



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 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 :

Sl.No	Post	No of posts	Education Qualification	Job requirement	Experience	Engagement type
1	Mechanical Engg	1	BE (Mech)	Project Construction Management: Mechanical job like piping, Fabrication/ Assembling, Tankage, Equipment Erection , Contract handling, Planning and Monitoring , Site Inspection etc.	3-5 yrs experience as per job requirement is preferred.	Contract basis
2	Electrical Engg	1	BE(Electrical)	Project Construction Management: Electrical job like Grounding / Earth Grid work, Panel, Switch Gear /Sub-stations, Cable tray installation, HT/LT Cable laying (UG & AG) and termination, Erection of HV& LV Transformers, Transformer Bus Duct erection and alignment, Instrument Calibration, Contract handling, Planning and Monitoring , Site Inspection etc	3-5 yrs experience as per job requirement is preferred.	Contract basis
3	Instrumental Engg	1	BE(Instrumentation)	Project Construction Management: Instn Work like DCS, Instn Cable laying/ tray installation, Instrument Calibration, Instn installation and testing, Contract handling, Planning and Monitoring, Site Inspection etc.	3-5 yrs experience as per job requirement is preferred.	Contract basis
4	Civil Engg	1	BE (Civil)	Project Construction Management: Civil job like building, roads, equipment foundation, structural jobs, QA/QC, Estimation, Auto CAD, Contract handling, Planning and Monitoring , Site Inspection etc.	3-5 yrs experience as per job requirement is preferred.	Contract basis
5	Manager-Treasury, Tax & AR	1	Chartered Accountant	Responsible for bank and cash management; Ensuring that all the compliance of Escrow account, FD, BG, LC, Buyer credit and other debt instruments are complied timely basis. Responsible for all the statutory dues payment, TDS, GST etc., Tax filing, Tax Audits, Tax Assessment, Transfer Pricing etc. Responsible for month end and year end closure for AR, Tax and treasury Ensuring that invoice are submitted in time as per Agreements for sale of products. Ensuring that reconciliations of Banks and other debt instrument are done in time along with the confirmations. Assisting in preparation of various data for Strategic Business planning, forecasting, Analysis & reporting to top management for strategic decisions,	Min. 5 yrs. of experience in Financial reporting – Ind As and IFRS, Controlling, Taxation, Receivable Management and MIS reporting. SAP experience. Strong analytical, and critical reasoning skills . Excellent communication skills and academic record Ease in solving complex problems	Regular

6	Logistics and Supply Chain Mgt.	1	MBA/B.Sc.(Agriculture) or both/MSW/Bio Technology from reputed institute	Development of supplier for feed stock (Bamboo). Development of Local Level Entrepreneurs. Impart training to bamboo Supplier, transporter and LLEs, Co-ordination with Bamboo growers/Transporters/LLEs/ Bamboo Missions in the states of Assam, Nagaland, Arunachal Pradesh and Meghalaya. Co-ordination with Govt Agencies and Financial Institution Job requires extensive touring and good communication skill.	3-5 yrs, experience in fields.	Contract basis
7	Manager- HR	1	Full time MBA(HR) or PGDPM & IR from a recognised reputed institute scoring minimum 60% marks	Should have experience in Recruitment & selection, Employee relations, IR &PR, Training & development, compensation and benefit or reward management, performance & talent management. Administrative functions like payroll, time & attendance, lining up contract, arranging vehicle, Air tickets, Hotel/GH for touring & visiting officials, Upkeepment & maintenance of Office, Canteen & Pantry. Co-ordinations with Statutory bodies & District Administration, Statutory compliances, Security & boundary management. Co-ordination & release of payment to industrial security force. 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.	Minimum 5 yrs experience is preferred	Regular
8	Officer-IT	1	B.Tech/B.E in Computer Science or Information Technology or its equivalent.	Installation & Maintenance of Servers, Laptop, Printer. Installation & Maintenance of Network Switches/ Firewall/ Router etc. Experience in Co-ordinating 3rd party service providers. Knowledge on LAN/WAN infrastructure. Experience in working SAP environment.	3-5 yrs, experience	Contract basis
9	Purchase & contracts	1	BCOM with MBA and additional qualifications to work in Microsoft office environment	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 3 yrs experience as per job requirement is preferred.	Contract basis

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

3.0 The total term of the contract shall be of two years, 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 contract.

4.0 Submission of Bio Data :

Interested candidates are requested to submit the Bio Data as per the format attached. Link for the same is given below. Last date for submission of the Bio Data is **07.02.2019**.

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 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 will not confer any right on the candidate for regularization in Assam Bio Refinery Pvt. Ltd.
- 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.

Sd/-

Head (HR, Admin &IT)

Assam Bio Refinery Private Limited