

RECRUITMENT NOTIFICATION

Assam Gas Company Limited (AGCL), A Govt. of Assam Undertaking, is looking for energetic, dynamic professionals with rich **experience in Hydrocarbon Industry** for engagement **on Regular Basis** for the following Posts in the Executive Cadre of the Company.

Sl.No	Post	Grade
1	Manager (Sales & Marketing) / Assistant Manager (Sales & Marketing)	E03/ E02
2	Manager(Land)/Assistant Manager (Land)	E03/ E02
3	Assistant Manager (Civil)	E02
4	Officer(Operations)	E01

Interested candidates may visit our official website www.assamgas.org for downloading the application format and for details of the vacancy, eligibility, experience. The filled in application form along with all relevant self-attested (signed with dates) documents in favor of age, qualification and experience may 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 11/07/2022**

MANAGING DIRECTOR

1. Details of Posts and Minimum Eligibility Criteria

2. Essential Qualification and required experience

SL No.	POSTS	NO.OF VACANCIES	MAXIMUM AGE(As on 30/06/2022)	GRADE & PAY SCALE	ESSENTIAL QUALIFICATION REQUIRED	EXPERIENCE REQUIRED
a)	Manager(Sales & Marketing)/ Assistant Manager (Sales & Marketing)	Unreserved - 4 Nos.	45 Years / 40 Years	E03 Grade PB-IV(Rs30,000- 1,10,000) Grade Pay - Rs 15,100 / E02 Grade PB-IV(Rs30,000- 1,10,000) Grade Pay- Rs 14,500	1) Graduate Degree in any branch of Engineering from recognized Institute. AND 2)MBA/PGDM from recognized Institute	Candidates must possess minimum 5 (Five) years of post qualification work experience in Retail Marketing in Hydro Carbon Industry Candidates having more than 10 years of work experience in required field may be considered for the Post of Manager
b)	Manager (Land)/ Assistant Manager (Land)	Unreserved – 1 Nos.	45 Years / 40 Years	E03 Grade PB-IV(Rs30,000- 1,10,000) Grade Pay- Rs 15,100 / E02 Grade PB-IV(Rs30,000- 1,10,000) Grade Pay- Rs 14,500	1)Bachelor's Degree in any discipline from recognized Institute. Candidates having LLB degree will get preference.	Candidates must possess minimum 5 (Five) years of extensive & fulltime work experience in handling & settlement of all land related issues like registration, mutation, demarcation, possession and conversion of land use in an organization like PSU/State Govt. /MNC. Candidates should be familiar with land acquisition, documentation and right of way regulations. Candidates having more than 10 years of work experience in required field may be considered for the Post of Manager ***Candidates who have previously applied for the post as per our Advt. No: REC/AGCL/HR&A/2019 /118 need not apply again.

SL No.	POSTS	NO.OF VACANCIES	MAXIMUM AGE(As on 30/06/2022)	GRADE & PAY SCALE	ESSENTIAL QUALIFICATION REQUIRED	EXPERIENCE REQUIRED
c)	Assistant Manager (Civil)	Unreserved - 2 Nos.	40 Years	E02 Grade PB-IV(Rs30,000-1,10,000) Grade Pay- Rs 14,500	Graduate Degree in Civil Engineering from recognized Institute.	Candidates must possess minimum 5 (Five) years of total post qualification work experience in construction, including at least 3(three) years experience in construction of CNG stations/ Retail Outlets in Hydro Carbon sector/Oil Depot.
d)	Officer (Operations)	Unreserved - 3 Nos.	35 Years	E01 Grade PB-IV(Rs30,000-1,10,000) Grade Pay- Rs 13,900	1)Bachelor's Degree in any discipline from recognized Institute. Candidates having MBA/PGDM (Operations) qualification from recognized Institute will get preference.	Candidates must possess minimum 2 (Two) years of post qualification work experience in the field of Operations, Logistics & Supply Chain Management in Hydrocarbon Industry

* Number & type of vacancy may change or recruitment exercise may be postponed/withdrawn/cancelled as per organizational requirement.

Note:

- I. 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.
- II. Calculation of percentage of marks in the qualifying degree is as per University / Institution rules
- III. 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.
- IV. Where the post specified in this advertisement is not reserved for a category (ies), a reserved category candidate can also apply provided she/ he fulfills the criteria specified for Unreserved Category. She/ He shall be treated at par with unreserved category candidates in selection process.
- V. The candidate must possess post qualification work experience in relevant field.
- VI. Candidate appointed will be placed under Probation for 6(Six) months in their respective grade/pay scale.
- VII. Besides Basic Pay, candidates will also be paid Grade Pay and Dearness Allowance at applicable rates. Other 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/PSUs/MNCs, etc.

3. Age Limit(with age relaxation) as on 30/06/2022

- 3.1 The cut-off date for age, experience, etc is 30/06/2022.
- 3.2 Reservation and age relaxation in applicable category(s) i.e.. SC/ST/OBC(NCL)/EWS /PwBD/ESM as per Government of India guidelines/instructions.
- 3.3 Age relaxation may be granted to the deserving candidates having relevant experience in a reputed organization/MNC.

3.4 Candidates seeking reservation as ST/SC/OBC will have to possess/submit at the time of document verification, caste certificate, in the prescribed proforma format issued by the competent authority.

4. How to Apply :

4.1 Interested and eligible candidates need 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 11/07/2022**

The candidates meeting the requirements may also mail the filled up application form (scanned copy) along with all relevant documents to recruitment@agclgas.com as an advance copy.

4.2 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.

4.3 Before applying for the post, candidates should ensure that he/she fulfills the required eligibility 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.

4.4 While applying for the post the candidates are required to enclose the self-attested true copies of the following testimonials/documents with their application :

- All attested copies of certificates/testimonials in respect of qualifications mentioned in the application form (all semester/year wise Mark sheets, Pass Certificates from Matriculation onwards)
- Document in support of Date of Birth proof.
- Experience Certificates/documents issued by employer in support of experience details mentioned in application form.
- Caste/Tribe Certificate (for SC/ST/OBC candidates as applicable) in the prescribed format issued by the competent authority.
- No-Objection Certificate from concerned employer, in original in case the applicant is employed in a Central/State Government/PSU/ Semi Government organization.

5. General Instructions:

5.1 All correspondence with the shortlisted candidates shall be done through their e-mail and Mobile phone mentioned in the application. The candidates are required to keep the registered e-mail and mobile phone active at least for one year for the date of applying. Responsibility 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.

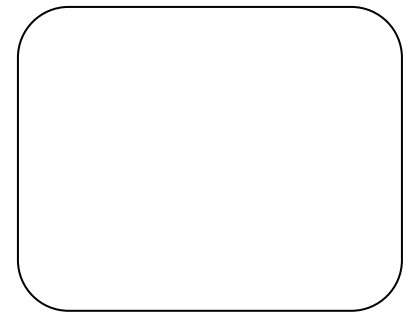
5.2 Requests for change of mailing address/category/email/posts as mentioned in the application will not be entertained.

5.3 Screening & selection will be based on the details provided by the candidate in the application form, hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong/false information will be a disqualification and AGCL will not be responsible for any consequence of furnishing of such wrong/false information.

5.4 Applications not as per the prescribed format will be summarily rejected. An application not accompanied by relevant certificate(s)/document(s)/photograph, 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 be rejected.

- 5.5 Candidature of the applicants is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or it not in conformity with eligibility criteria mentioned in the advertisement.
Only shortlisted 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 180 days from the date of publication of this advertisement, it may be presumed that he/she has not been shortlisted for the Test and/or Interview.
- 5.6 The decision of the AGCL Management will be final and binding on all candidates on all matters relating to the 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.
- 5.7 Canvassing in any form or influencing the officials related to selection/recruitment process would result in immediate disqualification of the candidate. In case of any dispute, the decision of the Management of AGCL will be final and binding on the candidates.
- 5.8 The candidates called for appearing in the Written Test/Personal Interview / assessment by the expert committee will be required to arrange their own transportation, accommodation and food etc. for coming into the place/venue of the Test or Interview.
- 5.9 Applications received through e-mail/post/courier **after the last date i.e. 11/07/2022 will be rejected.**

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: _____