



ANDHRA PRADESH GAS DISTRIBUTION CORPORATION LTD

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

#15-8-6/2 (1), 1st Floor, Ocean Park,

Near Varun Beach, Maharani Peta, Visakhapatnam – 530002

Ref no. APGDC/HR/CS Recruitment/2022-23 dt.23.12.2022

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:

S. No	Discipline	Designation	No. of Posts
1	Company Secretary	E1 / E2	1

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	Company Secretary	E1 / E2	ACS	E1 : Less than 1 year (or) E2 : More than 1 year (preference will be given to past experience in Oil & Gas Sector Companies)	33

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

- Only full time Regular courses will be considered. This shall include Class X & XII examinations, Degree(s) as specified under the minimum essential qualification(s) column mentioned above.
- All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or approved courses from Autonomous Indian Institutions (wherever applicable. And should be a member of Institute of Company secretaries of India.
- 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
- Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/University rules/norms.

3. EMOLUMENTS:

Selected candidates will be on Probation cum training for a period of One (1) year. CTC based

Annual Pay at the time of recruitment will be as mentioned below:

S. No	Discipline	Designation	CTC based Annual pay at the time of recruitment
1	Company Secretary	Asst. Manager (E2)	Rs. 6,60,000/-
		Officer (E1)	Rs. 5,30,400/-

4. AGE LIMIT: Upper age limit should be 33 years as on the date of this Notification.

5. TERMS & CONDITIONS OF THE APPOINTMENT:

- a. Selected candidates will be on Probation cum training period for a period of one (1) year. During the Probation period, if the employee wishes to leave the Organization, HE/SHE has to serve Notice Period of One (01) Month from the date of submission of Resignation letter.
- b. After satisfactory completion of training cum probation period, the services will be liable to termination by the Management by giving 3 months' notice without assigning any reasons therefore; provided also that Appointing Authority shall have right to terminate the services of the appointee forthwith or from any subsequent date on payment of a sum equivalent to the amount of pay last drawn by the appointee for the period of notice in lieu of the notice period or period by which such notice falls short of.
- c. Post Confirmation of probation, if the employee wishes to leave the Organization, HE/SHE as to serve Notice Period of Three (03) Months from the date of submission of Resignation letter.

6. 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. However present place of posting shall be at APGDC Corporate Office, Visakhapatnam.

6. Address for Walk-In Interview:

- a) **Date of Walk-In interview is 27.12.2022 & 28.12.2022 11.00 Hrs.**
- b) Candidates will be required to download the application form from APGDC'S Website: www.apgdc.in. Candidates will be required to download the application form duly filled, signed and affixing the latest passport size color photograph along with the required self-attested true copies of the testimonials / documents at the time of walk-in interview.
- c) Applicants desirous to apply for the position are required to attend the below mentioned address on 27.12.2022 & 28.12.2022

**APGDC Corporate Office:
Andhra Pradesh Gas Distribution Corporation Ltd,
#15-8-6/2 (1), 1st Floor, Ocean Park,
Near Varun Beach, Maharani Peta,
Visakhapatnam – 530002**

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

- Date of Birth proof- 10th 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 authorized executive of the organization indicating designation and date of joining as well as date of relieving the organization by the employee concerned **OR**
- ❖ Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter/ relieving order.

II. For Current Employment:

- ❖ Experience letter issued by Competent and authorized 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 organization & 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, candidature of such candidate shall be liable to be rejected.

- e) Before applying for the post, candidates should ensure that he/ she fulfills 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.

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 initial document verification and Interview before the Selection Committee.

10. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:

- a) Only Indian Nationals are eligible to apply.
- b) The candidates should ensure that they fulfill 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 fulfill 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) 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.
- e) 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.
- f) 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.
- g) 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 for latest updates.
- h) 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 Visakhapatnam Court only.