



## Assam Bio Refinery Private Limited

1.0 Assam Bio Refinery Private Limited (ABRPL), a joint venture Company of Numaligarh Refinery Limited (NRL), Fortumand 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 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 as per the details below for ongoing project activities :

Sl.No	Post	No of post	Education Qualification	Job requirement	Experience	Engagem ent type	Max CTC (Rs)
1	Asst. Manager- Finance (to be posted in Guwahati)	1	MBA (Finance)/ Chartered Accountant/IC WA	<ul style="list-style-type: none"> <li>• Assistance in Project financing and related activities such as documentation, interacting with banks for Condition precedent, Condition Subsequent fulfilment.</li> <li>• Management Information System (MIS) process development and ownership of MIS.</li> <li>• Preparation of various data for Strategic Business planning, forecasting, Analysis &amp; reporting to top management for strategic decisions,</li> <li>• Internal Finance Controls (IFC) checks to be monitored</li> <li>• Co-ordination with different departments</li> </ul>	Minimum 5 years of relevant experience, SAP experience an advantage, Strong analytical and critical reasoning skills. Excellent communication skills and academic record; Ease in solving complex problems; Well conversant with Microsoft Office applications such as PPT, Excel and word.	Regular	18 lacs
2	Executive - Accounts.	1	CA Inter/B.Com/ M.Com	<ul style="list-style-type: none"> <li>• Assistance in maintaining proper and timely book of accounts and ensuring correct accounting and reporting in line with applicable Accounting Standards</li> <li>• Checking and processing of Vendor bills and maintain proper records for GST purposes.</li> <li>• Preparing monthly trial balance, BRS, MIS reports and expense statements as per Management requirement</li> <li>• Preparing GST and TDS statements</li> <li>• Maintaining Fixed Asset Registers, various reports such as vendor ageing reports etc.</li> <li>• Journal entries and document postings in SAP</li> </ul>	Minimum 5 yrs, of relevant experience with good knowledge of SAP system FICO module.	Regular	12 lacs



3	Lead Manager Mechanical, & Project planning	1	BE / B Tech. (Mechanical)	<p>Overall responsibility of</p> <ul style="list-style-type: none"> <li>• Project Management and Contract Management,</li> <li>• Tendering process</li> <li>• Installation &amp; Commissioning</li> <li>• Inspection,</li> <li>• Maintenance,</li> <li>• planning and scheduling,</li> <li>• Inventory management</li> <li>• Cost optimization,</li> <li>• Budget Planning and estimation,</li> <li>• Root cause Analysis,</li> <li>• Resource Management,</li> </ul>	<p>Mechanical Engineer from reputed Institution with good academic background. Minimum 20 years experience in relevant field Professional experience in any reputed organisation with minimum 15 years of relevant experience in paper/pulp/ Biomass handling industry. --Experience in chipping machineries, feedstock handling --Experience in operating and maintenance of Power and steam generation systems Shall have added advantage.</p>	Regular	24 lacs
4	Asst. Manager - Process	1	BE/BTech (Chemical)	(7 to 10) years of operation experiencing in refinery/petrochemical /Pulp and paper /chemical process plant. Familiarization with DCS system is preferred.	Minimum 7years experience as per job requirement is preferred	Regular	16 lacs
5	Manager-HR	1	Full time MBA(HR) or PGDPM & IR from a recognised reputed institute scoring minimum 60% marks	<p>Should have experience in 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, arranging vehicle, Air tickets, Hotel/GH for touring &amp; visiting officials, Upkeepment &amp; maintenance of Office, Canteen &amp; Pantry.</p> <p>Co-ordinations with Statutory bodies &amp; District Administration, Statutory compliances, Security &amp; boundary management. Co-ordination&amp; release of payment to industrial security force.</p>	Minimum 10yrs experience in relevant field is preferred	Regular	20lacs



				Experience in framing HR policies & monitoring of its effectiveness, MIS reporting & maintenance of HR records, SAP knowledge & Good communication skills. Should have through knowledge of labour Laws and HR systems & procedures of reputed company. Exposure to ERP HR System would be an added advantage.			
6	Manager (Supply Chain and Logistics)	1	BE with MBA or MBA from reputed institutes with excellent academic record  MBA with (Marketing/ Supply Chain/ Operations)	Developing network for sourcing feedstock from North Eastern States. Developing local level entrepreneurs for pre processing units in strategic locations. Co-ordination with various Govt & Non. Govt agencies. To take active role in designing and implementing digitization of supply chain. Planning/scheduling and logistics for feed stock.	Minimum 10 Years in relevant fields having fair knowledge of North East. Analysis of supply demand situations. Having experience in establishing or working in retail sales network. Knowledge of Operational Research and Inventory Management Well conversant with Microsoft applications.	Regular	20 lacs
7	AsstMgr, (Supply Chain and Logistics)	1	MBA (Marketing/ Supply Chain/Operations) from a reputed institute excellent academic record.	Developing network for sourcing feedstock from North Eastern States. Developing local level entrepreneurs for pre processing units in strategic locations. Co-ordination with various Govt & Non. Govt agencies. Assist in designing and implementing digitization of supply chain. Planning/scheduling and logistics for feed stock..	More than 7years experience in relevant fields. Having retail selling experience in FMCG. Well conversant with Microsoft applications	Regular	16lacs
8	Asst. Mgr.- Purchase & contracts	1	BE/BTech (Civil/Mech/) with diploma in material management	To assist in tendering process, follow up with vendors, transporters, insurance of consignments, LC opening and other bank related jobs, material inspection, invoice verification and payments, material issue and physical verification etc.	Minimum 7years experience as per job requirement is preferred.	Regular	16 lacs
9	Manager – EHS	1	Degree in engineering with diploma in industrial safety or environmental safety or occupational health & safety or a related field. Courses include ergonomics, industrial hygiene and safety technology	<ul style="list-style-type: none"> <li>• Frame up and implantation of HSE Policy and Guidelines and look after HSE Management System standard issue.</li> <li>• Ensures, in accordance with the Corporate guidelines, the implementation, updating, review and auditing of the Company HSE Systems.</li> <li>• Monitors the effective implementation of appropriate Safety and Environment System procedures and provide for their updating in line with changes in Legislation and Company Directives.</li> <li>• Provides for motivation and familiarization of all Company personnel respecting the importance of complying with Company system procedures and all Safety equipment provided.</li> </ul>	Minimum 10yrs experience as per job requirement is preferred.	Regular	20lacs



				<ul style="list-style-type: none"> <li>• Assists the Commercial, Engineering and Operations Department in their dealings with all issues concerned with Environment, Health and Safety at work.</li> <li>• Conducts safety audits both internal and external, accident / incident investigation, carryout analysis of accident / incident statistics, identifying trends and suggesting improvement plans.</li> <li>• Carry out any in-house safety training. Safety audits on Sub-contractors.</li> <li>• Safeties related engineering input into new projects and modification programs.</li> <li>• Participate in HAZOP meetings prior to procurement and installation activities.</li> <li>• Perform Risk Assessment.</li> </ul>			
10	EA to CEO	1	MBA / Engg degree from a reputed institution with a good academic record	<p>To manage the CEO's schedule, to represent calls and meetings when CEO is not available Preparing and reviewing documents, Handling confidential information, Producing reports and presentations, Analyzing data, Office management tasks, Keeping an eye on staff members, including administrative assistants.</p> <p>Capable making priority matrix for the CEO.</p>	<p>Minimum 5 years and having following qualities:</p> <ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Organization skills.</li> <li>• Interpersonal communication skills.</li> </ul>	Regular	12 Lacs
11	Internship for Company Secretary (to be posted in Guwahati)	1	Clear CS final (1 <sup>st</sup> Group. Perusing LLB desirable		Nil	Articleship	Stipend as per the Institute norms.

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

3.0 All 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 submit the Bio Data as per the attached format to [contact@abrpl.co.in](mailto:contact@abrpl.co.in)  
Last date for submission of the Bio Data is **02/08/2019**.



#### 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.

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.
- 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.



**Assam Bio Refinery Private Limited**

**BIO DATA**

*Please affix a recent pass port size photograph size : 3.5 x 3.5 cm*

Name of the post applied:

- 1. Full name (in block letters) :
- 2. Father's name :
- 3. Address :

For communication

Permanent address

C/o  
 Village/City/Town  
 Street/Road House  
 Dist.  
 State  
 Pin:

- 4. Gender : Male / Female (tick the option)
- 5. Contact Details : Mobile no. :  
E-Mail :
- 6. Date of birth :
- 7. Educational qualification :

Name of the examination passed	Name of school/college/Institutions	Name of University	Discipline/Subject	%	Class	Year of passing

8. Experience Details :

Name and address of the organization	Post held	Period		Major Role and Responsibility
		From Date/Yr	To Date/Yr	

I hereby certify that the particulars furnished as above are true, correct and complete in all respects. I agree and accept without reservation that at anytime, if any of the particulars is found to be untrue, incorrect and / or incomplete, action as deemed fit shall be initiated against me.

Date

Place

Signature of applicant.