



**ASSAM VALLEY FERTILIZERS AND CHEMICAL COMPANY LIMITED**  
(A Joint Venture of Govt of Assam, OIL, NFL, HURL & BVFCL)

**Advt. No.: E/01/2026**

**Date: 04.03.2026**

Assam Valley Fertilizers & Chemical Company Limited (AVFCCL) is a joint venture company incorporated by Government of Assam, Oil India Limited (OIL), National Fertilizers Limited (NFL), Hindustan Urvarak & Rasayan Limited (HURL) & Brahmaputra Valley Fertilizer Corporation Limited (BVFCL) with a prime objective to establish and operate state of the art environment friendly and energy efficient Natural Gas based Fertilizer Complex (Ammonia-Urea) of 2200 MTPD Ammonia and 3850 MTPD Urea (1.27 MMTPA neem coated urea) at Namrup, Assam and simultaneously market their products, thus spurring economic growth.

AVFCCL needs dynamic, hard-working & talented professional as under at its HQ/Plant:

| S.No. | Positions         | Discipline        | Upper age limit (in years) | No. of vacancy | Minimum Educational Qualification  | Job Description/ Work-Experience   | Post qualification minimum years of work experience required |
|-------|-------------------|-------------------|----------------------------|----------------|--|--|--|
| 1     | Assistant Manager | Company Secretary | 35                         | 01             | Graduation in any discipline.<br>Member of The Institute of Company Secretaries of India (ICSI).<br>Professional degree in Law will be an additional qualification | Experience in Company Secretarial compliances in Govt./Public/Private Company of repute. The incumbent should possess thorough knowledge of matters pertaining to Company Law, Corporate and Secretarial functions. Experience in independently handling, organizing Board meetings, drafting of Board memoranda/agendas, minutes of a large company including statutory compliance under the Companies Act and other relevant Corporate Laws. | 07   |
|       | Deputy Manager    |                   | 37                         |                |  |  | 09   |

## **A. Instructions**

1. All qualifications should be from an Indian university/ Institute recognized by AICTE/ UGC or appropriate statutory authority. In case of qualifications acquired from foreign Universities/Institutes, the candidate shall be required to produce an equivalence certificate for such qualifications. The corresponding equivalent Indian qualification shall be recognized by AICTE/Appropriate Statutory Authority.
2. Qualifying Degree/Diploma should be full time and regular.
3. The detailed job-description for each position can be seen on the on-line application portal. Job description for each position is to be read in conjunction with the contents of the Advertisement.
4. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by University/Institute. The documentary proof in support of the same must be submitted at the time of verification. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10 – point scale.
5. For calculation of percentage in the qualifying degree, the guidelines given by university/College will be used. In case there are no such guidelines or documentary proof for the same, then the marks obtained in all the semesters will be used to calculate the final percentage.
6. The candidate has to produce letter a letter from institute / university on specialization in Post Graduation degree if not mentioned in Marksheet/Degree.
7. In case of any discrepancy/ change in nomenclature of Age/qualification/ discipline, AVFCCL shall have the discretion in deciding on equivalence based on subjects studied, duration, submission of certification from University/College etc. and the decision of AVFCCL shall be treated final and binding.
8. The detailed job-description for each position can be seen on the link <https://JOBS.AVFCCL.NET.IN/>. Job description for each position is to be read in conjunction with the contents of the Advertisement.
9. Work experience should be after acquiring relevant educational qualifications and should be in-line/relevant executive experience i.e. the candidate's work experience as a Management Trainee/ Graduate Engineer Trainee would be counted only in case he/she is regularized in the same company. Teaching/ lectureship, Part-time jobs, apprenticeship, internship and articleship will not be considered for calculating work experience.
10. The candidates, who are working in PSUs/ Govt. Organisation, need to submit NOC from their present employer/HOD of the department. In case, due to administrative reason, candidate is getting difficulty in producing NOC, such candidates are required to submit a notarized affidavit clearly mentioning that “no vigilance/disciplinary case is pending against them”.
11. The company can transfer/ post to any department as per the requirement after the joining of candidates.

## **B. Physical Fitness:**

Appointment of selected candidates will be subject to their being found medically fit in the Medical Examination to be conducted as per AVFCCL Rules and Standards of Medical Fitness for the relevant post.

### **C. Nature & Period of Engagement:**

Selected candidates for regular positions will be appointed on probation basis for a period of 1 year. Candidates will be required to get satisfactory performance rating for confirmation of their services at the end of the probation period. Those who fail to achieve so, their probation period may be extended and further action will be taken in accordance with the policy of the Company.

### **Remuneration**

AVFCCL offers an attractive and one of the best in the industry compensation package, pay and perks to its employees. An indicative average pay drawn is as follows:

| <b>Sr. No</b> | <b>Grade</b> | <b>Designation</b> | <b>Pay Scale (Rs.)</b> | <b>Approx CTC as per Pay scale</b> |
|---------------|--------------|--------------------|------------------------|------------------------------------|
| 1.            | E-3          | Deputy Manager     | 60000 - 180000         | INR 18.80 LPA                      |
| 2.            | E-2          | Assistant Manager  | 50000 - 160000         | INR 15.70 LPA                      |

1. The position carries attractive perquisites which includes apart from Basic Pay, candidate will be eligible for IDA as notified by DPE, HRA as notified by GOI, Perks (Cafeteria) 35% of Basic, Superannuation Benefits upto 30% of Basic+DA and applicable location-based allowance

2. The company provides medical insurance cover to its employees and dependent family members over and above CTC.

3. Candidates working in PSU/ Govt (Central/State) should have been working in one level next below payscale and their pay will be protected as per DPE guidelines subject to submission of NOC at the time of interview.

4. The age criteria relaxation of 05 years is for those candidates who are from PSUs/ JVs of Fertilizer Industry

### **How to apply, General Information and Instruction**

1. The Applications should be submitted ONLINE on the link: <https://JOBS.AVFCCL.NET.IN/>. Applications sent other than the prescribed mode will stand rejected. The candidate will be required to register before applying.

2. Depending upon the number of applications, AVFCCL reserves the right to suitably revise upward the eligibility criteria or limit the number of applications to be called for a particular post based on marks obtained in Graduation/ Post Graduation/Diploma/number of years of experience in the relevant area/ relevant additional qualification etc. In case of receipt of a large number of applications for any particular post, Management reserves the right to conduct interviews or screening tests or written tests or trade tests or skill test etc. as deemed fit.

3. Only Indian Nationals are eligible to apply.

4. The candidate should upload a photograph and signature as per the specified size.

5. The cut-off date for determining age limit and post-qualification experience will be as on 31.12.2025

6. All essentials' qualifications must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved Autonomous Indian Institutions/ concerned statutory council (wherever applicable). Candidates having Qualifications through Distance Learning mode are not eligible.

7. The candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement.
8. No modifications are allowed after the candidate submits the application form. If any discrepancies are found in the data filled by the candidate and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the application.
9. The candidates must have an active E-mail ID and mobile number which must remain valid for at least the next one year. All future communications with the candidates will take place only through e mail. Candidates have to ensure the accuracy of their e-mail ID & Mobile number. No change in E-mail Id & Mobile number as declared in the application will be allowed.
10. Before filling application online, candidates should keep ready scanned copy of:
  - I. Passport size photograph & signature in jpg/jpeg format (size 20 KB to 50 KB)
  - II. All necessary Passing Certificates and Mark Sheets of essential educational qualifications which makes you eligible for the post and other qualifications, if any.
  - III. All Post Qualification Experience Certificates mentioning the nature of the job handled, if applicable (including from present employer) indicating clearly the date of joining and relieving of the posts (e.g. Offer/Appointment letter, Experience Certificate, Last 3 months pay slip on company's letter head, joining/Relieving order etc. (Max Size 500 KB)

\*\*Incomplete application and application submitted with blur/ fade document proof will be summarily rejected.
11. No correspondence will be entertained for non – calling of candidates for any of the selection process or for non– selection. The decision of AVFCCL in this regard will be final and binding on all the candidates.
12. The result of selection process will be only displayed on website: <https://JOBS.AVFCCL.NET.IN> under the head 'career' and candidates are advised to visit the website from time to time.
13. Application registered without/ incomplete documents in support of eligibility criteria shall be summarily rejected. Applications in which the essential qualification or eligibility w.r.t specification cannot be fully ascertained will be liable for rejection. Hence, candidates are advised to properly fill the application and provide necessary documents. Subsequent claim for eligibility will not be entertained.
14. Candidates are required to possess a valid e-mail ID. A V F C C L will not be responsible for bouncing back of any e- mail sent to the candidates.
15. The candidates applying should ensure that they fulfill all eligibility conditions. Their admission at all stages is purely provisional.
16. Verification of all documents shall be made with the original certificates/issuing organizations at any stage. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the advertised eligibility criteria/ or has submitted wrong/false information.
17. The prescribed qualifications / experience constitutes minimum standards and mere possession of the same will not entitle a candidate for being called for written test/ interview. AVFCCL reserves the right to raise such minimum eligibility standards. Management of AVFCCL also reserves the right to fill or not to fill all or any of the notified positions without assigning any reason thereof. Only shortlisted candidates who are found apparently eligible based on the notified specifications and the declaration made by candidate in his/her application form will be called for Written Test / GD / Interview, as the case may be. AVFCCL reserves the right to raise the minimum eligibility standards.

18. Depending on the requirement, the company reserves the right to cancel / restrict / curtail/ enhance the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
19. Candidates should submit only one application for one position only and application once submitted cannot be altered.
20. Canvassing by a candidate in any form at any stage of the selection process shall disqualify his/her candidature.
21. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Assam/Guwahati only.
22. Candidature is liable to be rejected at any stage of recruitment/ selection process without any notice or if joined services are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or AVFCCL comes across any evidence/ knowledge, that the qualification/ experience/ any other particulars indicated in application/ personal resume/ other forms/ formats are not recognized/ false/ misleading and/ or amounts to suppression of information/ particulars which should have been brought to the notice of AVFCCL or that the candidate has been shortlisted for next stage in the process/ has secured employment in AVFCCL through any unfair means.
23. AVFCCL reserves the right to post the selected candidates at any of the locations/sites of AVFCCL as per the requirement of the company.
24. AVFCCL reserves its right to reject any application, if is reasonably satisfied from the documents and information furnished by the candidate that he/she is not earnest towards the employment and does not hold sound professional character depending on his/her past experience with previous organization(s)/employer(s).
25. Decision of AVFCCL management in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, such eligible candidates will be required to produce the documents for the purpose of the interview assessment & at the time of joining (in case they are selected). No correspondence or personal enquires shall be entertained by AVFCCL in this regard.
26. In order to restrict the number of candidates to be called for interview, if required AVFCCL reserves the right to conduct shortlisting/online screening/selection test or to raise the minimum eligibility standards/criteria, as per requirement.
27. AVFCCL reserves the right to cancel the recruitment process at any stage.
28. Any Corrigendum related to this advertisement shall be displayed in the link <https://JOBS.AVFCCL.NET.IN>.
29. Candidates must be working as on the cutoff date/at the time of interview
30. In case it is detected that a candidate does not fulfill any of the advertised eligibility criteria or has given false declaration or suppressed any material fact or information having any bearing on his candidature, he/she shall render himself/herself ineligible for consideration at any stage of selection and for termination at any time during employment, if recruited.
31. The decision of AVFCCL's Management in all matters relating to eligibility, acceptance or rejection of applications/candidatures, the penalty for false information, mode of selection, conduct of examination(s) and interviews, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
32. Management reserves the right to increase/decrease vacancies as per the requirement.

### **Communication with AVFCCL**

Any information regarding this recruitment process would be made available on the e-mail address provided by the candidate and/or shall be uploaded on link. Candidates are advised to periodically check the site for further updates.

### **Important Dates**

| <b>S. No</b> | <b>Particular</b>                             | <b>Date</b> |
|--------------|---|-------------|
| 1            | Start date of submitting application          | 04/03/2026  |
| 2            | Last date of submitting application           | 24/03/2026  |
| 3            | Cut-off date for calculating Age & Experience | 31/12/2025  |

FOR ABOVE POSTS ON-LINE REGISTRATION OPENS ON 04/03/2026 (01:00 P.M) AND CLOSES ON 24/03/2026 (5:00 P.M).

AVFCCL does not assume any responsibility for the candidates not being able to submit their applications within the last date / time.