



Advt.No.HR/11/2021/02

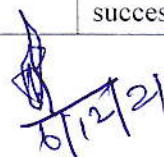
BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED
(A Government of India Undertaking)

Corporate Office, Namrup,
P.O. Parbatpur, Dist. Dibrugarh, Assam: PIN-786623
FAX- 0374 2500317: e-mail: info@bvfc.co.in

Brahmaputra Valley Fertilizer Corporation Ltd, a CPSE under the Ministry of Chemicals & Fertilizers was created by demerger of Namrup Unit of Hindustan Fertilizer Corporation Ltd to form a new CPSE. The company operates two Ammonia-Urea plants at Namrup viz. Namrup-II and Namrup-III, in the Upper Assam District of Dibrugarh with an effective capacity to produce 3.90 lakh MT of urea per annum. The Govt. of India is in the process of establishing a new Ammonia-Urea Project of higher capacity based on the latest technology, by forming a Joint Venture Company of CPSEs and Govt. of Assam, to be set up at the existing plant site of BVFCL by replacing both the old plants. The proposed project is likely to be completely based on Natural Gas, like the existing units.

The company invites applications from Indian nationals for the following posts:

Sl. No	Post, Level & No. of Vacancy	Scale of Pay(₹)	Job requirement	Age limit (Max) as on 01.12.2021	Essential Qualification & experience as on 01.12.2021 (excluding training period, if any)
1	Senior Personnel Officer E3 level 01 post -UR	₹ 24900-3%-50500/- Minimum gross emolument ₹78,000/- (approx)	The incumbent will be responsible for the jobs of the Personnel department including recruitment, selection, pay fixation, performance management, handling of personal details of the employees, disciplinary action, IR matters & welfare etc.	48 years	Master in Business Administration (full time) with specialization in Personnel Management and Industrial Relations/Human Resource Management or Post Graduate Degree / Diploma (full time) in Personnel Management & Industrial Relation/Human Resource Management/Labour & Social Works with minimum 08 years post professional qualification Executive experience in Personnel / Human Resource Department of a PSU/ large Private sector organization Degree in Law is desirable. The incumbent should have thorough knowledge of Labour Laws and with the latest HR practices related to Recruitment and Selection Manpower / career planning, succession Planning, Pay



					fixation, disciplinary/ conciliation/ adjudication proceedings etc.
2	Assistant Personnel Officer E1 level 01 post- OBC	₹16400/- -3%- 40500/- Minimum gross emolument ₹51,000/- (approx)	The incumbent will be responsible for the jobs of the Personnel department including recruitment, selection, pay fixation, performance management, handling of personal details of the employees, personal files, IR matters & welfare etc.	40 years	Master in Business Administration (full time) with specialization in Personnel Management and Industrial Relations/Human Resource Management or Post Graduate Degree / Diploma (full time) in Personnel Management & Industrial Relation/Human Resource Management/ Labour & Social Works with minimum 03 years post professional qualification Executive experience in Personnel / Human Resource Department of a PSU/ large Private sector organization Degree in Law is desirable. The incumbent should have thorough knowledge of Labour Laws and with the latest HR practices related to Recruitment and Selection Manpower / career planning, succession Planning, Pay fixation, disciplinary/ conciliation/ adjudication proceedings etc.
3	Public Relation Officer E2 level 01 post -UR	₹ 20600-3%- 46500/- Minimum gross emolument ₹65,000/- (approx)	The incumbent will be responsible for managing PR activities and Corporate communications & Image building, co-ordinating with the media, arranging for release of departmental NIT, appointment advertisements and other display advt. in Newspaper, press	45 years	Post Graduate degree or Diploma (two years) in Journalism/ Public Relations/ Mass Communications with 05 years post professional qualification Executive experience in the field of Public Relation or Corporate Communication department of PSU/Govt. undertakings or large

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			release etc. Arrangement for Videography/ photography coverage of official programs etc, prepare public speech messages & greetings.		private sector organisation or reputed Media Unit. Incumbent should have knowledge of handling PR related matters of the Company. Knowledge of Assamese language is desirable.
4	Assistant Administrative Officer E1 level 02 posts UR	₹16400/- -3%- 40500/- Minimum gross emolument ₹51,000/- (approx)	The incumbent will be responsible for organisation and management of administrative functions, Estate & land matters, conservancy and transport section etc.	40 years	Master in Business Administration / Post Graduate degree (Full time) in any discipline with 03 years post professional qualification Executive experience in the field of Administration, Estate & land matters of Govt. undertakings or large private sector organisation. Incumbent should have knowledge of handling contract agreements, Land revenue, Administration, Estate labour legislation matters. Preference will be given to candidates having MBA/ PG degree in Public Administration with degree in Law.

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.

General Information and instructions:

- 1) Essential qualifications as specified must be from UGC recognized University/Deemed University or AICTE/ approved Autonomous Institution.
- 2) 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 in age etc. is availed of/ extended to them. However, against the reserved post, relaxation as per Govt. guidelines will apply.


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- 3) BVFCL reserves the right to relax the criteria in case of highly deserving candidates, offer immediate lower posts in case candidates are not found suitable for the advertised/applied post.
- 4) Candidates employed in Govt. Department/Public Sector Undertaking/ Autonomous bodies shall either forward their application through proper channel or shall produce "No objection certificate" from their present employer at the time of interview.
- 5) Applications not found as per prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s)/document(s)/photographs, experience certificates etc wherever necessary or requisite fee or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- 6) Mere eligibility will not vest any right on any candidate to be called for interview for any post. The Corporation reserves the right to restrict the eligible candidates to be called for interview to a reasonable limit on the basis of convenient norms that may be decided by the Corporation.
- 7) Before applying for the post, **candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement.** 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 fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard. Only the shortlisted candidates, who are found apparently eligible based on the details given in the application form, will be called for interview.
- 8) Out station candidates called for interview shall be paid single to and fro rail fare in AC-II tier restricted to shortest rail/road route on production of Railway/Bus ticket.
- 9) Posting of selected candidates shall be at Registered Office of the Corporation, Namrup and their service will be liable to be transferred anywhere within the Corporation.
- 10) Apart from the pay and allowances (Basic pay, D.A, fringe benefits, NE Allowance, Namrup allowances etc.) other benefits includes Gratuity, PF, Employees Pension Scheme under EPS'95, Group Insurance, Medical benefits, Residential accommodation/ HRA (depending on place of posting), Educational assistance for children etc as per rules of the BVFCL. Higher start in the time scale of pay may be considered in case of deserving candidates.
- 11) Candidates released on VRS/VSS from any Government organization/PSUs fulfilling the above condition, may also apply and in the event of his/her selection he/she will be required to deposit the entire ex-gratia benefits to the Corporation before joining as per rules.
- 12) Canvassing in any form will result in cancellation of the candidature.
- 13) Deserving candidates only may apply in prescribed format along with attested copies of certificates and testimonials regarding age, qualification, experience, caste for SC/ST & valid non creamy layer certificate for OBC, Disability certificate for PwBD candidates from Competent Authority, Income and Asset certificate for EWS issued by any one of the authorities mentioned in the prescribed format by Govt. of India, two recent passport size photographs and a non-refundable application fee of ₹ 200/- (Rupees two hundred only) for candidates belonging to General and OBC category only by way of Bank draft drawn in favour of BVFCL, Namrup payable at SBI/UCO Bank, at Namrup, Assam-786623. SC/ST/PwBD/Ex-SM candidates are exempted from payment of application fees provided they attach an attested copy of SC/ST/PwBD certificate as applicable, issued by the Competent Authority along with their application.

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- 14) Application duly complete in all respects superscribing on the envelope "Application for the post _____" (name of the post) should be sent so as to reach The Manager (HR), BVFCL, Namrup, P.O. Parbatpur, Dist: Dibrugarh, Assam, Pin-786623 within 07.01.2022
- 15) Applications received after last date of submission will neither be entertained nor returned. BVFCL will not be responsible for postal delay or loss/ non delivery thereof. No correspondence in this regard will be entertained.
- 16) BVFCL reserves the right to change the number of vacancies and cancel / restrict / modify / alter the recruitment/ selection process, if required, without issuing any further notice or assigning any reason thereof.

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