



HARIDWAR NATURAL GAS PRIVATE LIMITED

(A BPCL & Gail Gas JV)

**House No.-129, New Haridwar Colony, Behind Matrichaya Medical Centre,
Ranipur Mode, Haridwar-249401 (U.K.).**

PHONE: 9074577439; email – career@hngpl.co.in

Corporate Identification Number: U40300UR2016PTC007004

**CAREER OPPORTUNITIES IN VARIOUS POSITION / DISCIPLINES IN M-0 GRADE POST on
FTFT (Full Time Fixed Tenure) Basis in Haridwar Natural Gas Pvt. Ltd. (HNGPL)**

Haridwar natural Gas Private limited is a Joint Venture of Bharat Petroleum Corporation limited & Gail Gas Ltd. In the 5th round of bidding by PNGRB (Petroleum & Natural Gas Regulatory Board), the consortium of Central Government PSUs BPCL and GAIL Gas have been awarded the authorization for laying, operating & expanding City Gas Distribution Network (CGD Network) in the Geographical Area of Haridwar District. The JV Company was incorporated on April 20, 2016, as "Haridwar Natural Gas Private Limited" and is committed to build a network of pipelines and connecting domestic customers as per the terms of authorization. Total Area Covered under GA Haridwar – 2305 sqkm.

Haridwar Natural Gas Private Limited invites applications from Indian Nationals fulfilling the eligibility criteria for filling up following Position æper the number of posts indicated against each in **Table-I** below for the of Haridwar Natural Gas Pvt. Ltd.

Table-I

#	Name of the Post	Grade	Total Number of Posts.
1	Finance & Accounts (Officer)	M-0	01
2	Marketing & Commercial (Officer)	M-0	01
3	Engineer (O&M- Civil)	M-0	01
4	Engineer (Project)	M-0	01

1. Minimum Essential Qualification(s), Minimum Experience in years and Maximum Age for the above posts shall be as indicated in Table-II below:

Table-II

#	Post/Grade & Age Limit	Essential Qualification(s)	Minimum Essential Experience
1	Post: Officer (Finance & Accounts) Grade: M-0 Maximum Age: 40 Years.	ESSENTIAL B. Com – (Full Time / Part Time / Correspondence / Distance Learning Mode with M COM/ CA Inter/ CMA (Inter)/ MBA (Full Time / Part Time / Distance Learning Mode / Correspondence) with Specialization in Finance from AICTE approved institute. DESIRABLE Additional qualification from above.	2 years post qualification experience in Oil & Gas Sector / CGD Companies. (Experience will also be considered of having worked under 3rd party).



#	Post/Grade & Age Limit	Essential Qualification(s)	Minimum Essential Experience
2	Post: Officer (Marketing & Commercial) Grade: M-0 Maximum Age: 40 Years.	ESSENTIAL Graduation in any discipline with Full Time / Part Time / Correspondence / Distance Learning Mode and MBA / PGDBM - Marketing (Full Time / Part Time / Distance Learning Mode / Correspondence).	2 years post qualification experience in Oil & Gas Sector / CGD Companies. (Experience will also be considered of having worked under 3rd party).
3	Post: Engineer (Operation & Maintenance-Civil) Grade: M-0 Maximum Age: 40 Years.	ESSENTIAL Diploma in Engineering / BE / B. TECH – Engineering in the relevant branch of Engineering. DESIRABLE Full Time / Part Time / Distance Mode - MBA / PGDBM with specialization in Marketing / Material / Production Management.	2 years post qualification experience in Oil & Gas Sector / CGD Companies. (Experience will also be considered of having worked under 3rd party).
4	Post: Engineer (Project) Grade: M-0 Maximum Age: 40 Years.	ESSENTIAL Diploma in Engineering / BE / B. TECH – Engineering in the relevant branch of Engineering. DESIRABLE Full Time / Part Time / Distance Mode - MBA / PGDBM with specialization in Marketing / Material / Production Management.	2 years post qualification experience in Oil & Gas Sector / CGD Companies. (Experience will also be considered of having worked under 3rd party).

1.1 **All Engineering Degrees/ Diploma to be from recognized University /AICTE approved institutes / State Board with minimum 60% marks.**

1.2 **MBA from a recognized University/Institute with minimum CGPA of 6/10 or 3/5.**

2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE [As mentioned under relevant column in Table-II]

2.1 Minimum essential educational qualification(s) required shall be as indicated in **Table-II** against each post.

2.2 Tenure of the FTFT service will be of **5 Years**.

2.3 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).

2.4 Full Time / Part Time / Distance Learning Mode / Correspondence courses will be considered, and this shall include Graduation and Post - Graduations as specified under the essential qualification's column.

2.5 The prescribed qualification / experience constitutes minimum standards and mere possession of the same will not entitle a candidate to being called for Interview. The Company reserves the right to raise such minimum eligibility standards.



- 2.6 The Company also reserves the right to fill or not to fill all or any of the notified positions without assigning any reason there for.
- 2.7 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 interview, as the case maybe.
- 2.8 Wherever CGPA/ OGPA/CPI or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institute. Candidates will be required to submit documentary proof/ certificate to this effect from the Institute/ University at the time of Interview, if called for the same.
- 2.9 The cut-off date for determining age limit and post qualification experience will be the last date / closing date of receipt of application i.e., 28.07.2024.

3. RELAXATION IN AGE & EXPERIENCE:

No relaxation in the maximum age limit prescribed in the job specification shall be allowed.

However, in case of internal candidate working in the company even under 3rd party contract at the time of advertisement and have worked in the company for more than 2 years, competent authority i.e., CEO on the date of advertisement may permit relaxations in the age limit to the extent of 4 years and in the experience to the extent of 12 months for the deserving candidate.

4. EMOLUMENTS

The candidates selected shall draw the monthly emoluments as indicated in **Table-IV** below:

Table-IV

Grade	Designation	CTC (Rs. Per month Inclusive of all)
M-0	Officer/ Engineer	Rs. 55,000/-

5. PLACEMENT/ ASSIGNMENTS:

The Place of Posting shall be Haridwar. However, the selected candidates may be posted at any of the installations/ projects/ offices, etc. of Haridwar Natural Gas Private Limited. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

6. APPLICATION FEE

At the time of submission of online application, candidates are **NOT** required to pay any application fee.

7. HOW TO APPLY

- 7.1 CANDIDATES WILL BE REQUIRED TO SEND SCAN COPY (ONE PDF ONLY) OF APPLICATION FORM & SELF ATTESTED RELEVANT DOCUMENTS to career@hngpl.co.in till 28.07.2024 1800 hrs. on. No other means / mode of application shall be entertained.**



7.2 Candidate should mention the subject of email as: FTFT_Name of Position_Name of Candidate.

7.3 Before submission of application form, candidates are advised to go through **Detailed Instructions**.

7.4 In case the candidate is called for **document verification process**, he/she has to bring the application form with all **ORIGINAL DOCUMENTS** [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTOCOPIES of all documents duly **SELF ATTESTED** (in the same order) at the time of document verification process, **failing which he/ she will not be permitted to appear** in the further Selection Process:

- (i) Application form with recent passport size photographs.
- (ii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/Class X Mark Sheet.
- (iii) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheets, Degree & Diploma certificates starting from matriculation onwards) Documentary proof/ certificate from the Institute/ University (as per norms adopted by University/ Institute) indicating equivalent percentage of marks secured in case degree is awarded in CGPA/ OGPA or letter grade.
- (iv) Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience.
 - Only the following types of documentary proofs towards experience will be considered.

I. For Past Employment:

- Experience letter/Service Certificate issued by competent and authorized executive of the organization indicating Name, Designation, date of joining including date of relieving the organization by the employee concerned and any document clearly mentioning the roles and responsibilities in the organization **AND** Last 3 months pay slip/salary slip.

II. For Current Employment:

- Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment along with Latest Pay slip/Salary slip and any document clearly mentioning the roles and responsibilities in the organization **AND** Last 3 months pay slip/salary slip.

(vi) **NOC/ Forwarding Letter from the employer** in case the candidate is currently employed in Central/ State Government Department, Central/ State PSU, or Semi Government organization.

(vii) **Valid ID Proof:** PAN Card/ Voter ID/ Adhar Card/ Driving License etc.

(viii) **Candidates should ensure that they bring all the documents as mentioned above to the venue for document verification. In the event of failure of the candidate to submit any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.**

(ix) In case of any doubt/clarification pertaining to the document(s) submitted/eligibility of the candidate, **HNGPL reserves the right to ask for additional documents to be produced which the candidate needs to submit.** Failure to submit the same shall lead to cancellation of the candidature.



7.5 Before applying for the post, candidates should ensure that he/ she fulfills the eligibility criteria and other conditions mentioned in this advertisement. HNGPL reserves the right to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post for which he/ she has applied. The application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.

7.6 Queries, if any, may be addressed to career@hngpl.co.in only with the subject line: **Query-HNGPL/RECT/FTFT/2024**. Applicants may kindly note that only such queries with the aforementioned mentioned subject line, which are relevant to this advertisement and have not been addressed in the above advertisement shall be replied to.

8. HEALTH/MEDICAL FITNESS

8.1 Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company.

9. SELECTION PROCESS

9.1 Candidates fulfilling all the eligibility criteria (based on the application as submitted in the application), will only be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of applications being large, HNGPL will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards in 5:1 to 7:1 ratio only.

The management has the right to enhance the job specification in case of overwhelming response.

9.2 Shortlisting and selection will be based on the details provided by the candidates; hence it is necessary that only accurate, full, and correct information is furnished by the applicants. Furnishing of wrong/ false information will be a disqualification and HNGPL will not be responsible for any consequence of furnishing such wrong/ false information.

9.3 Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information; their candidature will be Summarily Rejected and No TA shall be paid to such candidates. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

9.4 All the details given in the application form will be treated as final and no changes will be entertained.

9.5 It may please be noted that submission of application under factious/ pseudo names/ email ids is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of the IT Act 2000.

10. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

10.1 Only Indian Nationals are eligible to apply.



- 10.2** A candidate may offer his candidature for more than one position if he is fulfilling job specifications and, in such case, he must apply separately for each position he considers himself eligible.
- 10.3** Minimum percentage of marks in the essential qualification as indicated in the advertisement above shall be aggregate of all semesters to be calculated taking average of all semesters / years, irrespective of the weightage to any particular semester / year by the Institute / University.
- 10.4** Whenever CGPA/OGPA or Letter Grade in a Degree is awarded, equivalent percentage of marks unless not available should be indicated in the application as per norms adopted by the University / Institute. In case it is not available, decision of the Interviewing Committee shall be treated as final.
- 10.5** Whenever 3-year degree course is awarded with honors, the percentage (%) of marks in the degree should be indicated in the application based on the aggregate/ average of the marks in the honors subject separately in all the years/ semesters (as per norms adopted by the University/ Institute).
- 10.6** Whenever a general 3-year degree course is awarded without honors, the percentage (%) of marks in the degree should be indicated in the application based on the aggregate/average of the marks scored in all the subjects in all the years/semester. (As performed by the University/Institute).
- 10.7** Engineering Degree can be B.E. / B. Tech / B.Sc. Engineering (04 years course) and MCA.
- 10.8** Diploma means – 3 Years Diploma / Polytechnic.
- 10.9** Graduation means – BA/BSC/B.COM with 3 years Full Time Course / Distance Mode / Part Time.
- 10.10** Candidates having Five Year BE/B. Tech or ME /M. Tech integrated dual degree in Engineering in relevant discipline shall be treated at par with BE/ B.Tech. / B.Sc. Engg. / MCA.
- 10.11** Degree in Engineering / Professional Qualification like CA/ CS/ CMA/ LLB along with MBA / 2 yrs. Post Graduate Diploma in Management (Full Time / Part Time / Distance Learning Mode / Correspondence) with specialization in relevant field shall be considered.
- 10.12** In MBA / PG Diploma in Management / MMS qualifications where there is a mention of Dual Specialization, one of the specializations necessarily needs to be function specific for which the post has been advertised.
- 10.13** All Engineering Diploma Qualification must be recognized by respective State Boards of Technical Education. Experience as Apprentice under the Apprentices Act, 1961 /Apprentices (Amendment) Act, 1973 and similar statutory Acts will not be considered for any post(s).
- 10.14** Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.
- 10.15** Candidature of the applicant is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not found in conformity with eligibility criteria mentioned in the advertisement.



- 10.16** Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Haridwar Courts only.
- 10.17** In case any dispute arises on account of interpretation in versions English version shall prevail.
- 10.18** “How to apply” and “which documents” to be attached with the application is mentioned in the advertisement. Applications either in complete or not having required documents attached therewith are liable to be rejected.

11. IMPORTANT DATES

Sl. No.	Activity	Date
1	Commencement of application by candidates.	08.07.2024 0900 hours.
2	Last date for submission of application by candidates.	28.07.2024 1800 hours.