

DETAILED ADVERTISEMENT FOR EXECUTIVE POSTS IN BCPL
(ADVT. NO. BCPL-29/2021)

Category-wise distribution of posts

Table-1

#	Post	No. of Posts						Identified as suitable to be held by PwBDs	Reservation for Benchmarked disabilities Categories				
		UR	EWS	OBC (NCL)	SC	ST	Total		A	B	C	D/E	Total
1	Dy. General Manager (F&A) Grade: E-6	01	-	-	-	-	01	Category A (B, LV); Category B (D, HH); Category C (OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV); Category E (Combination of A to C)					
2	Dy. General Manager (Law) Grade: E-6	01	-	-	-	-	01	Category A (B, LV); Category B (D, HH); Category C (OA, BA, OL, OAL, BL, CP, LC, Dw, AAV); Category D (MI); Category E (Combination of A to D)					
3	Chief Manager (HR) Grade: E-5	01	-	-	-	-	01	Category A (B, LV)	1	-	-	-	1
4	Sr. Manager (Chemical) Grade: E-4	02	-	-	-	-	02	Category B (HH)	-	2	-	-	2
5	Sr. Manager (F&A) Grade: E-4	01	-	-	-	-	01	Category A (B, LV)	1	-	-	-	1
6	Sr. Manager (Mechanical) Grade: E-4	-	01	-	-	-	01	Category B (HH)	-	1	-	-	1
7	Sr. Manager (Marketing) Grade: E-4	01	-	-	-	-	01	Category A (B, LV); Category B (D, HH); Category C (OA, BA, OL, BL, CP, LC, Dw, AAV); Category D (SLD, MI); Category E (Combination of A to D)	-	-	-	1	1
8	Manager (Chemical) Grade: E-3	02	-	-	-	-	02	Category C (OA, OL, Dw, AAV)	-	-	2	-	2

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		UR	EWS	OBC (NCL)	SC	ST	Total		A	B	C	D/E	Total
9	Manager (HR) Grade: E-3	01	-	-	-	-	01	Category A (B, LV)	1	-	-	-	1
10	Dy. Manager (Electrical) Grade: E-2	02	-	-	-	-	02	Category B (D, HH); Category C (OL, Dw, AAV); Category D (ASD (M), SLD, MI); Category E (Combination of B to D)	-	1	-	-	1
11	Dy. Manager (Instrumentation) Grade: E-2	02	-	-	-	-	02	Category B (D, HH); Category C (OL, CP, LC, Dw, AAV); Category D (ASD (M), SLD, MI); Category E (Combination of B to D)	-	1	-	-	1
12	Dy. Manager (Mechanical) Grade: E-2	03	-	-	01	-	04	Category B (HH); Category C (OA, OL, DW, AAV); Category D (SLD, MI); Category E (Combination of B to D)	-	-	1	-	1
13	Dy. Manager (Chemical) Grade: E-2	06	01	02	01	-	10	Category A (B, LV); Category B (HH); Category C (OA, OL, Dw, AAV); Category D (ASD (M), SLD, MI); Category E (Combination of A to D)					
14	Dy. Manager (F&A) Grade: E-2	02	-	-	-	-	02	Category A (B, LV); Category B (D, HH); Category C (OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV); Category E (Combination of A to C)	1	-	-	-	1
15	Dy. Manager (C&P) Grade: E-2	02	-	-	-	-	02	Category A (LV); Category B (D, HH); Category C (OA, BA, OL, CP, LC, Dw, AAV); Category D (SLD); Category E (Combination of A to D)	1	-	-	-	1
16	Dy. Manager (HR) Grade: E-2	02	-	-	-	-	02	Category A (B, LV); Category B (D, HH); Category C (OA, BA, OL, OAL, BL, CP, Dw, AAV, MDy); Category D (ASD, SLD, MI); Category E (Combination of A to D)	-	-	-	1	1

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		UR	EWS	OBC (NCL)	SC	ST	Total		A	B	C	D/E	Total
17	Dy. Manager (IT) Grade: E-2	01	-	-	-	-	01	Category A (B, LV); Category B (D, HH); Category C (OA, OL, OAL, BL, CP, LC, Dw, AAV); Category D (SLD, MI); Category E (Combination of A to D)	-	-	-	1	1
TOTAL		30	02	02	02	0	36		5	5	3	3	16

Abbreviation Used: Category A: Blindness and Low Vision; **Category B:** Deaf and Hard of Hearing; **Category C:** Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, acid attack victims and muscular dystrophy; **Category D:** Autism, intellectual disability, specific learning disability and mental illness; **Category E:** Multiple disabilities from amongst persons under Categories (a) to (d) including deaf-blindness, B=Blind, LV=Low vision, D=Deaf, HH=Hard of hearing, OA=One Arm, OL=One Leg, OAL=One Arm and One leg, BL=Both Legs, BA=Both Arms, Dw=Dwarfism, LC=Leprosy cured, AAV= Acid attack Victims, MDy=Muscular Dystrophy, CP=Cerebral Palsy, ID=Intellectual Disability, ASD=Autism Spectrum Disorder(M=Mild, MoD = Moderate), SLD=Specific Learning Disability, MI=Mental Illness, MD=Multiple Disabilities.

Persons with Benchmark Disabilities (PwBDs) belonging to the category/ categories for which the post is identified (as indicated in **Table-I**) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

PwBD category candidates of relevant category applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/ concessions, if impairment is not less than **40%** of the relevant disability.

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Minimum Essential Eligibility Criteria

Table-II

SN	Post, Grade & Pay Scale	Minimum Essential Educational Qualification	Minimum Essential Experience	Upper Age Limit
1	Dy. General Manager (Finance & Accounts) Grade: E-6	CA / ICWA OR B.Com with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks. OR Graduate (BA) with Honours in Economics with minimum 55% marks and two years MBA** with specialization in Finance with minimum 55% marks. OR Graduation (BA/B.Sc) with Honours in Mathematics with minimum 55% marks and two years MBA** with specialization in Finance with minimum 55% marks. OR Graduation (BA/ 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. BE / 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.	15 years of Post qualification executive experience (including experience as ET/MT) inline. Candidates working in Govt./ Public Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	51 years
2	Dy. General Manager (Law) Grade:E-6	Graduate Degree in any discipline with minimum 55% marks and Bachelor Degree in Law (LLB) (minimum 03 years professional course) with minimum 55% marks. OR 05 years integrated LLB Degree (Professional) with minimum 55% marks. Preference will be given to candidates having Master Degree in Law (LLM).	Candidate must have enrolled as an Advocate and possess minimum 15 years of post-qualification experience as a Law Executive in Public Sector/ Large Private Sector Companies in handling litigations before Arbitration Tribunals, Judicial/ Quasi-Judicial Forums. Candidates working in Govt./ Public	51 years

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			Sector must have minimum one year experience in the next lower pay scale or next lower equivalent pay scale.	
3	Chief Manager (Human Resources) Grade: E-5	Bachelor Degree with minimum 50% 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 50% marks and Two years Master Degree / Two years PG Diploma in 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)	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
4	Sr. Manager (Chemical) Grade: E-4	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
5	Sr. Manager (Finance & Accounts) Grade: E-4	CA / ICWA OR B.Com with minimum 55% marks and Two years MBA** with specialization in Finance with minimum 55% marks. OR Graduate (BA) with Honours in Economics with minimum 55% marks and two years MBA** with specialization in Finance with minimum 55% marks. OR Graduation (BA/B.Sc) with	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	40 years

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		<p>Honours in Mathematics with minimum 55% marks and two years MBA** with specialization in Finance with minimum 55% marks. OR Graduation (BA/ 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. BE / 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.</p>	scale.	
6	<p>Sr. Manager (Mechanical) Grade: E-4</p>	<p>Bachelor Degree in Engineering* in Mechanical/ Production/ Production & Industrial/ Manufacturing / Mechanical & Automobile with minimum 55% marks.</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>
7	<p>Sr. Manager (Marketing) Grade: E-4</p>	<p>Bachelor Degree in Engineering* with minimum 55% marks and Two years MBA** with specialization in Marketing with minimum 55% marks.</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 lower pay scale or next lower equivalent pay scale.</p>	<p>40 years</p>

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8	Manager (Chemical) Grade: E-3	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
9	Manager (Human Resources) Grade: E-3	Bachelor Degree with minimum 50% 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 50% marks and Two years Master Degree / Two years PG Diploma in 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)	04 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.	35 years
10	Dy. Manager (Electrical) Grade: E-2	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
11	Dy. Manager (Instrumentation) Grade: E-2	Bachelor Degree in Engineering* in Instrumentation / Instrumentation & Control / Electronics & Instrumentation / Electrical & Instrumentation / Electronics / Electrical & Electronics with minimum 60% marks.	01 year of Post qualification executive experience (including experience as GET / ET / MT) in line.	30 years
12	Dy. Manager (Mechanical) Grade: E-2	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

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13	Dy. Manager (Chemical) Grade: E-2	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
14	Dy. Manager (Finance & Accounts) Grade: E-2	CA/ICWA OR B.Com with minimum 60% marks and Two years MBA** with specialization in Finance with minimum 60% marks. OR Graduation (B.A.) with Honours in Economics with minimum 60% marks and two years MBA** with specialization in Finance with minimum 60% marks. OR Graduation (B.A. / B.Sc.) with Honours in Mathematics with minimum 60% marks and Two years MBA** with specialization in Finance with minimum 60% marks. OR Graduation (B.A. / B.Sc.) with Honours in Statistics with minimum 60% marks and Two years MBA** with specialization in Finance with minimum 60% marks. OR Graduate in Engineering* i.e. B.E. / B.Tech. with minimum 60% marks and Two years MBA** with specialization in Finance with minimum 60% marks. Candidates possessing CA/ICWA qualification should hold Fellow / Associate membership of ICAI / ICWAI.	01 year of Post qualification Executive experience (including experience as ET/MT) in line.	30 years
15	Dy. Manager (Contract & Procurement) Grade: E-2	Bachelor Degree in Engineering* with minimum 60% marks. Preference will be given to candidates having 02 years MBA** with specialization in Material Management.	01 year of Post qualification executive experience (including experience as GET/ ET/ MT) in line.	30 years

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16	Deputy Manager (Human Resources) Grade: E-2	Bachelor Degree with minimum 55% 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 55% 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
17	Deputy Manager (Information Technology) Grade: E-2	Bachelor Degree in Engineering* in Computer Science / Information Technology with minimum 60% marks OR Bachelor Degree with minimum 60% marks and 03 years Masters Degree in Computer Application (MCA) with minimum 60% marks.	01 year of Post qualification executive experience (including experience as GET / ET / MT) in line.	30 years

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

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

1. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE[As mentioned in Table II]

- 1.1 The cut-off date for determining age limit and post qualification experience (wherever applicable) will be **12.01.2022.**
- 1.2 Minimum essential educational qualification required for each post shall be as indicated above against each post.
- 1.3 All full time courses, part time courses and courses acquired through Open and Distance Learning (ODL), as approved by AICTE and UGC under Ministry of HRD, Govt. of India, will be considered as requisite education qualification and this shall include Graduation and Post Graduation as specified under the essential qualifications column.
- 1.4 All Engineering Diploma Qualification must be recognized by respective State Board of Technical Education. Experience as Apprentice under Apprentices Act, 1961 /Apprentices (Amendment) Act, 1973 and similar statutory Acts will not be considered for any post(s).

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- 1.5 In MBA / PG Diploma in Management / MMS qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.
- 1.6 Minimum percentage of marks in the essential qualification as indicated above shall be as per Institute/ University norms/ rules.
- 1.7 Wherever DGPA/ Cumulative Grade Point Average (CGPA) / Overall Grade Point Average (OGPA) or letter grade in a Degree/ Diploma is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institutes. Candidate will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of further selection Process, if called for the same.
- 1.8 Candidates having Five Year BE/B.Tech + ME/M.Tech integrated dual degree in Engineering in relevant discipline shall be treated at par with BE/B.Tech/ B.Sc. Engg./and MCA.
- 1.9 Minimum Essential Post Qualification Experience (if any) mentioned against each vacancy should be necessarily post qualification. Industrial/ Vocational/ Apprentice Training as part of course will not be considered as experience.

2. Relaxation in Minimum Qualification Percentage of Marks in Essential Qualification(s)

Relaxation in minimum qualification percentage of SC/ST and PwBD category candidates has been provided as per following:-

- 2.1 Wherever minimum qualifying percentage of marks have been specified as **60%/55%/50%**, **relaxed minimum educational qualification(s) percentage in respect of SC/ST and PwBD category candidates is 55%/50%/45% respectively.**
- 2.2 **SC/ST/PwBD candidates** applying against unreserved posts shall be considered under general standard of merit and no relaxation in minimum qualifying percentage of marks in education qualification shall be available to them.
- 2.3 The upper age is relaxable by 05 years for SC/ST category candidates, 03 years for OBC (NCL) category candidates. It is also relaxable by 10 years for PwBD-General/ EWS category candidates, 13 years for PwBD-OBC(NCL) category candidates and 15 years for PwBD-SC/ST category candidates. The above relaxation in upper age limit is applicable only in respect of posts which are reserved for SC/ST/OBC(NCL) category candidates. Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for concerned PwBD category candidates.

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2.4 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.

2.5 SC/ST/OBC(NCL) category candidates applying for **post marked unreserved (UR)** posts shall be considered under **general standard** of merit and no relaxation in upper age limit shall be available to them.

2.6 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.

2.7 **Relaxation and concessions for Persons with Benchmark Disabilities (PwBDs) category candidates will be in accordance with the Government directives in this regard.**

3. EMOLUMENTS

The candidates selected shall be on probation for a period of one year and shall draw initial basic pay in the corresponding pay scales.

SN	Grade	Designation	Pay scale	Pay scale likely to be revised shortly
1	E-7	General Manager	Rs 51,300 – 73,000/-	
2	E-6	Dy. General Manager	Rs 43,200 – 66,000/-	
3	E-5	Chief Manager	Rs 36,600-62,000/-	
4	E-4	Sr. Manager	Rs 32,900 –58,000/-	
5	E-3	Manager	Rs 29,100-54,500/-	
6	E-2	Dy. Manager	Rs 24,900-50,500/-	

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 pay (if posted in North-East region), Special Allowance @ 4% of basic pay (if posted in Assam), HRA, CMER (Conveyance Maintenance Expenses Reimbursement), Medical Facility, etc will be admissible as per company rules in force & amended from time to time.

4. APPLICATION FEE

4.1 Candidates belonging to General, EWS and OBC (NCL) category are required to pay a non-refundable application fees of **Rs 600/- (Rupees six hundred only)**. SC/ST/PwBD candidates are exempted from payment of above fees provided they produce SC/ST/PwBD certificate as applicable, issued by the Competent Authority at the time of further Selection Process, if called for the same.

4.2 The Application fee once deposited/paid will not be allowed to be withdrawn and the application fee once paid will neither be refunded on any account nor would this fee be held in reserve for further exam/selection.

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Payment to be made online through the payment gateway made available only. No other mode of payment will be accepted. Transaction charges for online payment, if any, will be borne by the candidates. After ensuring the correctness of the particulars of the online application form, candidates are requested to pay fees through the payment gateway integrated with the application by following the instructions available on the screen. No change/ editing will be allowed thereafter. BCPL will not be responsible for any transaction failure/ error/ link failure while making the online payment.

4.3 SC/ST/PwBD category candidates are exempted from payment of application fees subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the Central Govt. format(s) at the time of further Selection Process.

5. HOW TO APPLY:

5.1 CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH BCPL WEBSITE (www.bcplonline.co.in): No other means/ mode of application shall be entertained.

5.2 A candidate may offer his/her candidature for more than one position if he/she meets the requisite conditions of qualification, experience, etc. provided the applications are against different advertisements.

5.3 Before applying the candidates should ensure that they fulfill all the eligibility norms. Their registration will be provisional as their eligibility will be verified only at the time of further selection process. Mere issue of Admit Card for Written Test/PET or any other letter will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even on joining/ after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage or if candidate fails to produce valid documentary proof in support of his/her eligibility.

5.4 Before registering their applications on the website the candidates should possess the following:

- i. Valid e-mail ID, which should remain valid for at least one year. No change in the e-mail ID will be allowed once entered.
- ii. Candidates should ensure that they possess requisite qualification at the time of applying.
- iii. Candidates should have latest passport size photograph as well as photograph of signature in digital form (*.jpg or .jpeg* only of less than 50 kb size) for uploading with the application form.
- iv. Candidates should also have Proof of age, SC/ST/EWS certificate, Benchmark Disability certificate for PwBD, Ex-Servicemen certificate, marksheet/qualification certificate, post qualification experience certificate in

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digital form (.jpg /.pdf of maximum file size 200 KB) for uploading with the application form.

- v. Candidates are advised to read carefully instructions for online submission of application. The same will be available in the website itself.
- vi. While filling online application the candidates must carefully follow all the steps. Incomplete application / application without fee / application not fulfilling any eligibility criteria will be rejected summarily. No communication will be entertained from applicants in this regard.
- vii. After submitting online, candidate is required to download the system generated Pay in slip & Registration Slip with unique registration number and other essential details.
- viii. The application being online, if during verification of documents prior to further selection process, if it is found that the candidate does not possess the requisite eligibility criteria, his/her candidature will be rejected.

5.5 After submitting online application, candidate is required to keep the copy of the Application form with unique application sequence number handy. Please keep this form for future reference against this recruitment process.

5.6 Candidates are not required to submit hard copy of application form to BCPL at this stage.

5.7 In case the candidate is called for **further Selection Process**, he/she has to bring the downloaded application form along with all **Original Documents** [in the order as mentioned below] together with One separate set of photo copy of all documents duly **Self Attested** (in the same order) at the time of further Selection Process, **failing which he/ she will not be permitted to appear** in the further Selection Process:

- (i) Print out of the Online Application form with 02 recent passport size photographs (same photograph as uploaded on the online application form) along with signature on the application form.
- (ii) Document in support of Date of Birth proof-matriculation/ Class-X Certificate/ Mark sheet/ Admit Card issued by the Board.
- (iii) Caste/ Tribe certificate [for SC/ST/OBC(NCL)/EWS category candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India. OBC (Non Creamy Layer) category candidates are required to submit **latest Caste certificate**.
- (iv) Disability certificate [in case of PwBD category candidates] in the prescribed format issued by the Competent Authority.
- (v) Ex-servicemen Proof (in case of Ex-servicemen candidates).
- (vi) All certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheets, Degree & Diploma certificates starting from matriculation onwards).

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- (vii) Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.

Only following types of documentary proofs towards experience will be considered:

I. For Past Employment:

- Appointment letter clearly mentioning the **date of joining** the organization and also acceptance of resignation letter/ relieving order/ last Pay Slip AND
- Experience letter [incl. roles & responsibilities] issued on the letter head of the Company complete with name, designation and contact details of the Issuing Authority indicating designation and date of joining as well as date of relieving from the organization by the employee concerned.

II. For Current Employment:

- Appointment letter clearly mentioning the date of joining the organization along **with any of the following optional** documents:
 - Identity card issued by current employer
 - Annual Increment letter
 - Promotion order/ Transfer order etc.

AND

- Experience letter [incl. roles & responsibilities] issued on the letter head of the Company complete with name, designation and contact details of the Issuing Authority indicating designation and date of joining the organization of the employee concerned **along with** latest pay slip.

In the event of **absence of appointment letter/Experience letter/ details of Roles & responsibilities and latest pay slip**, candidature of such candidates shall be **liable to be rejected and will be debarred from all future selection process.**

- (viii) **Forwarding of Applications/ NOC letter from the employer:**

Candidates employed in Central / State Government / PSEs / Autonomous bodies shall either forward their applications through Proper Channel or produce NOC from their present employer if called for further selection process. Where a candidate after having applied for job in BCPL through proper channel has in the meanwhile joined another Central / State Government Office / Central PSEs / Autonomous Body it is expected of him to produce NOC from his /her new employer if called for further selection process. In case, application of the candidate is not forwarded through proper channel or if the candidate fails to produce NOC from his / her present employer at the time of further selection process, he / she will be allowed to appear in the selection process, but will be treated to have agreed to **forego the benefits** of carry forward of gratuity, leave, salary and further benefits for

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past service, etc. in case of selection such a candidate has to resign and produce a clear Relieving Order from his/her PSU employer.

- (ix) **Candidates should ensure that they bring all the documents as mentioned above to the venue of further Selection Process. In the event of failure of candidate to submit any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.**

5.8 **Two** copies of the same photo (as uploaded on the online application) should be retained for future use.

5.9 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 application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regards.

6. HEALTH/ MEDICAL FITNESS:

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to obtain medical report in the prescribed proforma from the Central/State Government Hospital or BCPL's authorized hospitals or from a Civil Surgeon before being considered for appointment to the Services of the Company. The opinion of the Medical Officer authorized by the Company in this regard shall be final.

7. SELECTION PROCESS:

7.1 Candidates fulfilling all the eligibility criteria (based on the application as submitted in the online application), will be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of applications being large, BCPL will adopt short listing criteria to a reasonable number by suitably raising the minimum eligibility standards.

7.2 Screening and selection will be based on the details provided by the candidates; hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and BCPL will not be responsible for any consequence of furnishing such wrong/ false information.

7.3 If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information; their candidature will be Summarily Rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

7.4 All the details given in the online form will be treated as final and no changes will be entertained.

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- 7.5 It may be noted that submission of online applications under factious/ pseudo names/ email ids is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2000.
- 7.6 The selection process shall consist of Written Test and/or Group Discussion and/or Interview before the Selection Committee.
- 7.7 The selection process as indicated above is tentative. Selection process may however, vary depending upon the administrative/ business requirements of the Company/ GOI directives.

8. Other Terms & Conditions and General Instructions

- 8.1 The candidates should ensure that they fulfill all the eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the online application and the documents submitted by them later on (in terms of Clause 5.7 as mentioned above) are correct in all respects. **Mere admission to the selection process does not imply that the Company (BCPL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled and his/her candidature will not be considered for further selection process as well. If any of these shortcoming(s) is/ are detected even after appointment, his/ her services will be summarily terminated.**
- 8.2 **The details entered by the candidate at the time of online registration are final and binding. While applying the candidates should enter their name as it appears in the SSC/ Matriculation Certificate.** Further, request for change of mailing address/ email ID/ Category/ Posts as declared in the online application will not be entertained.
- 8.3 **Candidates should possess a valid email ID.** Candidates are advised to keep the email ID (to be entered compulsorily in the online 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 participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the online application data and documents submitted. Responsibility of receiving and downloading of information/ communications 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.
- 8.4 Only short listed candidates who are found apparently eligible based on the online application data will be called for participating in further Selection Process.
- 8.5 Category [SC/ST/OBC(NCL)/EWS/PwBD] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.

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- 8.6 The OBC candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “General”.
- 8.7 Relaxations/ Reservations for SC/ST/OBC (Non Creamy Layer)/ PwBD (degree of impairment 40% or above)/ Ex-Serviceman as per Government Directives are applicable.
- 8.8 **Degree of Disability for reservation:**
Only such PwBD candidates would be eligible to get the applicable benefit of reservation/ concessions who suffer from not less than **40%** of relevant disability. For claiming the benefit of reservation/ concessions applicable for **PwBDs**, the candidates will have to submit a disability certificate as per formats prescribed by the Ministry of Social Justice and Empowerment vide notification no. GSR 591 (E) dated 15.06.2017 in support of their claim. To download the prescribed format please click relevant link “**Download prescribed format for EWS/SC/ST/OBC(NCL)/EWS/PwBD certificate**” available on careers section of **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**.
- 8.9 Candidates belonging to **SC/ST** category should produce their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link “**Download prescribed format for SC/ST/OBC(NCL)/EWS/PwBD certificate**” available on careers section of **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**.
- 8.10 Candidates belonging to **OBC (Non-Creamy Layer)** category should produce their **latest caste certificate** in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link “**Download prescribed format for SC/ST/OBC(NCL)/EWS/PwBD certificate**” available on careers section of **BCPL website www.bcplonline.co.in**. The name of the caste and community indicated in the OBC(NCL) certificate must appear in the central list of Other Backward Classes. In case, the candidate fails to produce his latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/her candidature will not be considered. Further, OBC (NCL) candidates will have to give a self-undertaking indicating that they belong to OBC (NCL) category at the time of participating in the Selection Process, if called for the same.
- 8.11 Candidates seeking reservation under **EWS** category should produce their **latest Income and Asset Certificate** issued by Competent Authority. The prescribed format and the Competent Authority have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019. The EWS certificate issued by Competent Authority should be valid on the closing date for receipt of online application in BCPL (the certificate will be valid for one year from the date of issue). To download the prescribed format please click relevant link “**Download prescribed format for SC/ST/OBC(NCL)/EWS/PwBD certificate**” available on careers section of **BCPL website www.bcplonline.co.in**.

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- 8.12 Candidature of the registered 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.
- 8.13 BCPL reserves the right to raise the minimum eligibility standards. BCPL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
- 8.14 The prescribed qualification/ experience are the minimum criteria and mere possession of the same does not entitle a candidate for participating in the Selection Process. BCPL's decision shall be final in this regard.
- 8.15 **No Travelling expense would be payable to candidates called for the written test.**
- 8.16 List of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on BCPL Website www.bcplonline.co.in for the information of the candidates in due course of time. Candidates are advised to visit BCPL Website www.bcplonline.co.in for latest updates.
- 8.17 Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Dibrugarh Court** only.
- 8.18 In case any dispute arises on account of interpretation in versions other than English, **English version will prevail.**
- 8.19 Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of BCPL website: www.bcplonline.co.in only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.

IMPORTANT DATES

a.	Availability of online application form and other prescribed documents in BCPL website www.bcplonline.co.in	From <u>13.12.2021 10:00 hours</u> to <u>12.01.2022 23:59 hours</u>
b.	Last date of receipt of application form	<u>12.01.2022</u>

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“BCPL is not responsible for printing errors, if any”