

Assam Bio Refinery Private Limited

1.0 Assam Bio Refinery Private Limited (ABRPL), a joint venture Company of Numaligarh Refinery Limited (NRL), Fortum and Chempolis Oy, from Finland is coming up with a Bio Refinery where Ethanol will be produced along with other platform chemicals like Acetic Acid, Furfural alcohol and Bio coal. This will be first Bio Refinery in the country where Bamboo will be used as a feed stock, abundantly available in North East. Assam Bio Refinery Private Limited is located adjacent to Numaligarh Refinery Limited, Dist. Golaghat, Assam and its registered office at G.S.Road, Guwahati, Assam.

2.0 Assam Bio Refinery Limited intends to fill up the position per the details below for ongoing project activities :

Sl.No	Post	No of post	Education Qualification	Job requirement	Experience	Engage ment type	Max CTC (Rs)
1	Assistant Manager (Software Developer)	1	BE/B Tech in Information Technology /MCA from reputed college/university	<p>Accountability:</p> <ul style="list-style-type: none"> • Develop, test and implement new software programs. Clearly and regularly communicate with management and technical support colleagues. • Design and update software database. This includes, but is not limited to: Software Applications, Web Sites, Data Communication Processes and User Interfaces • Test, maintain and recommend software improvements to ensure strong functionality and optimization. • Independently install, customize and integrate commercial software packages. • Facilitate root cause analysis of system issues. • Work with experienced team members to conduct root cause analysis of issues, review new and existing code and/or perform unit testing. • Identify ideas to improve system performance and impact availability. • Resolve complex technical design issues. • Development of technical specifications and plans. • Analyze user requirements and convert requirements to design documents Make good technical decisions that provide solutions to business challenges. • Provide comprehensive support to internal customers; achieve resolution to outstanding problems or issues. • Compile timely, comprehensive and accurate documentation and or reports as requested. • Possess up-to-date knowledge of technological developments in the industry. 	Minimum 5 yrs of experience in relevant field is preferred.	Regular	16 lac

			<ul style="list-style-type: none"> • Communicate effectively and professionally in all forms of communication with internal and external customers. • Possess strong problem solving and decision making skills while using good judgment • Multi-task and change from one task to another without loss of efficiency or composure. <p>Software Developer top skills & proficiencies: General Programming Skills, Software Design, Software Debugging, Software Documentation, Software Testing, Problem Solving ,Teamwork, Software Development Fundamentals, Software Development Process, Software Requirements. Knowledge in high-level programming languages such as C++, Java or Scala.</p> <p>Planning & Complexity Engaged in all phases of the software development lifecycle which include: gathering and analyzing user/business system requirements, responding to outages and creating application system models. Participate in design meetings and consult with clients to refine, test and debug programs to meet business needs and interact and sometimes direct third party partners in the achievement of business and technology initiatives.</p> <p>People Management & Relations 1.To work under Head (IT&SAP) 2.To support supply chain team for IT based supply chain team 3. To support project and operation team for any kind of software support. 4.To support Finance, HR , EHS for any kind of software support</p> <p>Other requirement: 1. Passion for solving problems and providing workable solutions 2.Knowledge of algorithms and data structures 3.Strong analytical and reasoning skills with an ability to visualize processes and outcomes 4.Proficiency in troubleshooting software issues and debugging a large codebase 5.Outstanding all-round communication skills and ability to work collaboratively</p>				
2	Manager - Legal	1	LLB from a good law school /reputed college/university with good academic background	<p>Accountability:</p> <ul style="list-style-type: none"> • Drafting and vetting of legal agreements, tenders and other relevant documents • Preparing legal templates for standard agreements • Legal support for business and supporting functions in ABRPL 	Min 5 - 7 years of Post Qualification Experience, preferably in a good law firm . Should have Strong	Regular	20 Lac

				<ul style="list-style-type: none"> Researching and Advising on FEMA, Corporate and Industrial Laws, incl. Environment Law Supporting Due Diligence for Mergers & Acquisition transactions, Land Acquisition, and Asset Acquisition as well as Financing Transactions Advising on and reviewing statutory compliances <p>Planning & Complexity</p> <ul style="list-style-type: none"> Legal support requires multi dimension legal knowledge (drafting, negotiations, legal audit, risk review etc.) <p>People Management & Relations</p> <ul style="list-style-type: none"> Coordinating and managing with outside legal counsels Acting as legal support to all business/functions Job may require occasional travel within and outside India. 	legal research, drafting, communication and negotiation skills.		
3	Manager (Mechanical)	1	BE/ B. Tech in Mechanical Engineering from reputed institute with good academic background	<ul style="list-style-type: none"> Experience in Operation & Maintenance of Power and Steam Generation System shall be added advantage. Installation & commissioning of equipment Inspection Maintenance of Rotary and Stationary Equipment & Root Cause Analysis Inventory & Resource Management Maintenance Management Project Management & Contract management 	Minimum 8 years' experience in Pulp & Paper/ Hydrocarbon/ Chemical/ Fertilizer and Distillery industry preferred	Regular	20 Lac
4	Manager (Electrical)	1	BE/ B. Tech in Electrical Engineering from reputed institute with good academic background	<ul style="list-style-type: none"> Installation & commissioning of electrical equipment like Transformer, MV &HV Switch Board, Motor (HV &LV) Distribution of AC/ DC Power System Maintenance of Electrical Equipment like Power Transformer, Distribution transformer, Motor, MV &HV switch Board & Root Cause Analysis; DC system comprising of UPS and Battery Bank Experience in Electronics drive system shall be added advantage. Inventory & Resource Management Maintenance Management 	Minimum 8 years' experience in Pulp & Paper/ Hydrocarbon/ Chemical/ Fertilizer and Distillery industry preferred	Regular	20 Lac
5	Lead Executive (Treasury)	1	MBA (Finance) from reputed institute/ Chartered Accountant	<p>Accountability</p> <ul style="list-style-type: none"> Establishing a relationship with banks and financial institutions. Preparation and submission of CMA, various monthly/quarterly reports to banks, LIE etc. 	Min 2 years and Max 4 years of Post Qualification Experience,	Regular	10 Lac

				<ul style="list-style-type: none"> Prepare document and application for Letter of Credit/ Bank Guarantee etc. Trade financing and Checking LC documents of Local, Import and Export bills. Monitoring of Financial Charges on regular basis and preparing MIS Forex hedging and rate negotiating with bank dealer. Providing MIS pack and analysis to Management periodically <p>Planning & Complexity</p> <ul style="list-style-type: none"> Requires planning and good relationships with banks and financial institutions. Collaboration with internal project and commercial teams. <p>People Management & Relations</p> <ul style="list-style-type: none"> Coordinating and managing with financial advisors and all business/functions. 	preferably in a reputed firm.		
6	Manager-Supply Chain Management & Logistics (Resource Planning & Field Operation)	1	MBA with specialization in Supply Chain & Logistics / Marketing / Operation management from reputed institutes with excellent academic record	<p>Accountability</p> <ul style="list-style-type: none"> Serve as a nodal point of contact for queries about resource planning(feedstock -Bamboo) & Field operation. Measure and monitor progress against resource availability and utilization. Monitor & troubleshoot day to day operational field challenges for smooth feedstock supply to the plant. Monitor daily receipt of raw bamboo by each of the LLEs from Growers or direct purchase at Gate and prepare consolidated report day wise for payment through bank. Ensure implementation of Auditing process with active support from other departments. Identify process bottleneck and implement solution in a timely manner. Feedstock regeneration. <p>Planning & Complexity</p> <ul style="list-style-type: none"> To prepare requirement of feedstock & sourcing plan yearly/monthly in consultation with the production team. To maintain the Master data for all bamboo growers, LLEs, transporters & customers of finished products. To monitor the receipt of resources for actual vs plan. To take immediate action (planning & rescheduling with the Growers/LLEs of same cluster or different clusters) in case of any deviation from the plan. 	Minimum 8 years of experience in related industries/F MCG preferred. Should have knowledge and experience in developing the right supply chain and functional strategies. Tackling critical issues in a supply network. .	Regular	20 Lac

				<ul style="list-style-type: none"> To plan for the gate purchase of raw bamboo in consultation with the production planning group based on the requirement. To make special plan for the lean period: w.r.t. LLE operation/production capacity) and gate purchase quantity. <p>People Management & Relations</p> <ul style="list-style-type: none"> Act as a link between ABRPL & different stakeholders in the Field. Collaborate closely with Field forces, internal departments and other external stakeholders to ensure appropriate responses and communications. Act closely with the Supply chain solution / IT team for smooth running of the solution. To provide advance sourcing plan to the Bamboo growers and get confirmation from the respective Bamboo growers. Communicate the confirmed supply quantity from grower to harvesting cum interim transporter, LLEs and transporters. To coordinate with different stack holder like Bamboo Missions or any other agencies who are promoting bamboo plantation through FPOs or any other agencies. 			
7	Executive (HR)	1	Full time MBA(HR) or PGDPM & IR from a recognised reputed institute scoring minimum 60% marks	<p>Accountability</p> <ul style="list-style-type: none"> Recruitment-Assisting in talent acquisition and recruitment processes Training & development-Conducting employee onboarding and help plan training & development. Contract Labour Management Statutory Compliance Payroll Management- Ensuring timely salary/wage payment and payroll compliances. Maintain employee files and records in electronic and paper form. Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise Employee engagement activities Performance management system-Organize mid-year and annual employee performance reviews. knowledge of MS Office <p>Planning & Complexity</p> <ul style="list-style-type: none"> Follow up with contractors for compliance. Ensuring timely compliance of all applicable rules & acts. Promote HR programs to create an efficient and conflict-free workplace. 	Minimum 2 yrs experience in relevant field is preferred. Good Knowledge of Labour laws desirable.	Regular	6 Lac

			<ul style="list-style-type: none"> Assist in development and implementation of human resource policies. <p>People Management & Relations</p> <ul style="list-style-type: none"> Communication with Contractors regarding various contractor compliances Liaoning with specific Government agencies Communication with other departments and employees. 			
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*****Number of vacancies may be increased/decreased/cancelled at discretion of the Assam Bio Refinery Pvt. Ltd.

3.0 The post shall be of regular in nature, however other terms and conditions of engagement shall be as per the Company's policy to be provided at the time of signing of the agreement.

4.0 Submission of Bio Data :

Interested candidates are requested to apply through online mode in www.abrpl.co.in

No other mode of application will be entertained

Last date for submission of the Bio Data is **08 July 2021**.

5.0 Interview :

Shortlisted candidates meeting the above criteria will be intimated regarding venue, date and time of interview over e-mail. Candidates must bring original Mark sheets, Certificates (including Experience Certificates) and self-attested photocopies of the same and 2 passport size recent photographs along with the filled up Bio Data as submitted, on the date of interview.

Online interview may also be conducted for the eligible candidate depending upon the situation.

6.0 Leave and other benefits are as per the Company's rule.

7.0 General Conditions:

- No TA/DA will be paid to the candidates for appearing in the interview
- The candidate should be of sound health and have to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining as per the prescribed format.
- Accommodation at work location has to be arranged by the candidates himself / herself.
- The selected candidate, depending upon the requirement, may have to travel to other places/spheres of the Company for work and expenses will be borne by the Company as per the Company's rule.