North East Gas Distribution Company Limited
Fuelling dreams for a sustainable tomorrow

CIN U35202AS2023SGC024931

North East Gas Distribution Company Limited

A joint venture of Assam Gas Company Ltd. & Oil India Ltd.
(A Govt. of Assam Enterprise)

Advertisement No: NEGDCL/HR&Admin/PMP/2026/07/54 Date: 26.11.2026

North East Gas Distribution Company Limited (NEGDCL), 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 NEGDCL's operational areas in **Assam and Tripura.**

POSITIONS AND VACANCY:

SL No	POSITION	GRADE *	PAY SCALE * (Rs)	AGE LIMIT (Years)	POST QUALIFICATION EXPERIENCE (In Years)	NUMBER OF POSTS (No)
1	Officer – F & A	E1	Pay Band: Rs 30,000.00 – 1,10,000.00 Grade Pay: Rs 13,900.00	30	2	1
2	Officer – Company Secretary	E1	Pay Band: Rs 30,000.00 – 1,10,000.00 Grade Pay: Rs 13,900.00	30	2	1
3	Asst Officer – Business Development	E0	Pay Band: Rs 30,000.00 – 1,10,000.00 Grade Pay: Rs 13,300.00	30	1	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	Officer- F & A	**ESSENTIAL QUALIFICATION REQUIRED**
		CA/CMA or MBA with specialization in finance
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		2 years of post-qualification work experience in Finance/ Accounts/ Taxation/ Cost Accounting/ Auditing.
2	Officer – 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 2 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: Knowledge of Companies Act, Rules & Regulations, SCRA, SEBI, Listing Requirements with Stock Exchanges etc.
3	Assistant Officer – Business Development	**ESSENTIAL QUALIFICATION REQUIRED**
		MBA in any discipline
		ESSENTIAL POST QUALIFICATION EXPERIENCE
		Minimum 1 year of post-qualification experience in the CGD sector, with hands-on experience in the following areas: 1) Business development and customer acquisition activities. 2) Customer relationship management, liaisoning and coordination. 3) Operation and handling of CGD billing software.

AGE LIMIT CRITERIA:

1. Date of birth as mentioned in the **Aadhaar Card** / **Admit Card of Class 10** 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 **date of publish of this advertisement**.

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 **28.11.2026** till **18.12.2026.**

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: **925020048582566**
IFSC: **UTIB0000140**

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 will not be responsible for any loss, delay or non-receipt of correspondence, whether sent by post or email, due to incorrect, incomplete or invalid contact details provided by the candidate or for any other reasons beyond the control of NEGDCL.
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.