



ANDHRAPRADESH GAS DISTRIBUTION CORPORATION
(A JV of GAIL Gas Ltd. and APGIC Ltd.)
2nd Floor, Parisrama Bhavan,
Basheerbhag, Hyderabad-500 004.

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
1	Finance & Accounts	Sr. Officer (F&A)	02 (Two)
2	Company Secretary	Dy. Manager (CS)	01 (One)
3	P/L & CNG	Engineer (P/L & CNG)	01 (One)
4	Human Resource	Officer (HR)	02 (Two)
5	Fire & Safety	Sr. Engineer (F&S)	02 (Two)

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

Table: 2

S. No	Category of Position and Level	Minimum Qualification	Minimum Experience in Years	Upper Age Limit
1	Sr. Officer (F&A) E2 Level	B.Com with CA/ICWA	4 yrs and above post qualified experience preferably in Oil & Gas Sector	30 yrs

2	Dy. Manager (CS) E3 Level	B.Com with ACS	6 yrs and above post qualified experience preferably in Oil & Gas Sector	32 yrs
3	Engineer (P/L & CNG) E1 Level	First Class Engineering Degree (Full Time) in Mech. from a reputed institute recognized by UGC / AICTE	3 yrs and above post qualified experience preferably in Oil & Gas Sector	28 yrs
4	Officer (HR) E1 Level	Post Graduate Degree in HR (Full Time) from a reputed institution recognized by UGC/ AICTE with proficiency in and exposure to computerized systems.	3 yrs and above post qualified experience preferably in Oil & Gas Sector	28 yrs
5	Sr. Engineer (F&S) E2 Level	First class Bachelor Degree in Engineering in Fire & Safety (Full Time) from a reputed institute recognized by UGC/AICTE	4 yrs and above experience preferably in Oil & Gas Sector	30 yrs

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). **Diploma in Engineering** qualifications (if applicable) should be recognized by respective State Board of Technical Education.

- 2.3 Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/University rules/norms.
- 2.4 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.
- 2.5 Engineering Degree can be 4 years duration of B.E. / B. Tech. /B.Sc. Engg.
- 2.6 Candidates having 05 years B.E. /B. Tech. + M.E. / M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.
- 2.7 Minimum Essential Post Qualification Experience in line with State/ Central Government Department(s)/ Institution(s)/ Undertaking(s) and/or Private Sector Organization(s)/ Institution(s)/ Company (ies) should be as on 30.11.2015.
- 2.8 Experience of candidates working on contract basis through empanelled agency/ contractor (i.e., those who have been deployed on contract basis by some other agency/ organization for working on project/construction/O&M or any other activity) will not be considered. Only direct work experience including fixed term basis employment in an organization will be taken into consideration.
- 2.9 The experience will be calculated as on 30.11.2015

3. UPPER AGE LIMIT AND AGE RELAXATION

The Upper Age Limit for various posts as given in **Table-2** above is 28/30/32 years as on 30.11.2015.

4. EMOLUMENTS

4.1 Selected candidates will be placed in the pay scales as follows:

S. No	Discipline	Designation	Pay Scale
1	Finance & Accounts	Sr. Officer (F&A)	16400 – 40500
2	Company Secretary	Dy. Manager (CS)	20600 – 46500
3	P/L & CNG	Engineer (P/L & CNG)	12600 - 32500
4	Human Resource	Officer (HR)	12600 - 32500
5	Fire & Safety	Sr. Engineer (F&S)	16400 – 40500

4.2 **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.

4.3 **Other Benefits:** HRA, Medical facility, other advances to employees as per regulations of the company in vogue from time to time.

4.4 **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.

5. 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.

6. APPLICATION FEE

Candidates are required to pay a non-refundable application fee of Rs.500/- (Rupees Five Hundred only) by **Demand Draft / Pay Order** drawn in favour of **APGDC Limited** payable at **Hyderabad**. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account. SC/ST Candidates are exempted from payment of Application fees. However, for claiming exemption in application fees, SC/ST candidates will have to attach a true copy of SC /ST certificate as applicable, issued by the Competent Authority in the prescribed format.

7. HOW TO APPLY

7.1 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, 2nd Floor, Parisrama Bhavan, APIDC Building, Basheer Bagh, Hyderabad-500004.** Applications should reach the above address latest by 15.12.2015. Application formats will be available in website of APGDC from **1400 hrs on 28.10.2015 to 1800 hrs on 14.12.2015.** 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.

- (i) Document in support of Date of Birth proof.
- (ii) All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree and Diploma certificates starting from matriculation onwards).
- (iii) 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.

- (iv) NOC/ Forwarding Letter from the employer in case the candidate is employed in Central/ State Government Department, Central/ State PSUs or Semi Government organization.
- (v) **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.**

7.2 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.

8. 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.

9. SELECTION PROCESS

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

10. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

10.1 Only Indian Nationals are eligible to apply.

10.2 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 7.1 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.

- 10.3 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 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.
- 10.4 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.
- 10.5 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.
- 10.6 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.
- 10.7 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.

- 10.8 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.
- 10.9 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.
- 10.10 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.
- 10.11 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 **Hyderabad Court** only.



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LIMITED (A Joint Venture of GAIL Gas Ltd. & APGIC Ltd)
Registered office: 2nd Floor, Parisrama Bhavan, APIDC Bldg,
Basheerbagh, Hyderabad-500004.

APPLICATION FOR EMPLOYMENT

Name of the post:

Please affix
your recent
passport size
colour
photograph

1. (i) Name:

.....
(First name) (middle name) (surname)

(ii) Father's / Husband's Name:

2. (i) Address for communication:.....

.....

(ii) Telephone No.: Mobile. / Resi.

(iii) Valid E-Mail Id for communication:

.....

3. (i) Date of Birth:

(ii) Exact Age:.....(Year).....(months)(Days)

(iii) State to which you belong:.....

(iv) Nationality: (v) Religion:

4. (a) Sex: Male / Female

(b) Marital status: Married / Unmarried

ACADEMIC & PROFESSIONAL QUALIFICATION

5. Details of Academic & Professional Qualifications (Matriculation onwards). Also mention details of statutory qualifications, if any, required for the post.

Examination / Degree passed	College / Institution	Year of Joining	Year passing	Board / University	Class / Division obtained	% of Marks obtained	Main Subjects studied	Remarks

6. Details of Membership of Professional Bodies / Institutes / Associations, if any

Status of Membership	Institution / Association	Year of Enrolment	Whether recognized by Govt. of India as equivalent to degree etc.	Whether awarded after passing prescribed Exam

7. Proficiency in Languages:

	Languages	Can read	Can write	Can speak
Mother Tongue				
Other Languages				
1.				
2.				

11. Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary/vigilance case pending/ever instituted against you or have you been barred/disqualified by a Public Service Commission/University or any other educational authority from appearing in its examinations ?

Yes / No

If yes, give details:

12. Are you related to any Directors of APGDC and its parent companies?

Yes / No

If 'YES' give following details:

Name	Designation	Place of Posting	Relationship

13. Any other relevant details / information not covered above, that you may wish to furnish

14. List of documents attached (True copies)

I certify that

(a) That information furnished above is correct.

(a) I am ready to join APGDC within days from the date of receipt of advice from APGDC.

(b) I am willing to work in any part of India, if selected.

Date.....

Signature of Applicant

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Kindly make sure that all the instructions given below are complied with failing which your application is liable to be rejected.

1. All entries in this format should be typed or written neatly.
2. Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
3. Incomplete application will not be considered.
4. Self attested copies of testimonials should be attached with the form, all enclosures to the application form should preferably be of the size of application form and all the sheets be properly stitched or tagged. Original Degrees and testimonials should not be sent.
5. All the information given in the application form should be correct. Any mis-statement/suppression of facts would render the candidate for summary rejection and termination after appointment.
6. Any change in address should be communicated to us. While every care would be taken to record the change in address, the Company will to accept any responsibility, whatsoever, for delivery of interview letter on changed address. The candidates should, therefore, arrange for redirection of communications to their changed address.
7. A recent passport size colour photograph should be affixed on the application form.