



## 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	Project	E6	<b><u>Essential</u></b> Degree/PG in Mechanical, Electrical, Electronics /Instrumentation with 60% marks or CGPA of 6 on 10 point scale or 3 on 6 point scale  <b><u>Desirable</u></b> 2years full time/ 3 years part time recognized MBA/ PGDM with Specialization in Marketing/Material, Production/Finance/HR -HRD etc. as an added qualification	17	42	16.10	01
PRO/SM/02	Sr. Manager	Project	E4	<b><u>Essential</u></b> Degree/PG in Mechanical, Electrical, Electronics /Instrumentation with 60% marks or CGPA of 6 on 10 point scale or 3 on 6 point scale	10	39	10.77	01



				<p><b><u>Desirable</u></b> 2years full time/ 3 years part time recognized MBA/ PGDM with Specialization in Marketing/Material, Production/Finance/HR -HRD etc. as an added qualification</p>				
<b>MKT/DGM/01</b>	DGM	Marketing	E6	<p><b><u>Essential</u></b> Degree/PG in Mechanical, Electrical, Electronics</p> <p><b><u>Desirable</u></b> 2 Years full time/3years part-time MBA/PGDBM with Specialization in Marketing</p>	17	42	16.10	01
<b>MKT/CM/02</b>	Chief Manager	Marketing	E5	<p><b><u>Essential</u></b> Degree/PG in Mechanical, Electrical, Electronics</p> <p><b><u>Desirable</u></b> 2 Years full time/3years part-time MBA/PGDBM with Specialization in Marketing</p>	13	42	13.14	01
<b>MKT/OFFICER/03</b>	Officer	Marketing	E1	<p><b><u>Essential</u></b> Degree/PG in Mechanical, Electrical, Electronics</p> <p><b><u>Desirable</u></b> 2 Years full time/3years part-time MBA/PGDBM with Specialization in Marketing</p>	01	30	5.36	01



<b>F&amp;A/ MGR /01</b>	Manag er	Finance and Accounts	E3	<p><b><u>Essential</u></b> ACA/ACMA/2 Years full time MBA with Specialization in Finance from reputed institute</p> <p><b><u>Desirable</u></b> Any two/three qualification from the above</p>	07	41	9.34	01
<b>F&amp;A/ DM /02</b>	Dy. manag er	Finance and Accounts	E1	<p><b><u>Essential</u></b> ACA/ACMA/2 Years full time MBA with Specialization in Finance from reputed institute</p> <p><b><u>Desirable</u></b> Any two/three qualification from the above</p>	04	38	8.22	01
<b>C&amp;P/ MGR /01</b>	Manag er	Contracts and Procuremen t	E3	<p><b><u>Essential</u></b> Degree/PG in Mechanical, Electrical, Electronics</p> <p><b><u>Desirable</u></b> MBA with specialization in materials management.</p>	07	36	9.34	01
<b>LEGA L/DM /01</b>	Dy. manag er	Legal	E2	<p><b><u>Essential</u></b> Graduate with 3 years L.L.B or 5 years L.L.B integrated recognized course</p> <p><b><u>Desirable</u></b> L.L.M</p>	01 (post qualificatio n in line executive experience or 2 years as practicing advocate)	33	8.22	01
<b>O&amp;M /ENG /01</b>	Engine er	Operation and maintenance	E1	<p><b><u>Essential</u></b> Degree/PG in Mechanical, Electrical, Electronics /Instrumentation with</p>	01	30	5.36	01



				<p>60% marks or CGPA of 6 on 10 point scale or 3 on 6 point scale</p> <p><b><u>Desirable</u></b> 2years full time/ 3 years part time recognized MBA/ PGDM with Specialization in Marketing/Material, Production/Finance/HR -HRD etc. as an added qualification</p>				
<b>HR/S M/01</b>	Senior Manager	Human Resource	E4	<p><b><u>Essential</u></b> 2 Years full time recognized MBA/PGDBM with specialization in HR/HRD/MSW</p> <p><b><u>Desirable</u></b> L.L.B as an added qualification</p>	10	39	10.77	01
<b>HR/O FFICE R/01</b>	Officer	Human Resource	E1	<p><b><u>Essential</u></b> 2 Years full time recognized MBA/PGDBM with specialization in HR/HRD/MSW</p> <p><b><u>Desirable</u></b> L.L.B as an added qualification</p>	01	30	5.36	01
<b>HSE/ ENG/ 01</b>	Engineer	Health, Safety and Environment	E1	<p><b><u>Essential</u></b> Graduate in engineering or Degree in Fire Engineering with Diploma in Industrial Safety or Equivalent</p>	01	30	5.36	01



### 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 Post qualification experience in the relevant field will only be considered while determining minimum experience. Preference will be given to candidates from same industry.

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

3.8 The upper age limit for various posts mention above is as on **31/May/2017**.



## SECTION – 4

### JOB DESCRIPTION / ROLE AND RESPONSIBILITIES

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



<b>CM - Marketing</b>	<ul style="list-style-type: none"><li>• Explore new avenues of business generation, prepare and execute marketing plan to achieve all Monthly, Quarterly and Yearly targets.</li><li>• Handle team, contractors, DMAs and other direct associates effectively.</li><li>• Ensure customer satisfaction and prepare the strategy to increase the goodwill/brand image of the company.</li><li>• Submit all statutory reports/MIS Monthly, Quarterly and Yearly to all statutory bodies.</li></ul>
<b>Officer - Marketing</b>	<ul style="list-style-type: none"><li>• Domestic, Industrial and Commercial Marketing.</li><li>• Payment collections, sales planning and brand promotions.</li><li>• Create awareness among the customers through marketing activities.</li><li>• Contribute in the implementation of marketing strategies.</li></ul>
<b>MGR- F&amp;A</b>	<ul style="list-style-type: none"><li>• Responsible for Taxation and all related MIS.</li><li>• Responsible for billing process to Industrial, commercial, domestic &amp; CNG customers</li><li>• Co-ordination with the Tax Authorities, Tax Auditor, VAT Auditor, Excise Auditors. Submission of timely MIS to the management &amp; Statutory bodies.</li><li>• Co-ordination with the Statutory Auditor &amp; Internal Auditor</li><li>• Assisting in Finalization of Accounts</li><li>• Should have sound knowledge of Tally ERP 9</li></ul>
<b>DM – F&amp;A</b>	<ul style="list-style-type: none"><li>• Timely Invoicing of Domestic, Industrial and Commercial Customers.</li><li>• Timely payments to vendors after completing/checking all related documents.</li><li>• Ensure timely return filling of Excise and Service Tax.</li><li>• Able to handle customer grievances with respect to monthly billings. Resolve problems as per the specified Turnaround Time.</li></ul>
<b>MGR – C&amp;P</b>	<ul style="list-style-type: none"><li>• Coordination with User Deptt for getting administrative approvals</li><li>• Coordination with User Deptt / Finance Deptt for Vetting of Tender Document</li><li>• 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</li></ul>



	<ul style="list-style-type: none"> <li>• Price Bid Evaluation in association with Finance / Coordination with TC for Price Negotiations (if any) and recommendation for Award</li> <li>• Tender preparation</li> <li>• Issue of LOI/ PO/WO and signing of contract.</li> <li>• Technical and Commercial evaluation of bids.</li> <li>• Preparation of recommendations to management for opening of price bids and award of works.</li> </ul>
<b>DM - LEGAL</b>	<ul style="list-style-type: none"> <li>• Effectively handle all legal issues related to business operations of the company.</li> <li>• Timely reply to letters, notices received after discussions with management.</li> <li>• Advice management on legal proceeding and other related matters.</li> <li>• Coordinate with departments and ensure all statutory compliances are compiled as per requirements.</li> </ul>
<b>O&amp;M -Engineer</b>	<ul style="list-style-type: none"> <li>• Will be responsible for all operations and maintenance works assigned by superiors.</li> <li>• Timely reporting and completion of work.</li> </ul>
<b>Sr. Manager – HR</b>	<ul style="list-style-type: none"> <li>• To develop policies/procedures/SOPs for organization related to recruitment, training and development, compensation and benefits, performance appraisals etc.</li> <li>• Should have worked in Industrial Relation and have working knowledge of statutory obligations mentions in various labor and employment laws.</li> <li>• Develop Human Resource Management/Development plans for the company at all level and functions of the organization considering the growth, challenges and of the company. Able to handle the regular activities like payroll, office administration, vendor management and other day to day operational work.</li> <li>• Should be conversant with HRIS/HRMS Systems.</li> </ul>
<b>Officer - HR</b>	<ul style="list-style-type: none"> <li>• To execute procedures/SOPs for organization related to recruitment, training and development, compensation and benefits, performance appraisals etc.</li> <li>• Will be responsible for office administrations and other administration activities.</li> <li>• Liason with statutory bodies related to contract labor Management.</li> </ul>





<b>HSE - Engineer</b>	<ul style="list-style-type: none"><li>• Daily safety site visit</li><li>• Proper maintenance of firefighting equipment</li><li>• Safety training for employees and contractors</li><li>• Timely preparation of all safety MIS</li><li>• Liasoning with statutory government bodies.</li></ul>
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## 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, F&A/ MGR /01, F&A/ DM /02, C&P/MGR/01, HR/SM/01 and LEGAL/DM/01 – Personal interview will be conducted after shortlisting of applications.
- **FOR POST CODE:** O&M/ENG/01, HR/OFFICER/01, MKT/ OFFICER/03 and HSE/ENG/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 **10/May/17** AND 1800 HRS ON **31/May/17**.
- CANDIDATE NEED TO DOWNLOAD “APPLICANT BLANK” FORMAT and FILL ALL DETAILS REQUIRED.
- SEND THE DULY FILLED FORMAT ALONG WITH UPDATED RESUME, PHOTOGRAPH WITH SUBJECT LINE “**APPLYING FOR POST CODE .....**”
- SEND THE MAIL TO [recruitment@aglonline.net](mailto:recruitment@aglonline.net) between the application opening and closing period specified above.
- APPLICATION WILL NOT BE CONSIDERED IF INFORMATION REQUIRED IS INSUFFICIENT OR NOT SEND AS PER INSTRUCTIONS.

NOTE: ALL INFORMATIONS/CORRIGENDUM RELATED TO THIS RECRUITMENT WILL BE HOSTED ON AGL WEBSITE ([www.aglonline.net](http://www.aglonline.net)). Candidates are requested to visit the website after for updates.