

DETAILED ADVERTISEMENT (ADVT. NO. BCPL-12/2013)

Category-wise distribution of posts:

SN.	Discipline	Post	Grade	Upper age limit*	No. of Posts				
					UR	OBC	SC	ST	Total
1	Chemical / Mechanical / Electrical / Instrumentation	General Manager	E-8	54	1	-	-	-	1
2	Chemical	Dy. General Manager	E-7	52	2	1	1	-	4
3	Human Resources	Dy. General Manager	E-7	52	1	-	-	-	1
4	Instrumentation	Chief Manager	E-6	48	1	-	-	-	1
5	Finance & Accounts	Chief Manager	E-6	48	-	1	-	-	1
6	Mechanical	Senior Manager	E-5	45	-	1	-	-	1
7	Chemical	Senior Manager	E-5	45	1	-	1	1	3
8	Electrical	Senior Manager	E-5	45	1	1	-	-	2
9	Fire & Safety	Senior Manager	E-5	45	1	-	-	-	1
10	Human Resources	Senior Manager	E-5	45	1	1	-	-	2
11	Contract & Procurement	Senior Manager	E-5	45	1	-	-	-	1
12	Marketing	Senior Manager	E-5	45	1	-	-	-	1
13	Chemical	Manager	E-4	40	-	1	1	1	3
14	Instrumentation	Manager	E-4	40	-	-	1	-	1
15	Fire & Safety	Manager	E-4	40	1	1	-	-	2
16	Finance & Accounts	Manager	E-4	40	-	1	-	-	1
17	Contract & Procurement	Manager	E-4	40	1	-	-	-	1
18	Laboratory	Manager	E-4	40	1	-	-	-	1
19	Law	Manager	E-4	40	1	-	-	-	1
20	Public Relations & Corporate Communication	Manager	E-4	40	1	-	-	-	1
21	Mechanical	Deputy Manager	E-3	35	-	1	-	-	1
22	Chemical	Deputy Manager	E-3	35	-	3	3	2	8
23	Fire & Safety	Deputy Manager	E-3	35	-	1	-	-	1
24	Contract & Procurement	Deputy Manager	E-3	35	-	-	1	-	1
25	Mechanical	Senior Engineer	E-2	30	2	1	-	-	3
26	Chemical	Senior Engineer	E-2	30	3	7	1	-	11
27	Electrical	Senior Engineer	E-2	30	1	-	-	-	1
28	Fire & Safety	Senior Officer	E-2	30	2	-	1	-	3
29	Human Resources	Senior Officer	E-2	30	2	1	1	-	4
30	Laboratory	Senior Officer	E-2	30	3	1	-	-	4
Total					29	23	11	4	67

UR – Un-Reserved, OBC-Other Backward Classes (Non Creamy Layer), SC-Scheduled Caste and ST – Scheduled Tribe

***Upper Age limit for General Category**

JOB SPECIFICATIONS (ADVERTISEMENT NO. BCPL-12/2013)

S N.	POST, GRADE & PAY SCALE	MINIMUM ESSENTIAL EDUCATION QUALIFICATION REQUIRED	MINIMUM ESSENTIAL EXPERIENCE REQUIRED	AGE LIMIT
1	General Manager (Operations & Maintenance) Grade: E-8 Pay Scale: ₹ 51,300-73,000/-	Bachelor Degree in Engineering* in Chemical / Mechanical / Electrical / Instrumentation. Preference will be given to candidates having MBA** degree.	22 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	54 years
2	Dy. General Manager (Chemical) Grade: E-7 Pay Scale: ₹ 43,200-66,000/-	Bachelor Degree in Engineering* in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology	18 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	52 years
3	Dy. General Manager (Human Resources) Grade: E-7 Pay Scale: ₹ 43,200-66,000/-	Bachelor Degree and Two years MBA** / MSW with specialization in Personnel Management & Industrial Relations / Human Resource Management OR Bachelor Degree and Two years Master Degree / Two years PG Diploma in Personnel Management / Personnel Management & Industrial Relations. Preference will be given to candidates having additional qualification of Bachelor Degree in Law. (Professional)	18 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	52 years
4	Chief Manager (Instrumentation) Grade: E-6 Pay Scale: ₹ 36,600-62,000/-	Bachelor Degree in Engineering* in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electrical & Instrumentation / Electronics / Electrical & Electronics with minimum 55% marks.	15 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	48 years
5	Chief Manager (Finance & Accounts) Grade: E-6 Pay Scale: ₹ 36,600-62,000/-	CA/ICWA OR B.Com with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks. OR Graduation (B.A.) with Honours in Economics with minimum 55% marks and two years MBA** with specialization in Finance with minimum 55% marks. OR Graduation (B.A. / B.Sc.) with Honours in Mathematics with minimum 55% marks and Two years MBA** with specialization in	15 years of Post qualification executive experience (including experience as ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	48 years

		Finance with minimum 55% marks. OR Graduation (B.A. / B.Sc.) with Honours in Statistics with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks. OR Graduate in Engineering* i.e. B.E. / B.Tech. with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks. Candidates possessing CA/ICWA qualification should hold Fellow / Associate membership of ICAI / ICWAI		
6	Sr. Manager (Mechanical) Grade: E-5 Pay Scale: ₹ 32,900 –58,000/-	Bachelor Degree in Engineering* in Mechanical /Production / Production & Industrial / Manufacturing / Mechanical & Automobile with minimum 55% marks.	12 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 years
7	Sr. Manager (Chemical) Grade: E-5 Pay Scale: ₹ 32,900 –58,000/-	Bachelor Degree in Engineering* in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 55% marks.	12 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 years
8	Sr. Manager (Electrical) Grade: E-5 Pay Scale: ₹ 32,900 –58,000/-	Bachelor Degree in Engineering* in Electrical / Electrical & Electronics with minimum 55% marks.	12 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 years
9	Sr. Manager (Fire & Safety) Grade: E-5 Pay Scale: ₹ 32,900 –58,000/-	Bachelor Degree in Engineering* in Fire / Fire & Safety with minimum 55% marks. Preference will be given to candidates having one year Diploma in Industrial Safety from a Central / Regional Labour Institute recognized by Govt.	12 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 years
10	Sr. Manager (Human Resources) Grade: E-5 Pay Scale: ₹ 32,900 –58,000/-	Bachelor Degree with minimum 55% marks and Two years MBA** / MSW with specialization in Personnel Management & Industrial Relations / Human Resource Management with minimum 55% marks OR Bachelor Degree with minimum 55% marks and Two years Master Degree / Two years PG Diploma in	12 years of Post Qualification executive experience (including experience as ET /MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 years

		Personnel Management /Personnel Management &Industrial Relations with minimum 55% marks. Preference will be given to candidates having additional qualification of Bachelor Degree in Law. (Professional)		
11	Sr. Manager (Contract & Procurement) Grade: E-5 Pay Scale: ₹ 32,900 –58,000/-	Bachelor Degree in Engineering* with minimum 55% marks. Preference will be given to candidates having 02 years MBA** with specialization in Material Management.	Minimum 12 (twelve) years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 Years
12	Sr. Manager (Marketing) Grade: E-5 Pay Scale: ₹ 32,900 –58,000/-	Bachelor Degree in Engineering* with minimum 55% marks and Two years MBA** with specialization in Marketing with minimum 55% marks.	12 years of Post qualification executive experience (including experience as ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	45 years
13	Manager (Chemical) Grade: E-4 Pay Scale: ₹ 29,100-54,500/-	Bachelor Degree in Engineering* in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 55% marks.	08 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	40 years
14	Manager (Instrumentation) Grade: E-4 Pay Scale: ₹ 29,100 – 54,500	Bachelor Degree in Engineering* in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electrical & Instrumentation / Electronics / Electrical & Electronics with minimum 55% marks.	08 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	40 years
15	Manager (Fire & Safety) Grade: E-4 Pay Scale: ₹ 29,100-54,500/-	Bachelor Degree in Engineering* in Fire / Fire & Safety with minimum 55% marks. Preference will be given to candidates having one year Diploma in Industrial Safety from a Central / Regional Labour Institute recognized by Govt.	08 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	40 years
16	Manager (Finance & Accounts) Grade: E-4 Pay Scale: ₹ 29,100 – 54,500	CA / ICWAI OR B.Com with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks. OR Graduation (B.A.) with Honours in Economics with minimum 55% marks and two years MBA** with specialization in	08 years of Post qualification executive experience (including experience as GET/ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	40 years

		<p>Finance with minimum 55% marks.</p> <p>OR Graduation (B.A. / B.Sc.) with Honours in Maths with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks.</p> <p>OR Graduation (B.A. / B.Sc.) with Honours in Statistics with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks.</p> <p>OR Graduate in Engineering* i.e. B.E. / B.Tech. with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks.</p> <p>Candidates possessing CA / ICWA qualification should hold Fellow / Associate membership of ICAI / ICWAI</p>		
17	<p>Manager (Contract & Procurement)</p> <p>Grade: E-4</p> <p>Pay Scale: ₹ 29,100-54,500/-</p>	<p>Bachelor Degree in Engineering* with minimum 55% marks. Preference will be given to candidates having 02 years MBA** with specialization in Material Management.</p>	<p>08 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</p>	<p>40 years</p>
18	<p>Manager (Laboratory)</p> <p>Grade: E-4</p> <p>Pay Scale : ₹ 29,100 – 54,500</p>	<p>Master Degree (M.Sc.) in Chemistry with minimum 60% marks.</p>	<p>12 years of Post qualification executive experience in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</p>	<p>40 years</p>
19	<p>Manager (Law)</p> <p>Grade: E-4</p> <p>Pay Scale: ₹ 29,100-54,500/-</p>	<p>Graduate Degree in any discipline with minimum 55% marks and Bachelor Degree in Law (LLB) (minimum 3 years professional course) with minimum 55% marks. OR 5 years integrated LLB Degree (Professional) with minimum 55% marks. Preference will be given to candidates having Master Degree in Law (LLM)</p>	<p>Candidate must have enrolled as an Advocate and possess minimum 08 years of post qualification experience as a Law Executive in Public Sector / Large Private Sector Companies or as an Advocate in a reputed Law Firm in handling litigations before Arbitration Tribunals, Judicial / Quasi Judicial Forums. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.</p>	<p>40 years</p>
20	<p>Manager (Public Relations & Corporate Communication)</p> <p>Grade: E-4</p>	<p>Bachelor Degree with minimum 55% marks and Two years Masters Degree / Two years Post Graduate Diploma in Communication / Advertising & Communication Management / Public Relations /</p>	<p>08 years of Post qualification executive experience (including experience as ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next</p>	<p>40 years</p>

	Pay Scale: ₹ 29,100-54,500/-	Mass Communication / Journalism with minimum 55% marks.	lower pay scale or next lower equivalent pay scale.	
21	Deputy Manager (Mechanical) Grade: E-3 Pay Scale: ₹ 24,900-50,500/-	Bachelor Degree in Engineering* in Mechanical / Production / Production & Industrial / Manufacturing / Mechanical & Automobile with minimum 55% marks.	04 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	35 years
22	Deputy Manager (Chemical) Grade: E-3 Pay Scale: ₹ 24,900-50,500/-	Bachelor Degree in Engineering* in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 55% marks.	04 years of Post qualification executive experience (including experience as GET/ET/MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	35 years
23	Deputy Manager (Fire & Safety) Grade: E-3 Pay Scale: ₹ 24,900-50,500/-	Bachelor Degree in Engineering* in Fire / Fire & Safety with minimum 55% marks. Preference will be given to candidates having one year Diploma in Industrial Safety from a Central / Regional Labour Institute recognized by Govt.	04 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	35 years
24	Deputy Manager (Contract & Procurement) Grade: E-3 Pay Scale: ₹ 24,900-50,500/-	Bachelor Degree in Engineering* with minimum 55% marks. Preference will be given to candidates having 02 years MBA** with specialization in Material Management.	04 years of Post qualification executive experience (including experience as GET / ET / MT) in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	35 years
25	Senior Engineer (Mechanical) Grade: E-2 Pay Scale: ₹ 20,600-46,500/-	Bachelor Degree in Engineering* in Mechanical / Production / Production & Industrial / Manufacturing / Mechanical & Automobile with minimum 60% marks.	01 year of Post qualification executive experience (including experience as GET/ ET / MT) in line.	30 years
26	Senior Engineer (Chemical) Grade: E-2 Pay Scale: ₹ 20,600-46,500/-	Bachelor Degree in Engineering* in Chemical / Petrochemical / Chemical Technology / Petrochemical Technology with minimum 60% marks.	01 year of Post qualification executive experience (including experience as GET / ET / MT) in line.	30 years
27	Senior Engineer (Electrical) Grade: E-2 Pay Scale: ₹ 20,600-46,500/-	Bachelor Degree in Engineering* in Electrical / Electrical & Electronics with minimum 60% marks.	01 year of Post qualification executive experience (including experience as GET / ET / MT) in line.	30 years
28	Senior Officer	Bachelor Degree in Engineering* in	01 year of Post qualification	30

	(Fire & Safety) Grade: E-2 Pay Scale: ₹ 20,600-46,500/-	Fire / Fire & Safety with minimum 60% marks. Preference will be given to candidates having one year Diploma in Industrial Safety from a Central / Regional Labour Institute recognized by Govt.	executive experience (including experience as GET/ ET / MT) in line.	years
29	Senior Officer (Human Resources) Grade: E-2 Pay Scale: ₹ 20,600-46,500/-	Bachelor Degree with minimum 60% marks and Two years MBA** / MSW with specialization in Personnel Management & Industrial Relations / Human Resource Management with minimum 60% marks OR Bachelor Degree with minimum 60% marks and Two years Master Degree / Two years PG Diploma in Personnel Management / Personnel Management & Industrial Relations with minimum 60% marks. Preference will be given to candidates having additional qualification of Bachelor Degree in Law. (Professional)	01 year of Post qualification executive experience (including experience as ET / MT) in line.	30 years
30	Senior Officer (Laboratory) Grade: E-2 Pay Scale: ₹ 20,600-46,500/-	Master Degree (M.Sc.) in Chemistry with minimum 60% marks.	04 years Post Qualification Executive Experience in line. Candidates working in Govt. / Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	32 years

* includes B.E/ B.Tech./ B.Sc. Engg.

** includes Two years Post Graduate Diploma in Management / MMS with specialization in relevant field.

GENERAL TERMS & CONDITIONS

1. **The cutoff date for determining age limit and post qualification experience will be 01.11.2013.**
2. Only full time regular courses will be considered.
3. All qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions / Statutory Council.
4. **Minimum percentage of marks in the essential qualification as specified shall be aggregate of all semesters to be calculated taking average of all semesters/ years, irrespective of the weightages given to any particular semester/ year by the Institute/ University.**
5. **Wherever CGPA / OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated by the applicant as per norms adopted by concerned University / Institute.**
6. All Engineering Diploma Qualification must be recognized by respective State Board of Technical Education.
7. In MBA / PG Diploma in Management / MMS qualifications where there is a mention of Dual Specialization, one of the specialization necessarily needs to be function specific for which the post has been advertised.

8. Candidates having 05 years BE / B.Tech + ME / M.Tech integrated dual degree in Engineering in relevant discipline will also be considered for Engineering disciplines such as Mechanical, Chemical, Electrical, Instrumentation, Telecom / Telemetry, Civil, Computer Science & IT.
9. **Relaxation in minimum qualifying percentage of Marks in Educational Qualifications** – Relaxation in minimum qualifying percentage of Marks in Educational Qualifications will be provided to SC, ST and PWD (Person with Disability) Candidates as per following:
- Wherever minimum qualifying percentage of marks have been specified as 60%, relaxed minimum qualifying percentage of marks in educational qualification in respect of SC, ST and PH candidates will be 55%.
 - Wherever minimum qualifying percentage of marks have been specified as 55%, relaxed minimum qualifying percentage of marks in educational qualification in respect of SC, ST and PH candidates will be 50%.
10. **AGE RELAXATION:**
- (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**.
- (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.
11. Candidates appointed at different grades will be placed under probation for one year in their respective grade / pay scale.
12. Besides Basic Pay, candidates will also be paid Industrial Dearness Allowance (IDA) at the applicable rates. Other applicable allowances and benefits include Perquisites @ 48% of basic pay, North-East allowance @ 12.5% of basic (if posted in North-East region), Special Allowance @ 4% of basic pay, HRA, CMER (Conveyance Maintenance Expenses Reimbursement), Medical Facility etc. will be admissible as per company rules in force from time to time.
13. **How to apply**
- (i) **Candidates will be required to submit their application in the prescribed format (in hard copy by post). Prescribed application format to be downloaded from the website: www.bcplonline.co.in**. No other means / mode of application shall be accepted.
- (ii) Candidates belonging to General and OBC category are required to pay a non-refundable application fees of **₹ 200/- (Rupees two hundred only)** by **Demand Draft / Pay Order** drawn in **favor of Brahmaputra Cracker and Polymer Limited** payable at **Dibrugarh, Assam**. SC/ST/PH candidates are exempted from payment of above fees provided they attach an attested copy of SC /ST /PH certificate as applicable, issued by the Competent Authority at the time of forwarding their Application Form. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/selection.
- (iii) **A recent passport size colour photograph should be firmly pasted on the application and should be signed across by the candidate**. Without photograph and signature across it, the application will be rejected. **Three copies of the same photo should be retained by the candidate for use at the time of interview**. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview, may lead to disqualification.
- (iv) Before applying for the post, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement. BCPL 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.
- (v) Candidates will be required to enclose attested true copies of the following testimonials / documents along with their application:

- All Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheets & Degree certificates starting from matriculation onwards).
 - Caste/Tribe certificate (for SC/ST/OBC-Non Creamy Layer candidates as applicable) in the prescribed format issued by the Competent Authority, Disability certificate (in case of PH candidates) in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates)
 - Document in support of Date of Birth proof.
 - Experience certificates / Documents issued by the Employer in support of experience details mentioned by candidate in the Application Form.
 - NOC / Forwarding Letter from the employer in case the candidate is employed in a Central / State Government / PSU / Semi Government organization.
14. Application duly completed in all respects should be sent by speed post / ordinary post / courier on or before **14.12.2013** in a cover **super scribed "Application for the post of "(Name of the Post Applied for)"** ". The application should be addressed to:

Deputy General Manager (HR)
Brahmaputra Cracker and Polymer Limited (BCPL),
Main Fire Station Building,
Project Site Office,
PO - Lepatkata,
Dibrugarh, Assam
PIN -786006

BCPL will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. BCPL will also not take responsibility to connect any certificate / remittance sent separately.

15. Request for change of Mailing address / Email / category / posts as mentioned in the application will not be entertained.
16. **Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s) / photographs etc. as mentioned above or requisite fee (wherever necessary) or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.**
17. 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. BCPL 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.**
18. 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.
19. Category (SC/ST/OBC/PH) once mentioned in the application form **will not be changed and no benefit of other category will be admissible later on.**
20. The OBC candidates who belong to **"CREAMY LAYER"** are **not** entitled for **OBC concession** and such candidates have to indicate their category as **"General"**.
21. Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer) / PWD as per Government Directives are applicable.
22. For claiming the benefit of **Physically Handicapped (PH)**, the candidates should produce Medical Certificate issued by a Medical Board attached to the Special Employment Exchange / Vocational Rehabilitation Centre for PH or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria. Candidates are required to submit the certificate in the prescribed format in support of their claim. Prescribed formats are hosted at **BCPL website: www.bcplonline.co.in**. In case, the candidate fails to produce the certificate in

the prescribed format issued by Competent Authority, his / her candidature **will not be considered.**

23. Candidates from **SC/ST/OBC** category should produce their caste certificate issued by Competent Authority in the prescribed format as per the guidelines of Government of India in support of their claim. Prescribed formats are hosted at **BCPL website: www.bcplonline.co.in**. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his / her candidature will not be considered.
24. 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.
25. 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.
26. The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for written test / interview. BCPL's decision shall be final in this regard.
27. Candidates presently employed in Central/State Government / PSU / Autonomous bodies shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/her present employer at the time of interview, his / her candidature will not be considered.
28. **Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.**
29. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Guwahati Court** only.
30. In case any dispute arises on account of interpretation in versions other than English, **English version will prevail.**

IMPORTANT DATES

a.	Availability of application form and other prescribed documents in BCPL website	From <u>15.11.2013</u> to <u>14.12.2013</u>
b.	Last date of receipt of duly filled application form by post at BCPL, Dibrugarh	<u>14.12.2013</u>

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