



BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED
(A Government of India Undertaking)

Corporate Office, Namrup,
P.O. Parbatpur, Dist. Dibrugarh, Assam: PIN-786623
FAX- 0374 2500317: e-mail: info@bvfc.co.in

Advt.No.HR/11/2024/01

Brahmaputra Valley Fertilizer Corporation Limited (BVFCL) was incorporated on 5th April 2002 after segregation of Namrup units in Assam from Hindustan Fertilizer Corporation Limited (HFCL). BVFCL is under the administrative control of Ministry of Chemicals and Fertilizers, Department of Fertilizers with 100% shareholding by the Government of India. It is the first factory of its kind in India to use associated natural gas as basic raw material for producing nitrogenous fertilizer.

The company invites applications from Indian nationals for the following posts:

Date, Time and Venue of Walk-in-Interview.

Walk-in Interview	Date	Time	Venue
	25.01.2024 (Thursday)	03:00 P.M	Administrative Building, BVFCL, Namrup

The company invites applications from Indian nationals for the post of Assistant Manager (Company Secretary)/Deputy Manager (CS) & Manager (CS), the details are as under :-

S. No.	Post, Level & No. of Vacancy	Scale of Pay(Rs.)	Job requirement	Age limit (Max) as on 01.01.2024	Essential Qualification as on 01.01.2024 (Excluding training period)
01	Assistant Manager (CS) (E-2)/ Deputy Manager (CS)(E-3)/ Manager (CS)(E-4) (01 post UR)	Rs.20,600-3%-46,500/- Minimum gross pay Rs. 72,500/- Approx. Rs.24,900-3%-50,500/- Minimum gross salary Rs.87,500/- - approx. Rs.29,100-3%-54,500/- Minimum gross salary Rs.1,02,500/- /- approx.	The incumbent will be responsible for performing all the jobs relating to Company Secretary as per the Companies Act. To conduct Board Meetings, Audit Committee meetings, AGMs, Drafting of minutes, Prepare & compile Annual Reports, Director's report other related files & documents, File statutory returns and forms. Correspondence with Administrative ministry etc.	45 Years 48 Years 50 Years	Graduate with Membership of Institute of Company Secretaries of India (ICSI) with minimum (05) years for AM(CS), 08 Years for Dy.Mgr. (CS) & 10 Years for Manager (CS) post professional qualification Executive experience as Company Secretary in a PSU/ large private sector organization with proven in-line knowledge of latest Company Law and corporate governance compliances including Secretarial standards" good grasp of applicable laws to a company so as to report to BoD periodically.

NB: UR- Unreserved, SC –Scheduled Caste, ST- Scheduled Tribe, OBC (NCL)- Other Backward Class (Non- Creamy Layer), EWS- Economically weaker section, PwBD- Persons with benchmark disabilities, Ex-SM- Ex- serviceman.

A. Apply online:

i. Candidates are required to apply online providing details regarding age, date of birth, qualification, division and percentage of marks obtained, years of passing and respective School/ College/ University, nature of duties and other requisite information/ declaration. Candidates are also required to upload the scanned copy of following documents, without which their application will not be accepted:

- a. Matriculation Certificate for age proof;
- b. Marks sheet all semesters / Degree certificate, as applicable, for proof of meeting educational qualification;
- c. Caste Certificate, if applicable;
- d. Divyang / PwBD certificate, if applicable
- e. ID proof issued by Government authority.

ii. Candidates fulfilling the prescribed eligibility criteria should apply through BVFCL website : www.bvfcl.com. The relevant link for submission of online application will be available from **15:00 hours on 10/01/2024** on BVFCL website www.bvfcl.com →Apply online. Submission of application will be allowed on the website upto **10:00 hours on 25/01/2024**, unless changed as per the decision of BVFCL. Procedure regarding how to apply online is summarized in Clause No.B of the advertisement.

iii. The candidates should ensure that the details entered in online application are correct. On submission of duty filled in application online and making the prescribed payment, candidate is required to download the Application Form generated by the system with unique registration number.

B. How to apply:

1. Before applying the candidates should ensure that they fulfil all the eligibility norms. Their registration will be provisional as their eligibility will be verified only in case they are shortlisted for selection. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the advertised eligibility criteria at any stage.

2. Eligible and interested candidates would be required to apply online through BVFCL website: www.bvfcl.com

3. Before registering their application on the website, the candidates should possess the following:

- i) Valid e-mail ID, which should remain valid for at least one year;
- ii) Candidates should have latest passport size photograph in white background of size 140X160 kb (jpg or jpeg file only upto 50 Kb) as well as clear photograph of signatures in white background of size 90 X 120 Kb (jpg or jpeg file only upto 50 Kb) for uploading with the Application Form.

- iii) Supporting documents as detailed in the foregoing at Para.A.i. for uploading (jpg or jpeg or pdf file only upto 100 Kb each).
- iv) For payment of Application Fee of Rs 200/-, the "UR", "OBC" and "EWS" candidates can opt to pay through internet banking account or credit/debit card only.
- v) **The registration form is available on following path: www.bvfcl.com – Apply online.**

C. General Information and instructions:

1. Only Indian Nationals are eligible to apply.
2. Essential qualifications as specified must be from UGC recognized University/Deemed University or AICTE/ approved Autonomous Institution.
3. Against the unreserved posts, SC/ST/OBC/PwBD/Ex-SM/EWS candidates may be considered under general standard of merit against the said post provided no relaxation in age etc. is availed of/ extended to them.
4. BVFCL reserves the right to relax the criteria in case of highly deserving candidates, offer immediate lower posts in case candidates are not found suitable for the advertised/applied post.
5. Candidates employed in Govt. Department/Public Sector Undertaking/ Autonomous bodies shall either forward their application through proper channel or shall produce "No objection certificate" from their present employer at the time of interview.
6. Candidates applying for a post mentioned above and employed with Govt. department/PSUs/Autonomous Bodies must have **at least one year experience in the next below pay scale.**
7. The candidate working in State Government/State PSU/Private Sector should attach the organizational hierarchy of their existing organization mentioning his/her current level. Otherwise, his/her application will not be considered.
8. In case of candidates from private organizations, the CTC should be equivalent to the immediate lower post for meeting eligibility.

The CTC details for the aforesaid mentioned posts is as under :-


S.No.	Name of the post	CTC in Rs. (approx.)
1	Assistant Manager (CS)-(E-2)	Rs.08.51 lacs
2	Deputy Manager (CS)-(E-3)	Rs.10.68 lacs
3	Manager (CS)-(E-4)	Rs.12.90.lacs

9. Mere eligibility will not vest any right on any candidate to be called for interview for any post. The Corporation reserves the right to restrict the eligible candidates to be called for interview to a reasonable limit on the basis of convenient norms that may be decided by the Corporation.

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10. Before applying for the post, **candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement.** BVFCL 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 fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard. Only the shortlisted candidates, who are found apparently eligible based on the details given in the application form, will be called for interview.
11. Posting of selected candidates shall be at Registered Office of the Corporation, Namrup and their service will be liable to be transferred anywhere In India.
12. Apart from the pay and allowances (Basic pay, D.A, fringe benefits, NE Allowance, Namrup allowances etc.) other benefits includes Gratuity, PF, Employees Pension Scheme under EPS'95, Group Insurance, Medical benefits, Residential accommodation/ HRA (depending on place of posting), Educational assistance for children etc as per rules of the BVFCL. Higher start in the time scale of pay may be considered in case of deserving candidates.
13. Candidates released on VRS/VSS from any Government organization/PSUs fulfilling the above condition, may also apply and in the event of his/her selection he/she will be required to deposit the entire ex-gratia benefits to the Corporation before joining as per rules.
14. Canvassing in any form will result in cancellation of the candidature.
15. BVFCL reserves the right to change the number of vacancies and cancel / restrict / modify / alter the recruitment/ selection process, if required, without issuing any further notice or assigning any reason thereof.
16. **Willing candidates to appear in the interview, should bring their uploaded application in the prescribed proforma enclosed along with originals and self attested copies of certificates, marksheets, testimonials, two copies of recent passport size photograph etc. to attend the Walk-in- interview as mentioned above.**
17. The candidates who are unable to apply online application within the schedule date and time may come with filled application form along with original documents to appear in the interview.
18. No TA/DA will be paid to the candidates for appearing in the interview. Any dispute with regard to the recruitment against this advertisement will be within the jurisdiction of Dibrugarh District Court only.

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