

## Advertisement No. UR01/2019

### **INDRADHANUSH GAS GRID LIMITED** (A JVC of IOCL, ONGC, GAIL, OIL & NRL)



Indradhanush Gas Grid Limited is a JV Company promoted by five leading Oil and Gas PSUs of the country, namely, Indian Oil Corporation Limited (IOCL), Oil and Natural Gas Corporation (ONGC), Gail India Limited (GAIL), Oil India Limited (OIL) and Numaligarh Refinery Limited (NRL) for setting up a Natural Gas Pipeline Grid to connect the eight North Eastern States, namely, Assam, Arunachal Pradesh, Meghalaya, Manipur, Mizoram, Nagaland, Tripura and Sikkim.

The Company has been established to make Natural Gas available in the consumption centers of the North Eastern States. This is a part of the initiative taken by Govt. of India to provide Piped Natural Gas to the households in the NE Region and also to provide clean fuel for Industries, CNG for the automobiles etc. In the 9<sup>th</sup> round of City Gas Distribution (CGD) bidding, Petroleum & Natural Gas Regulatory Board (PNGRB) has awarded four Geographical Areas (GAs) to successful bidders in the region and many more are expected in the subsequent rounds.

The Company was formed on 10<sup>th</sup> August, 2018 with its Registered office at 122A, G.S. Road, Guwahati – 781005. This NE Pipeline Grid, being developed by IGGL, will connect the NE Region to the prestigious National Pipeline Grid–Urja Ganga Project through a gas pipeline from Barauni to Guwahati being constructed by GAIL.

The Gas Grid Project, being implemented by IGGL, is also a part of Govt. of

India's Hydrocarbon Vision 2030 for NE Region which was released by MOP&NG in Guwahati on 9<sup>th</sup> Feb.2016. The project has already received provisional clearance from PNGRB, the Governing Body for giving clearance for all pipeline projects in the country.

### QUALIFICATION & EXPERIENCE REQUIRED

POST	NO. OF VACANCY & CATAGORY	EDUCATIONAL QUALIFICATION	EXPERIENCE
COMPANY SECRETARY	<b>UR-1 (ONE)</b>	<p><b>ESSENTIAL</b> Graduate from a recognized University with Company Secretary qualification with minimum 50% marks from Institute of Company Secretaries of India (ICSI) &amp; an Associate / Fellow Member of ICSI.</p> <p><b>DESIRED</b> Degree in Law / Finance in addition to the essential qualification.</p>	<p><b>ESSENTIAL</b> Minimum 4 years (atleast 1 year continuous service) of post qualification experience in <b>Corporate Sector</b> (preferably Listed Company) as on 01.03.2019.</p> <p><b>DESIRED</b> 5-6 years of post qualification experience in <b>Corporate Sector</b> (preferably Listed Company).</p>

## **AGE LIMIT**

Upper age limit as on 01.03.2019 will be 35 years (max).

## **TERMS AND CONDITIONS IN RESPECT OF QUALIFICATIONS**

Candidates should produce their final year degree marks sheet and experience certificate at the time of submitting their application.

## **SELECTION**

The selection process shall consist of Personal Interview of the shortlisted eligible candidates.

The offer of engagement shall be issued to the suitable candidate in the order of merit.

## **COMPENSATION**

The selected candidate will be engaged on contract for a period of three years extendable by two years and will be paid a consolidated amount of Rs 1.0 lac per month with 8% increment after successful completion of each year.

## **PLACEMENT/ASSIGNMENT :**

The selected candidate shall be placed at the company's Corporate Office at Guwahati. However, the company reserves the right to post him anywhere in the country.

## **SERVICE AGREEMENT**

Candidate joining the company as Company Secretary on contractual basis will have to execute an agreement for a period of three years. Contract may be extended by two years depending on the performance of the individual.

## **HOW TO APPLY**

Step 1. The candidate can down load the application form from IGGL Web Site [www.iggl.co.in](http://www.iggl.co.in) free of cost.

Step 2. Read CAREFULLY all the instructions.

Step 3. Fill the application form with all relevant correct details.

Step 4. Candidate shall attach the followings:

- a) Latest Passport size coloured photograph -3 nos (1 no to paste with the application)
- b) Self attested qualification certificate, all year/semester mark sheets, experience certificate, age proof certificate etc.
- c) Disability certificate, if applicable.
- d) Caste certificate (SC/ST/OBC- Non creamy layer), if applicable.

Step 5. The candidate shall send their signed application with copies of certificates and testimonials to CHRCM of the company at the following address :

CHRCM  
Indradhanush Gas Grid Limited  
122A, G S Road, Christianbasti  
Guwahati – 781005.

The envelope containing the application should be superscribed as “APPLICATION FOR THE POST OF COMPANY SECRETARY, IGGL”.

Step 6. Candidate need to retain a copy of the application form which will be required at the time of Personal interview, if short listed for.

Step 7. All applications should reach CHRCM at the above address latest by **5 P M of 29th Mar’19.**

## **HEALTH/MEDICAL FITNESS**

Engagement of the selected candidate will be subjected to production of Certificate of Medical fitness issued by gazetted Government Medical Officer/Medical Officer of a Government undertaking at the time of joining.

## GENERAL CONDITIONS

1. The candidates should ensure that they fulfil all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the application and the documents submitted by them are correct in all respects. Mere admission to the Interview does not imply that the Company (IGGL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the selection process that a candidate does not fulfil 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 engagement, his/ her services will be summarily terminated.
2. Request for change of Mailing address/ email ID/ category/ posts as declared in the application will not be entertained.
3. 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 the candidates shall be done through email only, no hard copy shall be sent.** All information/communication regarding interview etc. shall be provided through email to the candidates found apparently eligible based on the application data.  
Responsibilities of receiving and downloading of information/communications etc. will be of the candidates. IGGL 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.
4. No request for correction of name due to wrong entry by the candidate shall

be entertained.

5. Only candidates shortlisted based on documents submitted shall be called for interview.
6. Candidates will be reimbursed to and fro train fare equivalent to 2 Tier AC mail or express train fare along with normal Tatkal charge , if any, from the nearest Railway Station of the candidates present address to Guwahati Railway Station on submission of documentary evidence (at least one way).
7. Candidates presently employed in Central/State Government /PSU/ Autonomous bodies shall produce NOC from their present employer at the time of interview. In case the candidate fails to produce NOC from his/her present employer at the time of interview, his/her candidature will not be considered.
8. Candidature is liable to be rejected at any stage of the selection process or after selection 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.
9. IGGL reserves the right to raise the minimum eligibility standards. The Management reserves the right to engage or not to engage without assigning any reason whatsoever.
10. The prescribed qualification is the minimum and mere possession of the same does not entitle a candidate for interview. IGGL's decision shall be final in this regard.
11. In the absence to produce any of the documents mentioned below by the short listed candidate at the time of **interview**, the candidate will not be allowed to appear for interview. The candidates are required to bring the

following original certificates as documentary proof at the time of interview:

- Proof of age.
- Education qualification (All year/semester Mark sheets & Certificate).
- Service Certificate of past employment & proof of date of joining & its continuity in the present Organisation (if applicable).
- Last Salary Certificate (if applicable).
- Medical Certificate /Persons with Disability Certificate with photograph issued by competent authority satisfying the minimum degree of disability of 40% in respect of categories, if applicable.
- Copy of Schedule Caste / Schedule Tribe / Other Backward Class (OBC) (Non-creamy layer) certificate (if applicable) from the Competent Authority. OBC certificate produced by candidates should clearly mention that they do not belong to creamy layer.

12. Management reserves the right to cancel / restrict /enlarge / modify / alter the selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

13. Provisions of the Persons with Disability Act are being complied with. In case of PwD candidates, persons with 40% or more disability only are eligible to apply.

14. The applicant should essentially have proficiency in computer knowledge.

15. List of candidates shortlisted for Interview and also the list of selected candidate for engagement for the above post will be displayed on IGGL Website [www.iggl.co.in](http://www.iggl.co.in) for the information of the candidates in due course of time. Candidates are advised to visit IGGL Website [www.iggl.co.in](http://www.iggl.co.in) for latest updates.

16. **Any canvassing directly or indirectly by the applicant will disqualify his / her candidature.**

17. Any dispute with regard to engagement against this advertisement will be



settled within the jurisdiction of **Guwahati Courts** only.

18. If any certificate is issued in a language other than Hindi/English, candidates are advised to submit a certified translation of the same in either Hindi or English language at the time of Interview, if called for.
19. Engagement is terminable by giving three months notice in writing by either side.