

1. ELIGIBILITY CRITERIA:

QUALIFICATION, EXPERIENCE, AGE, ETC. FOR THE POST IS AS UNDER:

Sl. No	Name of the Post	Approx. No. of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
1a.	<p>Process Assistant Grade - I (Technical)</p> <p>(i) Mechanical Discipline</p>	10	18 - 28 years	<p>Pass in Matric /SSLC / 10th Class Board Examination AND A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Fitter / Machinist/ Turner / Mechanic/ Machine tool maintenance/ Tool & Die maker</p> <p>OR</p> <p>3 years Diploma with 60% Marks aggregate in Mechanical Engineering from a recognized Indian University/Polytechnic Institute approved by AICTE</p>	<p>1. Minimum 02 years industry experience* in Manufacturing/ Production / Operation / Process control or maintenance for ITI trade certificate holders (1- year apprenticeship training will also be considered as 1- year experience).</p> <p>*Experience in any of the following industries:</p> <ul style="list-style-type: none"> • Paper & Pulp Industry • Fertilizer/ Petrochemical / Chemical plant • Other Production / Manufacturing Industries <p>2. For Diploma holders Experience is not essential.</p>

Sl. No	Name of the Post	Approx No. of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	<p>Process Assistant Grade - I (Technical)</p> <p>(ii)Electrical Discipline</p>	04	18 - 28 years	<p>Pass in Matric /SSLC / 10th Class Board Examination AND A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Electrician Trade</p> <p>OR</p> <p><u>3 years Diploma</u> with 60% Marks aggregate in Electrical Engineering from a recognized Indian University/ Polytechnic Institute approved by AICTE</p>	<p>1. Minimum 02 years industry experience* in Manufacturing/ Production / Operation /Process control or maintenance for ITI trade certificate holders (1- year apprenticeship training will also be considered as 1- year experience).</p> <p>*Experience in any of the following industries:</p> <ul style="list-style-type: none"> • Paper & Pulp Industry • Fertilizer/ Petrochemical/ Chemical plant • Other Production / Manufacturing Industries <p>2. For Diploma holders Experience is not essential.</p>

Sl. No	Name of the Post	Approx No.of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	<p>Process Assistant Grade - I (Technical)</p> <p>(iii) Electronics Discipline</p>	05	18 - 28years	<p>Pass in Matric /SSLC / 10th Class Board Examination AND A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Electronic mechanic/ Instrument Mechanic/ Mechanic Mechatronics/ Mechanic Industrial Electronics/ Mechanic cum Operator Electronics communication system/Information Technology & Electronics system Maintenance</p> <p>OR</p> <p>3 years Diploma with 60% Marks aggregate in Electrical & Electronics/ Electronics & Communication / Electronics & Instrumentation Engineering from a recognized Indian University/ Polytechnic Institute approved by AICTE</p>	<p>1. Minimum 02 years industry experience* in Manufacturing /Production / Operation /Process control or maintenance for ITI trade certificate holders (1- year apprenticeship training will also be considered as 1- year experience).</p> <p>*Experience in any of the following industries:</p> <ul style="list-style-type: none"> • Paper & Pulp Industry • Fertilizer/ Petrochemical/ Chemical plant • Other Production / Manufacturing Industries <p>2. For Diploma holders Experience is not essential.</p>

Sl. No	Name of the Post	Approx No.of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	<p>Process Assistant Grade - I (Technical)</p> <p>(iv) Chemical Discipline</p>	06	18 - 28 years	<p>Pass in Matric /SSLC / 10th Class Board Examination AND A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Attendant Operator (Chemical Plant)/ Laboratory Assistant (Chemical Plant)/ Instrument Mechanic (Chemical Plant)</p> <p>OR</p> <p>3 years Diploma with 60% Marks aggregate in in Chemical Engineering from a recognized Indian University/ Polytechnic Institute approved by AICTE</p>	<p>1. Minimum 02 years industry experience* in Manufacturing /Production / Operation /Process control or maintenance for ITI trade certificate holders (1-year apprenticeship training will also be considered as 1- year experience).</p> <p>*Experience in any of the following industries:</p> <ul style="list-style-type: none"> • Paper & Pulp Industry • Fertilizer/ Petrochemical/ Chemical plant • Other Production / Manufacturing Industries <p>2. For Diploma holders Experience is not essential.</p>

Sl. No	Name of the Post	Approx No.of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	<p>Process Assistant Grade - I (Technical)</p> <p>(v) Pulp & Paper Discipline</p>	06	18 - 28 years	<p><u>3 years Diploma</u> with 60% Marks in aggregate in Paper & Pulp Technology/Wood & Paper Technology from a recognized Indian University/ Polytechnic Institute approved by AICTE</p>	Experience is not essential.
	<p>Process Assistant Grade - I (Technical)</p> <p>(vi) Civil Discipline</p>	02	18 - 28 years	<p>Pass in Matric /SSLC / 10th Class Board Examination AND A minimum 2 Years duration course in ITI Trade Certificate (NTC) from NCVT /SCVT in Draughtsman (Civil)/Draftsman (Civil)</p> <p>OR</p> <p><u>3 years Diploma</u> with 60% Marks aggregate in Civil Engineering from a recognized Indian University/ Polytechnic Institute approved by AICTE</p>	<p>1.Minimum 02 years industry Experience in construction industry/in Civil Engg. Dept.of a company having worked in civil construction project in a reputed organization for ITI certificate holders.</p> <p>2.For Diploma holders experience is not essential.</p>

Sl. No	Name of the Post	Approx No.of vacancy	Min & Max Age (as on 30.06.2024)	Essential Educational Qualifications (as on 30.06.2024)	Post Qualification Minimum experience (as on 30.06.2024)
	Process Assistant Grade - I (Technical) (vii) Chemistry	02	18 - 28 years	B.Sc (Chemistry) with 60% marks in aggregate from a Govt. recognised Indian University /Institute.	Experience is not essential.
1 b.	Process Assistant Grade - I (Non-Technical) (i)Account Assistant	02	18 - 28 years	B.Com with 60% marks in aggregate from a Govt. recognised Indian University /Institute.	Experience is not essential.
	Process Assistant Grade - I (Non-Technical) (ii) Office Assistant	02	18 - 28 years	Any Graduate with 60% marks in aggregate from a Govt. recognised Indian University /Institute.	Experience is not essential.

- Note:** 1. Candidates having qualification in allied branch/equivalent discipline other than specified above need not apply;
2. The no. of vacancies indicated above are only provisional and may change according to the actual requirement of the company.
3. All qualifications mentioned above shall be **Full time** only.
4. **ONE CANDIDATE CAN APPLY FOR ONE POST ONLY. In case of multiple applications, only the latest valid (completed) application will be retained and the application fee/intimation charges paid for other multiple registrations will stand forfeited.**

2. RESERVATION & RELAXATION:

a. Relaxation in upper age limit as on **30.06.2024** will be extended as per Government of India guidelines, which inter-alia would be as under:

i	Scheduled Caste / Scheduled Tribe candidates -	5 years
ii	Other Backward Classes candidates (Non-creamy layer)	3 years
iii	Persons with Benchmark Disability (PwBD)	10 years as per GOI guidelines.
iv	Ex-serviceman / Commissioned Officers including ECOs/ SSCOs who have rendered at least 5 years military service and have been released.	3 years in addition to number of years of service in Defence Forces subject to a maximum age of 55 years.