

No.REC/AGCL/HR&A/2019/119

Date: 24/12/2021

RECRUITMENT NOTICE

The Assam Gas Company Limited, an ISO 9001 Company and a pioneer Public Sector Undertaking is looking for a suitable experienced candidate for the following posts in the Executive cadre of the company.

- 1) Sr. Manager (Instrumentation &Project)
- 2) Sr. Manager (Sales & Marketing)
- 3) Sr. Manager (Business Dev. & Marketing)
- 4) Assistant Manager (Land)
- 5) Officer (Public Relations and Co-ordination)

Interested candidates may visit our website www.assamgas.org for the details of the vacancy and may download the application format. The filled application form along with all relevant documents should be sent to The **Managing Director, Assam Gas Company Limited, Duliajan, PIN: 786602** clearly superscribing the Post applied for on or before **12/01/2022**

MANAGING DIRECTOR

QUALIFICATION & EXPERIENCE OF REQUIRED MANPOWER

S N	POST & No. of Posts	GRADE & PAY SCALE.	MINIMUM ESSENTIAL QUALFN.	REQUIRED. MINIMUM ESSENTIAL EXPERIENCE	Max.age (As on 01.01.22)
1	Sr. Manager (Instrumentation &Project) 2 nos.	E04Grade (Rs.30,000- Rs. 1,10,000) Grade Pay: Rs.15,700.00	BE (Instrumentation). Candidates possessing MBA degree will be preferred	Minimum 15 (Fifteen) years of post qualification work experience in handling and coordinating projects right from planning to final execution in a reputed company. The incumbent should be familiar with all statutory and regulatory requirements. Candidates having knowledge of T4S-PNGRB guidelines for CGD business will get preference.	48Years
2	Sr. Manager (Sales & Marketing) 1 No. and Sr. Manager (Business Dev. & Marketing) 1No.	E04Grade (Rs.30,000- Rs. 1,10,000) Grade Pay: Rs.15,700.00	Graduate in any discipline and MBA from a recognized institute , preferably in Marketing	Minimum 15 (Fifteen) years of work experience in independently handling and leading sales and marketing jobs in Oil & Gas or Telecom sector. The incumbent should have the experience of creating a consumer base and should be proficient in the after sales services. For the post of Sr. Manager (Business Development & marketing) the candidate must possess excellent Business Development skills in the field of domestic, commercial and industrial marketing of city gas distribution.	48Years
3	Assistant Manager (Land) 1 No.	E02Grade (Rs.30,000- Rs. 1,10,000) Grade Pay: Rs.14,500.00	Graduate in any discipline. Candidates having LLB degree will get preference	Minimum 5 (Five) years of extensive experience in handling & settlement of all Land related issues like Registration ,mutation, demarcation, possession and conversion of land use. He/she should be familiar with land acquisition, documentation and right of way regulations.	40 years
4	Officer (Public Relations and Co-ordination) 1 No.	E01Grade (Rs.30,000- Rs. 1,10,000) Grade Pay: Rs.13,900.00	Graduate in any discipline with full time MBA	Minimum 2 (two) years of extensive experience in coordinating with various government and private agencies for implementation of organizational activities. Experience in maintaining public relation and administrative activities .	35 years

a. Other Eligibility Criteria, General Information and Instructions:

1. All qualification must be from a full time course and should be from UGC recognized University / UGC recognized Deemed University or AICTE approved Autonomous Institution (wherever applicable)/ Govt. approved institute.
2. The Experience must be post qualification and in the relevant field.
3. 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.
4. The cut-off date for age, experience etc. is **01/01/2022**. Age relaxation may be granted to the deserving candidates having relevant experience in a reputed organization /MNC.
5. Candidate appointed will be placed under probation for one year in their respective grade / pay scale.
6. 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 Management may consider for granting pay protection (Basic Pay only) to eligible candidate who is presently posted in Govt. sector or PSUs.

b. HOW TO APPLY

(i) Interested candidates may visit our website www.assamgas.org for the details of the vacancy and may download the application format. The filled application form along with all relevant documents should be sent to The **Managing Director, Assam Gas Company Limited, Duliajan, PIN: 786602** clearly superscribing the Post applied for on or before **12/01/2022**. The candidates, meeting the requirements, may mail the filled up application form (scanned copy) along with all relevant documents to recruitment@agclgas.com as an advance copy.

(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, 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. No correspondence shall be entertained in this regard.

(iv) 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.

APPLICATION FORMAT

Post Applied for:

- 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(with supporting document):
- 9) E-mail & Contact no.:
- 10) Educational Qualification:

Photograph

Name of examination	Board	Year of passing	% obtained / CGPA	Subjects

9) Post qualification Experience (for experienced candidates).

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 recruitment process.

Signature:

Name:

Date:

Place

Notification:

- 1) Request for change of Mailing address / email / category / posts as mentioned in the application will not be entertained.
 - 2) 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.
 - 3) 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.
 - 4) 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.
 - 5) 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.
 - 6) The OBC candidates who belong to “CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “General”.
 - 7) Relaxations / Reservations for SC/ST/OBC (Non Creamy Layer) as per Government Directives are applicable.
 - 8) Candidates from SC/ST/OBC category should produce their caste certificate issued by Competent Authority at the time of the interview.
 - 9) 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.
 - 10) 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.
 - 11) 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.
 - 12) 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.
 - 13) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Guwahati Court only.
- 14) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.