

## 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 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 position 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	Assistant Manager (Costing)	1	ICWA/CMA with good academic background	<p><b>Accountability:</b></p> <ul style="list-style-type: none"> <li>• <b>Accountability :</b></li> <li>• To maintain the cost record as per the cost accounting record rules and standards.</li> <li>• To conduct the cost audit in time.</li> <li>• Formulating and implementing the Costing and its Policies/ Procedures.</li> <li>• Prepare production yield reports every month in time along with detailed product wise analysis.</li> <li>• To Prepare cost sheets of each product, costing profit and loss account as per cost accounting standards.</li> <li>• Calculation of inventory value &amp; inventory aging analysis on monthly basis.</li> <li>• To involve in the production process for effective preparation of cost sheets and reports.</li> <li>• Identifying potential cost control avenues with respect to materials, production, labour etc. and recommending various measures for improving bottom-line performance.</li> <li>• Evaluate and report Actual vs Planned outcomes of key strategic decisions</li> <li>• Ensures adherence to the business standards and regulations</li> </ul> <p><b>Software skills &amp; proficiencies:</b> Good understanding of the sector and sound ERP/SAP knowledge</p> <p><b>Planning &amp; Complexity</b> Strong analytical and product analysis skill.</p> <p><b>People Management &amp; Relations</b> Productive partnerships with internal stakeholders/HODs and clients/vendors, resulting in the attainment of corporate goals</p>	Min. 5 to 7 yrs of experience in relevant field is preferred.	Regular	16 lac

2	Manager – Accounts Payable	1	Chartered accountant/ MBA finance from reputed institute	<p><b>Accountability:</b></p> <ul style="list-style-type: none"> <li>• <b>Accountability :</b></li> <li>• Responsible for the account's payable operation of the company and ensuring that vendor payments are release in time.</li> <li>• Ensuring that all the statutory deductions and accounting guidelines/guidance note are followed at the time of accounting.</li> <li>• Ensuring that proper DOA and company policies are followed at the time of booking the invoice.</li> <li>• Ensuring that the terms and conditions mentioned in the contracts/PO/WO are being complied with.</li> <li>• Ensuring that month end closure activities i.e.: provisioning and other schedules are prepared and submitted in time.</li> <li>• Ensuring that operational MIS are being submitted in time to management.</li> <li>• Ensuring that the workings and schedules are prepared in time for smooth completion of Statutory and tax audit .</li> <li>• Ensuring that documentation is being done properly and kept in proper custody.</li> <li>• Assisting in preparation of various data for Strategic Business planning, forecasting, Analysis &amp; reporting to top management for strategic decisions,</li> </ul> <p><b>Planning &amp; Complexity</b> Strong Planning and timely execution of operation management</p> <p><b>People Management &amp; Relations</b> Productive partnerships with internal stakeholders/HODs and clients/vendors, resulting in the attainment of corporate goals</p>	Min 10 years of Post Qualification Experience, preferably in in Accounts payable, Controlling, and MIS reporting	Regular	20 Lac
3	Sr Executive - Accounts Payable	1	ICWA/MBA (Finance) /MCom from reputed institute with good academic background	<ul style="list-style-type: none"> <li>• <b>Accountability :</b></li> <li>• Responsible for invoice booking with proper accounting.</li> <li>• Ensuring that all the statutory deductions are compiled with while booking the invoice.</li> <li>• Ensuring that DOA and company policies are followed at the time of booking the invoice.</li> <li>• Ensuring that employee claims are being verified and processed in time as per the company policy.</li> <li>• Ensuring that the terms and conditions mentioned in the contracts/PO/WO are being complied with.</li> <li>• Ensuring that the workings and schedules required for audit and closing purpose are</li> </ul>	Minimum 4 years' experience in Accounts payable, Controlling, and MIS reporting preferred	Regular	10 Lac

				<p>prepared in time for smooth completion of Statutory and tax audit .</p> <ul style="list-style-type: none"> <li>Ensuring that documentation is being done properly and kept in proper custody.</li> <li>Good understanding of the sector and sound ERP knowledge</li> <li>Strong analytical, and critical reasoning skills</li> <li>Excellent communication skills and academic record</li> </ul>			
4	Executive (IT)	1	BE/B Tech in computer science or Information Technology /MCA from reputed college/university	<p><b>Accountability :</b></p> <ul style="list-style-type: none"> <li>Installation and maintenance of new and existing desktops/laptops/server/printer/CCTV/Plotter/Bio Metric system/ Firewall Device/ Router/ Switches/ Video Conferencing devices/ EPBX system</li> <li>Design and install well-functioning computer networks, connections and cabling</li> <li>Installing and configuring software and hardware</li> <li>Inspect LAN infrastructure and fix minor or major problems/bugs</li> <li>Perform configuration changes on network devices</li> <li>Test and configure software and maintain and repair hardware and peripheral devices</li> </ul> <p><b>Planning &amp; Complexity :</b></p> <ul style="list-style-type: none"> <li>Managing network servers and technology tools</li> <li>Test and configure software and maintain and repair hardware and peripheral devices</li> <li>Troubleshoot and fix up the issues in desktop and laptop</li> <li>Troubleshooting networking and Internet connectivity</li> <li>Evaluate network performance and find ways of improvement</li> <li>Escalate and work with SAP vendor to troubleshoot issues</li> </ul> <p><b>People Management &amp; Relations :</b></p> <ul style="list-style-type: none"> <li>Should have good communication skills</li> <li>Should be able to co-ordinate with various stakeholders of the project</li> </ul> <p><b>IT and other Skills :</b></p> <ul style="list-style-type: none"> <li>Knowledge of CCTV/ IP Telephone/Server RAID Configuration.</li> <li>knowledge of plotter/Biometric Device</li> <li>Familiar with M365</li> <li>Active Directory Services/Azure Active Directory Cloud Services</li> <li>Mobile App configuration and management</li> </ul>	Minimum 4 years of experience in IT support & networking	Regular	8 Lac

5	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. Conversant with SAP (MM) module Floating of tender , evaluation of bidders &amp; award of contracts. Follow up with Vendors, transporters, insurance of consignments, LC opening and vendor negotiation. Material inspection, material receipt, issue and physical verification of Inventory Invoice verification and payments.</p>	<p>Minimum 7years 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
6	Senior Engineer (Mechanical)	1	BE/ B. Tech in Mechanical Engineering from reputed institute with good academic background	<ul style="list-style-type: none"> <li>• Experience in Operation &amp; Maintenance of Power and Steam Generation System shall be added advantage.</li> <li>• Installation &amp; commissioning of equipment</li> <li>• Inspection</li> <li>• Maintenance of Rotary and Stationary Equipment &amp; Root Cause Analysis</li> <li>• Inventory &amp; Resource Management</li> <li>• Maintenance Management</li> </ul> <p>Project Management &amp; Contract management</p>	<p>Minimum 6 years' experience in Pulp &amp; Paper/ Hydrocarbon/ Chemical/ Fertilizer and Distillery industry preferred</p>	Regular	8 Lac

\*\*\*\*\*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 **15th July 2022**.

**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.
- 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.