



**Bengal Gas Company Limited**  
**(A JV Company of GAIL (India) Limited & GCGSCL)**  
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**CAREER OPPORTUNITIES FOR VARIOUS POSTS ON FIXED TERM EMPLOYMENT BASIS**

Bengal Gas Company Limited (hereinafter referred as BGCL) has been authorized by PNGRB to lay, build, operate and expand the CGD network in the Geographical Area comprising of “Kolkata Municipal Corporation and parts of adjoining districts of North 24 Paraganas, South 24 Paraganas, Howrah, Hooghly and Nadia”

Bengal Gas Company Limited, invites applications from Indian nationals fulfilling the eligibility criteria for filling up following posts as per category wise vacancies indicated against each post in **Table-I** below on **Fixed Term Employment basis for a period of 03 (three) years with initial 06 (six) months on probation:**

**Table-I**

#	Discipline / Department	Post	UR	EWS	OBC (NCL)	SC	ST	TOTAL	Post identified as suitable to be held by PwBDs in following categories
1	Marketing & Commercial	Jr. Associate (Marketing & Commercial)	1					1	a) B, LV b) D, HH c) OA,BA, OL, BL, CP, LC,Dw, AAV d) SLD,MI e) MD Involving (a) to (d) above
2		Sr Associate (Marketing & Commercial)			1			1	a)B, LV b)D, HH c)OA,BA, OL, BL, CP, LC,Dw, AAV d)SLD, MI e) MD Involving (a) to (d) above
3		Chief Associate (Marketing & Commercial)	1					1	a)B, LV b)D, HH c)OA,BA, OL, BL, CP, LC,Dw, AAV d)SLD, MI e) MD Involving (a) to (d) above

4	Corporate Communication	Sr Associate (Corporate Communication)	1					1	a) B,LV c)OA,BA,OL,BL,CP,LC, Dw,AAV d)SLD, MI e)MD involving (a) to (d) above
5	Mechanical	Jr. Associate (Mechanical)	1			1		2	b)D,HH c)OA,OL,Dw,AAV d)SLD,MI e)MD Involving (b) to (d) above
6		Assistant Associate (Mechanical)			1			1	b)D,HH c)OA,OL,Dw,AAV d)SLD,MI e)MD Involving (b) to (d) above
7		Associate (Mechanical)			1			1	b)D,HH c)OA,OL,Dw,AAV d)SLD,MI e)MD Involving (b) to (d) above
8		Sr Associate (Mechanical)	1			1		2	b)D,HH c)OA,OL,Dw,AAV d)SLD,MI e)MD Involving (b) to (d) above
9		Chief Associate (Mechanical)	2					2	b)D,HH c)OA,OL,Dw,AAV d)SLD,MI e)MD Involving (b) to (d) above
10	Instrumentation	Assistant Associate (Instrumentation)	1					1	b)D,HH c)OL, CP, LC, Dw, AAV d)ASD(M),SLD,MI e)MD involving (b) to (d) above.
11		Sr Associate (Instrumentation)	1					1	b)D,HH c)OL, CP, LC, Dw, AAV d)ASD(M),SLD,MI e)MD involving (b) to (d) above.

12	Electrical	Jr. Associate (Electrical)	1					1	b) D, HH c)OL, Dw, AAV d)ASD(M), SLD, MI e)MD involving (b) to (d) above
13		Assistant Associate (Electrical)	1					1	b) D, HH c)OL, Dw, AAV d)ASD(M), SLD, MI e)MD involving (b) to (d) above
14		Associate (Electrical)				1		1	b) D, HH c)OL, Dw, AAV d)ASD(M), SLD, MI e)MD involving (b) to (d) above
15		Sr Associate (Electrical)	1	1					2
16	Fire & Safety	Assistant Associate (Fire & Safety)	1					1	-
17		Associate (Fire & Safety)	1					1	-
18		Sr Associate (Fire & Safety)	1					1	-
19	Finance & Accounts	Jr. Associate (Finance & Accounts)			1			1	a) B, LV b) D, HH c) OA, BA, OL,BL, OAL, BLOA, BLA, LC, Dw, AAV d) MD involving (a) to (c ) above
20		Associate (Finance & Accounts)	1					1	a)B, LV b)D, HH c)OA, BA, OL,BL, OAL, BLOA, BLA, LC, Dw, AAV d)MD involving (a) to (c ) above

21	Contract & Procurement	Jr. Associate (C & P)	1					1	a)LV b)D,HH c)OA,BA,OL,CP, LC, Dw, AAV d)SLD e)MD involving (a) to (d) above
22		Assistant Associate (C & P)	1					1	a)LV b)D,HH c)OA,BA,OL,CP, LC, Dw, AAV d)SLD e)MD involving (a) to (d) above
23		Associate (C & P)			1				1
24	Civil	Jr. Associate (Civil)	1					1	b)D,HH c)OA,BA,OL,CP,Dw, AAV d)ASD (M),SLD,MI e)MD involving (b) to (d) above.
25		Assistant Associate (Civil)	1					1	b)D,HH c)OA,BA,OL,CP,Dw, AAV d)ASD (M),SLD,MI e)MD involving (b) to (d) above.
26		Associate (Civil)		1					1
27		Associate (BIS)	1					1	a)B,LV b)D,HH c)OA,OL,OAL,BL,CP,LC, Dw,AAV d)SLD,MI e)MD involving (a) to (d) above

28		Associate (HR)	1					1	a)B,LV b)D,HH c)OA,BA,OL,OAL,BL,CP, Dw,AAV,MDy d)ASD,SLD,MI e) MD involving (a) to (d) above
29	Human Resources	Sr Associate (HR)			1			1	a)B,LV b)D,HH c)OA,BA,OL,OAL,BL,CP, Dw,AAV,MDy d)ASD,SLD,MI e) MD involving (a) to (d) above
30	Law	Sr Associate (Law)	1					1	a)B,LV b)D,HH c)OA,BA,OL,OAL,BL,CP, ,LC,Dw,AAV d)MI e)MD involving (a) to (d) above
31	Corporate Affairs	Associate (Corporate Affair)	1					1	a)B,LV b)D,HH c)OA,BA,OL, BL, OAL, CP,LC,Dw,AAV d)ASD,SLD,MI e) MD involving (a) to (d) above
32	Company Secretary	Company Secretary	1					1	a)B, LV b)D, HH c)OA, BA, OL, BL, OAL,CP,LC,Dw,AAV d)MI e)MD involving (a) to (d) above
33	CEO	Sr Associate to CEO	1					1	b)D, HH c)OA,OL,Dw,AAV d)SLD, MI e)MD involving (b) to (d) above
		<b>Total</b>						<b>37</b>	

**Out of the above 37 vacancies, category wise and post wise details of 02 vacancies reserved for Persons with Benchmark Disabilities (PwBDs) are given below:**

#	Name of the post	Discipline/Department	Reserved for identified categories of Persons with Benchmark Disabilities (PwBDs) as per Table-I	
			Category (a)	Category (b)
1	Associate (C&P)	C & P	01	-
2	Jr. Associate (Mechanical)	Mechanical	-	01

**Respective categories:**

- (a) Blindness & Low vision
- (b) Deaf & hard of hearing

### Abbreviations Used

Abbreviations	Explanation
UR	Un-reserved
EWS	Economically Weaker Section
OBC (NCL)	Other Backward Class (Non-Creamy Layer)
SC	Scheduled Caste
ST	Scheduled Tribe
PwBD	Persons with Benchmark Disabilities
B	Blind
LV	Low Vision
D	Deaf
HH	Hard of Hearing
OA	One Arm
OL	One Leg
BA	Both Arms
BL	Both Legs
OAL	One Arm and One Leg
BLOA	Both Legs and One Arm
BLA	Both Legs Arms
CP	Cerebral Palsy
LC	Leprosy Cured
Dw	Dwarfism
AAV	Acid Attack Victims
MDy	Muscular Dystrophy
ASD	Autism Spectrum Disorder (M=Mild, MoD = Moderate)
ID	Intellectual Disability
SLD	Specific Learning Disability
MI	Mental Illness
MD	Multiple Disability
NCL	Non Creamy Layer
F&S	Fire & Safety
C&P	Contract & Procurement
BIS	Business Information System
F&A	Finance & Accounts
HR	Human Resources
TC/TM	Telecom / Telemetry
CS	Company Secretary

Persons with Benchmark Disabilities (PwBDs) belonging to the PwBD category/ categories for which the post is identified (as indicated in **Table-I**) can also apply even if no vacancies are specifically reserved for them. Such candidates will be considered for selection for appointment to the post by general standard of merit.

PwBD category candidates of relevant category applying against a vacancy specifically reserved for them shall be eligible for the benefit of reservation/ concessions, if impairment is not less than **40%** of the relevant disability.

**1. Minimum Essential Qualification(s), Minimum Essential Experience, Upper Age Limit & Monthly Consolidated Remuneration for the below mentioned Posts are indicated at Table-II below:**

**Table-II**

Sl. No	Post/Monthly Consolidated Remuneration / Upper age limit	Minimum Essential Qualification	Minimum Essential Experience
1	<b>Post: Jr. Associate (Marketing &amp; Commercial)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs.50,000/-</b> <b>Upper Age Limit:</b> <b>30 years</b>	Two years full time MBA/PGDM/MMS with specialization in Marketing / Finance/ Oil & Gas / Petroleum and Energy with minimum 60% marks.	Minimum <b>01 (one)</b> year post qualification experience (including experience as GET/ET/MT) in Marketing and/or Commercial function in any organization.
2	<b>Post: Sr. Associate (Marketing &amp; Commercial)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs.1,00,000/-</b> <b>Upper age limit:</b> <b>40 years</b>	Two years full time MBA/PGDM/MMS with specialization in Marketing / Finance/ Oil & Gas / Petroleum and Energy with minimum 60% marks	Minimum <b>09 (nine)</b> years post qualification experience (including experience as GET/ET/MT) in Marketing and/or Commercial function in any organization.
3	<b>Post: Chief Associate (Marketing &amp; Commercial)</b> <b>Monthly Consolidated Remuneration :</b> <b>Rs.1,15,000/-</b> <b>Upper age limit:</b> <b>50 years</b>	Two years full time MBA/PGDM/MMS with specialization in Marketing / Finance/ Oil & Gas / Petroleum and Energy with minimum 60% marks	Minimum <b>12 (twelve)</b> years post qualification experience (including experience as GET/ET/MT) in Marketing and/or Commercial function in any organization.
4	<b>Post: Sr. Associate (Corporate Communication)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs.1,00,000/-</b> <b>Upper age limit:</b> <b>40 years</b>	Bachelor Degree & two years Master Degree with min 60% in Master degree / (Two years Post Graduate Diploma in Communication/Advertising and Communication Management /Public Relations/Mass Communication/Journalism) with minimum 60%	Minimum <b>09 (nine)</b> years Post qualification experience in Public relation / Corporate Communication/Media Management function in any organization
5	<b>Post: Jr. Associate (Mechanical)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs. 50,000/-</b> <b>Upper age limit:</b> <b>30 years</b>	Full Time Bachelor Degree in Engineering / Technology in Mechanical / Production /Production & Industrial / Manufacturing with minimum 60% marks.	Minimum <b>01 ( one)</b> year post qualification (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning/Maintenance in Petrochemical Plant/Refinery/Fertilizer plant or in construction/ commissioning /operation & maintenance of Oil & Gas cross country pipeline.



6	<b>Post: Assistant Associate (Mechanical)</b> <b>Monthly Consolidated Remuneration: Rs. 65,000/-</b> <b>Upper age limit: 32 years</b>	Full Time Bachelor Degree in Engineering / Technology in Mechanical / Production /Production & Industrial / Manufacturing with minimum 60% marks.	Minimum <b>03 ( three)</b> years post qualification experience-(including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning/Maintenance in Petrochemical Plant/Refinery/Fertilizer plant or in construction/ commissioning /operation & maintenance of Oil & Gas cross country pipeline
7	<b>Post: Associate (Mechanical)</b> <b>Monthly Consolidated Remuneration: Rs 80,000/-</b> <b>Upper age limit: 36 years</b>	Full Time Bachelor Degree in Engineering / Technology in Mechanical / Production /Production & Industrial / Manufacturing with minimum 60% marks.	Minimum <b>06 ( Six)</b> year post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning/Maintenance in Petrochemical Plant/Refinery/Fertilizer plant or in construction/ commissioning /operation & maintenance of Oil & Gas cross country pipeline.
8	<b>Post: Sr Associate (Mechanical)</b> <b>Monthly Consolidated Remuneration: Rs.1,00,000/-</b> <b>Upper age limit: 40 years</b>	Full Time Bachelor Degree In Engineering / Technology in Mechanical / Production /Production & Industrial / Manufacturing with minimum 60% marks.	Minimum <b>09 (Nine)</b> year post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning/Maintenance in Petrochemical Plant/Refinery/Fertilizer plant or in construction/ commissioning /operation & maintenance of Oil & Gas cross country pipeline
9	<b>Post: : Chief Associate (Mechanical)</b> <b>Monthly Consolidated Remuneration: Rs.1,15,000/-</b> <b>Upper age limit: 50 years</b>	Full Time Bachelor Degree In Engineering / Technology in Mechanical / Production /Production & Industrial / Manufacturing with minimum 60% marks.	Minimum <b>12 ( twelve)</b> year post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning/Maintenance in Petrochemical Plant/Refinery/Fertilizer plant or in construction/ commissioning /operation & maintenance of Oil & Gas cross country pipeline

10	<b>Post: Assistant Associate (Instrumentation)</b> <b>Monthly Consolidated Remuneration :</b> <b>Rs.65,000/-</b> <b>Upper age limit:</b> <b>32 years</b>	Full time Bachelor Degree in Engineering/ Technology in Instrumentation /Instrumentation & Control/ Electronics & Instrumentation / Electrical & Instrumentation / Electronics/ Electrical & Electronics with minimum 60% marks	Minimum <b>03 (three)</b> ) years post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning /Maintenance in Petrochemical Plant /Refinery/Fertilizer Plant or in construction/ commissioning/operation & maintenance of Oil & gas cross country pipelines.
11	<b>Post: Sr. Associate (Instrumentation)</b> <b>Monthly Consolidated Remuneration :</b> <b>Rs.100,000/-</b> <b>Upper age limit:</b> <b>40 years</b>	Full time Bachelor Degree in Engineering/ Technology in Instrumentation /Instrumentation & Control/ Electronics & Instrumentation / Electrical & Instrumentation / Electronics/ Electrical & Electronics with minimum 60% marks	Minimum <b>09 (nine)</b> ) years post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning /Maintenance in Petrochemical Plant /Refinery/Fertilizer Plant or in construction/ commissioning/operation & maintenance of Oil & gas cross country pipelines.
12	<b>Post: Jr. Associate (Electrical)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs. 50,000/-</b> <b>Upper age limit:</b> <b>30 years</b>	Full time Bachelor Degree in Engineering /Technology in Electrical /Electrical & Electronics with minimum 60% marks.	Minimum <b>01 (one)</b> year post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning /Maintenance in Petrochemical Plant/Refinery/Fertilizer Plant or in construction/ commissioning/operation & maintenance of Oil & Gas cross country pipeline
13	<b>Post: Assistant Associate (Electrical)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs. 65,000/-</b> <b>Upper age limit:</b> <b>32 years</b>	Full time Bachelor Degree in Engineering /Technology in Electrical /Electrical & Electronics with minimum 60% marks.	Minimum <b>03 (three)</b> year post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning /Maintenance in Petrochemical Plant/Refinery/Fertilizer Plant or in construction/ commissioning/operation & maintenance of Oil & Gas cross country pipeline
14	<b>Post: Associate (Electrical)</b> <b>Monthly Consolidated Remuneration :</b> <b>Rs. 80,000/-</b> <b>Upper age limit:</b> <b>36 years</b>	Full time Bachelor Degree in Engineering /Technology in Electrical /Electrical & Electronics with minimum 60% marks.	Minimum <b>06 (six)</b> year post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD)/Project Commissioning /Maintenance in Petrochemical

			Plant/Refinery/Fertilizer Plant or in construction/ commissioning/operation & maintenance of Oil & Gas cross country pipeline
15	<b>Post: Sr Associate (Electrical)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs.1,00,000/-</b> <b>Upper age limit:</b> <b>40 years</b>	Full time Bachelor Degree in Engineering /Technology in Electrical /Electrical & Electronics with minimum 60% marks.	Minimum <b>09 (nine)</b> year post qualification experience (including experience as GET/ET/MT) in City Gas Distribution Network (CGD/Project Commissioning /Maintenance in Petrochemical Plant/Refinery/Fertilizer Plant or in construction/ commissioning/operation & maintenance of Oil & Gas cross country pipeline
16	<b>Post: Assistant Associate (Fire &amp; Safety)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs .65,000/-</b> <b>Upper age limit:</b> <b>32 years</b>	Bachelor Degree in Engineering / Technology in Fire/Fire & Safety with minimum 60% marks. Preference will be given to candidates having one year Diploma in Industrial Safety from a central / Regional Labour Institute recognized by Govt/one year Diploma in Industrial safety from any recognized Institute /University	Minimum <b>03 (three)</b> years post qualification experience (including experience as GET/ET/MT) in Fire & Safety function in any organization.
17	<b>Post: Associate (Fire &amp; Safety)</b> <b>Monthly Consolidated Remuneration:</b> <b>Rs.80,000/-</b> <b>Upper age limit:</b> <b>36 years</b>	Bachelor Degree in Engineering / Technology in Fire/Fire & Safety with minimum 60% marks. Preference will be given to candidates having one year Diploma in Industrial Safety from a central / Regional Labour Institute recognized by Govt/one year Diploma in Industrial safety from any recognized Institute /University	Minimum <b>06 (six)</b> years post qualification experience (including experience as GET/ET/MT) in Fire & Safety function in any organization.

18	<b>Post: Sr Associate (Fire &amp; Safety)</b> <b>Monthly Consolidated Remuneration: Rs.1,00,000/-</b> <b>Upper age limit: 40 years</b>	Bachelor Degree in Engineering / Technology in Fire/Fire & Safety with minimum 60% marks. Preference will be given to candidates having one year Diploma in Industrial Safety from a central / Regional Labour Institute recognized by Govt/one year Diploma in Industrial safety from any recognized Institute /University	Minimum <b>09 (nine)</b> years post qualification experience (including experience as GET/ET/MT) in Fire & Safety function in any organization.
19	<b>Post: Jr. Associate (Finance &amp; Accounts)</b> <b>Monthly Consolidated Remuneration : Rs.50,000/-</b> <b>Upper age limit:30 years</b>	CA/CMA OR Two years full time MBA with Specialization in Finance from a reputed Institute with minimum 60% marks.  Candidates possessing CA/CMA qualification should hold Fellow /Associate membership of ICAI/ICMAI	Minimum <b>01 (one)</b> year post qualification experience (including experience as GET/ET/MT) in Finance/Accounts department in any organization.
20	<b>Post: Associate (Finance &amp; Accounts)</b> <b>Monthly Consolidated Remuneration : Rs.80,000/-</b> <b>Upper age limit: 36 years</b>	CA/CMA OR Two years full time MBA with Specialization in Finance from a reputed Institute with minimum 60% marks.  Candidates possessing CA/CMA qualification should hold Fellow /Associate membership of ICAI/ICMAI	Minimum <b>06 (Six)</b> years post qualification experience (including experience as GET/ET/MT) in Finance/Accounts department in any organization
21	<b>Post: Jr. Associate (C &amp; P)</b> <b>Monthly Consolidated Remuneration: Rs. 50,000/-</b> <b>Upper age limit: 30 years</b>	Full time Bachelor Degree in Engineering /Technology in Mechanical /Electrical/Chemical/Instrumentation/Metallurgy/Civil/Production/IT /Computer Science /Electronics/Telecommunication /Industrial/Petrochemical with minimum 60% marks. OR full time MBA /PG Diploma in Management with specialization in Material Management /Supply Chain Management/Production Management /Project Management with minimum 60% marks.	Minimum <b>01 (one)</b> year post qualification experience (including experience as GET/ET/MT) in Contract & Procurement /Material Management /Stores & Purchase department in any organization

22	<b>Post: Assistant Associate (C &amp; P)</b> <b>Monthly Consolidated Remuneration: Rs. 65,000/-</b> <b>Upper age limit: 32 years</b>	Full time Bachelor Degree in Engineering/Technology in Mechanical /Electrical/Chemical/Instrumentation/Metallurgy/Civil/Production/IT /Computer Science /Electronics/Telecommunication /Industrial/Petrochemical with minimum 60% marks. OR full time MBA /PG Diploma in Management with specialization in Material Management /Supply Chain Management/Production Management /Project Management with minimum 60% marks	Minimum <b>03 (three)</b> years post qualification experience (including experience as GET/ET/MT) in Contract & Procurement /Material Management /Stores & Purchase department in any organization
23	<b>Post: Associate (C&amp;P)</b> <b>Monthly Consolidated Remuneration: Rs .80,000/-</b> <b>Upper age limit: 36 years</b>	Full time Bachelor Degree in Engineering /Technology in Mechanical /Electrical/Chemical/Instrumentation/Metallurgy/Civil/Production/IT /Computer Science /Electronics/Telecommunication /Industrial/Petrochemical with minimum 60% marks. OR full time MBA /PG Diploma in Management with specialization in Material Management /Supply Chain Management/Production Management /Project Management with minimum 60% marks.	Minimum <b>06 (six)</b> years post qualification experience (including experience as GET/ET/MT) in Contract & Procurement /Material Management /Stores & Purchase department in any organization
24	<b>Post: Jr. Associate (Civil)</b> <b>Monthly Consolidated Remuneration: Rs. 50,000/-</b> <b>Upper age limit: 30 years</b>	Full time Bachelor Degree in Engineering /Technology in Civil with Minimum 60% marks	Minimum <b>01 (one)</b> year post qualification experience (including experience as GET/ET/MT) in Civil department/function in any organization.
25	<b>Post: Assistant Associate (Civil)</b> <b>Monthly Consolidated Remuneration: Rs. 65,000/-</b> <b>Upper age limit: 32 years</b>	Full time Bachelor Degree in Engineering /Technology in Civil with Minimum 60% marks	Minimum <b>03 (three)</b> years post qualification experience (including experience as GET/ET/MT) in Civil department/function in any organization.

26	<b>Post: Associate (Civil)</b> <b>Monthly Consolidated Remuneration: Rs. 80,000/-</b> <b>Upper age limit: 36 years</b>	Full time Bachelor Degree in Engineering /Technology in Civil with Minimum 60% marks	Minimum <b>06 (Six)</b> years post qualification experience (including experience as GET/ET/MT) in Civil department/function in any organization.
27	<b>Post: Associate (BIS)</b> <b>Monthly Consolidated Remuneration: Rs. 80,000/-</b> <b>Upper age limit: 36 years</b>	Full time Bachelor Degree in Engineering/Technology in Computer Science /Information Technology with minimum 60% marks OR 03 years Master Degree in Computer Application (MCA) with minimum 60% marks	Minimum <b>06 (Six)</b> years post qualification experience (Including experience as GET/ET/MT) in Business Information System (BIS) function in any organization.
28	<b>Post: Associate (HR)</b> <b>Monthly Consolidated Remuneration: Rs. 80,000/-</b> <b>Upper age limit: 36 years</b>	Two years full time MBA/MMS/MSW with specialization in Human Resource Management /Personnel Management & Industrial Relations with minimum 60% marks. OR Two years full time Master Degree/PG Diploma in Personnel Management/Personnel Management & Industrial Relation with minimum 60% marks.	Minimum <b>06 (Six)</b> years post Qualification experience (including experience as GET/ET/MT) in various HR functions in any organization
29	<b>Post: Sr Associate (HR)</b> <b>Monthly Consolidated Remuneration: Rs.1,00,000/-</b> <b>Upper age limit: 40 years</b>	Two years full time MBA/MMS/MSW with specialization in Human Resource Management /Personnel Management & Industrial Relations with minimum 60% marks. OR Two years full time Master Degree/PG Diploma in Personnel Management/Personnel Management & Industrial Relation with minimum 60% marks.	Minimum <b>09 (Nine)</b> years post Qualification experience (including experience as GET/ET/MT) in various HR functions in any organization
30	<b>Post: Sr. Associate (Law)</b> <b>Monthly Consolidated Remuneration: Rs.1,00,000/-</b> <b>Upper age limit: 40 years</b>	Bachelor's Degree in Law (L.L.B) (minimum 03 years professional course ) with minimum 50% marks in L.L.B OR 5 years integrated L.L.B Degree (professional) with minimum 60% marks	Minimum <b>09 (nine)</b> years post qualification experience as a Law Executive/ Officer OR as an advocate in Law firm. Candidate must have hands on experience in handling litigation before different Judicial /Quasi-judicial Forums, Arbitration & Conciliation matters, drafting & vetting various legal documents, handling legal matters pertaining to Industrial / labour law matters, regulatory matters of

			Hydrocarbon sector.
31	<b>Post: Associate (Corporate Affairs)</b> <b>Monthly Consolidated Remuneration: Rs. 80,000/-</b> <b>Upper age limit: 36 years</b>	BE/B.Tech / B.Sc in any Branch of Engineering with minimum 60% of marks	Minimum <b>06 (Six)</b> years post qualification experience in Project Management / Corporate Affairs Activities in Hydrocarbon / CGD / Engineering and Project Management Consultancy (EPMC) / Oil & Gas / Petrochemical / Fertilizer sector.
32	<b>Post: Company Secretary</b> <b>Monthly Consolidated Remuneration: Rs.80,000/-</b> <b>Upper age limit: 36 years</b>	Should hold Associate membership of Institute of Company Secretaries of India	Minimum <b>06 (Six)</b> years Post qualification experience as practicing Company Secretary or working as Company Secretary/ Company Secretariate in any Company.
33	<b>Post: Sr. Associate to CEO</b> <b>Monthly Consolidated Remuneration: 1,00,000/-</b> <b>Upper age limit : 40 years</b>	BE/ B.Tech / B.Sc in any Branch of Engineering with minimum 60% of marks.	Minimum <b>09 (nine)</b> years post qualification experience in Project Monitoring / Project Management / Project Execution / Project Management Consultant (PMC) in City Gas Distribution (CGD) / Project Commissioning / Maintenance in Petrochemical Plant / Refinery / Fertilizer Plant / Oil & Gas sector.

**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), percentage of marks, minimum essential experience required shall be as indicated in **Table-II** against each post.
- 2.2 Only full time degree as specified under the essential qualification column for Technical Functions i.e Bachelor degree in Engineering/Technology (BE/B. Tech / B. Sc Engg. etc) and for non Technical function i.e MBA/PGDM/MMS/MSW & LLB courses will be considered. (**Except CA/CMA/CS qualification.**)
- 2.3 The qualifying marks in professional qualification viz. for Technical functions – Bachelor degree in Engineering/Technology (BE/B/Tech/B.Sc Engg. etc.) & for non-Technical functions - MBA/PGDM/MMS/MSW & LLB will only be considered for the eligibility criteria.  
There shall be no qualifying percentage mark for CA/CMA/CS or for any qualification where percentage of marks is not deciding factor for qualifying result.
- 2.4 For Business Information System (BIS) / Information Technology (IT) discipline 03 (three) years Master Degree in Computer Application (MCA) will also be considered.
- 2.5 All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/ concerned statutory council (wherever applicable).  
**Diploma in Engineering** qualifications (if applicable) should be recognized by respective State Board of Technical Education.
- 2.6 Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/ University rules/ norms.
- 2.7 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.
- 2.8 Engineering Degree can be B.E./ B. Tech./ B. Sc. Engineering (04 years course).
- 2.9 Three years Engineering Degree with Diploma (in relevant Branch of Engineering) or B.Sc or Graduate in Science will be treated at par with B.E. / B. Tech / B. Sc (Engineering).
- 2.10 Candidates having 05 years B.E./ B. Tech. or M.E./ M. Tech. integrated dual degree in engineering in relevant discipline shall also be treated at par with B.E. / B. Tech / B. Sc Engineering.
- 2.11 Wherever MBA has been mentioned as requirement, apart from MBA, Two years Post Graduate Diploma in Management / Personal Management & Industrial relations/ MMS/ MSW with specialization in relevant field shall also be considered.



2.12 MBA/ PG Diploma in Management/ MMS/ MSW 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.

2.13 Minimum Essential Post Qualification **Experience** in State/Central Government Department(s)/ Organizations(s)/ Undertaking(s) and/or Private Sector Organization / Institution(s)/ Company(ies) / CA /Cost Accounting Firm(s) /CS (Firms)/ Law Firm(s) should be as on **Last date of submission of application**. Industrial/ Vocational Training undergone as a part of a course curriculum will not be considered against minimum essential experience criteria.

The period of apprenticeship training of the candidates in the relevant industry of State/ Central Government/ Department(s)/ Organization(s)/ Undertaking(s) and/or Private Sector Organization(s)/ Institution(s)/ Company(ies) /CA/Cost Accounting Firm(s) / Law Firms as prescribed against the post will be considered as experience against the requisite post qualification minimum essential experience criteria subject to fulfillment of all other eligibility criteria as per the terms and conditions.

2.14 Experience of candidates working on contract basis through empaneled agency/ contractor in State/Central Government Department(s)/ Organizations(s)/ Undertaking(s) and/or Private Sector Organization / Institution(s)/ Company(ies) / CA /Cost Accounting Firm(s) /CS Firm (s)/ Law Firm(s) will also be considered. Direct work experience including Fixed Term Employment basis will also be considered.

2.15 **Preference will be given to candidates having experience in City Gas Distribution OR Oil & Gas Sector.**

### **3. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATION(S)**

Relaxation in minimum qualifying percentage of marks in essential qualification(s) in respect of **SC/ ST and PwBD category candidates** has been provided as per following:

3.1 Wherever minimum qualifying percentage of marks have been specified as **60%**, **relaxed minimum educational qualification(s) percentage in respect of SC, ST and PwBD category candidates is 55%**.

3.2 Wherever minimum qualifying percentage of marks have been specified as **50%**, **relaxed minimum educational qualification(s) percentage in respect of SC, ST and PwBD category candidates is 45%**.

3.3 **SC/ ST /PwBD** category candidates applying against unreserved posts shall be considered under general standard of merit and no relaxation in minimum qualifying percentage of marks in education qualification shall be available to them.

### **4. UPPER AGE LIMIT AND AGE RELAXATION**

4.1 The Upper Age Limit for various posts as given in **Table-II** is as on **Last date of submission of application**.

4.2 The upper age is relaxable by 05 years for SC/ST category candidates, 03 years for OBC (NCL)

category candidates. It is also relaxable by 10 years for PwBD-General/EWS category candidates, 13 years for PwBD-OBC(NCL) category candidates and 15 years for PwBD-SC/ST category candidates. The above relaxation in upper age limit is applicable only in respect of posts which are reserved for SC/ ST/OBC(NCL) category candidates. Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for concerned PwBD category candidates. The upper age limit is also relaxable by 05 years for candidates domiciled in the State of Jammu & Kashmir between 01.01.1980 and 31.12.1989.

- 4.3 SC/ST/OBC(NCL) category candidates applying for post marked unreserved (UR) posts shall be considered under general standard of merit and no relaxation in upper age limit shall be available to them.
- 4.4 Ex-servicemen who rendered continuous service for not less than six months in the Armed Forces of the Union, shall be allowed to deduct the period of such service from their actual age, and if the resultant age does not exceed by more than 03 years the maximum age limit prescribed for the posts/ services for which a candidate seeks appointment, he/ she be deemed to satisfy the conditions regarding the age limit.
- 4.5 **Maximum upper age of the applicant shall not exceed 56 years including all possible age relaxations.**
- 4.6 **Relaxation and concessions for Persons with Benchmark Disabilities (PwBDs) category candidates will be in accordance with the Government directives in this regard.**

**5 CONSOLIDATED REMUNERATION (BREAK UP):**

5.1 Break up of monthly consolidated remuneration is indicated in **Table-III** below:

**Table-III**

SL. No.	Designation/Levels	Basic Pay	HRA	Other Allowances@	Monthly total Remuneration
1	Jr. Associate (*)	35,000	10,000	5,000	50,000
2	Assistant Associate (*)	45,000	12,000	8,000	65,000
3	Associate (*) / Company Secretary	55,000	15,000	10,000	80,000
4	Senior Associate (*)	70,000	19,000	11,000	1,00,000
5	Chief Associate (*)	80,000	22,000	13,000	1,15,000

**\*Parenthesis to indicate functional denominations.**

**@ Other allowances includes conveyance and communication expenses**

**5.2 Other Benefits:**

Contributory Provident Fund, Reimbursement of Medical Insurance for self, spouse and first two children, Group Personal Accident (GPA) Insurance as per the rules of the Company.

Fixed Annual Increment: 1<sup>st</sup> annual increment will be added to the Pay after completion of one year from the date of joining and 2<sup>nd</sup> annual increment will be paid on completion of one year thereafter.

Request related to PAY PROTECTION will not be entertained at any stage during the engagement period.

**No other allowance will be paid in addition to above.**

- 5.3** All the above benefits will be governed by the policy of the Company in force & amended from time to time.

**6. ENGAGEMENT PERIOD:**

Engagement period of persons on Fixed Term Employment is for a maximum period of **03 (three) years** with initial **06 (six) month on probation**. Unless the contract of engagement is terminated earlier, the contract of engagement shall stand automatically terminated on the expiry of the aforesaid period. No extension of contract for engagement beyond three years will be made under any circumstances.

**7. PLACEMENT/ ASSIGNMENTS:**

Personnel on Fixed Term Employment basis under the Company can be posted anywhere in India. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

**8. APPLICATION FEE**

- 8.1 At the time of submission of online application, candidates belonging to **General, EWS & OBC (NCL) category** are required to pay a non-refundable application fee of **Rs. 200/- (Rupees Two Hundred only)** (excluding applicable Taxes).

- 8.2 **SC/ ST/ PwBD category candidates are exempted from payment of application fees.** However, for claiming exemption in application fees, SC/ ST candidates will have to submit a true copy of SC/ ST certificate as applicable, issued by the Competent Authority in the prescribed format and PwBD category candidates claiming exemption in application fee will have to submit a true copy of disability certificate in the prescribed format issued by Competent Authority at the time of further Selection Process

**9.0 HOW TO REGISTER & APPLY**

- 9.1 **CANDIDATES ARE REQUIRED TO APPLY ONLINE THROUGH BGCL WEBSITE.** No other means/ mode of application will be accepted.

- 9.2 Before applying online, candidate is advised to go through Detailed Instructions. The candidate should possess the following and keep the same handy while applying online.

- (i) Valid email ID and mobile no.

- (ii) Scanned copy of self-attested recent passport size coloured photograph (Max size–200 KB) of the candidate. Size of file should be up to 200 KB in .JPG/.JPEG format only.
- (iii) Scanned copy of signature (signed on white paper with black pen) of the candidate. Size of file should be up to 200 KB in .JPG/.JPEG format only
- (iv) Detail of Debit card/Credit Card/Net Banking required for paying application fee.

9.3 Applicants are required to Register themselves first in the online Recruitment Portal of BGCL website <https://bgcl.co.in> by clicking on '**CAREERS**' link and then **REGISTER HERE**. Complete the user registration process by providing basic details.

Please note that Registration details need to be provided only once.

9.4 The Password provided during Registration, the same Password shall be used for signing up (Login) for submission of online application.

9.5 Candidates must submit the documents for ID proof. Candidate should enter Certificate No., Issue date, issuing authority and upload the documents, in pdf/jpeg/jpg file in such a way that the file size does not exceed **200 KB** and is legible when a print out taken. For that purpose, the applicant may scan the documents/certificates in **200 dpi grey scale**.

**9.6 CANDIDATES ARE ADVISED TO REGISTER WITH VALID AND ACTIVE E-MAIL ADDRESS IN THE ONLINE APPLICATION.**

9.7 After creating an account, applicants need to login with the credentials. Credentials are phone number registered during registration or e-mail and the password is password provided during registration.

9.8 After login, applicants can click on Home->Dashboard and see the live advertisements of BGCL in 'Apply Section'.

9.9 Applicant can click on 'Apply' to fill up the application form.

9.10 An applicant is required to upload the scanned images of his/her recent photograph and signature in JPG/JPEG format.

- a. Size of the photograph (passport size) (Max size–200 KB)
- b. Size of the signature (Max size–200 KB)

9.11 Candidate should take utmost care to furnish the correct details while filling in the on-line application. **CANDIDATE CAN EDIT THE INFORMATION AT ANY STAGE BEFORE SUBMISSION**. Hence, candidate are advice to take a preview of the application before submitting the same. Once the form is submitted, it can't be edited.

9.12 Click proceed button.

- 9.13 After clicking on proceed button by the applicant he/she can either click 'Submit' button for final submission or click 'Cancel' button for necessary corrections before final submission of the Application Form.
- 9.14 The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.
- 9.15 For any other issues related to online application form you can contact the following-  
Email: [career@bgcl.co.in](mailto:career@bgcl.co.in)  
Contact No: 033- 23248078 (From **10:00 AM** to **5:00 PM** on all working days)
- 9.16 After submitting online application, candidates are required to keep the copy of Application form with unique application number and for further reference. The same can be downloaded from the site after successful submission of the online application form.
- 9.17 The Application form can be downloaded from Activity Section of Home Page by clicking on Download Application Form .
- 9.18 Candidates are NOT required to submit hard copy of application form to BGCL at this stage.
- 9.19 In case the candidate is called for further Selection Process, he/ she has to bring the downloaded application form with all **ORIGINAL DOCUMENTS** [in the order as mentioned below] together with ONE SEPARATE SET OF PHOTO COPY of all documents duly **SELF ATTESTED** (in the same order) at the time of further Selection Process, failing which he/ she will not be permitted to appear in the further Selection Process:
- (i) Print out of the Online Application form with 02 recent passport size photograph (same photograph uploaded on the online application form) along with signature on the application form.
  - (ii) Document in support of Date of Birth proof – Matriculation/ Class-X Certificate/ Mark Sheet. No other Proof for determining Date of Birth shall be considered.
  - (iii) Caste/Tribe certificate [for SC/ ST/ OBC (NCL) category candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India, Disability certificate [in case of PwBD category candidates] in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates). OBC (Non Creamy Layer)/EWS category candidates are required to submit **latest** caste/category certificate.
  - (iv) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheet, Degree & Diploma certificate starting from matriculation onwards).
  - (v) 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.

(vi) For the various post/level under Finance/Company Secretary Discipline.: Associate / Fellow membership certificate of ICAI/ICMAI/ICSI for candidates possessing CA/CMA/CS qualification (as applicable).

(vii) Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.

Only following types of documentary proofs towards experience will be considered:

**I. For Past Employment:**

- Experience letter issued by competent and authorized executive of the organization indicating Designation, date of joining including date of relieving the organization by the employee concerned and also details of nature of job/duties performed **OR**
- Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter/ relieving order.

**II. For Current Employment:**

- Experience letter issued by competent and authorized executive of the organization indicating designation, and date of joining the organization by the employee concerned along with latest pay slip and also details of nature of job/duties performed **OR**
- Appointment letter clearly mentioning the date of joining the organization and Latest Pay Slip along with any of the following optional documents:
  - Identity card issued by current employer
  - Annual Increment letter
  - Promotion order/Transfer order etc.

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

(x) **Valid ID Proof:** PAN Card/ Voter ID/ Aadhar Card/ Driving License etc.

**Shortlisted Candidates should ensure that they bring all the documents mentioned above to the venue of further Selection Process. In the event of failure of candidate to submit any of the required documents as mentioned above, candidature of such candidate shall be liable to be rejected.**

9.20 Before applying for the post, candidates should ensure that he/ she fulfills the eligibility criteria and other conditions mentioned in this advertisement. BGCL would be free 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.

**9.21 The Fixed Term Employment will not confer any right on the personnel to claim the status of a regular employee of the Company at any point of time.**

**10.0 PRE-EMPLOYMENT MEDICAL EXAMINATION**

Selected candidates will be required to undergo pre-engagement medical fitness examination which will be certified by the Medical Authority i.e. Chairman of Medical Board or Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/State Govt. Hospital (having the status of minimum District Hospital). The report will be submitted to Head of HR.

No relaxation in medical standards/norms shall be allowed. The expenses incurred on such medical examination may be reimbursed to the extent of Rs.400/- on submission of receipt thereof.

**11. SELECTION PROCESS**

- 11.1 Online application of only those candidates will be considered for further selection process who fulfil all the notified eligibility criteria. Depending on the number of candidates fulfilling notified criteria, candidates may undergo single stage or multiple stage selection process as per merit list based on marks obtained in professional qualification and/or relevant experience criteria.
- 11.2 Screening 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 BGCL will not be responsible for any consequence of furnishing such wrong/ false information.
- 11.3 Since all the applications will be screened on the basis of information submitted by the candidate in the online 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 rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- 11.4 All the details given in the online form will be treated as final and no changes will be entertained.
- 11.5 It may please be noted that submission of online application under fictitious/ pseudo names/ email ids is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2000.
- 11.6 Selection Process will involve Interview before the Selection Committee.
- **For the post of Fire & Safety: Selection Process may involve Physical Endurance Test (PET) and Interview before the Selection Committee.**

## 12. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

- 12.1 Only Indian Nationals are eligible to apply.
- 12.2 The candidates should ensure that they fulfill all eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the on-line application and the documents submitted by them later on (in terms of **Clause 9.19** as mentioned above) are correct in all respects. Mere admission to the Selection Process does not imply that the Company (BGCL) has been satisfied about the candidate's eligibility. In case it is detected at any stage of the recruitment process that a candidate does not fulfill 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 appointment, his/ her services will be summarily terminated.
- 12.3 Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
- 12.4 Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the online application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/ communication regarding participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the online application data and documents submitted. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. BGCL 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.
- 12.5 Only shortlisted candidates who are found apparently eligible based on the online application data and documents submitted will be called for participating in the Selection Process. (In case the applicant does not receive any communication within **120 days** from the date of publication of this advertisement, it may be presumed that he/ she has not been shortlisted for the Selection Process)
- 12.6 Category [**GEN/EWS/SC/ST/OBC(NCL)/PwBD**] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- 12.7 The OBC candidates who belong to "**CREAMY LAYER**" are not entitled for OBC and such candidates have to indicate their category as "General".
- 12.8 Relaxations/ Reservations for SC/ST/OBC(Non Creamy Layer)/ PwBD (degree of disability 40% or above) / Ex-Serviceman as per Government Directives are applicable.



#### 12.9 Degree of Disability for reservation

Only such PwBD candidates would be eligible to get the applicable benefit of reservation/ concessions who suffer from not less than **40%** of relevant disability. For claiming the benefit of reservation/ concessions applicable for **PwBDs**, the candidates will have to submit a disability certificate as per formats prescribed by the Ministry of Social Justice and Empowerment vide notification no. G.S.R. 591 (E) dated 15.06.2017 in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for EWS/SC/ST/OBC(NCL)/EWS/PwBD certificate**" available on careers section of BGCL website [www.bgcl.co.in](http://www.bgcl.co.in). In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature will not be considered.

12.10 Candidates belonging to **SC/ST** category should produce their caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC(NCL)/EWS/PwBD certificate**" available on careers section of BGCL website [www.bgcl.co.in](http://www.bgcl.co.in). In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered.

12.11 Candidates belonging to **OBC (Non-Creamy Layer)** category should produce their **latest caste certificate** in the prescribed format issued by Competent Authority as prescribed by Government of India in support of their claim. To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC(NCL)/EWS/PwBD certificate**" available on careers section of BGCL website [www.bgcl.co.in](http://www.bgcl.co.in). The name of the caste and community indicated in the OBC (NCL) certificate must appear in the central list of Other Backward Classes. In case, the candidate fails to produce his latest caste certificate in the prescribed format issued by Competent Authority as prescribed by Government of India, his/ her candidature will not be considered. Further, OBC (NCL) candidates will have to give a self- undertaking indicating that they belong to OBC (NCL) category at the time of participating in the Selection Process, if called for the same.

12.12 Candidates seeking reservation under **EWS** category should produce their **latest** Income and Asset Certificate issued by Competent Authority. The prescribed format and the Competent Authority have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019. The EWS certificate issued by Competent Authority should be valid on the closing date for receipt of online application in BGCL (the certificate will be valid for one year from the date of issue). To download the prescribed format please click relevant link "**Download prescribed format for SC/ST/OBC(NCL)/EWS/PwBD certificate**" available on careers section of BGCL website [www.bgcl.co.in](http://www.bgcl.co.in). -

12.13 Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either forward their application through **Proper Channel** or shall produce **NOC** from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce **NOC** from his/ her present employer at the time of interview, his/ her candidature will not be considered.

- 12.14 Candidature of the registered candidate 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 is not found in conformity with eligibility criteria mentioned in the advertisement.
- 12.15 BGCL reserves the right to raise the minimum eligibility standards. BGCL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
- 12.16 The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. BGCL's decision shall be final in this regard.
- 12.17 List of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on BGCL Website [www.bgcl.co.in](http://www.bgcl.co.in) for the information of the candidates in due course of time. Candidates are advised to visit BGCL Website [www.bgcl.co.in](http://www.bgcl.co.in) for latest updates.
- 12.18 Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Kolkata Court** only.
- 12.19 Any revision, clarifications, addendum, corrigendum, time extension etc., to the above advertisement will be hosted on "**CAREERS**" section of BGCL website: [www.bgcl.co.in](http://www.bgcl.co.in) only and no separate notification will be issued to the Press. Candidates are requested to visit the website regularly to keep themselves updated.

#### **12.20 IMPORTANT DATES**

<b>Activity</b>	<b>Date</b>
<b>Commencement of On-Line registration of application by candidates</b>	<b>30.08.2022 (from 1000 hrs. onwards)</b>
<b>Last date for on-line registration &amp; Submission of application by candidates</b>	<b>28.09.2022 (Till 1700 hrs.)</b>

#### **13. IMPORTANT INSTRUCTIONS**

- 13.1 The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable) and upload of Self Attested Photograph.
- 13.2 Candidates are advised in their own interest to complete the registration process, pay application fee online (as applicable) and final submission of online application sufficiently in advance before the last date so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.**
- 13.2 We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of Bengal Gas Company Limited circulated through e-mail, social media etc. Please rely on information hosted on our website [www.bgcl.co.in](http://www.bgcl.co.in) for any job/career related information pertaining to Bengal Gas Company Limited.

**ADVT: BGCL/OPEN/MISC/1/2022**