

## Assam Bio Refinery Private Limited

1.0 Assam Bio Refinery Private Limited (ABRPL), a joint venture Company of Numaligarh Refinery Limited (NRL), Fortum and Chempolis Oy, from Finland is coming up with a Bio Refinery where Ethanol will be produced along with other platform chemicals like Acetic Acid, Furfural alcohol and Bio coal. This will be the first Bio Refinery in the country where Bamboo will be used as a feed stock, abundantly available in North East. Assam Bio Refinery Private Limited is located adjacent to Numaligarh Refinery Limited, Dist. Golaghat, Assam and its registered office at G.S.Road, Guwahati, Assam.

2.0 Assam Bio Refinery Limited intends to fill up the positions for Numaligarh Location as per the details below for ongoing project activities :

Sl. No	Post	No of post	Education Qualification	Job requirement	Experience	Engagement type	Max CTC (upto) (Rs)
1	Asst Manager (Purchase)	1	BE/BTech (Civil/Mech/Electrical/Industrial Engg.) with diploma in material management preferable from reputed University/Institute with good academic background	<p><b>Accountability</b> Supports purchasing activities and projects related to own area of expertise. Prepares RFPs in own area of responsibility. Evaluates and manages contract/supply. Applies purchasing processes, procedures and guidelines. Manages suppliers in own area of responsibility. Contributes to the development of systems, tools and processes. Performs overall analysis and reporting of purchasing for business reporting.</p> <p><b>Planning &amp; Complexity</b> Incrementally develops and improves own area of expertise, to make sure the most efficient support.</p> <p><b>People Management &amp; Relations</b> Requires good communications skills and the ability to influence others. Requires good interpersonal skills in order to work with personnel and cross functional teams in the organization. Requires proactive and team-oriented behavior. Requires active interaction with external and internal stakeholders.</p> <p><b>Other Skills</b> Experience in contract management, knowledge of commercial and contract terms. Floating of tenders, evaluation of bidders &amp; award of contracts.</p>	<p>Minimum 5 years experience in a Mechanical/ Electrical / Heavy Engg. Industry</p> <p>Proven work experience as a Purchasing Officer or similar role.</p> <p>Good knowledge of Contract Management &amp; Contract terms, vendor sourcing practices (researching, evaluating and liaising with vendors), Conversant with SAP (MM module)</p>	Regular	16 L

				<p>Follow up with Vendors, transporters, insurance of consignments, LC opening and vendor negotiation.</p> <p>Ware House management : Material inspection, material receipt, issue and physical verification of Inventory Invoice verification and payments.</p> <p>Conversant with SAP (MM) module.</p> <p>Knowledge on export -import.</p>			
2	Manager - Legal	1	LLB from a good law school /reputed college/university with good academic background	<p><b>Accountability:</b></p> <ul style="list-style-type: none"> <li>Drafting and vetting of legal agreements, tenders and other relevant documents</li> <li>Preparing legal templates for standard agreements</li> <li>Legal support for business and supporting functions in ABRPL</li> <li>Researching and Advising on FEMA, Corporate and Industrial Laws, incl. Environment Law</li> <li>Supporting Due Diligence for Mergers &amp; Acquisition transactions, Land Acquisition, and Asset Acquisition as well as Financing Transactions</li> <li>Advising on and reviewing statutory compliances</li> <li>Exposure to Arbitration process.</li> </ul> <p><b>Planning &amp; Complexity</b></p> <ul style="list-style-type: none"> <li>Legal support requires multi dimension legal knowledge (drafting, negotiations, legal audit, risk review etc.)</li> </ul> <p><b>People Management &amp; Relations</b></p> <ul style="list-style-type: none"> <li>Coordinating and managing with outside legal counsels</li> <li>Acting as legal support to all business/functions</li> <li>Job may require occasional travel within and outside India.</li> </ul>	Min 5 years of Post Qualification Experience, preferably in a good law firm . Should have Strong legal research, drafting, communication and negotiation skills.	Regular	20 Lac
3	Sr Engineer- Instrumentation	1	B.E / B. Tech - Instrumentation Engineering / Instrumentation and Control / Electronics & Instrumentation	<ul style="list-style-type: none"> <li>Working knowledge of pressure, temperature flow and level measurements loops in detail, Shutdown Valves, On/ Off valves, PCV &amp; FCV, DCS, PLC &amp; Speed Control Systems, ESD Systems Fire and Gas Monitoring systems.</li> <li>Knowledge of Functional Block Diagram, Logic Diagram for Safety Instrumented Systems and programming tools based on IEC61131-3.</li> <li>Good knowledge of Process Control.</li> <li>IEC61508 &amp; Hazardous area classification.</li> </ul>	Minimum 4 yrs of experience in installation & commissioning/Maintenance of Instrumentation & Control Systems in Chemical/ Petro Chemical/ Pulp industries/ Refineries/Fertilisers/ Power Plant/ Manufacturing & Process industries will be preferred.	Regular	10 lac

				<ul style="list-style-type: none"> <li>Review of contract specification / prepare technical queries/ review of engineering documents and drawings, / review of specifications for various Instruments / valves / analyzers / Control systems / on off valves etc.</li> <li>Technical evaluation/Technical Recommendation/Inspection of materials and preparation of inspection report.</li> <li>Coordination with the contractors for execution of contracts in the field.</li> </ul>			
4	Executive Trainee- SCM	4	Graduate with full-time MBA with 60% marks from recognised university/Institute. The institutes should be recognized/approved by Govt. bodies /AICTE/ UGC. Candidates with course completion through correspondence/part-time will not be eligible.	<ol style="list-style-type: none"> <li>Monitor the bamboo sourcing, storing, chipping and chips despatching to achieve an efficient &amp; effective supply chain.</li> <li>Ensure adoption of all ABRPL mandated measures pertaining to environment, health, and safety at Local Level Entrepreneurs (LLEs) and harvesting sites, including all statutory compliances for bamboo and chips consignment handling, storing and transporting.</li> <li>Troubleshooting issues including quality issues arising on the field by carrying out scheduled and surprise inspections at LLE, farm and any concerned location and submit reports.</li> <li>Conduct the planned capacity building programmes and other support activities for all stakeholders, including registration and resource updation of the stakeholders, plantation works, etc.</li> <li>Liasoning with relevant local authorities/bodies for seamless functioning of the supply chain, including plantation related tasks.</li> <li>Perform all the assigned activities on ABRPL supply chain application.</li> </ol> <p>Other Skills:</p> <ol style="list-style-type: none"> <li>Basic computer skills (Knowledge of MS Office and Internet).</li> <li>Fair knowledge of Northeast geography. Willing to work on field and open to extensive travel.</li> </ol>	Minimum 1-2 Years of experience in relative field .  Experience in social outreach programmes, FMCG, Consumer Durables, Telecom, Logistics, Pharmaceuticals, Banks, Insurance, Automotive, Agro-chemicals etc. will be preferred.	Regular	5.5 lac
5	Shift In-Charge-Chemical	1	BE/B Tech -Chemical Engg./Pulp and Paper technology with good academic background from reputed institute.	<ol style="list-style-type: none"> <li>Overall In-Charge of units during the shift, responsible for optimal unit operation, safety of plant, equipment and people working under him .</li> <li>A leader in shift responsible for maintaining healthy discipline and enforcing safe operating practices .</li> </ol>	Minimum 3 yrs of experience in relevant field. Experience in Refinery /petrochemical/ Fertilizer/pulp and paper industries/Distilleries with DCS	Regular	8 Lakh

				<p>3.To take critical decision related to plant operation based on feedback received from field and his own observations.</p> <p>4.Recording of important parameter and events in the log books with records of attendance of people</p> <p>5.Decide maintenance need of unit instruments ,equipment and take appropriate action for rectification of the same in coordination with other functions</p> <p>6. Requires good communication and interpersonal skills in order to work with personnel and cross functional teams in the organization. Requires proactive and team-oriented behavior.</p>	<p>operation will be preferred</p> <p>Commissioning experience is preferable</p>		
6	Chief Manager-HR	1	<p>Full time MBA(HR) or PGDPM &amp; IR from a recognised reputed institute scoring minimum 60% marks</p>	<p>Recruitment &amp; selection, Employee relations, IR &amp;PR, Training &amp; development, compensation and benefit or reward management, performance &amp; talent management.</p> <p>Administrative functions like payroll, time &amp; attendance, lining up contract for hiring vehicles, agencies for air tickets, arrangements Hotel/GH for touring &amp; visiting officials, Up keepment &amp; maintenance of Office, Canteen &amp; plant area.</p> <p>Co-ordinations with Statutory bodies &amp; District Administration.</p> <p>Meeting Statutory compliances,</p> <p>To maintain over all security system of the plant. &amp; boundary management for smooth functioning.</p> <p>Framing HR policies &amp; implementation</p> <p>SAP knowledge &amp; Good communication skills.</p>	<p>Minimum 15 Yrs. experience in relevant field having Sympathetic Attitude, Capability of Quick Decisions making, Integrity, Patience, Social Responsibility, and Good Communication skill.</p>	Regular	25 L

\*\*\*\*\*Number of vacancies may be increased/decreased/cancelled at discretion of the Assam Bio Refinery Pvt. Ltd.

3.0 The post shall be of regular in nature, however other terms and conditions of engagement shall be as per the Company's policy to be provided at the time of signing of the agreement.

**4.0 Submission of Bio Data :**

Interested candidates are requested to apply through online mode in [www.abrpl.co.in](http://www.abrpl.co.in)

No other mode of application will be entertained

Last date for submission of the Bio Data is **19<sup>th</sup> December 2023**

## 5.0 Interview .:

Shortlisted candidates meeting the above criteria will be intimated regarding venue, date and time of interview over e-mail. Candidates must bring original Mark sheets, Certificates (including Experience Certificates) and self-attested photocopies of the same and 2 passport size recent photographs along with the filled up Bio Data as submitted, on the date of interview.

Online interview may also be conducted for the eligible candidate depending upon the situation.

6.0 Leave and other benefits are as per the Company's rule.

## 7.0 General Conditions:

- No TA/DA will be paid to the candidates for appearing in the interview
- The candidate should be of sound health and have to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining as per the prescribed format.
- Accommodation at work location has to be arranged by the candidates himself / herself.
- Candidature is liable to be rejected at any stage of recruitment / selection process without notice or if joined, services are liable to be terminated, if ABRPL comes across any evidence / knowledge that the qualification / experience and any other particulars indicated in the application / personal resumes / other forms / formats are not recognized / false / misleading and /or amounts to suppression of information / particulars.
- Wherever CGPA/ SGPA or letter grade is awarded; equivalent percentage of marks should be indicated in the online application form as per norms adopted by the University/Institute. Candidates would be required to produce CGPA to Percentage conversion formula of their Institute/University at the time of document verification.
- The selected candidate, depending upon the requirement, may have to travel to other places/spheres of the Company for work and expenses will be borne by the Company as per the Company's rule.