



ANDHRAPRADESH GAS DISTRIBUTION CORPORATION
(A JV of GAIL Gas Ltd. and APGIC Ltd.)

13-1-51, 2nd floor, Surya Rao Peta,
Main Road, Kakinada,
Andhra Pradesh- 533001

APGDC Ltd. a joint venture of GAIL Gas Ltd. and APGIC Ltd. invites applications from Indian Nationals for filling up the following posts as per details given below in Table-1 for its installations/ projects/ offices, etc:-

Table: 1

S. No	Discipline	Designation	No. of Posts	Position Reserved for
1	Fire & Safety	Sr. Engineer (F&S)	01 (One)	UR
2	Company Secretary	Sr. Officer (CS)	01 (One)	UR

1. Grade Pay, Minimum Essential Qualifications and Experience required & Upper Age Limit for the above posts are indicated in Table-2 below:-

Table: 2

Position Name	No. Positions	Grade (Pre Pay Revision Remuneration)	Minimum Educational Qualification	Post Qualification Experience	Upper Age Limit (in years)
Company Secretary	01	E2 (Sr. Officer) (16,400-40,500)	ACS	Fresher's, who are satisfying the requirements to be a Full time Company Secretary as per the ICS norms, shall be considered * Preference will be given to those have experience in relevant fields.	30 years
Fire & Safety	01	E2 (Sr. Engineer) (16,400-40,500)	BE (Fire & Safety)	Fresher's/Candidates with less than 1 year experience shall be considered. * Preference will be given based on work experience.	30 years

2. Terms and Conditions in respect of Essential Qualification(s) and Experience as follows:

2.1 Only full time Regular courses will be considered. This shall include Class X & XII examinations, all Diploma(s) and Degree(s) as specified under the minimum essential qualification(s) column in Table-2.

- 2.2 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).
- 2.3 Candidates (belonging to General and OBC-NC Category) should have secured minimum 60% marks (Aggregate marks of all semesters) in qualifying degree examination, relaxed to 55% (aggregate marks of all semesters) for SC/ST/PWD Candidates.
- 2.4 Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/University rules/norms.
- 2.5 Wherever CGPA/OGPA or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institutes. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.
- 2.6 Engineering Degree can be 4 years duration of B.E. / B. Tech. /B.Sc. Engg.
- 2.7 Candidates having 05 years B.E. /B. Tech. + M.E. / M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.

3. EMOLUMENTS

- 3.0 Selected candidates will be on Probation cum training for a period of one (1) year. During the probation cum training period, the selected candidate shall be entitled to a monthly consolidated stipend as per the rules of APGDC. On successful completion of probation cum training period, they will be placed in the following pay scale:

S. No	Discipline	Designation	Pay Scale
1	Fire & Safety	Sr. Officer (F&S)	16400-40500
2	Company Secretary	Sr. Officer (CS)	16400-40500

- 3.0 **Pay and Allowances:** Basic Pay as applicable in the grade, Variable Dearness Allowance (VDA) at the applicable rates and other allowances as per the regulations of the company.
- 3.1 **Other Benefits:** HRA, Medical facility, other advances to employees as per regulations of the company in vogue from time to time.
- 3.2 **Superannuation Benefits:** Employees who superannuate from APGDC are entitled for Contributory Provident Fund, Gratuity, etc. as per the Scheme of the Company available from time to time.

All the above benefits will be governed by the policy of the company in force & amended from time to time.

- 3.4 **Job Location: Kakinada.**

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. APPLICATION FEE

Candidates belongs to General & OBC/BC category are required to pay a non-refundable application fee of Rs. 500/- (Rupees Five Hundred only) 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.

6. HOW TO APPLY

6.1 CANDIDATES WILL BE REQUIRED TO DOWNLOAD THE APPLICATION FORM from APGDC'S WEBSITE: www.apgdc.in . The candidate has to send one print out of the Application Form duly filled, signed and affixing latest passport size colour photograph along with required demand draft and self attested true copies of the following testimonials / documents in a cover superscribing the Name of the post applied for to: "**Andhra Pradesh Gas Distribution Corporation Limited, 13-1-51, 2nd Floor, Surya Rao Peta, Main Road, Kakinada- 533001**". Applications should reach the above address latest by **10.01.2018**. Application formats will be available in website of APGDC from **09:00 hrs** on **21.12.2017** to **18:00 hrs** on **10.01.2018**. APGDC will not be responsible for Postal/Courier delay or loss/non-delivery thereof. No correspondence in this regard will be entertained. APGDC will also not take responsibility to connect any certificate/ remittance sent separately.

- Document in support of Date of Birth proof.
- All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree and Diploma 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.

Only following types of documentary proofs towards experience will be considered:

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 organisation indicating designation and date of joining the organisation 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) NOC/ Forwarding Letter from the employer in case the candidates are employed in Central/ State Government Department, Central/ State PSUs or Semi Government organization.
- (iv) **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.**

6.2 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. The application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

7. 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.

8. SELECTION PROCESS

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

9. 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 (in terms of Clause 6.1 as mentioned above) 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 apparently eligible based on the application data and documents submitted will be called for participating in the Selection Process.
- e) Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization 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/ her present employer at the time of interview, his/ her candidature will not be considered.
- f) 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.
- g) Candidature of the applied candidate is also liable to be rejected, if valid print out of Application Form along with necessary documents as mentioned above are not received or received unsigned or without affixing passport size colour photograph or without application fee or received after the closing date.
- h) 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.
- i) 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.
- j) 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 for the information of the candidates in due course of time. Candidates are advised to visit APGDC Website www.apgdc.in for latest updates.
- k) 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.