

Advt. No.: E/1/2024 Date:15.01.2024

### **Recruitment of Executives in HURL**

Hindustan Urvarak & Rasayan Limited (HURL) is a joint venture company incorporated by Indian Oil Corporation Limited (IOCL), NTPC Limited (NTPC), Coal India Limited (CIL) with Fertilizer Corporation of India Limited (FCIL) and Hindustan Fertilizer Corporation Limited (HFCL) with a prime objective to establish and operate state of the art environment friendly and energy efficient Natural Gas based Fertilizer Complexes (Ammonia-Urea) of 2200 MTPD Ammonia and 3850 MTPD Urea (1.27 MMTPA neem coated urea) at Gorakhpur (Uttar Pradesh), Sindri (Jharkhand) & Barauni (Bihar), and simultaneously market their products, thus spurring economic growth.

HURL needs dynamic, hard-working & talented professionals as under:

Sr.	Position	Discipline	Upper Age Limit (in Years)	No. of Vacancies	Minimum Educational Qualification	Post Qualification inline Executive Work-Experience (Domain of Experience)	Minimu m Years of Executiv e Work Exp. Required
1	Vice- Preside nt(L4)	Finance	55	01	Member of Institute of Chartered Accountants or Cost Accountants of India (CA/CMA) or Two years full time regular MBA with specialization in Finance with minimum 60% marks.  Degree in Law will be preferred. (Candidates with dual specialization or General MBA shall not be eligible to apply.)	Experience in Accounts, Finance & Controllers functions, of which at least 2 years should be at Senior Management Level in Corporate Financial Management and Accounts in Leading Corporates preferably operating in a manufacturing/process industry. Experience of working in SAP environment. Exposure to foreign currency transactions, & Term loan consortium banking and working capital management & treasury experience in reputed company desirable. Preference shall be given to candidate having experience in Fertilizer Industry and having exposure to fertilizer subsidy policy, FICC and related Government agencies. Executive in-charge of Finance, reporting to CFO at Corporate Centre, Responsible for finalisation of Accounts, Audit including C&AG, MIS, budgeting, Treasury management, Trading and Logistic activities, Direct and Indirect taxation, and Internal Controls, etc, of the organization. Scrutiny and Concurrence of various proposals before submission to higher Management. Scrutiny of all Board and Sub Committee resolutions, and other secretarial requirements in coordination with Company Secretary.	25

President(14)  Scanditates in any discriptine with additional Qualification of PC Diploma in Materials Mg. or MBA in Mg. or		Vice-	C&M	55	01		Minimum 15 years of experience	25
with minimum 60% marks. Candidates with additional Qualification of PC Diploma in Materials Management may be given preference.  Management level for at least 2 Should have an experience of Contracts. Should have been in a responsible position in directing, organizing and controlling materials management activities such as purchasing, inventory control, materials in spection, store-keeping, materials in spection, store-keeping, materials bandling, transportation, packing, inventory control, materials in spection, store-keeping, materials bandling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Hydrocarbon industry engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines Should have experience of working on ERP system Should have experience of procurement & chedring, award of works contracts etc. Experience of goods & services, e-procurement & chedring, award of works contracts etc. Experience of goods & services, e-procurement & chedring, award of works contracts etc. Experience of goods & services, e-procurement & chedring, award of works contracts etc. Experience of goods & services, e-procurement & chedring, award of works contracts etc. Experience of goods & services, e-procurement & chedring, award of works contracts etc. Experience of goods & services, e-procurement & chedring, award of works contracts etc. Experience of goods & services, e-procurement of goods & services, e-procurement & services of goods & services, e-procurement & services of goods & services, e-procurement & services, e-pr	_		COM	33	01		= = = = = = = = = = = = = = = = = = = =	23
Candidates with additional   Indigent   In	2	President(L4)				J 1	-	
in Materials Management may be given preference.  Materials Management may be given preference.  Should have an experience of solid flow controlling materials management activities used as purchasing, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Hydrocarbon industry engaged in continuous operation.  Should be well conversant with severament guidelines  Should have experience of working on ERP system  Should have acquerience of working on ERP system  Should have acquerience of working on ERP system  Should have described in the system of th								
in Materials Mag.t. or MIAS in Materials Management may be given preference.  Should have an experience of handling commercial aspects of large Contracts.  Should have been in a responsible position in directing, organizing and controlling materials management activities such as purchasing, inventory control, materials inspection, store-keeping, materials inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Hydrocarbon industry engaged in continuous operation. Should be well conversant with government guidens for procurement of goods and services and CVC guidelines for procurement of goods and services and CVC guidelines for procurement of goods as services, engrocurement & e-tendering, award of works contracts goods & services, e-procurement & e-tendering, award of works contracts goods & services, e-procurement & e-tendering, award of works contracts contracts and customs duty, project registration, customs duty, project registration, customs reconciliation, custom clearance is desirable.  Should have knowledge of GST, IGST, input tax credit, outstom dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations for overall in-charge for directing, organizing management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials handling, transportation, packing, import						Candidates with additional	and Materials Department at Senior	
In Materials Mag.t. or MBA in Materials Management may be given preference.  Should have an experience of handling commercial aspects of large Contracts.  Should have been in a responsible position in directing, organizing and controlling materials management activities such as purchasing, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer/Chemical/Petro-Chemical/Hydrocarbon industry engaged in continuous operation. Should be well conversant with government guidense for procurement of goods and services and CVC guidelines for procurement of goods and services and CVC guidelines for procurement of goods and services. Should have experience of working on RRP system  Should have experience of working on RRP system  Should have experience of working on RRP system  Should have experience of procurement & e-tendering, award of works contracts and customs duty, project registration, customs duty, project registration, customs duty, project registration, dealing post award variations/ contract amendment, reply to audit observations etc. Sepreinence of procurement of long term /spot RLNG is desirable.  Should have knowledge of GST, IGST, input tax credit custom duty, Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for overall in the large procurement of long term /spot RLNG is desirable.  Would be responsible for overall in the large procurement of long term /spot RLNG is desirable.  Would be responsible for overall in the large procurement of long term /spot RLNG is desirable.  Would be responsible for overall in the large procurement of long term /spot RLNG is desirable.  Would be responsible for overall in the large procurement of long term /spot RLNG is desirable.  Would be responsible for overall in the large procurement in the large procurement of long term /spot RLNG is desirable.						Qualification of PG Diploma	Management Level for at least 2	
Materials Management may be given preference.  Should have been in a responsible position in directing, organizing and controlling materials management activities such as purchasing, inventory control, materials inspection, store spenging, inventory control, materials handling, transportation, packing, import management preferably in Fertilizer/ Chemical/Hydrod industry engaged in continuous operation. Should be well consumers and CVC guidelines  Should have experience of working on RRP system  Should have experience of working on RRP system  Should have experience of working on RRP system  Should have experience of procurement of goods & services, eprocurement & e-tendering award or works contracts and custom duty, project registration, customs duty, project registration, customs duty, project registration, dealing post award variations?  Should have knowledge of GST, IGST, input tax credit, custom delargost award availang post award variations/ contract amendment, reply to audit observations etc. Besperience of importing Fertilizers will be added advartage. Experience of importing Fertilizers will be added advartage. Experience of procurement of long term / spot RUNG besides here.  Experience of importing Fertilizers will be added advartage. Experience of procurement of long term / spot RUNG besides here. Experience of procurement of long term / spot RUNG besides here. Experience of procurement of long term / spot RUNG besides here. Experience of procurement of long term / spot RUNG besides here. Experience of procurement of long term / spot RUNG besides here. Experience of procurement of long term / spot RUNG besides here. Experience of procurement of long term / spot RUNG besides here. Experience of procurement of long term / spot RUNG pound in the charge for details of procurement of long term / spot RUNG pound in the charge for details in charge for details in charge for procurement of long term / spot RUNG pound in the responsible for Overall in charge for procurement of long term / spot RUNG pound in th						_		
may be given preference.  handling commercial aspects of large Contracts.  Should have been in a responsible position in directing, organizing and controlling materials management activities such as purchasing, laventory control, materials inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer? Chemical/Petro-Chemical/Hydrocarbon industry engaged in continued/Petro-Chemical/Hydrocarbon industry engaged in continued for procurement of goods and services and CVC guidelines for procurement of goods and services and CVC guidelines for procurement of goods and services and CVC guidelines for procurement of goods and services and CVC guidelines for procurement of goods and services.  Should have experience of working on FRP system  Should have experience of ordering, award of works contracts goods & services, e-procurement & e-tendering, award of works contracts continued in the procure of the proc								
Contracts. Should have been in a responsible position in directing, organizing and controlling materials management activities such as purchasing, inventory control, materials inspection, steeping, materials inspection, the elementary inventory control, materials handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Petro-Chemica						O .	_	
Should have been in a responsible position in directing, organizing and controlling materials management activities such as purchasing, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Petro-Chemical/						may be given preference.		
position in directing, organizing and controlling materials management activities such as purchasing, inventory control, materials inspection, store-keeping, materials inspection, store-keeping, materials handling, transportation, packing, import managenent, preferably in Fertilizer/ Chemical/Petro-Chemic								
controlling materials management activities of a purchasing, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Petro-Chemical/Petro-Chemical/Pytro-Chemical/							Should have been in a responsible	
activities such as purchasing, inventory conton, materials inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Petro-Chemical/Petro-Chemical/Pidrocarbon industry engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines. Should have experience of working on ERP system. Should have experience of working on ERP system. Should have experience of procurement of goods & services, e-procurement of goods & services, e-procurement & e-tendering, award of works contract setc. Experience of availing concessional customs duty, project registration, customs duty, project registration, customs duty, project registration, customs duty, reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RING is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, packing, import							position in directing, organizing and	
activities such as purchasing, inventory conton, materials inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Petro-Chemical/Petro-Chemical/Pidrocarbon industry engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines. Should have experience of working on ERP system. Should have experience of working on ERP system. Should have experience of procurement of goods & services, e-procurement of goods & services, e-procurement & e-tendering, award of works contract setc. Experience of availing concessional customs duty, project registration, customs duty, project registration, customs duty, project registration, customs duty, reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RING is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, packing, import							controlling materials management	
inventory control, materials inspection, packing, and inspection, packing, amport management, preferably in Fertilizer/ Chemical/Pityro-Chemic							-	
inspection, store-keeping, materials handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Petro-Chemical/								
handling, transportation, packing, import management, preferably in Fertilizer/ Chemical/Petro-Chemical/Hydrocarbon industry engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines Should have experience of working on ERP system Should have experience of working on ERP system Should have experience of procurement of goods & services, e-procurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty, Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							-	
import management, preferably in Fertilizer/ Chemical/Petro-Chemical/Pydrocarbon industry engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines Should have experience of working on ERP system Should have experience of procurement of goods & services, e-procurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of importing Fertilizers will be added advantage. Experience of procurement of long term / spot RLNG is desirable. Well be added advantage. Experience of procurement of long term / spot RLNG is desirable. Well be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							= = =	
Fertilizer/ Chemical/Petro- Chemical/Hydrocarbon industry engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines Should have experience of working on ERP system Should have experience of procurement of goods & services, e- procure							handling, transportation, packing,	
Chemical/Hydrocarbon industry engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines. Should have experience of working on ERP system. Should have experience of working on ERP system. Should have experience of procurement of goods & services, e-procurement of goods & services, e-procurement of goods & services, e-procurement & e-tendering, award of works contracts etc.  Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable.  Should have knowledge of GST, IGST, input tax credit, and custom duty.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of importing Fertilizers will be added advantage.  Experience of importing Fertilizers will be added advantage.  Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							import management, preferably in	
Chemical/Hydrocarbon industry engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines. Should have experience of working on ERP system. Should have experience of working on ERP system. Should have experience of procurement of goods & services, e-procurement of goods & services, e-procurement of goods & services, e-procurement & e-tendering, award of works contracts etc.  Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable.  Should have knowledge of GST, IGST, input tax credit, and custom duty.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of importing Fertilizers will be added advantage.  Experience of importing Fertilizers will be added advantage.  Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							Fertilizer/ Chemical/Petro-	
engaged in continuous operation. Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines Should have experience of working on ERP system Should have experience of procurement of goods & services, e- procurement of goods & services, e- procurement of e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
Should be well conversant with government guidelines for procurement of goods and services and CVC guidelines Should have experience of working on ERP system Should have experience of procurement of goods & services, eprocurement of goods & services, eprocurement of goods & services, eprocurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty, Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, innyent inspection, store-keeping, materials inspection, store-keeping, materials handling, transportation, packing, import								
government guidelines for procurement of goods and services and CVC guidelines Should have experience of working on ERP system Should have experience of procurement of goods & services, e-procurement of goods & services, e-procurement of goods & services, e-procurement & e-tendering, award of works contracts etc.  Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
procurement of goods and services and CVC guidelines Should have experience of working on ERP system Should have experience of procurement of goods & services, e-procurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spor RIAG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
and CVC guidelines Should have experience of working on ERP system Should have experience of procurement of goods & services, e- procurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term / spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
Should have experience of working on ERP system Should have experience of procurement of goods & services, e-procurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, customs clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							procurement of goods and services	
Should have experience of working on ERP system Should have experience of procurement of goods & services, e-procurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, customs clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							and CVC guidelines	
on ERP system Should have experience of procurement of goods & services, e- procurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
Should have experience of procurement of goods & services, e-procurement & e-tendering, award of works contracts etc.  Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable.  Should have knowledge of GST, IGST, input tax credit, and custom duty.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of importing Fertilizers will be added advantage.  Experience of procurement of long term / spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							=	
procurement of goods & services, e- procurement & e-tendering, award of works contracts etc. Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
procurement & e-tendering, award of works contracts etc.  Experience of availing concessional customs duty, project registration, customs duty, project registration, customs reconciliation, custom clearance is desirable.  Should have knowledge of GST, IGST, input tax credit, and custom duty.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of importing Fertilizers will be added advantage.  Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							_	
works contracts etc. Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
Experience of availing concessional customs duty, project registration, customs reconciliation, custom clearance is desirable.  Should have knowledge of GST, IGST, input tax credit, and custom duty.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of importing Fertilizers will be added advantage.  Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							procurement & e-tendering, award of	
customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							works contracts etc.	
customs duty, project registration, customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							Experience of availing concessional	
customs reconciliation, custom clearance is desirable. Should have knowledge of GST, IGST, input tax credit, and custom duty. Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							_	
clearance is desirable.  Should have knowledge of GST, IGST, input tax credit, and custom duty.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of importing Fertilizers will be added advantage.  Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
Should have knowledge of GST, IGST, input tax credit, and custom duty.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable.  Experience of importing Fertilizers will be added advantage.  Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							1	
input tax credit, and custom duty.  Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
Experience of price negotiation, dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							input tax credit, and custom duty.	
dealing post award variations/ contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							Experience of price negotiation,	
contract amendment, reply to audit observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
observations etc. is desirable. Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
Experience of importing Fertilizers will be added advantage. Experience of procurement of long term /spot RLNG is desirable. Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							2 -	
will be added advantage.  Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
Experience of procurement of long term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
term /spot RLNG is desirable.  Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							will be added advantage.	
Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							Experience of procurement of long	
Would be responsible for Overall in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							term /spot RLNG is desirable.	
in-charge for directing, organizing and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
and controlling materials management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
management activities of Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import							0 0	
Contracts & Materials Department such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
such as purchasing, contracting, inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
inventory control, materials inspection, store-keeping, materials handling, transportation, packing, import								
inspection, store-keeping, materials handling, transportation, packing, import								
materials handling, transportation, packing, import								
transportation, packing, import								
management etc								
							management etc	
	L	1						

		L	1		F IOCL, NTPC, CIL, FCI		
3	Vice- President (L4)	Marketing	55	01	B.Sc. (Agri) with M.Sc. in Agriculture with minimum 60% marks or BSc. (Agri) / B.E./ B.Tech ( in any discipline) with full time MBA/PGDBM in Marketing / Agri-Business Marketing / Rural Management recognized by UGC/AICTE with minimum 60% marks.	Experience in Marketing in Fertilizer & Agri-input Industry of which at least 2 years should be at Senior Management Level in Corporate Exposure in handling & marketing of bulk fertilizers/ New Business Development/ Developing market for customized fertilizers/ Port handling/ Logistics. Experience in handling large dealers and supply chain networks. Well-versed with fertilizer subsidy policies. Experience in establishing and managing sales & marketing infrastructure for sales of Urea and other fertilizers/agri-inputs. Overall responsible for P&L of the entire product / services portfolio. Develop and Implement pan-India or specific area business strategy for all products (Urea & non-Urea) and services. Set Sales targets at each level and monitor/review for suitable corrective action. Ensure effective execution of movement plans of subsidized fertilizers in close coordination with the Govt authorities Ensure timely procurement and market placement of various bulk/non-bulk fertilizers Develop and review annual budget for marketing, monitor variances and take corrective action. Develop & integrate digital systems in all possible areas. Liaising with all statutory and other related bodies to obtain necessary approvals / recommendation. Ensure brand positioning in line with organization's brand strategy. Responsible for developing, monitoring, implementing overall logistics management in efficient and effective manner. Responsible for development and end-to-end management of distribution network & channel partners. Responsible for market survey and overall customer satisfaction. Responsible for market survey and overall customer satisfaction. Responsible for market survey and overall customer satisfaction.	25
						<b>3</b>	

		T	F		TOCL, NTPC, CIL, FCI		
4	Engineer (L-1)	Chemical (Urea)	30	3	Full-time regular B.E./B.Tech./B.Sc. (Engg), approved by AICTE/UGC or AMIE in Chemical Engineering or Chemical Technology with minimum aggregate of 60 % marks.	Hands on experience in the management of process operations, and troubleshooting of either of the following continuous operating plants. A large Ammonia & Urea plant or A large petrochemical plant or A large petroleum refinery only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute. Candidate Should be conversant with DCS control	02
5	Engineer (L-1)	Chemical (Ammonia)	30	3	Full-time regular B.E./B.Tech./B.Sc. (Engg), approved by AICTE/UGC or AMIE in Chemical Engineering or Chemical Technology with minimum aggregate of 60 % marks.	Hands on experience in the management of process operations, and troubleshooting of either of the following continuous operating plants. A large Ammonia & Urea plant or A large petrochemical plant or A large petroleum refinery only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute. Candidate Should be conversant with DCS control system.	02
6	Engineer (L-1)	Chemical (O&U)	30	2	Full-time regular B.E./ B.Tech./B.Sc. (Engg), approved by AICTE/UGC or AMIE in Chemical Engineering or Chemical Technology with minimum aggregate of 60% marks. (Candidates having BOE (boiler operation engineer) certification may be given preference.)	Hands on experience in the management of process operations, and troubleshooting of either of the following continuous operating plants: A large Ammonia & Urea plant or A large petrochemical plant or A large petroleum refinery only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute. Candidate Should be conversant with DCS control system.	02
7	Manager (L-2)	Chemical (Ammonia)	40	7	B.Tech./B.Sc. (Engg), approved by AICTE/UGC or AMIE in Chemical Engineering or Chemical Technology with minimum aggregate of 60 % marks.	Hands on experience in management of process operations, and troubleshooting of either of the following continuous operating plants: From large Ammonia & Urea plant of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute. Candidate Should be conversant with DCS control system. Candidates must be holding at least a position of AM/DM/Additional Manager/Manager in Government/Public Sector/Autonomous Body/MNC/ Private Organization.	12

				A JV OF IOCL, NTPC, CIL, FCIL & HFCL  8 Manager Chemical 40 7 Full-time regular B.E./ Hands on experience in 12							
8	Manager (L-2)	Chemical (Urea)	40	7	Full-time regular B.E./B.Tech./B.Sc. (Engg), approved by AICTE/UGC or AMIE in Chemical Engineering or Chemical Technology with a minimum aggregate of 60 % marks.	Hands on experience in management of process operations, and troubleshooting of either of the following continuous operating plants: A large Ammonia & Urea plant only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute. Candidate Should be conversant with DCS control system. Candidates must be holding atleast a position of AM/DM/Additional Manager/Manager in Government/Public Sector/Autonomous Body/MNC/ Private Organization.	12				
9	Manager (L-2)	Chemical (O&U)	40	5	Full-time regular B.E./ B.Tech./B.Sc. (Engg), approved by AICTE/UGC or AMIE in Chemical Engineering or Chemical Technology with a minimum aggregate of 60 % marks. (Candidates having BOE (boiler operation engineer) certification may be given preference.)	Hands on experience in management of process operations, and troubleshooting of either of the following continuous operating plants: A large Ammonia & Urea plant or A large petrochemical plant or A large petroleum refinery only of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute. Candidate Should be conversant with DCS control system. Candidates must be holding atleast a position of AM/DM/Additional Manager/Manager in Government/Public Sector/Autonomous Body/MNC/ Private Organization.	12				
10	Engineer (L-1)	Instrumenta	30	11	Full-time regular B.Tech./ B.E./ B.Sc. Engg. in (Instrumentation OR Instrumentation & Control OR Electronics & Instrumentation OR Electronics Instrumentation & Control OR Industrial Instrumentation OR Process Control Instrumentation OR Electronics & Electrical OR Applied Electronics & Instrumentation OR Electronics & Communication Engineering approved by AICTE/UGC or AMIE with minimum aggregate 60 % marks.	In process control instrumentation in Fertilizer / Continuous Process Chemical / Petro - Chemical industries / Power Generation /. Should be conversant with maintenance / commissioning / trouble- shooting of DCS / ESD systems, programming & calibration of SMART field instruments. Experience of Mass Spectrometer, gas chromatographs, analysers, electronic governors, anti-surge controllers will be an added advantage.	02				

				Ajvoi	FIOCL, NTPC, CIL, FCI		
11	Engineer (L-1)	Safety	30	02	Full-time regular B. Tech./ B.E. in Fire Engg. / Safety & Fire Engg. OR B. Tech./ B.E./ BSc Engg. in Electrical / Mechanical / Chemical, approved by AICTE/UGC or AMIE with minimum aggregate 60 % marks and Diploma in Industrial Safety from CLI/ RLI or Divisional Officers Course from National Fire Service College (NFSC), Nagpur (with Aggregate Percentage60 % marks) from a recognized Institute (regular course).	Experience in recognized Fire station/ Ammonia Urea fertilizer complex / Continuous process chemical / Petro Chemical refinery.	02
12	Manager (L2)	Chemical (Process Engineering)	40	02	Full-time regular B.E./ B.Tech./B.Sc. (Engg), approved by AICTE/UGC or AMIE in Chemical Engineering or Chemical Technology with minimum aggregate of 60 % marks.	Hands on experience in Process engineering of Ammonia, Urea Fertiliser Complex of State/ Central Government Undertaking(s) and/or Large Private Sector Organization(s) of repute.  Knowledge of Process related standards and working experience of Process engineering software packages, working knowledge of Health,Safety and Environment regulation(SHE)would be an added advantage. Candidates must be holding atleast a position of AM/DM/Additional Manager/Manager in Government/Public Sector/Autonomous Body/MNC/ Private Organization.	12
13	Officer (L-1)	Human Resource	30	7	Full-time regular MBA/MSW/Integrated 5 years MBA/Post Graduate Degree or Diploma of minimum 02 years duration in HRM or Personnel Management or Personnel Management & Industrial Relations from a recognized University / Institute with minimum aggregate 60 % marks. Degree in Law (LLB) is desirable.	Post qualification experience in HR Department of any Government/Public Sector/Autonomous Body/MNC/ Private Organization.  Degree or Diploma-IRPM or PM or HRM	02

HINDUSTAN URVARAK & RASAYAN LIMITED	
A JV OF IOCL, NTPC, CIL, FCIL & HFCL	

	A JV OF IOCL, NTPC, CIL, FCIL & HFCL							
14	Manager (L2)	Legal	40	01	3 years Bachelor Degree in Law (LLB)/5 years integrated law degree, Full time basis from recognized Indian University / Institute) with 60% marks.	Candidates must have a minimum 12 years of experience in legal, arbitration, vetting of contracts and service related matters. Presently Candidates must be holding atleast a position of AM/DM/Additional Manager/Manager in Government/Public Sector/Autonomous Body/MNC/Private Organization. Internship during continuation of LLB program will not be considered as experience.	12	
15		Human Resource	40	02	Full-time regular MBA/MSW/Integrated 5 years MBA/ Post Graduate Degree or Diploma of minimum 02 years duration in HRM or Personnel Management or Personnel Management & Industrial Relations from a recognized University / Institute with minimum aggregate 60 % marks. Degree in Law (LLB) is desirable.	Post qualification experience in Handling recruitment, Industrial relations, Policy framing, Manpower Planning, Competency framework, Statutory Compliances etc in the company of repute. Presently Candidates must be holding atleast a position of AM/DM/Additional Manager/Manager in Government/Public Sector/Autonomous Body/MNC/Private Organization	12	
16	Officer (L-1)	Finance	30	06	Member of Institute of Chartered Accountants or Cost Accountants of India (CA/CMA) or Two years full time regular MBA with specialization in Finance with minimum 60% marks. (Candidates with dual specialization or General MBA shall not be eligible to apply.)	2 years' Experience related to any of the following area(s), Preparation and Finalization of Accounts/Audit/Taxation including but not limited to GST, Income Tax etc./Treasury Management/Handling with banks and submission of required data to banks/Vendor and Tax Payments/ Due Diligence of proposals received from banks and other financial institutions.  Experienced in handling working capital management activities and submission of stock statement to banks Repayment of project term loans and compliance thereof Hands on experience in dealing with accounting and financial matters/proposals and evaluation thereof and budgeting activities of company,	02	

					AN URVARAK & RASAY		
				A JV OI	FIOCL, NTPC, CIL, FC	Functional/ hands on knowledge of SAP/ERP environment, Preparing financial forecasts etc. Develop periodic reports for management/Analysis Liaisoning and coordination with statutory and govt authorities  Those having additional professional qualifications and/or experience in fertilizer sector shall be preferred.	
177	Manager (L2)	Finance	40	04	Member of Institute of Chartered Accountants or Cost Accountants of India (CA/CMA) or Two years full time regular MBA with specialization in Finance with minimum 60% marks. (Candidates with dual specialization or General MBA shall not be eligible to apply.)	At least 12 years' Experience related to at least two of the following area(s) in SAP/ERP environment hands on experience and exposure to executing and managing finance areas, out of which at least five years experience should be in a company/firm having annual turnover of at least Rs.100 Crores in any year of service, preferably in a manufacturing/process flow company/firm,Budgeting and Costing .Reporting and Budgetary Control/Analysis Cost Reporting, Monitoring and Audit/Analysis and Statutory compliances.Banking and Treasury Cash Flow Management Term Loan & Consortium management/ Management of working capital facilities and related matters/ Due Diligence of proposals received from banks and other financial institutions Credit rating of loan facilities from credit rating Liaisoning and coordination with Company Secretary for agenda for Audit Committee and Board Approval. Credit Control & Debtors Management.Preparing and reviewing financial statements, Audit, forecasting & reporting to Management & Stakeholders/ Procurement Due Diligence thereof, Legal & statutory compliances, including direct and indirect taxes.Financial evaluation of proposals	12

				71 ) 0 1	IUCL, NIPC, CIL, FC	E & III GE	
						Accounting, reconciliation and control of trading of various Agri inputs  Preference will be given to candidates having additional professional qualifications and/or exposure and knowledge of the fertiliser sector or process industry.	
18	Chief Manager Fin (L-3)	nance	47	3	Member of Institute of Chartered Accountants or Cost Accountants of India (CA/CMA) or Two years full time regular MBA with specialization in Finance with minimum 60% marks. (Candidates with dual specialization or General MBA shall not be eligible to apply.)	At least 19 years post qualification experience out of which 5 years in a supervisory and mid management level, preferably in a SAP/ERP environment having In depth understanding and overall exposure to managing finance function including at least 2 or more of following areas, preferably in a mid/large manufacturing company/process industry/process industry with annual turnover of at least Rs 100.00 Crore.in any	19

- All qualifications should be from an Indian university/ Institute recognized by AICTE/ appropriate
  statutory authority. In case of qualifications acquired from foreign Universities/Institutes, the
  candidate shall be required to produce equivalence certificate for such qualifications. The
  corresponding equivalent Indian qualification shall be recognized by AICTE/Appropriate Statutory
  Authority.
- Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. The documentary proof in support of the same must be submitted at the time of verification. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10-point scale.
- For calculation of percentage in the qualifying degree, the guidelines given by university/College will be used. In case there are no such guidelines or documentary proof for the same, then the marks obtained in all the semesters will be used to calculate the final percentage.
- In case of any discrepancy/ change in nomenclature of Age/qualification/ discipline, HURL shall
  have the discretion in deciding on equivalence based on subjects studied, duration, submission of
  certification from University/College etc. and the decision of HURL shall be treated final and
  binding.
- The detailed job-description for each position can be seen on the website www.hurl.net.in. Job description for each position is to be read in conjunction with the contents of the Advertisement.

 Work experience should be after acquiring relevant educational qualifications and should be inline/relevant executive experience. The candidate's work experience as Management Trainee/ Graduate Engineer Trainee would be counted only in case he/she is regularized in the same company. Teaching/lectureship, Part-time jobs, apprenticeship, internship and articleship will not be considered for calculating work experience.

### Physical Fitness:

Appointment of selected candidates will be subject to their being found medically fit in the Medical Examination to be conducted as per HURL Rules and Standards of Medical Fitness for the relevant post.

### Nature & Period of Engagement

Selected candidates for regular positions will be appointed on probation basis for a period of 1 year. Candidates will be required to get satisfactory performance rating for confirmation of their services at the end of the probation period. Those who fail to achieve so, their probation period may be extended and further action will be taken in accordance with the policy of the Company.

#### Remuneration

HURL offers an attractive and one of the best in the industry compensation package, pay and perks to its employees. An indicative average pay drawn is as follows:

Sr.No	Designation	CTC (Rs.in Lakhs) (Pay revision under process)
1	Vice President	32 Lakhs
2	Chief Manager	24 Lakhs
3	Manager	16 Lakhs
4	Officer/Engineer	7 Lakhs

The final pay shall be commensurate to the individual's profile. In addition to the CTC offered, an amount equivalent to 15% of CTC as interim relief will be paid subject to adjustment as per pay revision, presently under management's consideration. The amount will be taxable as per IT rules and will be adjustable as per Management's decision on pay revision.

Candidates will be eligible for annual increment @5% of CTC apart from performance linked increment. The company provides medical insurance cover to its employees and dependent family members over and above CTC.

### How to apply, Selection Criteria, General Information and Instruction

1. The Applications should be submitted ONLINE on the website: <a href="https://jobs.hurl.net.in/">https://jobs.hurl.net.in/</a> or HURL Career sections. Applications sent other than the prescribed mode will stand rejected. The candidate will be required to register before applying.

- 2. Depending upon the number of applications, HURL reserves the right to suitably revise upward the eligibility criteria or limit the number of applications to be called for a particular post based on marks obtained in Graduation/ Post Graduation/Diploma/number of years of experience in the relevant area/ relevant additional qualification etc. In case of receipt of a large number of applications for any particular post, Management reserves the right to conduct interviews or screening tests or written tests or trade tests or skill test etc as deemed fit.
- 3. Only Indian Nationals are eligible to apply.
- 4. The candidate should upload a photograph and signature as per the specified size.
- 5. The cut-off date for determining age limit and post-qualification experience will be the closing date of the notification of the vacancies.
- 6. All essentials qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved Autonomous Indian Institutions/ concerned statutory council (wherever applicable). Candidates having Qualifications through Distance Learning mode are not eligible.
- 7. The candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement.
- 8. No modifications are allowed after the candidate submits the application form. If any discrepancies are found in the data filled by the candidate and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the application.
- 9. The candidates must have an active E-mail ID and mobile number which must remain valid for at least the next one year. All future communications with the candidates will take place only through e mail. Candidates have to ensure the accuracy of their e-mail ID & Mobile number. No change in E-mail Id & Mobile number as declared in the application will be allowed.
- 10. Before filling application online, candidates should keep ready scanned copy of:
  - i. Passport size photograph & signature in jpg/jpeg format (size 20 KB to 50 KB)
  - ii. All necessary Passing Certificates and Mark Sheets of essential educational qualifications which makes eligible for and qualifications, if you the post other any. iii. All Post Qualification Experience Certificates mentioning the nature of the job handled, if applicable (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. Offer/Appointment letter, Experience Certificate, Last .3 months pay slip on company's letter head, Form-16, joining/Relieving order etc.
  - \*\*Incomplete application and application submitted with blur/ fade document proof will be summarily rejected.
- 11.No correspondence will be entertained for non calling of candidates for any of the selection process or for non selection. The decision of HURL in this regard will be final and binding on all the candidates. The result of selection process will be only displayed on website: www.hurl.net.in under the head 'career' and candidates are advised to visit the website from time to time.

- 12.Application registered without/ incomplete documents in support of eligibility criteria shall be summarily rejected. Applications in which the essential qualification or eligibility w.r.t specification cannot be fully ascertained will be liable for rejection. Hence, candidates are advised to properly fill the application and provide necessary documents. Subsequent claim for eligibility will not be entertained.

  13.Candidates are required to possess a valid e-mail ID. HURL will not be responsible for bouncing back of any e-mail sent to the candidates.
- 14. The candidates applying should ensure that they fulfill all eligibility conditions. Their admission at all stages is purely provisional.
- 15. Verification of all documents shall be made with the original certificates/issuing organizations at any stage. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the advertised eligibility criteria/ or has submitted wrong/false information.
- 16. The prescribed qualifications / experience constitutes minimum standards and mere possession of the same will not entitle a candidate for being called for written test/ interview. HURL reserves the right to raise such minimum eligibility standards. Management of HURL also reserves the right to fill or not to fill all or any of the notified positions without assigning any reason thereof. Only shortlisted candidates who are found apparently eligible based on the notified specifications and the declaration made by candidate in his/her application form will be called for Written Test / GD / Interview, as the case may be. HURL reserves the right to raise the minimum eligibility standards.
- 17.Depending on the requirement, the company reserves the right to cancel / restrict / curtail / enhance the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- 18.Candidates should submit only one application for one position only and application once submitted cannot be altered.
- 19. Canvassing by a candidate in any form at any stage of the selection process shall disqualify his/her candidature.
- 20.Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.
- 21.Candidature is liable to be rejected at any stage of recruitment/ selection process without any notice or if joined services are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or HURL comes across any evidence/ knowledge, that the qualification/ experience/ any other particulars indicated in application/ personal resume/ other forms/ formats are not recognized/ false/ misleading and/ or amounts to suppression of information/ particulars which should have been brought to the notice of HURL or that the candidate has been shortlisted for next stage in the process/ has secured employment in HURL through any unfair means.

22. HURL reserves the right to post the selected candidates at any of the locations/sites of HURL as per the requirement of the company.

23.HURL reserves its right to reject any application, if is reasonably satisfied from the documents and information furnished by the candidate that he/she is not earnest towards the employment and does not hold sound professional character depending on his/her past experience with previous organization(s)/employer(s).

24. The decision of HURL Management in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s) and interviews, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

In order to restrict the number of candidates to be called for interview, if required HURL reserves the right to conduct shortlisting/online screening/selection test or to raise the minimum eligibility standards/criteria, as per requirement.

25.HURL reserves the right to cancel the recruitment process at any stage.

26.Any Corrigendum related to this advertisement shall be displayed in career section of the company website.

#### **Communication with HURL**

Any information regarding this recruitment process would be made available on the e-mail address provided by the candidate and/or shall be uploaded on HURL website. Candidates are advised to periodically check the site for further updates.

### **Important Dates**

S.	Particular	Date
No.		
1	Start date of submitting application	15.01.2024
2	Last date of submitting application	30.01.2024
3	Cut-off date for calculating Age & Experience	30.01.2024

FOR ABOVE POSTS ON-LINE REGISTRATION OPENS ON 15.01.2024 (01:00 P.M) AND CLOSED ON 30.01.2024 (5:00 P.M). HURL does not assume any responsibility for the candidates not being able to submit their applications within the last date / time.