No.REC/AGCL/2011/II/68 Date: 04/06/2014

JOB SPECIFICATION OF REQUIRED MANPOWER

S N.	POST & No. of Posts	GRADE & PAY SCALE.	MINIMUM ESSENTIAL QUALFN. (Must be first class BE & MBA)	REQUIRED. MINIMUM ESSENTIAL EXPERIENCE	Max. age (As on 01.06. 14)
1	Graduate Engineer Trainee (Mechanical) 02	Stipend Rs. 25,000/- PM	BE / B Tech (Mechanical)	Not applicable. However, Candidates having post qualification relevant Technical experience in a PSU / Large reputed Private Sector organization of 2 years or, more may be considered for absorption in the regular executive cadre as Engineer in E01 Grade.	30 years
2	Graduate Engineer Trainee (Electronics & Telecommunication) 01	Stipend Rs. 25,000/- PM	BE /B.Tech (Electronics/ Electronics & Communications/ Telecom.)	Not applicable. However, Candidates having post qualification technical experience in a PSU / Large reputed Private Sector organization of 2 years or, more may be considered for absorption in the regular executive cadre as Engineer in E01 Grade. Candidates possessing experience in areas like SCADA operations will be preferred.	30 years
3	Graduate Engineer Trainee (Instrumentation) 01	Stipend Rs. 25,000/- PM /-	BE /B.Tech (Instrumentation)	Not applicable. However, Candidates having post qualification relevant technical experience in a PSU / Large reputed Private Sector organization of 2 years or, more may be considered for absorption in the regular executive cadre as Engineer in E01 Grade. Candidates possessing experience in areas like SCADA operations will be preferred.	30 years

4	Management Trainee (HR&A) 01	Stipend Rs. 25,000/- PM /-	2(two) years Full Time M.B.A. with specialization in Human Resource / Personnel Management	Not applicable. However, Candidates having post qualification HR / Personnel related experience in a PSU / Large Private Sector organization of 2(two) years or, more may be considered for absorption in the regular executive cadre as Officer(HR&A) in E01 Grade.	30 years
5	Sr.Officer (HR&A) 01	E02 in PB-IV 12000-40000 with Grade Pay Rs.6300/- PM	2(two) years Full Time M.B.A. with specialization in Human Resource / Personnel Management	Minimum 5(Five) years Post Qualification full time Executive Experience in a PSU / Large Private Sector organization in HR or personnel related works. Candidates possessing experience in areas like Training & Development will be preferred.	35 years
6	Sr. Accounts Officer 03	E02 in PB-IV 12000-40000 with Grade Pay Rs.6300/- PM	Chartered Accountant/ ICWAI	Minimum 5(Five) years Post Qualification Executive Experience in line in a PSU / Large Private Sector organization in Finance & Accounts related works	35 years
7	Sr. Engineer 01	E02 in PB-IV 12000-40000 with Grade Pay Rs.6300/- PM	BE / B Tech (Mechanical)	Minimum 5 (Five) years Post Qualification Executive Experience in the Technical field in a PSU / Large reputed Private Sector organization and possessing proven multi skills set.	35 years

Other Eligibility Criteria, General Information and Instructions:

1. **Last date of submission of application** : **25-June-2014.** All qualification must be from UGC recognized University / UGC recognized Deemed University or AICTE approved Autonomous Institution (wherever applicable). Qualification procured through correspondence course / Distant Learning will not be considered.

2. The Experience must be post qualification and in the relevant field.

3. Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/Institutes

4. The number of vacancies, as indicated, may differ at the time of appointment depending upon the requirement of the company. The Management may also at its discretion cancel the above appointment process at any time without assigning any reason.

5. **Age:**

i) Min. 21 Years-Maximum 30 years as on **01-06-2014** for GET & MT. 2(two) years Age Relaxation for candidates if considered for E01 Grade.

ii) Maximum 35 years as on 01-**06-2014** for E02 Grade.

iii) 05 years age relaxation for ST/SC Candidates.

iv) The cutoff date for determining age limit and post qualification experience will be 01.06.2014. The upper age is relaxable by 05 years for SC/ST candidates, 03 years for OBC (Non- Creamy Layer) candidates.

6. Candidates appointed at different grades will be placed under probation for one year in their respective grade / pay scale.

7. Besides Basic Pay, candidates will also be paid Grade Pay and Dearness Allowance at the applicable rates. Other applicable allowances and benefits will be admissible as per company rules in force from time to time. The total remuneration in the minimum of E01 Grade will be around **Rs.47, 000.00** pm & **Rs. 50,000 .00** PM in E02 grade including conveyance allowance.

8. Candidates applying for Graduate Engineer Trainees (GET) & Management Trainee having post qualification relevant experience of 2 (two) years and above may be considered for absorption in the regular executive cadre as Engineer in E01 Grade.

9 HOW TO APPLY

(i) CANDIDATES WILL BE REQUIRED TO SUBMIT THEIR APPLICATION IN THE PRESCRIBED FORMAT (IN HARD COPY BY POST). PRESCRIBED APPLICATION FORMAT TO BE DOWNLOADED FROM THE WEBSITE: www.assamgas.org. No other means / mode of application shall be accepted.

(ii) A candidate can apply for one post only. Candidates applying for more than one post will not be considered.

(iii) A recent passport size colour photograph should be firmly pasted on the application and should be signed across by the candidate. Without photograph and signature across it,

the application will be rejected. Three copies of the same photo should be retained for use at the time of interview.

(iv) Before applying for the post, candidates should ensure that he/she fulfills the eligibility and other criteria mentioned in this advertisement. AGCL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied.

(v) Candidates will be required to enclose attested true copies of the following testimonials / documents along with their application:

• All attested copies of Certificates / Testimonials in respect of qualifications (all semester/ year wise Mark Sheet & Degree certificate starting from matriculation onwards).

• Caste/Tribe certificate (for SC/ST/OBC candidates as applicable) in the prescribed format issued by the Competent
• Document in support of Date of Birth proof.
• Experience certificates / Documents issued by the Employer in support of experience details mentioned by candidate in the Application Form.

• NOC /Forwarding Letter from the employer in case candidate is employed in a Central /State Government / PSU / Semi Government organization.

10. Application duly complete in all respects should be sent by ordinary post on or before_____, in a cover super scribed "Application for the post of_____ (name of the post applied for). The application should be addressed to:

Managing Director
Assam Gas Company Limited
Duliajan, Dibrugrah
Pin: 786602
Assam