

Advertisement No: NEGDC/HR&Admin/PMP/2025/07/04

Date: 19.12.2025

North East Gas Distribution Company Limited (NEGDC), a JV of **Assam Gas Company Limited (AGCL)** and **Oil India Limited (OIL)** engaged in CGD activities in Assam and Tripura, is looking for energetic, dynamic and **experienced professionals** for engagement **on Permanent Basis** for the following Posts in the Executive Cadre of the Company.

The incumbents for the following positions shall be required to serve in NEGDC's operational areas in **Assam and Tripura**.

POSITIONS AND VACANCY:

SL No	POSITION	GRADE*	PAY SCALE * (Rs)	AGE LIMIT (In Years, as on 01 st January, 2026)	POST QUALIFICATION EXPERIENCE (In Years)	NUMBER OF POSTS (No)
1	Asst Officer- Executive Assistant (EA) to CEO	E0	Pay Band: Rs 30,000.00 – 1,10,000.00 Grade Pay: Rs 13,300.00	30	2	1
2	Officer- Health, Safety, and Environment (HSE)	E1	Pay Band: Rs 30,000.00 – 1,10,000.00 Grade Pay: Rs 13,900.00	30	2	1
3	Officer – F & A	E1	Pay Band: Rs 30,000.00 – 1,10,000.00 Grade Pay: Rs 13,900.00	30	2	1

* According to the latest revision of the pay structure, as applicable to Executive grades of Govt of Assam.

POSITIONS & ELIGIBILITY CRITERIA

SL No.	POSITION	ELIGIBILITY CRITERIA
1	Asst Officer-Executive Assistant (EA) to CEO	ESSENTIAL QUALIFICATION REQUIRED
		BA/ BSc/ BCom along with 3-year full time Diploma in Modern Office Management.
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		2 years of post-qualification experience in secretarial jobs and management of day-to-day office operations. In stenography, should have minimum speed of 80 wpm in shorthand and 40 wpm on a computer. Desirable: Proficiency in English and Assamese language
2	Officer- Health, Safety, and Environment (HSE)	ESSENTIAL QUALIFICATION REQUIRED
		BE/ BTech in Fire & Safety/ Industrial Safety/Mechanical Engineering
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		2 years post qualification experience. Minimum 1 years of experience in HSE Department of an Oil & Gas Company.
3	Officer- F & A	ESSENTIAL QUALIFICATION REQUIRED
		CA/CMA or MBA with specialization in finance
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		2 years post qualification experience.

NOTE:

1. The number and type of vacancy may vary depending on the requirement of the Company and decision of the Management.

AGE LIMIT CRITERIA:

1. Date of birth as mentioned in the **Aadhaar Card** and **Admit Card of Class 10** issued by concerned Govt bodies will be considered as valid proof of date of birth. No other document will be accepted for verification of date of birth.
2. Reference date for age and experience is **01st January, 2026**.

RESERVATION, CONCESSION AND RELAXATION:

1. Caste wise reservations shall be applicable as per Govt of Assam rules against the vacancies.
2. Age relaxation subject to fulfilment of the requisite criteria on qualification, experience etc will be provided to the respective reserved categories as per Govt guidelines.

APPLICATION PROCESS:

Applications will be received in **offline mode only**. A hard copy of applications will be accepted from 01.01.2026 till 21.01.2026

Candidates will have to download and fill (**Typed inputs only**) the copy of the 'APPLICATION FORM' (available in the 'Career' section of Company website www.negdcl.co.in), and send a hard copy of the same to the following address:

**DGM (HR & Admin),
North East Gas Distribution Company Limited (NEGDCL),
5th Floor, Central Mall, Christian Basti,
G S Road, Guwahati-781005**

On the top of the envelope, the applicant should mention "**Application for _____ (Mention the post) in NEGDCL**"

Non-refundable application fee of **Rs 500.00 (Rupees five hundred only)** is to be paid by the candidates (Exempted for SC/ST/PwD/PH candidates) while applying for each of the above posts. The payment can be made either by demand draft or by internet banking to the following bank account:

Account No: **50200082393085**
IFSC: **HDFC0001474**

Documents to be submitted along with the application form:

1. Duly filled up application form.
2. Document supporting age proof (Copy of Aadhaar/Admit copy of Class 10).
3. Proof of Address (Copy of Aadhar/ Passport/Driving Licence/Voter ID).
4. Copy of educational qualification certificates relevant to the post applied for. Certificates not supporting the required qualifications need not be submitted.
5. Recent Passport-size Photograph (to be attached in the application form)
6. Copy of Caste Certificate, if applicable.
7. Copy of No Objection Certificate (NOC) issued by concerned Authority if presently working in permanent posts of Govt Services/PSUs or any other organization.
8. Copy of experience Certificates issued by previous employers.
9. Demand draft/transaction slip for payment of application fee (Not applicable for SC/ST/PwD/PH candidates)

NOTE: All submitted documents must be **self-attested**.

SELECTION METHODOLOGY:

1. Only those candidates, who fulfil the eligibility criteria mentioned in this advertisement as on crucial date will be called for interview.
2. Shortlisted candidates will be informed about the interview through email at their registered email ID.
3. The selection process shall be conducted as deemed fit on the basis of number of shortlisted candidates, wherein the selection shall be done in the order of merit.
4. Candidates will be called for interview only on the basis of their declaration in the application form submitted.
5. Candidates failing to submit required documents will not be considered for interview.
6. Submission of invalid documents will lead to disqualification from candidature and appointment.
7. Candidates selected through the interview will be required to undergo a medical examination prior to appointment. Only those who are found medically fit will be considered eligible for appointment.

GENERAL INSTRUCTIONS:

1. Candidates are advised to carefully read the full advertisement for details regarding eligibility criteria before submission of the application form.
2. Candidates are advised to furnish correct information about their qualification, experience, age, caste, etc.

3. Candidates are advised to fill the application form as per instruction mentioned in the guideline. Deviation of the guideline during filling up the application form and non-submission of documents as mentioned will lead to disqualification of candidature.
4. Valid caste certificate must be produced by SC/ ST/ OBC/ MOBC candidate(s) issued by Govt through Competent Authority indicating clearly the candidate's caste, the Act/ Order under which the caste is recognized as SC/ ST/ OBC/ MOBC along with the address.
5. The candidate(s) will be exclusively responsible for the information provided in his/ her application form. All details given in the application form will be treated as final and no changes shall be entertained. Submission of invalid/ false documents found at any stage will lead to disqualification or termination.
6. The candidate(s) must have an active email ID and mobile number which must remain valid till the entire process of recruitment is over. All communications, including interview calls and appointment notifications, will be sent only to the email ID.
7. The courses completed by the candidates should be approved/ recognized by relevant statutory bodies such as AICTE or UGC.
8. Shortlisted candidates will be intimated over email and is expected to appear for interview at the prescribed venue, date, and time. Mere issue of call letter/ invite for interview will **NOT** imply that he/ she has been selected for appointment in NEGDCL. NEGDCL is not responsible for any loss/ non-delivery of letter/ email sent due to wrong/ invalid contact details furnished by the candidate.
9. Candidates may be asked to produce a **valid photo identity proof** for **Interview**.
10. NEGDCL will not be responsible for the candidates' failure to submit their applications within the prescribed closing date on account of any reason beyond control of NEGDCL.
11. At the time of **joining**, candidates will be required to produce **original documents**/ certificates for verification along with **one photocopy** and **two photographs** of the entire set (the photocopy set must be **self-attested**).
12. The decision of Management will be final and binding regarding all matters such as eligibility, acceptance, rejection of applications, mode of selection, cancellation of recruitment process, etc. No enquiry/ correspondence shall be entertained in this regard.
13. Canvassing in any form during any stage of the recruitment process will lead to cancellation of candidature.