

## 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 for Numaligarh Location as per the details below for ongoing project activities :

Sl. No	Post	No of post	Education Qualification	Job requirement	Experience	Engage ment type	Max CTC (upto) (Rs)
1	Assistant Manager (Operation)	1	BE/B Tech - Chemical Engg./Pulp and Paper technology with good academic background	<ul style="list-style-type: none"> <li>Experience in the operation of plant through DCS and PLC required.</li> <li>Preferences shall be given for leading the team for successful pre-commissioning / commissioning / stabilization/Trouble shooting of Refinery /petrochemical /distilleries /fertilizer plant .</li> <li>Knowledge of basic Engineering like Heat &amp; Mass balance etc., Operation and tuning of PLC controller is preferable</li> </ul>	Minimum 6-8 yrs of experience in relevant field. Experience in Pulp & Paper/ Hydrocarbon/ Chemical/ Fertilizer and Distillery industry preferred	Regular	16 Lakh
2	Engineer/Sr Engineer-Mechanical	1	BE/ B. Tech in Mechanical Engineering at least 65% marks from a recognized University/ institute with good academic background	<ul style="list-style-type: none"> <li>Coordinating activities on mechanical construction of the ongoing project, supervising the work of multiple teams., knowledge in planning and executing strategies to meet schedule and closure of contracts.,</li> <li>Well versed different MOCs used for equipment/piping/fittings etc. and good knowledge in WPS (welding procedure Specification).</li> <li>Understanding of P&amp;IDs.,GADs and isometric drawings etc.</li> <li>Good knowledge of various static and rotary equipment, inspection and installation/erection procedures.</li> <li>Experience in Maintenance and troubleshooting of static and rotary equipment.</li> <li>Inventory &amp; Resource Management/Contract Management</li> <li>SAP knowledge in PM module preferred</li> <li>Good communication and interpersonal skills</li> </ul>	Min 4 years of Post Qualification Experience, preferably in Project Execution Or Maintenance in manufacturing/ Process Industry	Regular	10 Lakh
3	Sr Engineer-Mechanical (Planning)	1	BE/ B. Tech in Mechanical Engineering at least 65% marks from a recognized	<ul style="list-style-type: none"> <li>Having experience in engineering and construction, sound knowledge of health and safety requirements, with meticulous and logical approach, strong planning and organisational skills and able to anticipate</li> </ul>	Minimum 6-8 years work experience in the relevant fields (Project Planning).	Regular	10 Lakh

			University/ institute with good academic background	<p>problems and provide effective solutions.</p> <ul style="list-style-type: none"> <li>• Preparation of monthly up-date reports of the project progress and analysis of project S-curves, defining critical path and identify measured to mitigate the issues.</li> <li>• Preparation and monitoring of project planning, schedule and project budget and control.</li> <li>• Coordinating activities of all disciplines for day-to-day project jobs.</li> <li>• Coordination/interaction with various vendors, contractors and consultants for updating the real time project progress.</li> <li>• Keeping close watch on various activities of project (like delivery of materials, site clearance, duration of activities, managing sequence of activities , holds etc) and updating the Project Manager on any risk foreseen for project completion and providing mitigation measures. .</li> <li>• Responsible for maintaining quality conforming to the scope and time completion.</li> <li>• Should have good communication and presentation skills to deliver various presentation in different forum.</li> <li>• Working in various SAP Modules</li> </ul>	Experience in Primavera is essential.		
4	Engineer / Sr Engineer (Civil)	1	B.E/B. Tech Degree in Civil Engineering with at least 65% marks from a recognized University/ institute with good academic background	<ul style="list-style-type: none"> <li>• Coordinate with vendors, contractors, sub-contractor, EPCM to execute assign jobs at project site.</li> <li>• The key task is overall supervision on all sites activities to ensure that work is completed in accordance with the contract specifications, agreed procedure, method statements as per tender, monitoring quality control with specified QA/QC standards including maintenance of records as per requirements.</li> <li>• Drawing review, Bill checking, material reconciliation, BBS checking etc.</li> <li>• Progress follow up with contractors, sub-contractors, liaison with agencies for BOCW Cess, FRCC etc.</li> <li>• Prepare technical evaluation of tender, contract closing etc.</li> <li>• SAP Knowledge is essential.</li> </ul>	Min 4 years of Post Qualification Experience, preferably in Project Execution or Maintenance in manufacturing/ Process Industry	Regular	10 Lakh
5	Sr Executive (Purchase)	1	Any graduate in any discipline with Post Graduate Diploma in Material Management / SCM. from reputed University/Institute with good academic background	<ul style="list-style-type: none"> <li>• Good knowledge of contract management &amp; Contract terms. Knowledge on Tendering , evaluation of the technical/Financial/bids, evaluation of vendor, contract closing, vendor sourcing practices (researching, evaluating, and liaising with vendors), etc.</li> <li>• Plan, organize, supervise daily warehouse operation and activities,</li> </ul>	Minimum 5 years of experience in relevant field. Experience in Heavy Engg. Industry/ Manufacturing industries/ Mechanical& Electrical industries preferred.	Regular	10 Lakh

				<p>including the receipt, documentation (GR, MRIR, SIV, Invoice, Packing List, IBR, IRN, TC, LR, AWB, Bill of Lading etc), storage, preservation, issue, material movement and logistics / transportation.</p> <ul style="list-style-type: none"> <li>• Ensure maintenance of adequate stock levels / inventory control, Material Requisition Planning (MRP), Knowledge of various materials. Scrap Mgt.</li> <li>• Knowledge in establishing warehouse standards and procedures, Item codification, ERP implementation as per best practices of industry. Prepare and maintain a variety of records / logs / reports as required using word processing, spreadsheet, ERP or any other computer software and documentation.</li> <li>• Ensure strict implementation of HSE regulations and maintenance of warehouse in a clean, safe and orderly condition.</li> </ul> <p>Requires good interpersonal skills.</p>	Conversant with SAP (MM module)		
6	Manager/Sr Manager – Accounts Payable (to be posted in Guwahati)	1	Chartered accountant/ MBA finance from reputed institute	<ul style="list-style-type: none"> <li>• Responsible for the accounts payable operation of the company and ensuring that vendor payments are released 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>Strong Planning and timely execution of operation management</p>	<p>Min 7- 10 years of Post Qualification Experience, preferably in Accounts payable, Controlling, and MIS reporting</p> <p>Good understanding of the sector and sound ERP knowledge -SAP</p> <p>Strong analytical, and critical reasoning skills</p>	Regular	22 Lakh

				Productive partnerships with internal stakeholders/HODs and clients/vendors, resulting in the attainment of corporate goals			
7	Sr Executive/ Asst Manager- Finance (Accounts Payable) (to be posted in Guwahati)	1	ICWA/MBA (Finance) /MCom / CA(Inter)/CMA(Inter) /CMA from reputed institute with good academic background	<ul style="list-style-type: none"> <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 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>Good understanding of the sector and sound ERP knowledge</li> <li>Strong analytical, and critical reasoning skills</li> </ul> <p>Excellent communication skills and academic record</p>	Minimum 4 years' Experience in Accounts payable, Controlling, and MIS reporting preferred	Regular	16 Lakh

\*\*\*\*\*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 24<sup>th</sup> May 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.
- 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.