



SECTION – 1

IMPORTANT INSTRUCTIONS BEFORE YOU APPLY

Please go through the detail advertisement and ensure that you meet all the eligibility requirements and other conditions specified below, before you apply for any position. Details once submitted cannot be altered/resubmitted, under any circumstances.

SECTION – 2

DETAILS OF VACANCIES (Table – 1)

Post Code	Position	Department	Grade	Qualification	Minimum Experience	Upper Age Limit	Min. CTC (in lakhs/ per annum)	Number of Vacancies
PRO/DGM/01	DGM	Projects	E-6	Essential Full time Degree /PG in any branch of Engineering with 60% marks or CGPA of 6 on 10 point scale Desirable 2 years full time/ 3 years part time recognized MBA/ PGDM with Specialization in Marketing/Material, Production/Finance/ HR-HRD etc. as an added qualification	14 Years	46	16.10	01
PRO/SM/02	Sr. Manager	Projects	E-4	Essential Full time Degree /PG in any branch of Engineering with 60% marks or CGPA of 6 on 10 point scale Desirable 2years full time/ 3 years part time recognized MBA/ PGDM with	08 Years	39	10.77	01



				Specialization in Marketing/Material, Production/Finance/ HR-HRD etc. as an added qualification				
MKT/DGM/01	DGM	Marketing	E-6	<p>Essential 2 Years full time MBA/PGDBM with specialization in Marketing or Full time Graduate in any branch of Engineering with 60% marks or CGPA of 6 on 10 point scale</p> <p>Desirable Having both the qualification</p>	14 Years	46	16.10	01
MKT/CM/02	Chief Manager	Marketing	E-5	<p>Essential 2 Years full time MBA/PGDBM with specialization in Marketing or Full time Graduate in any branch of Engineering with 60% marks or CGPA of 6 on 10 point scale</p> <p>Desirable Having both the qualification</p>	11 Years	42	13.14	01
MKT/SM/03	Senior Manager	Marketing	E-4	<p>Essential 2 Years full time MBA/PGDBM with specialization in Marketing or Full time Graduate in any branch of Engineering with 60% marks or CGPA</p>	08 Years	39	10.77	01



				of 6 on 10 point scale <u>Desirable</u> Having both the qualification				
F&A/ MGR /01	Manager	Finance and Accounts	E-3	<u>Essential</u> ACA/ACMA/2 Years full time MBA with Specialization in Finance from reputed institute with 60% marks or CGPA of 6 on 10 point scale <u>Desirable</u> Any two/three qualification from the above	05 Years	36	9.34	01
C&P/ DM/0 1	Dy. Manager	Contracts and Procurement	E-2	<u>Essential</u> Full time Graduate in any branch of Engineering with 60% marks or CGPA of 6 on 10 point scale <u>Desirable</u> MBA with specialization in Materials management or any other Degree or Diploma connected with business activities of AGL	02 Years	33	8.22	01
HR/O FFICE R/01	Officer	Human Resource	E-1	<u>Essential</u> 2 Years full time recognized MBA/PGDBM with specialization in HR/HRD/MSW with 60% marks or CGPA of 6 on 10 point scale	01 Year	30	5.36	01



				<u>Desirable</u> L.L.B as an added qualification				
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SECTION – 3

TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE AS MENTIONED IN SECTION – 2

3.1 Only full time regular courses will be considered. This shall include Class X & XII examination, all diploma (s), Graduation and Post-Graduation as specified in minimum essential qualification(s) as mentioned in Section 2, Table -1.

3.2 All minimum essential qualification(s) must be UGC recognized Indian Universities/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/ Concerned Statutory Councils (wherever applicable).

3.3 Where ever MBA is being mentioned as requirement, apart from MBA Two Year Post Graduate Diploma in Management with Specialization in relevant field / MMS with specialization in relevant field shall also be considered.

3.4 MBA/PG Diploma in Management/ MMS qualification where there is mention of dual specialization, one of the specialization necessarily need to be function specific for which the post has been advertised.

3.5 Industrial/Vocational/Apprentice Training will not be considered as experience.

3.6 The candidate must have worked at least 1 year in next below Grade/Level in relevant field. Preference will be given to candidates from the same industry.

3.7 The upper age limit for various posts mentioned above is as on **31/October/2017**.



SECTION – 4

JOB DESCRIPTION / ROLE AND RESPONSIBILITIES

DGM- Project	<ul style="list-style-type: none">• Will be responsible for Planning, Scheduling and laying of MDPE /Steel Pipelines across locations.• Strategically reduce the TAT for last mile connectivity for domestic, commercial and industrial customers.• Manage contractors/vendors and team directly or indirectly associated with laying of pipelines in assigned geographical areas.• Liaison with statutory bodies, govt. official and other entities for smooth progress of laying of pipelines.• Ensure and comply with all statutory and non-statutory compliances.• Familiar with procurement of materials, procedure and specifications.• Familiar with PNGRB norms and other statutory requirements of CGD
SM - Project	<ul style="list-style-type: none">• Reduce the TAT for last mile connectivity for domestic, commercial and industrial customers.• Manage contractors/vendors and team directly or indirectly associated with laying of pipelines in assigned geographical areas.• Liaison with statutory bodies, govt. official and other entities for smooth progress of laying of pipelines.• Familiar with procurement of materials, procedure and specifications.• Familiar with PNGRB norms and other statutory requirements of CGD
DGM - Marketing	<ul style="list-style-type: none">• Develop business development strategies to meet targets assigned by MOPNG.• Explore new avenues of business generation, prepare and execute marketing plan to achieve all Monthly, Quarterly and Yearly targets.• Handle team, contractors, DMAs and other direct associates effectively.• Ensure customer satisfaction and prepare the strategy to increase the goodwill/brand image of the company.



	<ul style="list-style-type: none"> • Submit all statutory reports/MIS Monthly, Quarterly and Yearly to all statutory bodies.
CM - Marketing	<ul style="list-style-type: none"> • Explore new avenues of business generation, prepare and execute marketing plan to achieve all Monthly, Quarterly and Yearly targets. • Handle team, contractors, DMAs and other direct associates effectively. • Ensure customer satisfaction and prepare the strategy to increase the goodwill/brand image of the company. • Submit all statutory reports/MIS Monthly, Quarterly and Yearly to all statutory bodies.
SM- Marketing	<ul style="list-style-type: none"> • Explore new avenues of business generation, prepare and execute marketing plan to achieve all Monthly, Quarterly and Yearly targets. • Handle team, contractors, DMAs and other direct associates effectively. • Ensure customer satisfaction and prepare the strategy to increase the goodwill/brand image of the company. • Submit all statutory reports/MIS Monthly, Quarterly and Yearly to all statutory bodies
MANAGER– F&A	<ul style="list-style-type: none"> • Responsible for Taxation and all related MIS. • Responsible for billing process to Industrial, commercial, domestic & CNG customers • Co-ordination with the Tax Authorities, Tax Auditor, VAT Auditor, Excise Auditors. Submission of timely MIS to the management & Statutory bodies. • Co-ordination with the Statutory Auditor & Internal Auditor • Assisting in Finalization of Accounts • Should have sound knowledge of Tally ERP 9
DM- C&P	<ul style="list-style-type: none"> • CBA / TBA (issue of TQ/ CQ to bidders) and thereafter coordination with Tender Committee for vetting of TBA / CBA and thereafter lending recommendation for PBO after approval from CA • Price Bid Evaluation in association with Finance / Coordination with TC for Price Negotiations (if any) and recommendation for Award • Tender preparation • Issue of LOI/ PO/WO and signing of contract. • Technical and Commercial evaluation of bids.



	<ul style="list-style-type: none">• Preparation of recommendations to management for opening of price bids and award of works
Officer - HR	<ul style="list-style-type: none">• To execute procedures/SOPs for organization related to recruitment, training and development, compensation and benefits, performance appraisals etc.• Will be responsible for office administrations and other administration activities.• Liason with statutory bodies like Provident Fund, ESIC, and other Government authorities.• Must have knowledge of PF, ESIC, Contract Labour, Factories Act and other compliances as per Labour Laws.

SECTION – 5

Placements and Assignments

The selected candidates may be posted at any projects/site offices etc. of Aavantika Gas Limited. The selected candidates may be assigned jobs/functions/assignments as per the business requirement of the company.

SECTION – 6

Recruitment Process

- **FOR POST CODE:** PRO/ DGM/01, PRO/SM/02, MKT/ DGM /01, MKT/ CM /02, MKT/SM/03, F&A/ MGR /01, C&P/ DM/01– Personal interview will be conducted after shortlisting of applications.
- **FOR POST CODE:** HR/OFFICER/01 – Written test followed by Personal Interview will be conducted after shortlisting of applications.

HOW TO APPLY

- PLEASE READ THE DETAILED ADVERTISEMENT CAREFULLY BEFORE APPLYING FOR ANY POSITION.
- CANDIDATE WILL BE REQUIRED TO APPLY THROUGH AAVANTIKA GAS LIMITED (AGL) WEBSITE BETWEEN 11:00 HRS ON **11/October/17** AND 1800 HRS ON **31/October/17**.
- CANDIDATE NEED TO DOWNLOAD “APPLICANT BLANK” FORMAT and FILL ALL DETAILS REQUIRED.



- SEND THE DULY FILLED FORMAT (BOTH EXCEL AND PDF FORMAT) ALONG WITH UPDATED RESUME (PDF FORMAT ONLY), PHOTOGRAPH (JPEG FORMAT ONLY) WITH SUBJECT LINE “APPLYING FOR POST CODE”
- AS DESCRIBED ABOVE, NO OTHER FORMAT WILL BE ENTERTAINED.
- SEND THE MAIL TO recruitment@aglonline.net BETWEEN THE APPLICATION OPENING AND CLOSING PERIOD SPECIFIED BELOW.
- APPLICATION WILL NOT BE CONSIDERED IF INFORMATION REQUIRED IS INSUFFICIENT OR NOT SEND AS PER INSTRUCTIONS.
- AGL RESERVES ALL RIGHTS TO MODIFY, ALTER AND CHANGE THE CRITERIA DEPENDING UPON THE NO. OF APPLICATIONS RECEIVED.

NOTE: ALL INFORMATIONS/CORRIGENDUM RELATED TO THIS RECRUITMENT WILL BE HOSTED ON AGL WEBSITE (www.aglonline.net). CANDIDATES ARE REQUESTED TO VISIT THE WEBSITE AFTER FOR ANY UPDATES.