



**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED**  
(A Government of India Undertaking)

Corporate Office, Namrup,  
P.O. Parbatpur, Dist. Dibrugarh, Assam: PIN-786623  
FAX- 0374 2500317: e-mail: [info@bvfc.co.in](mailto:info@bvfc.co.in)

**Brahmaputra Valley Fertilizer Corporation Ltd**, a CPSE under the Ministry of Chemicals & Fertilizers operates two Ammonia-Urea plants at Namrup in the Upper Assam District of Dibrugarh with a capacity to produce 3.90 lakh MT of urea per annum. The company intends to engage personnel for the following post purely on contractual basis initially for a minimum period of 06 (Six) months which may be extended for another period of six months depending upon the requirement and performance of the staff in the job. The contract of engagement will be terminated after completion of job.

Sl. No	Post & No. of Vacancy	Consolidated pay per month	Job requirement	Age limit (Max) as on 01.05. 2021	Essential Qualification & experience excluding training (if any) as on 01.05.2021
02	Accounts Assistant ( Contractual ) 04 posts.	Rs 16500/-	The incumbent will be responsible for implementation of Tally Accounting Software, updating accounts data and maintaining accounting records in Tally Accounting package.	33 years	1) B.Com with good knowledge of computer. Proficiency in MS Office application (Excel and Word) is essential.  2) Should have working experience of minimum 02 years in Tally accounting package (Tally prime/Tally ERP) in Finance and Accounts Dept. of a Govt. / private organization.

**General Information and instructions:**

- 1) Essential qualifications as specified must be from UGC recognized University/Deemed University or AICTE approved Autonomous Institutions.
- 2) Candidates belonging to SC/ST/OBC (non creamy layer)/PwBD/Ex-SM/EWS are required to submit attested copies of their caste/ non creamy layer certificate/ medical certificate /discharge certificate /latest income & asset certificate issued by the Competent Authority along with the application. OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General"
- 3) For claiming the benefit of Physically Handicapped, the candidates should produce Medical Certificate issued by a Medical Board attached to the special Employment Exchange/Vocational Rehabilitation Centre for PwBD or Head of concerned Department of a Government Civil Hospital satisfying the prescribed disability criteria.
- 4) Age relaxation to SC/ST/OBC/PwBD/ExSM candidates would be provided as per Govt. guidelines.

- 5) Apart from the consolidated fee per month as indicated in the advertisement, no other financial benefits/perks, etc. will be available to contract personnel. However, Company's residential accommodation and School facilities for children will be available at par with the regular employees. The Medical facilities shall be limited to indoor and outdoor treatment to the extent available in BVFCL hospital.
- 6) The engagement is purely on temporary basis and it will not confer any right or claim for consideration for regularization/absorption against any permanent post in BVFCL.
- 7) Date of skill test on tally & MS Office (Excel & Word) and interview will be communicated to the applicants who meet the advertised criteria.
- 8) The contract of engagement is terminable by giving one month's notice in writing from either side.
- 9) Contract personnel will be permitted 02(two) days leave per month. However, no leave may be availed by the contract personnel for more than 02 days at a time unless otherwise approved by the Competent Authority and the same shall not be carried forward to next engagement period. No other kind of leave shall be admissible to them.
- 10) They will also be covered under the Group Personal Accident Insurance Scheme.
- 11) The Company would be free to terminate the contract of engagement in case of absence of the engaged official by more than 12 days beyond the entitled leave in a calendar year.
- 12) Before applying for the post, **candidates should ensure that he/she fulfils the eligibility and other criteria mentioned in this advertisement.**
- 13) No TA/DA will be paid to the candidates for appearing in the interview.
- 14) Any dispute with regard to the recruitment against the advertisement will be within the jurisdiction of Dibrugarh District court only.
- 15) Deserving candidates only may apply in prescribed format along with attested copies of certificates and testimonials regarding age, qualification, experience, caste for SC/ST & valid non creamy layer certificate for OBC, PwBD certificate for physically challenged candidate from Competent Authority and two recent passport size photographs
- 16) Application duly complete in all respects superscribing on the envelope "Application for the post \_\_\_\_\_" (name of the post) should be sent so as to reach The Manager(HR), BVFCL, Namrup, P.O. Parbatpur, Dist: Dibrugarh, Assam, Pin-786623 within 30 days of publication of this advertisement in local dailies.
- 17) Applications received after last date of submission will neither be entertained nor returned. BVFCL will not be responsible for postal delay or loss/ non delivery thereof. No correspondence in this regard will be entertained.
- 18) BVFCL reserves the right to change the number of vacancies and cancel / restrict / modify / alter the recruitment/ selection process, if required, without issuing any further notice or assigning any reason thereof.

( D. Hembram )

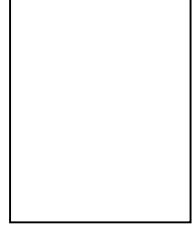
Manager (HR)



**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED**  
**(A Government of India Undertaking)**

Namrup, P.O. Parbatpur, Dist. Dibrugarh, Assam: PIN-786623  
FAX- 0374 2500317: e-mail: info@bvfc.co.in

**SPECIMEN APPLICATION FORM**



Advt.No. HR/03/2021/

POST APPLIED FOR : \_\_\_\_\_

(to be engaged on contract basis )

1. Name :	2. Father's name:
3. Date of birth and age on 01.05.2021:	4. Place of birth :
5. Nationality :	6. Home Town :
7. Present Address :	8. Permanent Address:
9. Present Telephone No. Office : Res. : FAX : e-mail :	10. Caste status :  SC ST OBC EWS Ex-SM OTHERS

--	--

11. Academic background :

Name of the institution	Qualification Acquired*	Duration of course	Year of passing	Class or Division	Main field of study

\*(Photocopy of certificates to be attached)

12 Training & Attainments:					
Name of the course	Period/duration	Name of Institute		Field of Study	
13. Experience – Starting from present position :					
<b>(Photocopy of appointment/promotion letter for each post to be attached)</b>					
Employer's name & address & type of business	Post held & scale of pay	Period of employment		Total years of experience	Nature of duties
		From dd/mm/yy	To dd/mm/yy		
A.					
B.					
C.					
D.					
E.					
14. Details of last pay drawn :					
15. References (other than relatives)					
Full name	Full Address	Telephone/Fax/e-mail		Occupation	


16 Have you applied in any time for a regular post in BVFCL? If yes, please mention the post and advertisement No.

17. Caste Category: SC / ST / OBC (NCL) / EWS/Ex.SM/GENERAL (Please tick ✓)

Candidates belonging to SC/ST Community should submit self-attested copies of their valid caste/tribe certificates in the prescribed format issued by the competent authority. OBC (NCL) candidates shall have to submit copies of requisite caste Certificate issued in current financial year by the competent authority.

18. Extracurricular activities/proficiency, etc. :

19. Employment Exchange Regn. No. if any :

I hereby certify that all the statements given in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information given herein is found false or incorrect or concealed, the appointment will be liable to be terminated.

Place\_\_\_\_\_

Date\_\_\_\_\_

Signature of the Applicant