking for suitable experienced candidates for the following post in the Executive cadre.

(1) HSE, Fire & Safety Officer

JOB SPECIFICATION OF REQUIRED MANPOWER

I. Qualification & Experience Requirement

Sl No	POST & (No. of Posts).	GRADE	MINIMUM ESSENTIAL QUALIFICATION (EQ)	EXPERIENCE	MAX. AGE (As on 01.03.19)
01	HSE, Fire & Safety Officer (01 no.)	E1	1. Candidate must be BE in Fire & Safety Engineering/Fire Engineering or BE in any discipline with PG Diploma in Fire & Safety (from any Govt. recognized institute) In addition to the above candidates having P.G Diploma in HSE will be given preference.	Minimum 1 year experience post qualification & relevant experience in a reputed Company/Organization.	30 years

- Age relaxation up to 5 years may be considered in case of deserving candidates or candidate having higher experience.

II. Other Eligibility Criteria, General Information and Instructions:

- (a)** Candidates having diploma in F&S from a Govt. institute may also apply for non executive position. Candidature of diploma holders may be considered in case no candidates having essential qualification apply for the post as mentioned above.
- (b)** Candidates having higher qualification/experience in HSE/Fire & Safety will be given preference.

(a) Methodology of Selection:

1. The candidates will be short listed for selection process taking into consideration the qualification and experience etc.
2. The selection process will consist of Personal Interview by a Selection Committee constituted for the purpose.

(b) Time Schedule

-Last date of receipt of application: **31.03.2019**

-Personal Interview will be held at Guwahati and the date, time & venue will be intimated to all the shortlisted candidates by email/phone.

(c) Wherever CGPA/OGPA or letter grade is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes clearly stating the conversion formula.

(d) The number of vacancies, as indicated, may differ at the time of appointment depending upon the requirement of the company. The Management may also at its discretion cancel the above appointment process at any time without assigning any reason.

(e) Age:

The cutoff date for determining age limit and post qualification experience will be **01.03.2019**. The upper age is relaxable by 05(five) years for SC/ST candidates 03(Three) years for OBC (Non-Creamy Layer) candidates.

(f) Candidates appointed at different grades will be placed under probation 1 (One) year in their respective grade/pay scale.

(g) Remuneration at present pay structure(March'19)

(i) Approximate gross emoluments (Pre-revised) will be **Rs 54,000/- for E1**

III. Conditions

(a) Short listed candidates will be informed to attend Interview process by e-mail only. Request for change of mailing address/email/category/posts as mentioned in the application will not be entertained.

Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/communication regarding Test and/ or interview call letters etc. shall be provided through email to the candidates found apparently eligible based on the details given in the application form. Responsibilities of receiving and downloading of information/communication etc will be of the candidate. DNPL will not be responsible for any loss of email sent, due to invalid/wrong email ID provided by the candidate and no correspondence in this regard will be entertained.

- (b) Candidates should ensure that they fulfill all eligibility criteria. Their admission to all stages of recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- (c) Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for written test and /or interview as the case may be. In case the applicant does not receive any communication within 30 days from the date of publication of this advertisement, it may be presumed that he/ she has not been short listed for /Test and/ or Interview.
- (d) Category (SC/ST/OBC) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
- (e) The OBC candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “ General”.
- (f) Candidates from SC/ST/OBC Category must produce their caste certificates issued by Competent Authority.
- (g) Pre-requisites are minimum and mere possession of the same will not entitle a candidate to be called for selection process. Considering the experience, candidates will be shortlisted for selection process.
- (h) If any information furnished by a candidate is found to be false/incorrect at any stage of the recruitment process his/her candidature will be outright rejected.
- (i) If any candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company’s service without any notice or assigning any reasons whatsoever.
- (j) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. **The Company will not be responsible for postal delay.**
- (k) Canvassing in any form will disqualify a candidate.
- (l) Persons working in Government /Semi Government Undertaking shall apply “Thorough Proper Channel” or shall have to produce “No Objection Certificate” at the time of interview.
- (m) The application must be submitted in the Proforma given in **Annexure I** in the same order preferably typewritten on A4 size paper. All items of the application must be filled in accordance to instructions given for filling the application form.
- (n) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Guwahati Court only.

- (o) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- (p) Date of birth as per HSLC Certificate and age as on **01.03.2019** should be mentioned.
- (q) Applications duly filled in with self attested copies of certificates in support of age, qualifications and experienced etc. should be submitted to the Director, DNP Limited, Assam Gas Company Ltd. Campus, P.O Duliajan, District Dibrugarh, PIN-786602, Assam so as to reach on or before **31.03.2019**. Post applied for must be written on the envelop clearly. Applications received after due date (for whatsoever reason) shall not be entertained.

Procedure to apply:

Send your application in prescribed format as given below-

							PIN		
Contact No.	(T)								
	(M)								

4. a) Date of Birth:

D	D		M	M		Y	Y	Y	Y

b) Age as on 01.02.2019:.....Years.....Month.....Days

5. Sex

6. Caste

7. Religion:

8. Marital Status

9. Whether currently working or practicing: WORKING/PRACTICING

a) If working, Present Designation:

b) Please indicate your present level vis a vis your organization structure and prospective career progress path:

10. Present Gross Emoluments:

(Specify Basic Pay, DA & Other Allowances etc.)

11. Qualification Details:

a) Educational/Professional Qualification: (From H.S onwards)

Name of Examination	Board/University/Institute	Year of Passing	% of Marks CGPA Score	Subjects

b) Details of affiliation with Professional Bodies/Institute/Society

Name of the Body	Membership No.	Since When

12. Experience: Details of posts from time to time:

Sl No	Name of the Organization	Position held	Scale of Pay & Gross Emoluments	Period		Total Experience	Job description (Responsibilities handled)
				From	To		

- Attach separate sheet if required.

13. Any other information:

I hereby declare that the information provided hereinabove is true and correct to the best of my knowledge and if found false, my candidature shall be liable to be cancelled.

Place:.....

Date:.....

Signature of the Candidate

Note: Self attested copies of testimonial in support of age, qualification, experience etc. should be furnished, wherever necessary.