



**ANDHRAPRADESH GAS DISTRIBUTION CORPORATION LTD**

(A JV of GAIL Gas Ltd. and APGIC Ltd.)

#70-14-5/1, Siddharth Nagar, Near RTO Office,  
Kakinada, A.P- 533003.

APGDC Ltd. a joint venture of GAIL Gas Ltd., APGIC Ltd., APGENCO & APIIC invites applications from Indian Nationals for filling up following posts as per details given below for its installations/ projects/ offices etc.:

S. No	Discipline	Grade	Designation	Pay Scale	Vacancies
1	Any Engineering Discipline	E1	Engineer	5,30,400-7,24,800	06
		E2	Asst. Manager	6,60,000-9,84,000	
		E3	Manager	8,22,000-13,40,400	04
		E4	Chief Manager	9,84,000-15,67,200	
		E5	Dy. General Manager	11,78,400-22,15,200	01
		E6	General Manager	14,37,600-23,44,800	
2	Fire & Safety	E1	Engineer	5,30,400-7,24,800	01
		E2	Asst. Manager	6,60,000-9,84,000	
3	HR	E3	Manager	8,22,000-13,40,400	01
		E4	Chief Manager	9,84,000-15,67,200	
4	F&A	E1	Officer	5,30,400-7,24,800	01
		E2	Asst. Manager	6,60,000-9,84,000	
		E3	Manager	8,22,000-13,40,400	01
		E4	Chief Manager	9,84,000-15,67,200	
5	Corporate Communication	E1	Officer	5,30,400-7,24,800	01
		E2	Asst. Manager	6,60,000-9,84,000	
6	Security	E1	Officer	5,30,400-7,24,800	01
		E2	Asst. Manager	6,60,000-9,84,000	
7	Stores	E1	Officer	5,30,400-7,24,800	01
		E2	Asst. Manager	6,60,000-9,84,000	

**1. Minimum Essential Qualifications, Experience required & Upper Age Limit for the above posts are indicated in below:-**

S. No	Discipline	Grade	Minimum Educational Qualification	Overall Post Qualification Experience in Infrastructure Projects	Upper Age Limit (in years)
1	Any Engineering Discipline	E1	B.E/ B. Tech	Experience essential	27
		E2		Min 3 Years	30
		E3		Min 6 years	33
		E4		Min 9 years out of which Min 2 Years shall be in Oil & Gas Sector	37
		E5		Min 12 years out of which Min 3 Years shall be in Oil & Gas Sector	40
		E6		Min 15 years out of which Min 4 Years shall be in Oil & Gas Sector	45

2	<b>Fire &amp; Safety</b>	E1	B.E/ B. Tech	Experience essential	27
		E2		Min 3 years	30
3	<b>HR</b>	E3	Bachelor Degree in any discipline + Two year MBA / MSW with specialization in Personnel Management & Industrial Relations / Human Resources Management or LLB or ACS	Min 6 years	33
		E4		Min 9 years	37
4	<b>F&amp;A</b>	E1	CA/ICMA	Experience essential	27
		E2		Min 3 years	30
		E3		Min 6 years	33
		E4		Min 9 years	37
5	<b>Corporate Communication</b>	E1	Bachelor Degree in any discipline + Two years Master's Degree / Post Graduate Diploma in Communication / Advertising and Communication Management / Public Relations / Mass Communication / Journalism	Experience essential	27
		E2		Min 3 years	30
6	<b>Security</b>	E1	Bachelor Degree in any discipline With Medical Category SHAPE-1 preferably Computer Literate	Ex. Army/Air-force/CPF Officer/ Jr. Commissioned Officer/ Naib Subedhar / Asst. Sub Inspector/ Jr. Warrant Officer	45* * Age relaxation will be there for suitable candidates
		E2			

7	Stores	E1	Bachelor Degree in any discipline + Diploma/ PG Degree in Materials Management	Experience essential	27
		E2		Min 3 years	30

**2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND EXPERIENCE AS FOLLOWS:**

- a. Only full time Regular courses will be considered. This shall include Class X & XII examinations and Degree(s) as specified under the minimum essential qualification(s) column mentioned above.
- b. All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/ concerned statutory council (wherever applicable).
- c. Preference will be given to engineering candidates having experience of Project Engineering or Construction Supervision and Management or Operation & Maintenance or City Gas Distribution or IT and Software development or Instrumentation, custody transfer & fiscal metering.

**3. TERMS & CONDITIONS OF THE APPOINTMENT:**

- a. Executives with valid GATE Score, if selected at E-1 Grade will be absorbed as E-2 Grade up on successful completion of one (01) year Training cum Probation Period.
- b. Selected candidates will be on Probation for a period of one (1) year. During the Probation period, the Notice Period shall be One (01) Month.
- c. Post Confirmation, the Notice Period shall be Three (03) Months.

**4. PLACEMENT/ ASSIGNMENTS:**

The selected candidates may be posted at any of the installations/ projects/ offices, etc. of APGDC Limited or any of the subsidiaries/Joint Ventures of APGDC Limited. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

**5. HOW TO APPLY:**

- a) Candidates will be required to download the application form from APGDC'S Website: [www.apgdc.in](http://www.apgdc.in). The candidate has to send Application Form duly filled, signed and affixing latest passport size color photograph along with required demand draft and self-attested true copies of the following testimonials/ documents in a cover super-scribing the **Name of the Post** applied for to: **"Andhra Pradesh Gas Distribution Corporation Limited, #70-14-5/1, Siddharth Nagar, Near RTO Office, Kakinada- 533003**. Applications should reach the above address latest by **1800 Hrs.** on **02.04.2019**. Application formats will be available in website of APGDC from **09:00 hrs on 14.03.2019**.
- b) **Application Fee:** Candidates are required to pay a non-refundable application fee of **Rs. 500/- (Rupees Five Hundred only) for General and OBC Category** and **Rs. 250/- (Rupees Two Fifty only) for SC/ST category** by **Demand Draft / Pay Order** drawn in favour of **APGDC Limited** payable at **Kakinada**. The Application once made will not be allowed to be withdrawn and the fee

once paid will not be refunded on any account.

c) Following document proofs will be considered for shortlisting the candidates for Interview:

- Date of Birth proof- 10<sup>th</sup> Class Certificate / Date of Birth Certificate.
- All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet and Degree certificates starting from Matriculation onwards).
- Complete and proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the Application Form.

**I. For Past Employment:**

- ❖ Experience letter issued by competent and authorised executive of the organisation indicating designation and date of joining as well as date of relieving the organisation by the employee concerned **OR**
- ❖ Appointment letter clearly mentioning the date of joining the organisation and also acceptance of resignation letter/ relieving order.

**II. For Current Employment:**

- ❖ Experience letter issued by Competent and authorised executive of the organization indicating designation and date of joining the organization by the employee concerned along with latest pay slip **OR**
- ❖ Appointment letter clearly mentioning the date of joining the organisation & latest Pay Slip along with any of the following optional documents:
  - Identity card issued by current employer
  - Annual increment letter.
  - Promotion order/ Transfer order etc.

In the event of absence of appointment letter and latest pay slip, candidature of such candidate shall be liable to be rejected.

**III.** Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated period, candidature of such candidate shall be liable to be rejected.

d) Before applying for the post, candidates should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. APGDC 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.

**6. HEALTH/MEDICAL FITNESS:**

Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to get their Pre- Employment Medical Examination done in a Central/State Government Hospital (having the status of minimum District Hospital) and submit Medical reports in the prescribed formats issued by Medical Authority. Acceptance of joining will be subject to the Medical Fitness Certificate so issued by the Medical Authority.

APGDC reserves the right to re-examine or review the Medical Examination report submitted by

the candidate without assigning any reason and decision of APGDC will be final and binding.

**7. SELECTION PROCESS:**

Selection Process will involve Group Discussions and/ or Interview before the Selection Committee.

**8. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:**

- a) Only Indian Nationals are eligible to apply.
- b) The candidates should ensure that they fulfil all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the application and the documents submitted are correct in all respects. Mere admission to the Selection Process does not imply that the Company (APGDC) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfil any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), his/ her candidature will stand cancelled. If any of these shortcomings(s) is/ are detected even after appointment, his/ her services will be summarily terminated.
- c) 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 participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the application data and documents submitted. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. APGDC 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.
- d) Only short listed candidates who are found eligible based on the application data and documents submitted will be called for participating in the Selection Process.
- e) Candidature of the applied 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.
- f) APGDC reserves the right to raise the minimum eligibility standards during the process of selection. APGDC also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
- g) The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. APGDC's decision shall be final in this regard.
- h) List of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on APGDC's Website [www.apgdc.in](http://www.apgdc.in) for the information of the candidates in due course of time. Candidates are advised to visit APGDC Website for latest updates.
- i) 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 Kakinada Court only.