

Advertisement No: NEGDC/Recruitment/HR&A/2025/093

Date: 06.08.2025

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 **Regular 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, 2025)	POST QUALIFICATION EXPERIENCE (In Years)
1	Manager-Projects	E3	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs15,100.00	35-40	10
2	Assistant Manager- Human Resources	E2	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs14,500.00	30-35	5
3	Assistant Manager- CNG & PNG	E2	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs14,500.00	30-35	5
4	Assistant Manager- Projects	E2	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs14,500.00	30-35	5
5	Assistant Manager- Company Secretary	E2	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs14,500.00	30-35	5
6	Assistant Manager- Finance & Accounts	E2	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs14,500.00	30-35	5
7	Officer-Land & Liaison	E1	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs13,900.00	30	5
8	Officer-Executive Assistant to CEO	E1	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs13,900.00	30	4
9	Officer-Health, Safety, and Environment	E1	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs13,900.00	30	2
10	Engineer-Projects	E1	Pay Band:Rs30,000.00–1,10,000.00 Grade Pay:Rs13,900.00	30	2

* 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	Manager-Projects	ESSENTIAL QUALIFICATION REQUIRED
		B.E/B.Tech in Mechanical/Civil/Electrical Engineering.
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		10 years of post-qualification work experience. Minimum 4 years of experience in handling CGD Projects.
2	Assistant Manager-HR	ESSENTIAL QUALIFICATION REQUIRED
		MBA/PGDM with specialization in HR.
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		5 years of post-qualification work experience. Minimum 2 years of experience in handling HR practices.
3	Assistant Manager-CNG & PNG	ESSENTIAL QUALIFICATION REQUIRED
		B.E/B.Tech in Mechanical/Civil/Instrumentation Engineering.
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		5 years of post-qualification experience. Minimum 2 years of Experience in CGD/Oil & Gas Pipeline. Desirable: One year of experience in CGD Project.
4	Assistant Manager - Projects	ESSENTIAL QUALIFICATION REQUIRED
		B.E/B.Tech in Mechanical/Production/Instrumentation Engineering
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		5 years of post-qualification experience. Minimum 2 years of Experience in CGD Company.
5	Assistant Manager-Company Secretary	ESSENTIAL QUALIFICATION REQUIRED
		B.A/B.Sc./B.Com and Associate Member of the Institute of Company Secretaries of India (ICSI).
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		Minimum 5 years of post-qualification work experience with relevant work experience in the Company Secretary Department of Central Public Sector Enterprises / State Public Sector Enterprises/ Public Limited Company / Private Company. Desirable: 1. Additional qualification in Law. 2. Knowledge of Companies Act, Rules & Regulations, SCRA, SEBI, Listing Requirements with Stock Exchanges etc.
6	Assistant Manager-(F&A)	ESSENTIAL QUALIFICATION REQUIRED
		Qualified Chartered Accountant from The Institute of Chartered Accountants of India / Qualified CMA from The Institute of Costs Accountants of India/ MBA with specialization in Finance
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		5 years of post-qualification work experience. Minimum 2 years of experience in Finance/Accounts/Taxation/Cost Accounting/ Auditing.

7	Officer-Land & Liaison	ESSENTIAL QUALIFICATION REQUIRED
		B.A/B.Sc./B.Com
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		5 years of post-qualification experience. Minimum 1 year of experience in CGD Company. Desirables: Experience in 1) ROW acquisition 2) Obtaining permission from Authorities like Railways, National Highways, PWD, etc. Proficiency in regional language.
8	Officer-Executive Assistant (EA) to CEO	ESSENTIAL QUALIFICATION REQUIRED
		B.A/ B.Sc. / B.Com along with 3 year Polytechnic Diploma in Modern Office Management with Stenography.
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		4 years of post-qualification experience. Minimum 1 year of experience in secretarial jobs and management of day-to-day office operations. Should have computer knowledge of MS-Word, MS-Excel and MS-Power Point. In stenography, should have minimum speed of 80 wpm (English) in shorthand and 40 wpm (English) on a computer. Desirable: Proficiency in regional language along with typing skills.
9	Officer-Health, Safety, and Environment (HSE)	ESSENTIAL QUALIFICATION REQUIRED
		B.E/B.Tech 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 a CGD Company.
10	Engineer-Projects	ESSENTIAL QUALIFICATION REQUIRED
		B.E/B.Tech in Mechanical/Civil Engineering
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		2 years post qualification experience. One year of experience in CGD Company.

NOTE:

1. The number and type of vacancy may vary depending on the requirement of the Company and decision of the Management.
2. Pay of the selected candidates will be fixed as per the prevailing policy of the Company and based on work experience.

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 is **01st January, 2025.**

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 categories as per Govt guidelines.
3. However, Management may consider age relaxation to the candidates having more work experience.

APPLICATION PROCESS:

Applications will be received in **offline mode only**. A hard copy of applications will be accepted from **07.08.2025 till 20.08.2025**.

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 (NEGDC),
5th Floor, Central Mall, Christian Basti,
GS Road, Guwahati-781005**

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

Documents to be submitted along with the application form:

1. Duly filled up application form.
2. Document supporting age proof (Copy of Aadhaar/AdmitcopyofClass10).
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. Copy of experience Certificates issued by previous employers.
6. Recent Passport-size Photograph (to be attached in the application form)
7. Copy of Caste Certificate, if applicable.
8. Copy of No Objection Certificate (NOC) issued by concerned Authority if presently working in Govt Services/PSUs.

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. The selection process shall be conducted through a personal interview wherein the selection shall be done in the order of merit.
3. Candidates will be called for personal interview only on the basis of their declaration in the application form submitted.
4. Candidates failing to submit required documents will not be considered for personal interview.
5. Submission of invalid documents will lead to disqualification from candidature and appointment.
6. Candidates selected in personal interview will be required to undergo medical examination before appointment to the service.

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. Valid caste certificate must be produced by SC/ ST/ OBC/ MOBC candidate(s) in the prescribed format as per Government of Assam and issued by Competent Authority indicating clearly the candidate's caste, the Act/ Order under which the caste is recognized as SC/ ST/ OBC/ MOBC, the village/ town the candidate is ordinarily a resident of, and other details as necessary.
4. 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.
5. The candidate(s) must have an active email ID and mobile number which must remain valid till the entire process of recruitment is over.
6. The candidate(s) should have completed courses approved/ recognized by relevant statutory bodies such as AICTE, UGC, etc.
7. Candidates working in Govt Services/PSU must submit 'No Objection Certificate (NOC)' issued by concerned authority.
8. Shortlisted candidates will be intimated over phone/ 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 Email/ SMS/ any other mode of communication sent due to wrong/invalid contact details furnished by the candidate.
9. Candidates may be asked to produce a **valid photo identity proof** for **Personal Interview**.
10. NEGDCL will not be responsible for the candidates' not able 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.