

Advertisement No.: 11/2026 (FTE)	NUMALIGARH REFINERY LIMITED A GOVERNMENT OF INDIA ENTERPRISE 
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ENGAGEMENT OF PERSONNEL ON FIXED TERM BASIS AS FTE

Numaligarh Refinery Limited (NRL), a subsidiary of M/s Oil India Limited (OIL), is a Navaratna Public Sector Undertaking (PSU) under the Ministry of Petroleum & Natural Gas. It has a 3.0 MMTPA Refinery at Numaligarh in the district of Golaghat, Assam and Marketing Terminals at Numaligarh, Assam and Siliguri, West Bengal. NRL has displayed creditable performance since commencement of commercial production of its refinery in October 2000. Since then, the Company has diversified into Petrochemicals, Natural Gas transportation and biofuel production through Joint Venture investment. NRL also has the largest Paraffin Wax production unit in the country.

NRL is currently implementing a project for capacity expansion of its refinery from 3.0 MMTPA to 9.0 MMTPA at Numaligarh. The project also includes construction of a cross-country crude oil pipeline from Paradip in Odisha to Numaligarh in Assam and a Crude Oil Import Terminal at Paradip Port in Odisha. The Company, by way of a Joint Venture, has also set up a 2G Ethanol Plant at Numaligarh which uses bamboo biomass as feedstock. Towards diversification into petrochemicals, NRL is setting up a 360 KTPA Polypropylene Plant at Numaligarh.

NRL invites online applications from interested/eligible candidates for the following positions on Fixed Term Contractual Basis, details of which are as below:

1. Details of Qualification & Experience of Each Post:

FTE Level	Position	Remuneration (All inclusive)	Place of Posting	No. of posts	Experience (Post qualification)	Upper Age Limit (yrs)
FT-M3	Associate (Commercial System)	Rs. 1,00,000/-	Numaligarh	1*	5 – 10 Years	42
FT-M4	Sr. Associate (Commercial System)	Rs. 1,20,000/-			Above 10 Years	50

*Note: Total requirement is for 01 (one) post, which will be offered at FT-M3 or FT-M4 level based on suitability and qualification profile of the selected candidate. Experience in Apprenticeship training will be considered.

Educational Qualification:

- **Essential:** Bachelor's degree in Engineering (B.E. / B.Tech) with a Master's in Business Administration (MBA) / Post Graduate Diploma in Management (PGDM) from a recognized University / Institute.

Experience Criteria:

- **Essential (FT-M3 - Associate):** Minimum 5 to 10 years of overall post-qualification experience across commercial, procurement, sales, contract/vendor/inventory management, supply chain, finance, or operations domains.

Out of the total experience, minimum 3 years of domain experience in handling public procurement and tendering through government e-procurement portals (such as NIC, CPP Portal, or GeM) for a Government organization, PSU, or an agency executing World Bank / ADB-funded projects.

- **Essential (FT-M4 - Sr. Associate):** Above 10 years of overall post-qualification experience, with all other domain and public procurement conditions remaining the same as FT-M3.
- **Desirable (FT-M3 & FT-M4):** Hands-on experience in SAP and Paperless e-Office File Systems.

2. **Age** -The cut off date for upper age limit shall be the last date of receipt of application, relaxable by 5 years for SC/ST candidates & 3 years for OBC(NCL) Candidates. Upper age limit shall be relaxed by 10 years for PwD Gen, 15 years for PwD SC/ST and 13 years for PwD OBC(NCL) candidates.

The last date for reckoning age and experience will be considered as **13.10.2026**.

3. **Reservation:** Reservation of post for SC/ST/OBC (NCL)/PWD /EWS etc. shall be as per Govt. Directives issued from time to time.
4. Monthly remuneration is a lumpsum amount and shall be subject to deduction of income tax at source and any other tax liable as per rules prevailing. No increment shall be allowed during the term of the contract.
5. **Period of Contract** - The engagement shall be on fixed term tenure contractual basis. The duration of engagement shall be for a maximum period of 3 years or co-terminus with the completion of assignment /projects, whichever is earlier. Extension of one more year may be granted subject to approval of Managing Director.
6. **Place of Posting**-The selected candidate shall be posted as mentioned in point No. 1 against the post applied. FTE shall be required to arrange his/her own accommodation in the place of posting.

7. COMPENSATION AND OTHER TERMS AND CONDITIONS

- (i) Medical Benefits: FTE shall be entitled to avail Mediclaim insurance policy for family covering Self, Spouse and maximum 2 dependent children (age limit upto 18 years only but in case of un-employed & unmarried upto 25 years). Insurance to be bought by FTE and NRL will reimburse only premium amount.

- (ii) FTE posted at Numaligarh Refinery Site/ Location may avail medical facilities at VKNRL Hospital limited to consultation, medical test and surgery free of cost. However, cost of medicines & consumables expenses will be borne by FTE.
- (iii) FTE posted other than Refinery Site / Location, may avail medical facilities at NRL empaneled hospital(s) limited to consultation. However, medical test, surgery, cost of medicines & consumable expenses will be borne by FTE.
- (iv) Provident Fund: PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time.
- (v) Other Statutory benefits - Admissibility of other statutory benefits to FTE shall be as mandated by Govt. of India from time to time.
- (vi) Official Tour: FTE will be required to undertake domestic tours on approval of Competent Authority (HOD Level). The administrative arrangement such as travel / accommodation shall be made by the company. An amount of Rs. 500/- per day shall be payable towards incidental expenses.
- (vii) Company Holiday Calendar: Normal company holidays of NRL will be applicable. However, they may be called upon to attend office on weekly off days or any holiday in case of urgency.
- (viii) Leave: FTE will be entitled to 24 days paid leave for each calendar year on pro-rata basis@ 2 leaves per month. Normal company holidays of NRL will be applicable. They shall not avail more than 6 days leave in a month. Un-availed leave accumulated during the year cannot be carried forward, however, same can be encashed on completion of Fixed Term Contract or its earlier termination. No other leave shall be applicable to FTE.
- (ix) Canteen facility: FTE can use company's canteen facility on payment basis.
- (x) Ex-Gratia: Payment of Ex-gratia shall be as per existing policy provision for contractual workers as decided by the NRL Management from time to time.
- (xi) Working Hours: FTE will work 48 hours per week work schedule. He/ She will work in line with regular officers of the company and observe normal office timings.
- (xii) Training: After joining, FTE will undergo Induction training / Fire & Safety training organized by T&D dept of NRL.
- (xiii) Pre-Engagement Medical Examination (PEME), Character & Antecedents (C&A), verification of credentials, issuance of engagement letter etc., as per prevailing rule of NRL Recruitment policy shall be applicable.

8. SELECTION

- 8.1. The shortlisted candidates will be called for a Personal Interview (PI) through physical appearance or virtual mode. To and fro 3AC rail fare by shortest route from the nearest rail station of present address to the place of interview will

be reimbursed to the candidates appearing the PI physically. In case the number of applicants is high, the company reserves the right to include additional screening process viz, another level of interview or Group Discussion or Written Test or combination of above as a part of the selection process.

- 8.2. The candidate should secure minimum 50% qualifying marks (40% for SC/ST candidates) in Personal Interview, for being adjudged suitable for selection.

9. HOW TO APPLY

- i. Interested candidates have to apply online through NRL website www.nrl.co.in -> Career -> Term Engagement (Contractual Basis) -> Current Term Engagement (Contractual) Opportunities. No other means/ mode of application will be accepted.

Application link will remain open from 10:00 hrs on 23.09.2026 to 23:59 hrs on 13.10.2026 for online application.

- ii. Detailed Curriculum Vitae (CV) in NRL Format, passport photo, document citing Date of Birth and educational qualification, SC/ST/OBC (NCL)/PWD & EWS candidates should enclose Cast/Tribe, PWD & EWS certificate issued by the competent authority in the format prescribed by the Govt. of India. Proof needs to be uploaded along with the application.
- iii. Candidates shall ensure that the information furnished by him/her is true and in case any information furnished by a candidate is found to be faulty, his/her candidature shall be summarily rejected without assigning any reason thereof.
- iv. Before applying for the post, candidate should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. NRL would be free to reject any application at any stage of the selection process, if the candidate is found ineligible for the position for which he/ she has applied. No correspondence shall be entertained in this regard.
- v. No hard copy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.

10. MEDICAL FITNESS

Engagement in the above post will be subject to the candidate being found medically fit. The selected candidate shall have to produce a fitness certificate before being considered for engagement. The opinion of the Hospital/ Medical Officer authorized by the Company in this regard shall be final.

11. GENERAL INFORMATION

- i. Candidates should possess a valid mobile number and email ID. Candidates are advised to keep the email ID and mobile number active till selection process is over. No change in the email ID and mobile number will be allowed once entered.

Responsibilities of receiving and downloading of information/ communications etc. will

be of the candidate. NRL will not be responsible for any loss of email /SMS sent, due to invalid/ wrong mobile number /email ID provided by the candidate and no correspondence in this regard shall be entertained.

- ii. Candidates are advised to visit the Career page regularly for any updates regarding the recruitment process. Legitimate queries can be mailed to recruitment@nrl.co.in.
- iii. NRL reserves the right to raise/change the minimum eligibility standards. The Management reserves the right to fill or not to fill the above position without assigning any reason whatsoever.
- iv. The Company has the right to cancel advertisement issued for engagement of personnel on Fixed Term Contract and not proceed in the matter for engagement, at any stage to accept or reject any or all applications without giving any explanation whatsoever.
- v. The prescribed eligibility criteria are minimum and mere possession of the same does not entitle a candidate for appearing in the interview. NRL's decision shall be final in this regard.

12. IMPORTANT DATES

Milestones	Scheduled date
Online submission of application commences	23.09.2026 from 10.00 hrs
Closing of Online Submission of application	13.10.2026 upto 23.59 hrs



Chief General Manager (HR Services-Corporate & CC)