



KARBI ANGLONG AUTONOMOUS COUNCIL
KAAC:: SECRETARIAT
DIPHU - 782460

KARBI ANGLONG BIO FUEL REFINERY LIMITED

No.KAAC/Goal Bio Oil/Personnel/2025-26/6

Dated Diphu, the 18th June 2025.

ADVERTISEMENT

The Karbi Anglong Bio Fuel Refinery Limited, KAAC, Diphu invites application from permanent resident of Karbi Anglong Autonomous Council-administered Districts in the prescribed standard form of application published in the part IX of Assam Gazette along with self attested copies of educational certificates, Mark sheets and all other testimonials along with 2 (two) copy of recent passport size photographs for filling up of the following vacant posts under Karbi Anglong Bio Fuel Refinery Limited.

PHASE 1 (EMPLOYEE RECRUITMENT LIST) ON PAY ROLE

SL	DESIGNATION	QUALIFICATION	EXPERIENCE IN YEARS	MALE/FEMALE	NO. OF EMPLOYEE	PLACE of POSTING	Scale of pay
1	GENERAL MANAGER PLANT (PROJECT INCHARGE)	BE (Mechanical Engg)+MBA (with computer skill)	8-10 Years minimum experience as a Plant Operational Head	MALE	01	DIPHU, ASSAM	70000-1 L
2	ASST.GM OPERATIONAL HEAD	BE(Mechanical Engg)+MBA (with computer skill)	5-8 Years minimum experience as asst. Plant Operational Head	MALE	01	DIPHU, ASSAM	45000-75000
3	ADMIN.HEAD	MBA(HR)/IRPM(Industrial Relation& Personal Management) with computer skill (ERP Mandatory)	3-5 Years	FEMALE	01	DIPHU, ASSAM	35000-60000
4	HR HEAD	MBA(HR)/IRPM (Industrial Relation& Personal Management) with computer skill (ERP Mandatory)	2-3 Years	FEMALE	01	GUWAHATI, ASSAM	25000-55000
5	DATA OPERATOR/CUSTOMER CARE	ANY DEGREE with computer skill (word/Excel/Power)	2-3 Years	MALE/FEMALE	01	GUWAHATI/ DIPHU, ASSAM	15000-25000

	EXECUTIVE.	wer point Presentation Mandatory) ERP ad on Advantage.					
6	SOFTWARE Developer WEB Design/ AAP Designer etc	Any degree with Software skill Website Design, AAP making, Good English Drafting Knowledge	3-5 Years	Male /FEMALE	01	Guwahati office	25000- 45000
7	RECEPTIONIST Cum Customer care Executive	Any Degree with good communication skill	2-3 Years	Female	02	DIPHU/ Guwahati	10000- 20000
8	AGM-FINANCE	MBA(FIN),CA,ICF A With ERP/GST FILLING/ITR FILLING, INVOICE AND BANKING EXP	3-5 Years	MALE/FEM ALE	01	Guwahati	50000- 80000
9	ACCOUNTANT	B.COM(HON- FIN) With ERP/GST FILLING/ITR FILLING, INVOICE AND BANKING EXP	2-3 Years	MALE/FEM ALE	02	DIPHU, ASSAM	25000- 40000
10	PURCHASING HEAD	MBA OR ANY DEGREE Product knowledge, negotiation and good communication skill	2-3 Years	MALE	01	GUWAHA TI	35000- 50000
11	STORE INCHARGE	ANY DEGREE, Diploma in Store, Inventory Management	1-3 Years	MALE/ FEMALE	02	DIPHU, ASSAM	15000- 25000
ON CONTRACTUAL BASIS							
12	PLUMBER	ITI	2-5 Years	MALE	02	DIPHU	10000- 25000
13	SECURITY SUPERVISOR	+2 OR Any Degree	2-3 Years	MALE	03	DIPHU	15000- 25000
14	SECURITY GUARDS	EX ARMY With Gun Licence		MALE	02	DIPHU	10000- 20000
15	PLANT LABOUR			MALE /FEMALE	12	DIPHU	10000- 25000
16	WELDER	ITI+WORK EXPERIENCE	2-3 Years	MALE	02	DIPHU	15000- 25000
17	CARPENTER	3-5 YR EXPERIENCE	2-3 Years	MALE	02	DIPHU	15000- 25000
18	TANKER DRIVER		3-5 Years	MALE	10	DIPHU	15000- 25000
19	HELPER		2-3 Years	MALE	10	DIPHU	10000- 20000

20	CAR DRIVER	10 TH PASS	2-3 Years	MALE	05	DIPHU/G UWAHATI	15000- 25000
21	SWEeper			MALE/FEM ALE	06	DIPHU/G UWAHATI	10000- 20000
22	COOK		2-5 Years	MALE/FEM ALE	02	DIPHU	15000- 30000
23	PEON	8 TH PASS		MALE /FEMALE	02	DIPHU	10000- 20000
24	RAW MATERAIL PROCUREMENT FIELD OFFICER (USED COOKING OIL,PAM STOCK ETC)	ANY DEGREE	1-5 Years	MALE /FEMALE	15	DIPHU &NE ALL LOCATIO NS	15000- 30000
25	SALES EXECUITIVE for OIL Sale (Target Basis)	ANY DEGREE	1-3 Years	MALE /FEMALE	15	DIPHU &NE ALL LOCATIO N	15000- 30000

- i. All The eligible local candidates can submit their application in the drop box addressed to the Nodal Officer, Karbi Anglong Bio Fuel Refinery Limited placed in the 1st floor of the old Secretariat building, KAAC, Diphu from 20th June 2025 to 22nd July 2025 during office hours, except on holidays under NI Act.
- ii. Age relaxation: Candidates belonging to ST (H) ,ST (P), SC/, OBC/MOBC candidate must submit caste certificate in support of their claim.
(Attached self attested valid supporting documents issued by competent authority)
- iii. Age:-The candidate should not be less than 18 years of age and not more than 40 years of age as on 01/01/2022.The upper age limit is relaxable as per Govt. rules.
 - (a) By 5 years for SC/ST candidate, i.e up to 45 years.
 - (b) By 3 years for OBC/MOBC candidate, i.e up to 43 years.

The age limit of the candidate will be calculated on the basis of the Matriculation/HSLC Admit card on pass certificate issued by a recognized Central/State Board and no other document shall be accepted in lieu of the mentioned documents.

- iv. Physical Fitness:- (i) The candidate must be of sound health, both mentally and physically.
(ii) Required to undergo medical examination before appointment to the Service.

General Conditions:

- 1) The Candidate must be a permanent resident of Karbi Anglong Autonomous Council-administered Districts.
- 2) The applicant should clearly write "APPLICATION FOR THE POST OF" on the front cover of the envelope.
- 3) The applicant should submit the application form addressed to the Nodal Officer, Karbi Anglong Bio Fuel Limited along with his complete postal address.
- 4) The eligible candidates shall apply in Standard Form of application along with KAAC money Receipt of Rs 10/- (ten) for ST/SC and Rs 20/- (Rupees twenty) for other candidates as application fee. The eligible candidate must submit 2(two) Nos. of

Passport size photograph, affixing one copy on the application form duly self attested.

- 5) Self attested Xerox copy of all relevant Certificates/Mark Sheets/ Caste Certificate etc have to be submitted along with the application.
- 6) The original documents /certificates and other items specified in the intimation letter/Admit Card for interview are to be produced at the time of interview, failing which the candidate shall not be allowed to appear in the interview/Examination.
- 7) Candidates willing to apply for more than one post shall have to submit separate application form for each post.
- 8) No TA/DA shall be borne by KAAC.
- 9) The appointment is purely temporary and subject to discharge at any time without assigning any reason thereof and is subject to production of Police Verification Report/or govt. order issued from time to time.
- 10) Application must be signed by the candidate.
- 11) Applicant must submit their self attested copy of the documents.
- 12) Canvassing of any form is subject to disqualification.
- 13) Submission of application or any documents shall not be accepted after closing of the drop Box.
- 14) Incomplete application will be summarily rejected.
- 15) The authority reserves the right to change any rules without assigning any reason.



Secretary

Karbi Anglong Autonomous Council &
Nodal Officer, Karbi Anglong Bio Fuel
Refinery Ltd

Memo. No.KAAC/Goal Bio Oil/Personnel/2025-26/6 A Dated Diphu, the 18th June 2025.

Copy for information to:

1. All Secretaries/ Jt. Secretaries/ Deputy Secretaries/ Under Secretaries, KAAC, Diphu for kind information.
2. Sri Raju Mitra, Deputy General Manager, North East Goal Bio Oil Pvt. Ltd. Lokhra Road, Guwahati for information.
3. PA to Hon'ble CEM, KAAC for kind appraisal to the Hon'ble CEM, KAAC.
4. PA to the Principal Secretary, KAAC for kind appraisal to the PS, KAAC
5. The DIPRO, Diphu. He is requested to publish the advertisement in 3 (Three) Local Daily News Paper (i) The Arleng Daily (Karbi) (ii) Hills Emissary (English Daily) (iii) Solangdo (Assamese Daily)
6. Office Copy



Secretary

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