



**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

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	Asst. Manager	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	E2	ACS	3 Years and above (preference will be given to past experience in Oil & Gas Sector Companies)	30

**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/-

**4. AGE LIMIT:** Upper age limit should be 30 years as on the date of this Notification.

**5. TERMS & CONDITIONS OF THE APPOINTMENT:**

- a. Selected candidates will be on Probation 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.

**7. HOW TO APPLY:**

- a) Candidates will be required to download the application form from APGDC'S Website: [www.apgdc.in](http://www.apgdc.in). Applicants desirous to apply for the position are required to submit filled in application form, copies of educational and experience certificates, Copy of Application Fee transaction reference in a merged PDF file not exceeding 2MB Size to info@apgdc.in. Applications along with application fee should be sent latest by **18:00 Hrs. on Dt.16.04.2022**. Application formats will be available in website of APGDC from **18:00 hrs on Dt.24.03.2022**.
- b) **Application Fee:** Candidates are required to pay a non-refundable application fee of **Rs. 500/- (Rupees Five Hundred only) for General and OBC Category** and **Rs. 250/- (Rupees Two Fifty only) for SC/ST category** by **NEFT/ RTGS/ Demand Draft / Pay Order** drawn in favour of **APGDC Limited** payable at **Visakhapatnam**. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account. Bank Account details for NEFT/ RTGS is as mentioned below:

Name of the Bank	Bank of Maharashtra, Dabagardens Branch, Visakhapatnam
Type	Current Account
Account Number	60249799705
IFSC Code	MAHB0000398

Demand Draft/ pay Order should be reached in original to the below mentioned Address on or before 23.04.2022:

**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**

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

- Date of Birth proof- 10<sup>th</sup> 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 authorised 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 along with application fee 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 within the stipulated period, candidature of such candidate shall be liable to be rejected.

d) 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 Group Discussions and/ or 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) Only short listed candidates who are found eligible based on the application data and documents submitted will be called for participating in the Selection Process.
- e) 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
- f) 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.
- g) 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.

- h) 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.
- i) 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 for latest updates.
- j) 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 Kakinada Court only.



**ANDHRA PRADESH GAS DISTRIBUTION CORPORATION LIMITED**  
**(A Joint Venture of GAIL Gas Ltd. & APGIC Ltd)**

Registered office: #70-14-5/1, Siddharth  
Nagar, Near RTO Office, Kakinada,  
A.P- 533003

**APPLICATION FOR EMPLOYMENT**

<p><b>Sub:</b> Application for the Post of: .....</p> <p>Grade Applied: .....</p> <p>Discipline: .....</p>	<p>Please affix your recent passport size colour photograph</p>
<p>1. (i) Name: ..... (First Name) (Middle Name) (Sur-Name)</p> <p>(ii) Father's / Husband's Name: .....</p> <p>2. (i) Address for communication:..... .....</p> <p>(ii) Telephone No.: Mobile. .... / Resi. ....</p> <p>(iii) Valid E-Mail Id for communication: .....</p> <p>(iv) Caste: .....</p> <p>3. (i) Date of Birth: .....</p> <p>(ii) Exact Age:.....(Year).....(months) .....(Days)</p> <p>(iii) State to which you belong: .....</p> <p>(iv) Nationality: ..... (v) Religion: .....</p> <p>(vi) Caste:.....</p> <p>4. (a) Sex: Male / Female (b) Marital status: Married / Unmarried</p>	

**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.
- b). I am ready to join APGDC within....days from the date of receipt of advice from APGDC.
- c). I am willing to work in any part of India, if selected.
- d). I am ready to join at a lower grade if selected for the same.

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.