

ADVERTISEMENT NO.: 01/2026

Special Recruitment Drive

NUMALIGARH REFINERY LIMITED

Registered Office:

122A, G.S.Road, Christianbasti,
Guwahati-781005 (Assam)
CIN - U11202AS1993GOI003893



Special Recruitment Drive – Advt.: 01/2026

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, details of which are as below:

1. DETAILS OF VACANCIES:

Sl. No.	Position	Job Grade	Backlog Vacancies				Total Vacancies
			SC	ST	OBC (NCL)	PwBD	
1	Assistant Accounts Officer	E-1	1	0	0	0	1
2	Officer (Legal)	E-2	0	1	0	0	1
TOTAL			1	1	0	0	2

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2. DATES TO REMEMBER:

Commencement of online application	10:00 hrs on 08.01.2026	Last date of receipt of online application	23:59 hrs on 28.01.2026
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3. DETAILS ON EDUCATION QUALIFICATION, AGE, EXPERIENCE

The date for reckoning age and all other eligibility criteria will be the last date of receiving applications i.e 28.01.2026.

(a) Essential Qualification/ Qualifying degree and Experience:

Position	Job Grade	Essential Qualifications	Upper Age Limit	Experience	Relevant Experience
Assistant Accounts Officer	E-1	i) CA(Inter) /CMA (Inter) and ii) Bachelor's degree in any subject from a recognized University/Institute approved by UGC with minimum 60% marks.	37 years for SC.	3 years post qualification (<i>Experience shall be considered from the date of passing CA/CMA – Intermediate Exam</i>)	Experience in Corporate Sector, PSUs, Government Organizations, CA/CMA Firms of repute, or other established organizations engaged in Accounts/Finance.
Officer (Legal)	E-2	Three years LLB or Five years integrated Law/LLB course with not less than 60% marks or equivalent CGPA as per the formula provided by the Institute/ University.	37 years for ST.	3 years post qualification (<i>Experience shall be considered from the date of passing LLB</i>)	Experience in Corporate Sector, PSUs, Government Organizations, practice in Legal Firms of repute, or other established organizations handling legal functions.

(b) Upper age limit (as on 28.01.2026): 37 years for SC and ST candidates.

(c) Experience required: As per 3(a) above.

TERMS AND CONDITIONS IN RESPECT OF QUALIFYING DEGREE / ESSENTIAL QUALIFICATION

- i. The Cut Off Date for evaluating eligibility criteria of Age, Qualification, Reservation etc. is the last date of receipt of applications, i.e. 28.01.2026. Candidates should be in a position to upload their qualifying degree certificate, qualifying degree's final year/ semester marksheet, Marksheets and Pass Certificates of Class X & XII, Graduation, Age Proof, Caste certificate, as applicable, at the time of submitting their application.
- ii. The required educational qualification must be from UGC recognized Indian University/UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/concerned statutory council (wherever applicable).
- iii. The percentage of marks in the essential qualification / Qualifying degree as indicated above shall be as per weightage formulae adopted by the University/ Institute for each semester/year.
- iv. Wherever CGPA/OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated by the candidates in the application form as per norms adopted by University/Institutes. Such candidates must submit the relevant CGPA/OGPA to equivalent percentage conversion certificate issued by the concerned Institute/University during Document Verification at the time of Personal Interview, if shortlisted.

4. BASIC PAY SCALES & CTC:

DPE Job Grade	NRL Job Grade	Pay scale (in ₹)	CTC (in ₹/ Lakhs approx.)
E-1	O1	40,000 – 1,40,000	15.54
E-2	O2	50,000 – 1,60,000	18.95

Note: The CTC (Cost to Company) mentioned above includes Performance Related Pay (PRP) and allowances, which



may vary depending on Company's MOU performance and place of posting.

Selected Assistant Accounts Officer (Job Grade E-1) and Officer (Legal) (Job Grade E-2) will be on probation for a period of one year and Basic Pay, Industrial Dearness Allowance, Perks and other allowances admissible under the Company rules will be payable.

5. PLACEMENT

The selected candidates may be posted in any location, department, function or branch of the Company or Holding Company, subsidiary, associate or affiliate Company or any Joint Venture Company or deputed to any Department of Govt. of India/ Statutory Body/ other PSUs, etc.

6. SELECTION PROCESS:

Online applications shall be scrutinized by NRL, and only shortlisted candidates will be invited for Personal Interview. Candidates will have to produce all the requisite documents (original and photocopies) for verification and scrutiny at the time of Personal Interview. Candidates without original documents will not be allowed to attend the Personnel Interview. The final selection shall be based on a Personal Interview (100% weightage) amongst the shortlisted candidates.

7. PRE-EMPLOYMENT MEDICAL EXAMINATION

Appointment to the above posts will be subject to the candidate being found medically fit as per the standards prescribed for the post by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in NRL- nominated hospitals or as advised by the NRL competent authority before being considered for appointment to the services of the Company. The opinion of the Hospital/ Medical Officer authorized by the Company in this regard shall be final. Mere issuance of an invitation for medical examination shall not be construed as a guarantee or right to appointment.

8. CONCESSIONS & RELAXATIONS

- a. Candidates seeking reservation as SC/ST, shall have to produce a certificate in the prescribed proforma (*the format can be downloaded from the Career section of our website www.nrl.co.in*), meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC-NCL and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the Central Government from time to time (*for ST category the list of castes for each state is available on the site www.ncst.nic.in and for SC category the list of castes for each state is available on the site www.ncst.nic.in*).

- b. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
- c. Maximum age relaxation by 5 years is applicable for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years' service in Armed Forces and fulfilment of other conditions prescribed by Govt. of India.
- d. Relaxed standards in assessment/selection will be applied for SC/ST candidates.
- e. If the SC/ST certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- f. Any request for change in Category (GEN/SC/ST) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- g. SC/ST candidates called for interviews shall be reimbursed to and fro 3 tier AC train fare by the shortest route from present address in India, to the place of Personal Interview. No local conveyance will be paid. Format for TA claim is available on our website.

9. ONLINE APPLICATION PROCESS

- a. Candidates in their own interest are advised to apply & submit application promptly and not to wait till the last date/time for applying online. NRL shall not be responsible if candidates are not able to submit their applications on account of the last-minute rush.
- b. Online Application will be accepted from **10:00 hrs of 8th January 2026 to 23:59 hrs of 28th January 2026** through NRL website www.nrl.co.in (Careers Section > Current openings). No other means / mode of application shall be accepted. Candidates are requested to read the complete instructions hereunder before proceeding to the application form.
- c. Candidates are required to upload the following documents along with the online application:
 - i. Photograph and Signature of candidate (size 50 kb in jpg/jpeg/png format)
 - ii. Age proof / Date of birth document (max size 200 kb in jpg/jpeg /pdf format)



- iii. Caste/ Tribe/ Category certificate [for SC/ ST] as applicable in the prescribed format issued by the Competent Authority. (max size 200 kb in jpg/jpeg /pdf format)
- iv. Supporting proof for candidates domiciled in the State of Jammu & Kashmir during the period 01.01.80 to 31.12.89 (max size 200 kb in jpg/jpeg /pdf format)
- v. Supporting proof for Ex-Servicemen (max size 200 kb in jpg/jpeg /pdf format), if applicable.
- vi. Class 10th and 12th Marksheets and Pass Certificates (max size 200 kb in jpg/jpeg /pdf format). In case of consolidated marksheet and pass certificate, the same document can be uploaded as marksheets as well as pass certificate.
- vii. Graduation/ LLB degree marksheets (Final) and Pass Certificate as applicable (max size 200 kb in jpg/jpeg /pdf format)
- viii. - CA(Inter) /CMA(Inter) certificate for the position of Assistant Accounts Officer only (max size 200 kb in jpg/jpeg /pdf format)
- ix. Detailed Curriculum Vitae (CV) as per format provided in NRL Career Section-> Standard Forms (max size 500 kb in jpg/jpeg /pdf format)
- x. Experience obtained in Apprenticeship/ Articleship after passing the qualifying degree examination will be considered as relevant experience.

Note: Copies of the same photograph uploaded in the online application form should be retained by the candidate for use during the entire recruitment process. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph may lead to disqualification.

- d. Candidates must register prior to filling in the online application form with their valid email ID and mobile no. The email id and mobile number provided in online application should remain valid for at least one year as they will be used for further communication regarding the recruitment process. Applications with pseudo / fake email ids will attract appropriate action under the law.
- e. After completing registration process with all requisite information, candidates will receive an enrolment number in their registered email ID within 1-2 days of submitting online registration form. This enrolment number will be used for all further communications related to the recruitment process.
- f. Candidates are advised to submit only one application against one post. In case of multiple registrations against one post from a candidate, the latest one shall be considered as final, and the older registrations shall be rejected without any notice.



- g. 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/forged, his/her candidature shall be summarily rejected without assigning any reason thereof.
- h. In the event of non-submission of completed application from candidates for reasons whatsoever, his / her candidature will stand cancelled and no further communication/consideration on the same will be entertained.
- i. Before applying for any 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.
- j. No hard copy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.
- k. Verification of the documents with the originals shall be done only if the candidate is shortlisted for Personal Interview.

10. DOCUMENT VERIFICATION AND PERSONAL INTERVIEW PROCESS

- a. Based on credentials/ documents uploaded by candidates during online registration process, preliminary scrutiny of the credentials will be done by NRL. Those candidates who are found eligible will be notified in NRL Career portal for attending the Personal Interview. No emails/SMS/phone calls will be made by NRL in this regard.
- b. Candidates attending the Personal Interview will have to provide requisite originals documents vis-à-vis those uploaded through online registration process during document verification. Any candidate not able to furnish original documents will be immediately disqualified. After clearing the document verification process, only qualified candidates will be allowed to attend the Personal Interview.
- c. Please note a candidate will not be allowed to appear in the Personal Interview if he/she fails to produce all the documents (in original) which establishes that he/she is meeting the qualifying criteria for the said post, as per detailed advertisement published on our website. He/she will also need to submit a full set of self-attested photocopies of all the above-mentioned documents/ certificates/ mark sheets etc. and two passport size-colored

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photographs for our record.

- d. If a candidate is presently employed in Central Public Sector Enterprise / State Public Sector Enterprise, he/she must produce 'No Objection Certificate' at the time of Personal Interview, failing which he/she will not be allowed to appear for the interview, and his/her candidature will not be entertained.
- e. 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 at any stage of the recruitment process, his/her candidature shall be summarily rejected without assigning any reason thereof.
- f. 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 recruitment process, if the candidate is found ineligible for the position for which he/ she has applied. No correspondence shall be entertained in this regard.

Documents to be furnished for verification during Personal Interview:

- i. Detailed Curriculum Vitae (CV) as per format provided in NRL Career Section-> Standard Forms.
- ii. Date of Birth document/ Age proof.
- iii. Educational qualification marksheets & pass certificate (starting from Xth standard and upto Essential qualification).
- iv. Caste and disability certificate (as applicable).
- v. Experience Certificates of previous & current employment as mentioned in your CV. Experience certificates should have Date of Joining / Date of relieving clearly mentioned.
- vi. Last 3 months Pay slip of current organization, if currently employed.
- vii. No Objection Certificate, wherever applicable.
- viii. 2 passport size color photographs.
- ix. Duly filled in "Application for Employment" Form – Format available in NRL website Career Section -> Standard Forms.

11. TE CLAIMS

All candidates will be reimbursed to and fro Train fare (3 tier-AC) by the shortest route from current place of stay to city of interview upon submission of valid documentary proof (both to & fro journey). Local conveyance and accommodation will not be reimbursed.



TE claim format is available in the Career section -> Standard Forms of our website.

Please note only those candidates who are qualified to appear in the Interview after scrutiny of documents/credentials will be eligible to claim TE.

12. GENERAL INSTRUCTIONS

- a. Only Indian Nationals are eligible to apply.
- b. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. Ineligible candidates will not be allowed to appear for Personal Interview.
- c. Mere issue of Interview call letter will not imply acceptance of candidature.
- d. All the candidates are requested to remain updated at each step of the recruitment process by visiting our website www.nrl.co.in regularly. Candidates may please note that personal calls and/or interaction with any of the NRL's officials during recruitment drive is discouraged, except when absolutely necessary. Queries can be emailed at recruitment@nrl.co.in keeping the advertisement no. and position as the subject of the email.
- e. NRL will not be responsible for any loss/ non-delivery of email/ any other communication sent, due to invalid/wrong email id or contact number.
- f. All the qualifications should be from AICTE approved / UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE).
- g. Wherever CGPA/OGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. Candidates are also advised to obtain a certificate to this effect from University / Institute, which shall be required at the time of interview.
- h. The Company also reserves the right to cancel / restrict/ curtail/ enlarge/ amend the recruitment process and/or the selection process thereunder without any further notice and without assigning any reason.
- i. NRL reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever.
- j. Applications with incomplete / wrong particulars or not in the prescribed format will not be considered.
- k. Candidates presently employed in Government Departments / PSUs / Autonomous Bodies owned by the Government, should keep their employer informed about their application. They must produce 'No Objection Certificate' at the time of interview, failing which they will not be allowed to appear for the interview, and their candidature will not be entertained.
- l. Candidates must be in possession of all applicable educational qualification Certificates and mark sheets at the time of application.



- m. All the details given in the submitted online form will be treated as final and no changes will be entertained. Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
- n. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice will be entertained.
- o. The prescribed qualification is the minimum and mere possession of the same does not entitle a candidate for interview. NRL's decision shall be final in this regard. Also, mere appearance in the Personal Interview does not qualify any candidate for the recruitment process. Only eligible and suitable candidates will be considered for the selection process. NRL's decision shall be final in this regard.
- p. Management reserves the right to cancel / restrict /enlarge / modify / amend/ the recruitment/ selection process, if need arises, without issuing any further notice or assigning any reason thereafter.
- q. **Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.**

Furnishing of wrong/false information will lead to disqualification and NRL will not be responsible for any of the consequences of furnishing such wrong/false information. Since all the applications will be accepted without documentary evidence, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice.

Court of jurisdiction for any dispute will be at Guwahati, Assam.

ANY FURTHER CORRIGENDUM / ADDENDUM WILL BE UPLOADED ONLY IN THE CAREER SECTION OF OUR WEBSITE www.nrl.co.in.

We hereby caution the general public not to fall prey to the dubious agencies/ organizations/ individuals/ aiming at fleecing money from the innocent public. Do not believe any advertisement/job announcement of NRL circulated through e-mail, social media etc. Please rely on information hosted on our website www.nrl.co.in for any recruitment related information pertaining to NRL.

