

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 45,000+ 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 suitable fresh candidates for engagement as **Management Trainee** and **Graduate Engineer Trainee**.

SL No.	POSTS	POST CODE	NO.OF VACANCIES	GRADE & PAY SCALE	ESSENTIAL QUALIFICATION REQUIRED
a)	Graduate Engineer Trainee (Mechanical)	GET-01	07 Nos.	Stipend Rs 25000/- per month	1) B.E/B.Tech in Mechanical Engineering with 1 st Class or minimum 60% from recognized Institute.
b)	Graduate Engineer Trainee (Civil)	GET-02	02 Nos.	Stipend Rs 25000/- per month	1) B.E/B.Tech in Civil Engineering with 1 st Class or minimum 60% from recognized Institute.
c)	Graduate Engineer Trainee (Electronics & Telecommunication)	GET-03	03 Nos.	Stipend Rs 25000/- per month	1) B.E/B.Tech in Electronics & Telecommunication Engineering with 1 st Class or minimum 60% from recognized Institute.
c)	Graduate Engineer Trainee (Electrical)	GET-04	02 Nos.	Stipend Rs 25000/- per month	1) B.E/B.Tech in Electrical Engineering with 1 st Class or minimum 60% from recognized Institute.
d)	Management Trainee	MT-01	03 Nos.	Stipend Rs 30000/- per month	1) B.E/B.Tech in any branch of Engineering with 1 st Class or minimum 60% from recognized Institute. 2) Full time MBA/PGDM from recognized Institute with 1 st Class or minimum 60%

SL No.	POSTS	POST CODE	NO.OF VACANCIES	GRADE & PAY SCALE	ESSENTIAL QUALIFICATION REQUIRED
e)	Management Trainee (Sales & Marketing)	MT-02	02 Nos.	Stipend Rs 30000/- per month	1) Full time MBA/PGDM with specialization in Sales & Marketing from recognized Institute with 1 st Class or minimum 60%
f)	Management Trainee (HR)	MT-03	01 Nos.	Stipend Rs 30000/- per month	1) Full time MBA/PGDM with specialization in HRM/Personnel Management from recognized Institute with 1 st Class or minimum 60%
g)	Management Trainee	MT-04	04 Nos.	Stipend Rs 30000/- per month	1) B.E/B.Tech in Mechanical Engineering with 1 st Class or minimum 60% from recognized Institute. 2) Full time MBA/PGDM from recognized Institute with 1 st Class or minimum 60%

Note:

- (i) Reservation for SC/ST/OBC candidates shall be as per govt. of Assam rules.
- (ii) Abbreviations: UR=Unreserved, ST=Scheduled Tribes, SC=Scheduled Caste, OBC =Other Backward Classes.

1.0 AGE-LIMIT (AS ON THE CRUCIAL DATE i.e. 01/04/2023):

SN.	POSTS	AGE LIMIT
1.	Graduate Engineer Trainee (Mechanical)	Maximum 30 Years
2.	Graduate Engineer Trainee (Civil)	Maximum 30 Years
3.	Graduate Engineer Trainee (Electronics & Telecommunication)	Maximum 30 Years
4.	Graduate Engineer Trainee (Electrical)	Maximum 30 Years
5.	Management Trainee (all categories)	Maximum 30 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.

3.0 SELECTION METHODOLOGY:

- (i) Candidates will be called for Written Test, and subsequently Personal Interview only on the basis of their declaration in the application form submitted.
- (ii) Only those candidates, who fulfill the eligibility criteria mentioned in this advertisement/notification as on the crucial date will be called for Written Test & Personal Interview.
- (iii) The selection process shall be conducted through a Written Test and those who qualify in the Written Test will be called For a Personal Interview and the selection shall be done in order of merit.
- (iv) Qualified candidates in the written test in 1:5 ratio (for example for two posts 10 candidates) will be called in order of Merit for Personal Interview.
- (v) The candidates qualifying in the Personal Interview will be provisionally selected for the post(s) subject to his/her being declared medically fit as per the standard Physical Fitness criteria of AGCL. The provisionally selected candidates will have to undergo Pre-Employment Medical Examination (PEME) at AGC Medical Centre, Duliajan, Assam.

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 purpose of uploading in the online system/submit at the appropriate stage, as applicable, 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 (all semester/ year wise 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 (PRC issued in Assam for educational purpose/Voter ID/Employment Exchange Registration Certificate)
6	Recent Passport size photograph. (Photograph resolution should be height – 250, width –200 pixel and maximum file size is 100 kb)
7	Scanned image of Signature on white background (Signature resolution should be height –150, width – 200 pixel and maximum file size is 100 kb)

Supported file format for document upload is PDF and maximum file size is 1mb

Supported file format for photograph and signature is JPEG/JPG/PNG.

- (i) The essential documents/certificates/testimonials will have to be uploaded at the time of online application. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials. Any mismatch in the declaration on the online application form with the respective documents/certificates/testimonials shall lead to rejection of candidature at any stage of the selection process.
- (ii) All the documents/certificates/testimonials submitted by the candidate(s) will be verified from the concerned Issuing Authorities.
- (iii) **During document verification at any stage of the selection process, the candidature will 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 as a 'Trainee' for a period of 12 (Twelve) months. Upon successful completion of training period, the trainee will be considered for regularization in E01 Grade subject to satisfactory performance during the training period. In the event of the performance of a trainee being found unsatisfactory, the training period will be extended for a period of 03 (Three) months beyond the initial training period of 12 (Twelve) months. If at the end of the extended period of training of 03 (Three) months, the performance of the trainee is still found unsatisfactory, his/her appointment will stand terminated.
- (ii) The appointment as a 'Trainee' 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. The Trainee will be eligible for confirmation in the Company in a regular grade (E01) only after requisite documents/certificates/testimonials are duly verified as authentic and positive character and antecedents are received from the concerned Issuing Authorities, subject to fulfillment of condition stipulated at Clause-6.0 (i) above. In case the verification report received from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the trainee is/are false/fake/incorrect/tampered 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 as a 'Trainee' 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 online application form. All details given in the online application form will be treated as final and no changes will be entertained.
- (v) The candidates must have pursued courses offered by Institutes / Universities through the **full time 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.

- (vi) 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.
- (vii) Candidates applying for the vacancies **must be an Indian Citizen as defined in Article 5 to 8 of the constitution of India and must be a permanent resident of Assam. The candidates must produce PRC issued in Assam for educational purpose/Voter ID/Employment Exchange Registration Certificate as a proof of residency.**
- (viii) **A candidate can apply for one Post only. Candidates applying for more than one post will not be considered.**
- (ix) 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.
- (x) 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.
- (xi) Candidate(s), who are shortlisted for Written Test, will be intimated through e-mail/SMS. Mere issue of admit card/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, an admit card/call letter has been issued to an ineligible candidate, in such a case, the admit card/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.
- (xii) 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.
- (xiii) Candidate(s) will be required to carry their valid photo identity proof (Aadhaar Card/Driving Licence/Voter ID Card/Passport etc.) for the Written Test/Personal Interview. The photo identity proof will be checked and verified during the test. Candidate(s) without a valid photo identity proof will not be allowed to appear for the Written Test/Personal Interview.
- (xiv) Candidate(s) are advised to retain the admit card/call letter issued for the selection process(s) for future reference.
- (xv) 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/information pertaining to the recruitment process.
- (xvi) Candidate(s) are advised in their own interest to complete the submission of online application forms sufficiently in advance before the last date so as to avoid last minute rush leading to possibility of inability/failure to log on to the website on account of heavy load/congestion. Assam Gas Company Limited will not be responsible for the candidates' not being able to submit their online applications within the prescribed closing time on account of any reason beyond the control of AGCL.

- (xvii) Merely qualifying in the Written Test 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) 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.
- (xx) Number & type of vacancy may change or recruitment exercise may be postponed/withdrawn/cancelled as per organizational requirement at the discretion of the Management.
- (xxi) 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.
- (xxii) 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.
- (xxiii) 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.

8.0 CRUCIAL/CUT-OFF DATE:

- (i) The crucial/cut-off date for age & work experience will be **01-04-2023**.

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 apply online only through the link on the Assam Gas Company Limited website in the careers webpage **from 05/05/2023 to 15/05/2023**. No other mode of application will be accepted. Candidates are compulsorily required to apply through online mode.
- (ii) Candidate(s) are advised to carefully read the instructions specified in advertisement and fill in the online application form giving correct/accurate information.
- (iii) After online registration, the system will generate a unique **Applicant ID** and the Password to be generated by the candidate himself/herself. Candidate(s) must keep the unique **Applicant ID and Password** for future reference.
- (iv) Candidate(s) must upload relevant documents/certificates/testimonials along with their recent coloured photograph and signature as specified therein. Candidate(s) must ensure that all the details provided by the candidates in the online application form tally with the respective documents/certificates/testimonials.
- (v) Candidate(s) must keep the printout of the application which will be generated by the system after completing the process of online application. No documents including copy of the application etc. are to be sent to AGCL unless specifically advised.
- (vi) Eligibility of candidate(s) will be based on the details provided by the candidate in the online application form. Hence, it is necessary that candidate(s) should furnish only correct/accurate, complete and valid information in the online application form. Applications incomplete in any respect will be summarily rejected. Furnishing wrong/false/invalid information will lead to rejection of the candidature/application.
- (vii) **All future announcements pertaining to the advertisement will be published in the Assam Gas Company Limited website (www.assamgas.org) and not on any other website/medium.**