

**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.).email – Career@hngpl.co.in

Corporate Identification Number: U40300UR2016PTC007004

**CAREER OPPORTUNITIES IN VARIOUS POSITION / DISCIPLINES IN M-1 GRADE POST ON
REGULAR 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.

DETAILED VACANCY:

Haridwar Natural Gas Private Limited invites applications from Indian Nationals fulfilling the eligibility criteria for filling up following Position as per 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 (Senior Officer)	M-1	01
2	Marketing & Commercial (Senior Officer)	M-1	01

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

Table-II

#	Post/Grade & Age Limit	Essential Qualification(s)	Minimum Essential Experience
1	Post: Senior Officer (Finance & Accounts) Grade: M-1 Maximum Age (Years): 32	ESSENTIAL: ACA/ ACMA (ICWA)/2 years full time MBA with Specialization in finance from AICTE approved institute. DESIRABLE: Additional qualification from above.	03 years post qualification in line experience in executive position
2	Post: Senior Officer (Marketing) Grade: M-1 Maximum Age (Years): 32	ESSENTIAL Full time Graduate with 2 years full time MBA/ PGDBM with specialization in Mktg. from AICTE approved institute.	03 years post qualification in line experience in executive position.



- 1.1 **Preference will be given to candidates having in line experience in Oil & Gas Sector / CGD Companies.**
- 1.2 Only Indian Nationals are eligible to apply.
- 1.3 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).
- 1.4 Only full-time regular courses will be considered, and this shall include Graduation and Post- Graduations as specified under the essential qualification's column.
- 1.5 Cut-off date for determining age limit and post qualification experience will be last date/ closing date of receipt of application or as specified in the notification for the vacancies / positions in the press / institute etc.
- 1.6 The prescribed qualification/ experience constitutes minimum standards and mere possession of the same will not entitle a candidate to being called for the written test/ Interview. The Company reserves the right to raise such minimum eligibility standards.
- 1.7 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.
- 1.8 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 written test / GD/ interview, as the case maybe.
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 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.
- 2.3 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.
- 2.4 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.
- 2.5 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 Appointing Authority based on a comprehensive note of HR Department shall be treated as final.
- 2.6 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).

- 2.7 Graduation means – BA/BSC/B.COM with 3 years full time course.
- 2.8 Degree in Engineering / Professional Qualification like CA/ CS/ CMA/ LLB/ MBA- 2 yrs. Post Graduate Diploma in Management (both full time) from AICTE approved institutes with specialization in relevant field shall be the additional qualification for induction level course.
- 2.9 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.
- 2.10 Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.
- 2.11 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.
- 2.12 Any dispute regarding recruitment against this advertisement will be settled within the jurisdiction of Haridwar Courts only.
- 2.13 In case any dispute arises on account of interpretation in versions English version shall prevail.
- 2.14 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., **30.05.2025**.

3. RELAXATION IN AGE & EXPERIENCE:

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

4. EMOLUMENTS:

The candidates selected shall be given Pay scale as indicated in **Table-IV** below:

Table-IV

Grade	Designation	Pay Scale
M-1	Senior Officer	Rs. 6.60 – 11.80 Lacs

5. 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.

6. 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.



7. **APPLICATION FEE**

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

8. **HOW TO APPLY**

- 8.1 Candidates will have to submit the duly filled application form (Format available on Company website) along with self-attested copies of documents mentioned in (Point No.8.2) in hard copy to the following address:

**“HR Department”
Haridwar Natural Gas Pvt. Ltd.
(A JV of BPCL & GAIL Gas Ltd.)
129, New Haridwar Colony,
Ranipur Mod, Haridwar (UK)
Pin: 249407**

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.

Note: 1. No other means of application submission shall be considered.

2. Application should reach the HNGPL office before due date. Application reaching after due date shall not be considered.

8.2 **DOCUMENTS (Duly self-attested) TO BE SUBMITTED ALONG WITH THE APPLICATION FORM:**

- (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) Domicile certificate issued by competent authority (Tehsildar Officers, District Magistrates (DM), or Revenue department Officers).
- (iv) 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.
- (v) 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.

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.

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.

- 8.3** Before submission of application form, candidates are advised to go through **Detailed Instructions**.
- 8.4** 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.
- 8.5** Queries, if any, may be addressed to Career@hngpl.co.in only with the subject line: **Query-HNGPL/RECT/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.
- 8.6** Candidate should mention the subject of envelope as: **Applied for the position of Senior Officer (Advertisement No) (Name of Position)**.
- 8.7** 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:

9. HEALTH/MEDICAL FITNESS

Appointment to the above post will be subject to the candidate being found medically fit as per the standards prescribed by the Company. Referral for a medical examination does not mean a final selection of the candidate.

10. SELECTION PROCESS

- 10.1** 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.

- 10.2** 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.
- 10.3** 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.
- 10.4** All the details given in the application form will be treated as final and no changes will be entertained.
- 10.5** 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.

11. IMPORTANT DATES

Sl. No.	Activity	Date
1	Commencement of application.	10.05.2025 0900 hours.
2	Last date for submission of application.	30.05.2025 1800 hours.