



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

**2<sup>nd</sup> Floor, Parisrama Bhavan,  
Basheer bagh , Hyderabad-500  
004.**

APGDC Ltd. a joint venture of GAIL Gas Ltd. and Andhra Pradesh Gas Infrastructure Corporation Ltd. engaged in establishing regional gas grid and City Gas Distribution Networks within the state of Andhra Pradesh. APGDC is also establishing FSRU based LNG Terminal at Kakinada and has formed a Joint Venture company with HPCL in the name of “Godavari Gas (P) Limited” for establishing City Gas Distribution in East and West Godavari Districts of AP. APGDC is looking for dynamic, committed Graduate Engineers for recruitment as “Graduate Engineer Trainees” (GET) & invites applications from Indian Nationals for filling up with following Engineering disciplines as per details given below in Table-1 for its installations/ projects/ offices, etc:-

**Table: 1**

S. No	Discipline	Designation
1	Mechanical	Graduate Engineer Trainee (Mechanical)
2	Electrical	Graduate Engineer Trainee (Electrical)
3	Civil	Graduate Engineer Trainee (Civil)
4	Instrumentation	Graduate Engineer Trainee (Instrumentation)

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

**Table: 2**

S. No	Category of Position and Level	Minimum Educational Qualification required	Upper Age Limit
1	Graduate Engineer Trainee - E1 Level – in Mechanical, Electrical, Instrumentation and	First class Bachelor Degree in Engineering in respective discipline	25 yrs

	Civil	(prescribed 4 year full time Engineering) from a reputed institute recognized by UGC/AICTE	
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2. Terms and Conditions in respect of Essential Qualification(s) as follows:

Education Qualification:

Discipline	Prescribed 4 year full time Engineering degrees
Mechanical	Mechanical, Mechanical & Production
Civil	Civil
Electrical	Electrical, Electrical & Electronics
Instrumentation	Instrumentation, Instrumentation & Control, Electronics & Instrumentation, Instrumentation & Electronics, Instrumentation & Process Control

Note: Candidates having any other degree/combo degree eg. Production Engg, Automobile Engg., Industrial Engg., Construction Engg. etc, other than the mentioned above are not eligible to apply. These exclusions are only indicative and not exhaustive.

The eligibility criteria regarding prescribed education, age and other eligibility criteria are mentioned below:

- 2.1 **Only full time Regular courses will be considered.** This shall include **Class X & XII examinations, and Degree(s)** as specified under the minimum essential qualification(s) column in **Table-2.**
- 2.2 Candidates should have passed qualifying degree examinations and awarded bachelor's degree in Engineering/Technology in the above mentioned disciplines. All the qualifications should be 4 years full time regular course/s from AICTE approved/UGC recognized University/Deemed University. The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved / recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- 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 50% (aggregate marks of all semesters) for SC/ST/PWD Candidates.

- 2.4 Candidates currently in final year of their engineering studies may also apply. However, if selected they must be in a position to submit their final mark sheet by 16.09.2016. At the time of applying, candidates (belonging to General and OBC-NC Category) should have secured minimum 60% aggregate up to last semester examinations which is relaxed to 50% for SC/ST/PWD Candidates.
- 2.5 Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/University rules/norms.
- 2.6 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.
- 2.7 Candidates having 05 years B.E. / B. Tech. + M.E. / M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.
- 2.8 On the basis of valid GATE 2016 Score and marks obtained in Engineering Degree, shortlisted candidates will be called for further selection process in a predetermined ratio in order of the category-wise discipline-wise merit list. In addition to the above, any other selection tools/tests may be administered, at the sole discretion of the management.
- 2.9 Reservations in selection for appointments shall be as per the regulations of Government of India from time to time.
- 2.10 Candidates appearing in different GATE paper other than that of their Qualifying Engineering discipline will not be considered for further selection procedure. e.g. If a candidate with Engineering in Mechanical, appears for CIVIL paper in GATE 2016, his/her candidature will not be considered for further shortlisting.

### **3.0 AGE LIMIT:**

Maximum 25 years as on 16.09.2016 for the general category candidates. Age relaxation for OBC (Non Creamy Layer)/SC/ST/PWD Candidates will be applicable as per the Presidential Directives.

### **4.0 TERMS ON SELECTION:**

- 4.1 Selected candidates will be put on training for a period of One (1) year, subject to extension for a further period of six months in the event of unsatisfactory performance. Such selected candidates will be initially paid Rs. 40,000/- during the Training period. On successful completion of

Training period, the candidates shall be absorbed in the pay scale of Rs.16400 – 40500 (E2-Grade) {under revision}.

- 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 allowances and advances to employees as per regulations of the company in vogue from time to time.
- 4.4 The trainee shall be entitled to casual leave (CL) on pro-rate basis as admissible for a maximum period of 12 days only during the Training period.
- 4.5 The period of training shall not be reckoned as services period with APGDC for considerations of various benefits/facilities including seniority except for purpose of PF gratuity in case of absorption.
- 4.6 The trainee shall comply with such instructions issued from time to time relating to attendance hours of work as applicable in the company.
- 4.7 The trainee shall be bound to observe safety rules as may be notified by the management from time to time and to use safety equipment and take other precautions as are necessary.
- 4.8 During the period of training will undergo such training and tests as may be specified by management from time to time.
- 4.9 In case, the trainee is deputed to outstation on official duty, TA/DA etc. will be paid to the trainee as per the company rules.
- 4.10 During the period of training the trainee will be entitled to medical reimbursement converting both domiciliary and hospitalization up to a maximum limit of one month's basic pay per annum on production of necessary doctor's presentation and receipt.
- 4.11 The trainee will abide by the rules and regulations of APGDC in all matter of conduct and discipline.
- 4.12 The trainee may be terminated at the discretion of the management at any time without notice or assigning any reasons(s).
- 4.13 The management reserves the right to accept/reject the resignation of the trainee without assigning any reason(s).

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](http://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, 2<sup>nd</sup> Floor, Parisrama Bhavan, APIDC Building, Basheer Bagh, Hyderabad-500004**. Applications should reach the above address latest by **16<sup>th</sup> September, 2016**. Application formats will be available in website of APGDC from **1400 hrs on 03.08.2016 to 1800 hrs on 16<sup>th</sup> September, 2016**. 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 and Caste/PWD Certificate Proof
- (ii) All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree certificates starting from matriculation onwards).
- (iii) 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](http://www.apgdc.in) for the information of the candidates in due course of time. Candidates are advised to visit APGDC Website [www.apgdc.in](http://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.

**11. SERVICE AGREEMENT BOND:**

Candidates joining APGDC as GET will have to execute a Service Agreement bond of Rs.2,00,000/- (Rupees Two Lakhs Only) to serve the Company (or any of the subsidiaries/Joint Ventures of APGDC/Holding Company of APGDC or deputed to any department of Govt. of India/ other PSUs etc. at the discretion of the company) for a period of three years after successful completion of training. The bond value and minimum period of service may be higher in case GET is deputed for long term training in a training institute.

**IMPORTANT DATES:**

Milestones	Schedule Date
Submission of application Commences	<b>03.08.2016</b>
Last date for receipt of Downloaded Application form with all attachments	<b>16.09.2016</b>





ANDHRA PRADESH GAS DISTRIBUTION CORPORATION LIMITED

(A Joint Venture of GAIL Gas Ltd. & APGIC Ltd)

Registered office: 2<sup>nd</sup> 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) Caste: .....

(v) Nationality: ..... (vi) Religion: .....

(vi) Whether belongs to PWD : Yes/ No

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 Director 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.