

Advertisement No.: 06 / 2025 (C)

NUMALIGARH
REFINERY
LIMITED



A GOVERNMENT OF INDIA ENTERPRISE

CONTRACTUAL ENGAGEMENT OF ADVISOR (INTERNAL AUDIT)

Numaligarh Refinery Limited (NRL) is a leading Schedule A, Miniratna Category-I PSU engaged in the business of Refining and Marketing of petroleum products with state-of-the-art facilities. All set to ramp up its refinery capacity from 3MMTPA to 9 MMTPA, NRL's mega project includes amongst others, import of Crude Oil at Paradip Port and laying of Cross-Country Pipeline from Paradip to Numaligarh to transport the same.

NRL invites applications from eligible candidates retired from NRL/OIL & other PSUs/Govt./Private Sectors having relevant experience with substantial exposure in various disciplines in areas such as Internal Audit, Finance details of which are as below:

The last date for reckoning age and experience will be considered as **26.03.2025**

1.0 NAME OF THE POST

Advisor (Internal Audit)

2.0 NUMBER OF POSITIONS

01 (One)

3.0 ELIGIBILITY CRITERIA

Pre qualifications & Experience :

CA / CMA / BE / MBA with min. 25 years of post-qualification experience, out of which, at least 5 years of experience should be either in Internal Audit or Finance or Internal Audit & Finance combined. In case of CPSU, the applicant should superannuate from the rank of at least CGM.

Upper age limit : 70 Years

Vigilance Clearance: No vigilance case or departmental proceedings or criminal prosecution should be contemplated or pending at the time of retirement of the candidate.

4.0 SCOPE OF WORK

The scope of work shall include revisiting and improvement in the following areas.

- Resource personnel deliverables
- Audit Universe
- Audit Report Templates
- Existing audit process
- Development of industry standards system and procedures (SOPs)
- Identification of training programs etc.

Any other work that may be required for improvement in Internal Audit.

5.0 ROLES & RESPONSIBILITIES

Advisor (Internal Audit) shall be responsible for :

- Defining the audit universe.
- Developing standardized audit report templates.
- Refining the existing audit processes to align with industry standards and best practices.
- Creation of comprehensive standard operating procedures (SOPs).
- Identification and facilitation of relevant training programs for audit staff.
- Implementation of continuous improvement initiatives to strengthen the internal audit framework.
- Developing a deep understanding of organizations risk management, compliance and operational efficiency.
- Ensuring internal audit processes are robust and effective.

6.0 ENGAGEMENT PERIOD

The engagement shall be for a period of twelve months year w.e.f his / her date of joining in NRL.

7.0 PLACE OF POSTING

The place of posting is Guwahati. However, the candidate should be ready to travel to various work locations of the Company as per requirement of the job at any given time.

8.0 COMPENSATION AND OTHER TERMS AND CONDITIONS

- (i) Based on level/grade at the time of retirement, all-inclusive Monthly remuneration shall be as follows :

Sl no.	Retirement Grade	Monthly (Rs.)
1	Executive Directors (ED)	1,87,500/-
2	CGM	1,50,000/-

However, for candidates from Private sector etc. all-inclusive Monthly remuneration shall be between Rs. 1,50,000/- - Rs. 1,87,500/- based on last drawn remuneration and experience of the candidate.

The above is lumpsum, and no other allowances will be paid. Statutory deductions like TDS etc. will be made from the remuneration against which necessary certificates will be issued.

- (ii) During tour, TA/DA as per NRL equivalent grade (maximum CGM) shall be payable as per NRL rate.

- (iii) Advisor will work in line with the regular officers of the company and observe normal office timings. However, they may be called upon to attend office on weekly off days or any holiday in case of urgency. During their engagement they shall not be allowed to take any other assignment.
- (iv) Advisor will be entitled for 20 days paid leave for every 12 months on pro-rata basis. Normal company holidays of NRL will be applicable.

9.0 SELECTION

The selection shall be based on Personal Interaction with the shortlisted candidates.

10.0 HOW TO APPLY

- i. **Interested candidates have to apply online through NRL website:www.nrl.co.in -> Career -> Term Engagement (Contractual Basis) -> Current Term Engagement (Contractual) Opportunities.** No other means / mode of application will be accepted.
Application link will remain open from 10:00 hrs on 06.03.2025 to 10:00 hrs on 26.03.2025 for online application.
- ii. Detailed Curriculum Vitae (CV) in NRL Format, passport photo, document citing Date of Birth and educational qualification proof need to be uploaded along with the application. **Candidate shall have to declare in their CV that 'No vigilance case or departmental proceedings or criminal prosecution were contemplated or pending at the time of his/her retirement'.**
- iii. Candidates shall ensure that the information furnished by him/her is true and in case any information furnished by a candidate is found to be faulty, his/her candidature shall be summarily rejected without assigning any reason thereof.
- iv. Before applying for the post, candidate should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. NRL would be free to reject any application at any stage of the selection process, if the candidate is found ineligible for the position for which he/ she has applied. No correspondence shall be entertained in this regard.
- v. **No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.**



11.0 MEDICAL FITNESS

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

12.0 GENERAL INFORMATION

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

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

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

13.0 IMPORTANT DATES

Milestones	Scheduled date
Online submission of application commences	10:00 hrs on 06.03.2025
Closing of Online Submission of application	10:00 hrs on 26.03.2025

General Manager (HR- TM)
