

Assam Gas Company Ltd., a Govt. of Assam Undertaking was incorporated on March 31,1962 in Shillong as a limited company wholly owned by the Government of Assam to carry out all kinds of business related to natural gas in India. The first gas transportation business started in the year 1967 with supply of natural gas to Namrup Thermal Power Station of ASEB. Subsequently, the company grew from strength to strength and stands today as one of the premier natural gas distribution companies in India. Assam Gas Company Ltd. has a network of underground natural gas trunk and distribution pipelines that serves about 400+ tea factories, 1200+ commercial establishments, about 37,000+ domestic consumers and 410+ industrial consumers in the districts of Tinsukia, Dibrugarh, Sivasagar, Charaideo, Jorhat, Golaghat in Assam. It has its present headquarters in the oil town of Duliajan in the district of Dibrugarh, Assam, India.

Assam Gas Company Limited (AGCL) is looking for energetic, dynamic and **experienced professionals** for engagement **on Regular Basis** for the following Posts in the Executive Cadre of the Company. The following post may entail working in any operational areas of AGCL.

SL No.	POSTS	NO.OF VACANCIES / CATEGORY	GRADE & PAY SCALE	ESSENTIAL QUALIFICATION REQUIRED	EXPERIENCE REQUIRED
a)	Dy.General Manager (Finance & Accounts)	01 nos.	E06 Grade PB-IV (Rs30,000-1,10,000) Grade Pay - Rs 16,900 /	1) Qualified Chartered Accountant from The Institute of Chartered Accountants of India. OR 2) Qualified CMA from The Institute of Costs Accountants of India	<ul style="list-style-type: none"> • Candidates must possess minimum 21 (twenty-one) years of post qualification work experience in executive cadre in the field of Finance & Accounts in a PSU/Large Pvt sector organization. • The candidates working in Govt/Public sector must have minimum one year experience in the next lower grade/scale. • Preference will be given to candidates having in line experience in Oil & Gas sector.

SL No.	POSTS	NO.OF VACANCIES / CATEGORY	GRADE & PAY SCALE	ESSENTIAL QUALIFICATION REQUIRED	EXPERIENCE REQUIRED
b)	Chief Manager (Administration) / Sr.Manager (Administration)	01 nos.	E05 Grade/ E04 Grade PB-IV (Rs30,000-1,10,000) Grade Pay - Rs 16,300(E05)/ Rs 15700(E04)	1) Two years full time MBA/PGDM with specialization in Personnel Management/Industrial Relations/Human Resource Management from recognized Institute.	<ul style="list-style-type: none"> • Candidates must possess minimum 15 (fifteen) to 20 (twenty) years of post qualification work experience in executive cadre in the field of HRM in a PSU/Large Pvt sector organization. • The candidates must have exposure in handling administrative issues along with HR practices like Manpower planning, Industrial Relations, Performance Management system, etc <p>**Candidates having above 19(nineteen) years of work experience may be considered for the post of Chief Manager (Administration)</p>

***Note-** Pay of selected candidates will be fixed as per the prevailing policy of the Company based on experience.

1.0 AGE-LIMIT (AS ON THE CRUCIAL DATE i.e. 01/05/2023):

SN.	POSTS	AGE LIMIT
1.	Dy. General Manager (F&A)	50 years to 55 Years
2.	Chief Manager (Administration)/ Sr.Manager (Administration)	Maximum 50 Years

- (i) Date of Birth (DOB) as mentioned in the Aadhaar Card or Admit Card of Class 10 issued by the concerned Government Body will only be considered as valid proof of date of birth. No other document will be accepted for verification of date of birth.

2.0 CONCESSIONS & RELAXATIONS:

- (i) Relaxations in age will be provided to the respective categories, as per the Govt. guidelines. Moreover, Management may consider **age relaxation to the deserving candidates with higher qualification/work experience.**

3.0 SELECTION METHODOLOGY:

- (i) Only those candidates, who fulfill the eligibility criteria mentioned in this advertisement/notification as on the crucial date will be called for Personal Interview.
- (ii) The selection process shall be conducted through a Personal Interview wherein selection shall be done in order of merit.
- (iii) Candidates will be called for Personal Interview only on the basis of their declaration in the application form submitted.

4.0 DOCUMENT(S)/CERTIFICATE(S)/TESTIMONIAL(S):

- (i) Candidate(s) will have to possess all the compulsory document(s)/certificate(s)/testimonial(s), as applicable, and will have to produce them as required (in original and required copies) for the during the recruitment process. The list of essential document(s)/certificate(s)/testimonial(s) for further necessary requirements is given as under:

SN.	DOCUMENTS/CERTIFICATES/TESTIMONIALS
1	HSLC Admit or Aadhar card issued by the competent authority & valid proof of date of birth.
2	All educational qualification documents from HSLC onwards (Marksheets and Pass Certificates)
3	Caste Certificate of SC/ST/OBC, if applicable.
4	Valid No Objection Certificate signed by concerned Authority, if employed in Government Service/Public Sector Undertaking.
5	Proof of address (Aadhaar/Passport/Driving License)
6	Recent Passport size photograph
7	Experience Certificate issued by previous employer mentioning the Job Positions, roles, period of work (Submission of Appointment letters against experience will not be considered).
8	Last three months salary slips incase presently employed.

- (ii) The essential documents/certificates/testimonials will have to be sent with the application form. Candidate(s) must ensure that all the details provided by the candidates in the application form tally with the respective documents/certificates/testimonials. Any mismatch in the declaration on the application form with the respective documents/certificates/testimonials shall lead to rejection of candidature at any stage of the selection process.
- (iii) All the documents/certificates/testimonials submitted by the candidate(s) will be verified from the concerned Issuing Authorities.
- (iv) **During document verification at any stage of the selection process, the candidature may be rejected if the document(s)/certificate(s)/testimonial(s) etc. are not found to be in order or as per our requirement.** Further, in case it is detected that a candidate has furnished any incorrect/doctored/false information/document(s)/certificate(s)/ testimonial(s) or has suppressed any material fact(s), his/her candidature will stand cancelled and name of such candidate(s) will be blacklisted for applying against any post in Assam Gas Company Limited in future.

5.0 MEDICAL FITNESS/PRE-EMPLOYMENT MEDICAL EXAMINATION (PEME):

Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit as per the standards Physical Fitness criteria of AGCL. The provisionally selected candidates will have to undergo Pre-Employment Medical Examination (PEME) at AGC Medical Centre, Duliajan, Assam.

6.0 APPOINTMENT OF PROVISIONALLY SELECTED CANDIDATE(S):

- (i) Provisionally selected candidate(s) will be appointed on the designated posts and will be under probation period of 06(six) months from the date of joining. In the event of the performance of a candidate being found unsatisfactory, the probation period will be extended for a period of 06 (six) months. If at the end of the extended period of probation, the performance of the candidate is still found unsatisfactory, his/her appointment will stand terminated.
- (ii) The appointment in the above post(s) will be provisional and further subject to verification of all the documents/certificates/testimonials submitted in respect of age; caste; if applicable; education; experience and others, as applicable, as well as verification of character & antecedents through appropriate authority. In case the verification report received from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the candidate(s) is/are false/fake/incorrect or any adverse report of character and antecedents is received from the appropriate authority or in the event of giving any false declaration in the Personal Bio-data filled and duly signed at the time of employment, the provisional appointment will be terminated/cancelled/disqualified at any stage with 15 (fifteen) days notice, besides being liable for penal action under the legal provisions

7.0 GENERAL INSTRUCTIONS:

- (i) **Candidate(s) are advised to carefully read the full advertisement for details of eligibility criteria and selection methodology before submission of the application form.**
- (ii) Candidate(s) are advised to furnish the correct information about their qualification, age, caste category etc.
- (iii) Valid caste certificate must be produced by SC/ST/OBC candidate(s) in the prescribed format as per Government of Assam and issued by competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC, the village/town the candidate is ordinarily a resident of and other details, as necessary.
- (iv) The candidate(s) will be wholly/exclusively responsible for the information provided in his/her application form. All details given in the application form will be treated as final and no changes will be entertained.
- (v) Candidate(s) employed in **Government/Public Sector Undertaking must produce a 'No Objection Certificate' from the present employer.** In case the candidate fails to submit the 'No Objection Certificate' at the applicable stage, his/her candidature will not be considered.
- (vi) The candidate(s) must have an active e-mail ID and mobile number which must be valid till the process of recruitment is over since communication with the candidate(s) will take place through e-mail/SMS.
- (vii) The candidates must have pursued courses offered by Institutes / Universities through the **regular mode** & should be approved / recognized by the relevant statutory bodies for employment to posts and services under the central Government like Association of Indian Universities (AIU)/ UGC/AICTE etc.
- (viii) Calculation of percentage of marks in the qualifying degree is as per University / Institution rules. Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks will be considered as per norms adopted by concerned University/ Institute.
- (ix) Where the post specified in this advertisement is not reserved for a category (ies), a reserved category candidate can also apply provided she/ he fulfill the criteria specified for Unreserved Category. She/ He shall be treated at par with unreserved category candidates in selection process.

- (x) Candidate(s), who are shortlisted for Personal Interview, will be intimated through e-mail/SMS. Mere issue of call letter to the candidate(s) for any stage of the selection process will not imply that his/her candidature has been finally accepted by AGCL. If due to any unintentional/inadvertent/undue error, call letter has been issued to an ineligible candidate, in such a case, the call letter will be considered as invalid and the candidature of such a candidate will be summarily rejected on detection at any stage of the selection process.
- (xi) AGCL will not be responsible for any loss/non-delivery of e-mail/SMS/any other communication sent, due to wrong e-mail ID/invalid or incorrect mobile number/contact details furnished by the candidate.
- (xii) Candidate(s) will be required to carry their valid photo identity proof (Aadhaar Card/Driving Licence/Voter ID Card/Passport etc.) for the Personal Interview. The photo identity proof will be checked and verified during the Interview. Candidate(s) without a valid photo identity proof will not be allowed to appear for the Interview.
- (xiii) Candidate(s) are advised to retain the call letter issued for the selection process(s) for future reference.
- (xiv) Candidate(s) have to make their own arrangement for lodging and boarding for appearing in any stage of the selection process. No accommodation or arrangement for keeping documents or belongings will be provided during the entire selection process.
- (xv) Selected candidate(s) will be intimated through e-mail. The results of the selection process(s), as applicable, will be declared in the AGCL's official website(www.assamgas.org). Candidate(s) are advised to periodically visit the above website for any update.
- (xvi) Candidate(s) are advised in their own interest to submit the application form sufficiently in advance before the last date so as to avoid last minute rush leading to possibility of delay in delivery of applications. Assam Gas Company Limited will not be responsible for the candidates' not being able to submit their applications within the prescribed closing date on account of any reason beyond the control of AGCL.
- (xvii) Merely qualifying in the Personal Interview or provisionally selected after the recruitment process will not confer any right of regular appointment to the candidate(s). Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit in the Pre-Employment Medical Examination and fulfilling other pre-employment formalities as per the requirements of the Company.
- (xviii) Canvassing in any form whether directly or indirectly will disqualify the candidate.
- (xix) All provisionally selected candidates will be required to produce in original as well as self-attested photocopies of all relevant documents/certificates/testimonials for verification at the time of joining i.e. class 10th admit card/pass certificate/marksheet indicating date of birth, all educational qualification documents/certificates/testimonials including Essential Qualification, Caste Certificate and other certificates, as applicable, issued by appropriate competent authority.

- (xx) The decision of the Management will be final and binding on all candidate(s) on any matter(s) regarding eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the recruitment process etc. and no enquiry/correspondence will be entertained in this regard.
- (xxi) Candidates are advised to keep checking AGCL's website regularly for any update/information pertaining to the above recruitment process.

8.0 CRUCIAL/CUT-OFF DATE:

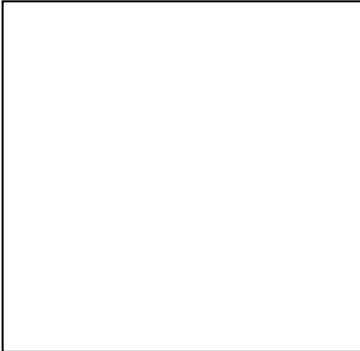
- (i) The crucial/cut-off date for age & work experience will be **01-05-2023**.

9.0 HOW TO APPLY:

The following procedures must be strictly followed which may otherwise lead to rejection of application:

- (i) Candidate(s) fulfilling all the above clearly laid down criteria will have to visit our website www.assamgas.org for the details of the vacancy and may download the application format. The filled in application form along with all relevant self-attested (signed with dates) documents should be sent addressing to **"THE MANAGING DIRECTOR, ASSAM GAS COMPANY LIMITED, DULIAJAN, DIST-DIBRUGARH, PIN-786602"** clearly super scribing the Post applied for **on or before 20/06/2023**.
- (ii) A recent passport size colour photograph should be firmly pasted on the application and should be signed across by the candidate. Applications without photograph and signature across it will be rejected. The copies of the same photo may be retained by the candidate for further use.
- (iii) While applying for the post the candidates are required to enclose the self-attested true copies of the testimonials/documents mentioned in Point No. 04.
- (iv) Applications received through post/courier **after the last date i.e. 20/06/2023 will be rejected. Applications are to be submitted through offline mode only. Applications sent through mail will not be accepted.**
- (v) **All future announcements pertaining to the advertisement will be published in the Assam Gas Company Limited website (www.assamgas.org) and not through any other website/medium.**

APPLICATION FORMAT



APPLICATION FOR THE POST: _____

1. Full Name (in block letters) :		
2. Father's Name :		
3. Address :	(A) Address of Communication	(B) Permanent Address
C/o		
Village/City/Town		
Street/Road/House No.		
District		
Police Station		
State		
Pin		
4. Gender (Tick the option) :	(A) Male <input type="checkbox"/> (B) Female <input type="checkbox"/> (C) Others <input type="checkbox"/>	5. Marital Status : _____
6. Contact Details :	Mobile No : _____	
	Email _____	
7. Date of Birth (with supporting document) :	_____	8. Nationality : _____
9. Category (Tick the option) :	(A) General <input type="checkbox"/> (B) SC <input type="checkbox"/> (C) ST <input type="checkbox"/> D) OBC <input type="checkbox"/>	

10. Educational Qualification (attach documentary proof) :				
Name of Examination	Board	Year of Passing	% obtained/CGPA	Subjects/Specialization

11. Post Qualification Experience (for experienced candidates)				
Name of Organization	Post Held	Pay Scale & Grade	No. of Years Served	Details of experience (separate sheet may be used if necessary)

I Shri /Smti _____ hereby solemnly declare that the above information is duly filled by me and is true to best of my knowledge. If any false/incorrect declaration /information has been made / provided by me herein, I will be liable for cancellation / disqualification at any stage of my engagement and for such actions as deemed fit in this regard.

Signature _____

Date: _____

Name: _____

Place: _____