

Ref No: PBGPL/HR-Adv/10/2024-25

Date: 24.04.2025

Please go through the detailed advertisement and ensure that you meet all the eligibility requirements and other conditions specified below before you apply for any position. Details once submitted cannot be altered/resubmitted, under any circumstances.

Last Date of Submission of Detailed Application	14.05.2025
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Purba Bharati Gas Pvt. Ltd. (PBGPL) is a Joint Venture Company of Assam Gas Company Limited (AGCL), Oil India Limited. (OIL) and GAIL Gas Ltd. (GAIL Gas) and was incorporated on 19th November 2019. The consortium of AGCL, OIL and GAIL Gas with AGCL as the lead partner was authorized to implement City Gas Distribution (CGD) project in the Geographical Areas (GAs) of Cachar, Hailakandi and Karimganj Districts and Kamrup & Kamrup Metropolitan Districts. The Company have its registered office in Guwahati with a branch office located at Silchar, Assam. The Company is looking for a suitable candidate for the following post:

1. DETAILED VACANCY:

S. No.	Positions	Grade	No of Vacancy	Educational Qualification	Experience in Years	Maximum Age	Minimum & Maximum fixed annual CTC (₹)
1	Officer (Finance & Accounts)	E-1	01 (One)	Graduate plus ACA/ACMA/2 years full time MBA with specialization in Finance from a reputed institute as an added qualification.	1 Year post qualification in line experience in executive position	30 years	Rs.6,00,312/- Rs.8,86,884/-

- The last date of reckoning age and other eligibility Conditions is **30.04.2025**.
- All qualifications must be from UGC recognized Indian University/UGC-recognized Indian Deemed University or AICTE approved Autonomous Indian institution/ concerned statutory council (wherever applicable,)
- For Finance & Accounts Officer the candidate should have experience in SAP.
- The Company also reserves the right to fill or not to fill all or any of the notified positions without assigning any reason therefor.
- Only shortlisted candidates who are found eligible based on the notified specifications and the details given in their application form will be called for an interview

2. PLACEMENT:

The selected candidate will ideally be posted at any location, department, function or branch of the Company or any other joint venture company of the company as per the discretion of the Company.

3. HOW TO APPLY:

Candidates will have to submit the duly filled application form (Format available on Company website as Annexure – I) along with self-attested copies of documents mentioned in **(Point No.4)** in hard copy to the following address:

**“HR Department”
Purba Bharati Gas Pvt. Ltd.
6th Floor, Central Mall,
Christian Basti
Guwahati (Assam)
Pin:781005**

The duly filled application form should be submitted in a sealed envelope properly mentioning the Name of the post applying for and the Advertisement reference number.

4. DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM:

- i. Detailed Curriculum Vitae (CV)
- ii. Date of Birth document/ Age proof.
- iii. Educational qualification mark sheets & pass certificate (starting from X /matriculation standard up to Essential qualification and other Qualifications given in the applications).
- iv. Experience Certificates of previous employment. Experience certificates should clearly mention the Date of Joining and the Date of relieving including the post held in that organization or any other relevant documents which can prove his/her current employment
- v. Latest Payslip from the current organization, if currently employed.
- vi. Appointment letter issued by his current organisation or any other documents which can prove his/her current employment.
- vii. No Objection Certificate, wherever applicable.
- viii. 2 passport-size colour photographs.

5. SELECTION PROCESS:

The shortlisted candidates will be called for a Personal Interview and the Candidates will have to produce the requisite documents for verification and scrutiny. After clearing the scrutiny process, candidates will be allowed to attend the Interview. The final selection shall be based on the Personal Interview.

6. PROBATION PERIOD:

The selected candidates will be on Probation for 1 (one) year from the Date of Joining. After satisfactory completion of the Probation period, the candidate will be confirmed in their respective Grade.

7. PRE-EMPLOYMENT MEDICAL EXAMINATION:

Appointment to the above post will be subject to the candidate being found medically fit as per the standards prescribed by the Company. Shortlisted candidates shall be required to get their Pre-Employment Medical Examination done in company-nominated hospitals at their own cost which will be reimbursed to the selected candidate subject to joining by the candidate. Referral for a medical examination does not mean a final selection of the candidate.

8. DOCUMENT VERIFICATION AND INTERVIEW PROCESS

- 8.1. Candidates fulfilling the eligibility criteria will be intimated over the Phone/ Email and will have to appear for the interview at the prescribed venue, date, and time along with original documents and 2 sets of photocopies of documents.
- 8.2. On the date of the interview, candidates will have to produce the requisite documents for verification and scrutiny. Only after clearing the scrutiny process, candidates will be allowed to attend the Interview process. Please note that Interview may spilt over to the next day(s) if no. of candidates is more.
- 8.3. Candidates will not be allowed to appear in the Interview if they fail to produce all the documents (In original) which establish that they are meeting the qualifying criteria for the said post. The candidate will also need to submit a full set of self-attested photocopies of all the documents mentioned in **(Point No. 04)**/ certificates/ mark sheets etc. and two passport-size-coloured photographs for our records.
- 8.4. In case the candidate is presently employed in a Central Public Sector Enterprise / State Public Sector Enterprise, you must produce a 'No Objection Certificate' at the time of the interview, failing which the candidate will not be allowed to appear for the interview and their candidature will not be entertained.
- 8.5. Candidates shall give an undertaking that the information furnished by him/her is true and in case any information furnished by a candidate is found to be faulty at any stage of the recruitment process, his/her candidature shall be summarily rejected without assigning any reason thereof.
- 8.6. Before applying for the post, the candidate should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. The Company would be free to reject any application at any stage of the recruitment process if the candidate is found ineligible for the position for which he/ she has applied. No correspondence shall be entertained in this regard.

9. TA CLAIMS:

Outstation candidates will be reimbursed **"to"** and **"fro"** Train fare only (3 tier-AC) by the shortest route from the current place of stay to Guwahati upon submission of valid documentary proof (both to & fro journey). The candidate will be reimbursed Travelling Expenses on the production of documentary evidence to the extent of rail fare by 3rd AC only. For any other mode of travel, the reimbursement will be restricted to the extent of 3 AC train fare by the shortest route or actual fare, whichever is less on production of original tickets / boarding passes (at least one way). Local conveyance and accommodation will not be reimbursed.

Please note only those candidates who are qualified to appear in the Interview after scrutiny of documents/ credentials will be eligible to claim TA.

10. GENERAL INSTRUCTIONS:

- 10.1. Only Indian Nationals are eligible to attend the Interview.
- 10.2. Before attending, candidates should ensure that they fulfil the eligibility criteria for the post. Ineligible candidates will not be allowed to appear in the interview.
- 10.3. Queries can be emailed at careers@pbgpl.com keeping the advertisement no. and position as the subject of the email.
- 10.4. The cut-off date for determining the age limit and experience will be as mentioned in the advertisement.
- 10.5. The prescribed qualification/experience shall constitute minimum standards and mere possession of the same will not entitle a candidate for being called for an interview. The company reserves the right to raise such minimum eligibility standards on the basis of no. of applications.
- 10.6. The company also reserves the right to fill or not to fill all or any of the notified positions without assigning any reasons therefor.
- 10.7. Only shortlisted candidates who are found apparently eligible based on the notified specifications and the details given in their application form will be called for an interview.
- 10.8. The Company also reserves the right to cancel/restrict/ curtail/ enlarge the recruitment process and/or the selection process thereunder without any further notice and without assigning any reasons thereof.
- 10.9. The Company reserves the right not to fill any of the posts advertised at any stage of selection.
- 10.10. Candidates presently employed in Central Public Sector Enterprise / State Public Sector Enterprise should keep their employer informed about their application. They must produce a 'No Objection Certificate' at the time of the interview, failing which they will not be allowed to appear for the interview and their candidature will not be entertained.
- 10.11. Candidates must be in possession of all applicable educational qualification Certificates and mark sheets at the time of appearing for the interview as mentioned in **(Point No.4)**.
- 10.12. All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement.
- 10.13. Furnishing of wrong/false information will lead to disqualification and Company will not be responsible for any of the consequences of furnishing such wrong/false information. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information or are found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies w.r.t. to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected/noticed even after the appointment, his/her services will be liable for termination without any further notice.
- 10.14. Canvassing in any form during any stage of the recruitment process will lead to the cancellation of candidature.
- 10.15. The court of jurisdiction for any dispute will be at Guwahati.
