



## Assam Bio Refinery Private Limited

**1.0** Assam Bio Refinery Private Limited a joint venture Company of Numaligarh Refinery Limited, Fortum and Chempolis Oy, 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 vacancy as per the details below :

S. N.	Post	No of posts	Education Qualification	Job requirement	Experience	Engagement type	Max CTC (Rs. Lacs p.a)
1	Manager. (Instrumentation Engg )	1	B.E / B. Tech - Instrumentation Engineering / Instrumentation and Control / Electronics & Instrumentation/ Electronics (with post graduate specialization in Instrumentation).	<ul style="list-style-type: none"> <li>• Prepare and review of contract specification and prepare technical queries</li> <li>• Prepare and review of engineering documents and drawings, inquiry and purchase order specifications for various Instruments / valves / analyzers / Control systems etc.</li> <li>• Interpret and apply codes standards for project implementation requirements</li> <li>• Review and respond to technical queries raised by vendors &amp; PMC</li> <li>• Sizing and selection of field instruments, control valves, orifice meter etc.</li> <li>• Review of PID, equipment data sheets and equipment engineering drawings, plot plan &amp; 3D model review .</li> <li>• Technical evaluation/Technical Recommendation.</li> <li>• Perform vendor drawing &amp; document review including review of inspection and test reports</li> <li>• Inspection of materials and preparation of inspection report</li> </ul>	Minimum 10 yrs experience with <ul style="list-style-type: none"> <li>➤ Knowledge &amp; work experience of pressure, temperature flow and level measurements loops in detail</li> <li>➤ Selection and sizing of flow meters and control valves, Shutdown Valves, On/ Off valves, PCV &amp; FCV</li> <li>➤ DCS, PLC &amp; Speed Control Systems, ESD Systems and Fire and Gas Monitoring systems, Plant communication Systems, CCTV</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>	Regular	22

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2	<b>Assistant Manager-IT (software developer)</b>	1	BE/B.Tech in computer science from reputed college/university	<ul style="list-style-type: none"> <li>Web based or application based software development for various requirements in the supply chain.</li> <li>SAP technical support for development of Z reports , transactions , LSMW programs</li> <li>Website development and maintenance</li> </ul>	<p>Minimum 7 years' experience with:</p> <p>Knowledge and experience on:</p> <ul style="list-style-type: none"> <li>End Technology: Backend-Node Js, Front-React Js, Database-MySQL, Architecture-Microservices etc.</li> <li>In software development: Web &amp; , app based software development</li> </ul> <p>Experience in technologies like: Video analytics, computer vision capability, IOT applications, machine learning, AI technology, logistic tools, security risks and its preventions techniques in software solutions etc. will be an added advantage.</p> <p>SAP working knowledge.</p>	Regular	16
3	<b>Head – Accounting and MIS</b>	1	Chartered Accountant	<p>Financial Reporting:</p> <ul style="list-style-type: none"> <li>Coordinates and ensures accuracy of monthly management accounts</li> <li>Produce accurate, timeous and meaningful information as and when required</li> <li>Ensure the presentation of the monthly results to Group is done in a professional manner</li> <li>Monitor variances between actual results, forecast and budget and analyse reasons for variances</li> <li>Deliver reports within required deadline</li> </ul> <p>Cash Flow Management:</p> <ul style="list-style-type: none"> <li>Monitor the cash flow daily</li> <li>Implement and maintain effective controls and processes within the cash management system</li> <li>Maintain and review Cash Flow Forecast to ensure adequate funds available to meet the companies outflow obligations</li> </ul> <p>Financial Controls:</p> <ul style="list-style-type: none"> <li>Ensure financial information entered on the financial systems is accurate</li> <li>Ensure effective and efficient functioning of the various sub systems - debtors, creditors, fixed assets etc.</li> <li>Evaluate and review systems on an on-going basis to ensure relevancy and efficiency</li> <li>Monthly review of Balance Sheet reconciliation. Monthly review of Income Statements</li> </ul>	<p>Chartered Accountant with 15+ years of experience in handling the overall finance function. You have an experience in working with complex organizations and have been involved in strategic planning, controls &amp; compliances and overseeing the business controlling function. You have a proven track record the finance team and being an active contributor to management level discussions. You also have excellent communication and leadership skills.</p> <p>SAP experience, Strong analytical, and critical reasoning skills.</p>	Regular	35

S.N.	Post	No of posts	Education Qualification	Job requirement	Experience	Engagement type	Max CTC (Rs. Lacs p.a)
				<p>Taxation / Statutory Compliance:</p> <ul style="list-style-type: none"> <li>• Tax planning, interfacing with taxation authorities for timely filing of TDS, GST and income tax assessments and filing of various forms, returns etc. required under various statutes.</li> <li>• Ensuring adherence to Companies Act and preparation of annual returns &amp; forms.</li> <li>• Ensuring regulatory compliances, payments of license fee, revenue share, GST, withholding taxes etc.</li> <li>• Handling finalization of annual statement of accounts.</li> </ul> <p>MIS:</p> <ul style="list-style-type: none"> <li>• Preparation of MIS reports on financial performance viz., preparation of Monthly Profitability Statements Income / Expenses, comparative analysis, debtor/creditor ageing analysis, formulating budgets and conducting variance analysis &amp; cash flow analysis.</li> <li>• Preparing financial reports to determine the financial viability, projecting cash flow and growth opportunities while preparing projected financial statements.</li> </ul>	<p>Chartered Accountant with 15+ years of experience in handling the overall finance function. You have an experience in working with complex organizations and have been involved in strategic planning, controls &amp; compliances and overseeing the business controlling function. You have a proven track record the finance team and being an active contributor to management level discussions. You also have excellent communication and leadership skills.</p> <p>SAP experience. Strong analytical, and critical reasoning skills.</p>	Regular	35
4	<b>Asst.Mgr.- Purchase &amp; contracts</b>	1	BE/BTech (Civil/Mech/Electrical/Industrial Engg.) with diploma in material management preferable.	<p>Experience contract management, knowledge of commercial and contract terms. Conversant with SAP (MM) module.</p> <ul style="list-style-type: none"> <li>• Floating of tender, evaluation of bidders &amp; award of contracts.</li> <li>• Follow up with Vendors, transporters, insurance of consignments, LC opening and vendor negotiation.</li> <li>• Material inspection, material receipt, issue and physical verification of inventory.</li> <li>• Invoice verification and payments.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minimum 7years experience in a Mechanical/ Electrical / Heavy Engg. Industry,</li> <li>➤ Proven work experience as a Purchasing Officer or similar role.</li> <li>➤ Good knowledge of Contract Management &amp; Contract terms, vendor sourcing practices (researching, evaluating and liaising with vendors), Conversant with SAP (MM module).</li> </ul>	Regular	16

### **3.0. Candidate Selection:**

Selected candidate will be in probation for a period 12 months and to be appointed as a regular employee on basis of performance. Terms and conditions of engagement shall be as per the Company's policy.

### **4.0 Submission of Bio Data :**

1. The candidates shall apply through online mode available on ABRPL <https://abrpl.co.in> only under <https://abrpl.co.in/career-opportunity/> as per the qualification and eligibility criteria indicated in the advertisement. Last date of submission of application is **17.09.2020**.
2. While applying online, candidate needs to upload the following documents:
  - a. Scanned copy of the recent passport size colour photograph (not older than 3 weeks in jpg/jpeg format, size 100 kb to 200 kb).
  - b. Scanned copy of signature with Black ink pen (in jpg/jpeg format, size 100 kb to 200 kb).
  - c. Scanned copies of the documents (in pdf format only), as follows:
    - i. Self-attested copy of Matriculation / Secondary Board level certificate in support of age (in pdf format, size 100 kb to 200 kb).
    - ii. Final Mark sheet/ Certificate 10<sup>th</sup> onwards, as applicable (in pdf format only. Max. Size 5MB)
    - iii. Relevant work experience certificate/ Appointment letter, as applicable (in pdf format only. Max. Size 5MB).

### **5.0 Interview :**

Shortlisted candidates meeting the above criteria will be intimated regarding interview date, venue and time. VC option for interview may also be given to the shortlisted candidates.

### **6.0 Salary :**

Salary, 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
- Engagement after the probation period will not confer any right on the candidate for confirmation in Assam Bio Refinery Pvt. Ltd. Same will be on the basis of the performance only.
- 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 has to be arranged by the candidates select.
- 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.

