

No.REC/ HSO/AGCL/2016/14

Date: 18/11/2016

VACANCY

Assam Gas Company Limited(A Govt.of Assam Undertaking) is looking for a qualified and Experienced candidate for the following Post in the E01 or, E02 Grade of the Executive cadre.

Safety Officer /Sr.Safety Officer

Interested candidates may visit our website www.assamgas.org for application form and other details of the vacancy after **18/11/2016**. The last date of receipt of the application is **15.12.2016**. For any corrigendum etc. please visit the referred website.

MANAGING DIRECTOR

FOR WEBSITE

No. REC/ HSO/AGCL/2016/13

Date: 18/11/2016

V A C A N C Y

Assam Gas Company Limited, an ISO 9001:2008 company is looking for the following Experienced Personnel to be appointed in the Executive cadre.

POST & No. of Posts	Grade	Pay Band IV	Grade Pay	First Class Graduate in Industrial Safety Engineering / Fire & Safety Engg. /Health & Safety Engg.	Post qualification experience in a PSU / Large Private Sector organization in relevant field as on 01.11.2016	UPPER AGE LIMIT (As on 01.11. 2016)
SAFETY OFFICER/ Sr. SAFETY OFFICER No.1	E01 /E02	12000-40000	6100/- PM for E01 & 6300/-PM for E02	Or, First Class BE/B.Tech in any discipline with PG Diploma of minimum one year duration from a Govt. recognized institute in F&S/HSE/ Industrial Safety Engg.	1(one) year post qualification experience in the field of Health and safety with good knowledge of Indian and International standards in fire & safety Management Systems	30 years (35 years for Candidates having more than 5(five) years of relevant experience)

Note: Candidates having more than 5(five) years of relevant experience may be considered for appointment in the E02 Grade

Other Eligibility Criteria, General Information and Instructions:

1. All qualification must be from UGC recognized University / UGC recognized Deemed University or AICTE approved Autonomous Institution (wherever applicable).
2. 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
3. The cutoff date for determining age limit and post qualification experience will be 01.11.2016.

4(i) The upper age is relaxable by 05 years for SC/ST candidates, 03 years for OBC candidates.

5. Candidate appointed will be placed under probation for 6(six) months in the respective grade / pay scale.

6. Besides Basic Pay the post carries 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. Total emoluments in the E01 scale will be around **Rs. 48,000.00** Per month (excluding Conveyance Allowance, Education Allowance etc.)

7. HOW TO APPLY

(i) A Candidate will be required to submit his/her application in the prescribed format (in hard copy by post). Prescribed application format is to be downloaded from the website: www.assamgas.org. The candidate may also send a scanned copy of the application by email to info@assamgas.org as advance intimation. However, his /her candidature will be considered only after receipt of the Hard Copy of the application.

(ii) 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.

(iii) Before applying for the post the candidate 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. No correspondence shall be entertained in this regard.

(iv) The Candidate will be required to enclose self attested true copies of the following testimonials / documents along with their application:

- 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 Authority
- 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.

Application duly complete in all respects should reach the address given below on or before **15.12.2016**, in a cover super scribed "Application for the post of **Safety officer**". The applications received after the due date will be rejected.

**To, The MANAGING DIRECTOR
ASSAM GAS COMPANY LIMITED
DULIAJAN, DIBRUGRAH
PIN: 786602
ASSAM**

ASSAM GAS COMPANY LIMITED, DULIAJAN
(Last date of receipt of application is 15.12.2016)
APPLICATION FORMAT

Application for the post of:

- 1) Name(In capital letters)
- 2) Father's name:
- 3) Address for Communication:
- 4) Permanent Address
- 5) Date of Birth:
(with supporting document)
- 6) Sex:
- 7) Marital Status:
- 8) Caste:
- 9) Valid e-mail and contact no.

Photograph

10) Educational Qualification: (with supporting documents)

Name of examination	Board / University	Year of passing	% obtained / CGPA	Class /Division secured

11) Post qualification Experience. (With supporting documents)

Name of Organization	Post Held	Pay scale and Grade	No.Of years	Details of experience (Separate sheet may be used if necessary)

I hereby declare that the above is true to best of my knowledge and if found false my candidature may be cancelled at any time of the appointment.

Signature:

Name:

Date:

Place

- 1) AGCL will not be responsible for postal delay or loss / non-delivery thereof. No correspondence in this regard will be entertained. AGCL will also not take responsibility to connect any certificate / remittance sent separately.
- 2) Request for change of Mailing address / email / category / posts as mentioned in the application will not be entertained.
- 3) Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s) / document(s) / photographs etc. as mentioned above or requisite fee (wherever necessary) or not in prescribed format or not signed by the candidate or incomplete in any respect will not be entertained.
- 4) Candidates should possess a valid **email ID**. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information / communication regarding Test and / or interview call letters etc. shall be provided through email to the candidates found apparently eligible based on the details given in the application form. Responsibilities of receiving and downloading of information / communication etc. will be of the candidate. AGCL will not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate and no correspondence in this regard will be entertained.
- 5) Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for written test and/ or interview as the case may be. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/she has not been short listed for Test and / or Interview.
- 6) Category (SC/ST/OBC/) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
- 7) Candidates from SC/ST/OBC category should produce their caste certificate issued by Competent Authority.
- 8) Candidates employed in Govt. Department / PSU / Autonomous bodies shall either forward their application through Proper Channel or shall produce NOC from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his present employer at the time of interview, his / her candidature will not be considered.
- 9) Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.

10) **AGCL reserves** the right to raise the minimum eligibility standards. The Management also reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever. The no.of vacancies shown may vary depending upon the requirement of the Company.

11) The prescribed qualification / experience are the minimum and mere possession of the same does not entitle a candidate for written test / interview. AGCL's decision shall be final in this regard.

12) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

13) Any dispute with regard to recruitment against this advertisement will be subject to the jurisdiction of Dibrugarh Court only.

14) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

Advt. No. REC/HSO/AGCL/2016/14 dtd. 18/11/16