



# Tripura Natural Gas Company Limited

(A Joint Venture of GAIL (India) Ltd., Govt. of Tripura and Govt. of Assam)  
Shilpa Nigam Bhawan, Khejur Bagan, P.O: Kunjaban, Agartala, Tripura -799006.

Advt. No. TNGCL/HR/03/2022

Date: 30.06.2022

TNGCL invites applications from Indian Nationals for filling up following posts:

S. No.	Post	Grade	No. of Posts	Location
1	Dy. Manager (F&A)	M-3	01	Agartala
2	Officer-BIS	M-1	01	Agartala
3	Dy. Manager (HR)	M-3	01	Agartala

1. Minimum Essential Qualification(s), Minimum Essential Experience and upper age limit required for the above post shall be as indicated in **Table –I** below:

**Table-1**

Sl. No	Position / Grade & Pay Scale	No. of posts	Qualification.	Minimum Essential Experience.	Upper Age Limit.
01	<b>Dy. Manager (Finance)</b> <b>Grade-M-3</b>  <b>Pay Scale:</b> <b>Rs. 48,000-</b> <b>1,24,500/-</b>	01	CA/ICWA from the Institute of Chartered Accountants of India/Institute of Cost Accountants of India	Minimum 07 years post qualification experience in Finance Department in State / Central Government / Department(s) / Organization(s) / Undertaking(s) and / or Large Private Sector Organization(s) / Institution(s) / Company(ies) of repute, as an employee of that Organization.  The Candidates should have high degree of Professional knowledge and proven Competence in the following areas:  Preparation and finalization of Annual Accounts, working Knowledge on preparation of Accounts; knowledge of receivables and debtors' management; Handling all Audits, Statutory, Tax Audit & Internal Audit including compliance; Budgeting, Fund Management; Knowledge of GST, VAT and income tax.  Preference would be given to candidates having in line experience in City Gas Distribution Company or in Hydrocarbon Industry.	36 years as on 30.06.20 22

02	<b>officer-BIS</b>  <b>Grade: M-1</b>  <b>Pay Scale:</b> <b>Rs. 32,000 –</b> <b>83,000/-</b>	01	Bachelor Degree in Engineering in Computer Science / Information Technology with minimum 65% marks from a Recognized Institute.	Minimum 02 years Post Qualification Executive Experience (Incl. experience as GET/ET/MT) in BIS functions in State / Central Government Departments / Organizations / Undertakings and /or Large Private Sector Organizations / Company(ies) of repute, as an employee of that Organization.  Preference would be given to candidates having in line experience in City Gas Distribution Company or in Hydrocarbon Industry.	30 years as on 30.06.20 22
02	<b>Dy. Manager (HR)</b>  <b>Grade: M-3</b>  <b>Pay scale:</b> <b>Rs.48,000 –</b> <b>1,24,500/-</b>	01	Regular Bachelor Degree with minimum 60% marks and Regular Two years MBA / MSW with specialization in Personnel Management & Industrial Relations / Human Resources Management with minimum 65% marks OR Bachelor Degree with minimum 60% marks and Two years Master Degree / Two years PG Diploma in Personnel Management / Personnel Management & Industrial Relations with minimum 65% marks from reputed Institution.	Minimum 07 years in HR Department in an Organization of repute.  Should have solid 5+ experience in HR Operations (Generalist HR) (From Hire to Retire) and Labour Codes.  Candidates with only Recruitment experience candidates shall not be considered for this position.  Preference would be given to candidates having in line experience in City Gas Distribution Company or in Hydrocarbon Industry.	36 years as on 30.06.20 22

**2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIALS QUALIFICATION(S) AND ESSENTIALS EXPERINCE:**

- 2.1 Only full-time regular courses will be considered as specified under the minimum essential qualification(s) column in Table-1.
- 2.2 There won't be any age relaxation for the above positions.

- 2.3 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 (where ever applicable) or The Institute of Chartered Accountants of India for CA/ Institute of Cost Accountants of India for ICWA.
- 2.4 Minimum percentage of marks in the essential qualification (s) as specified shall be considered as per institute / University rules / norms.
- 2.5 Whenever CGPA/OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by University / Institutes. 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.
- 2.6 Engineering Degree can be B.E./ B.Tech.
- 2.7 Candidates having 05 Years B.E / B. Tech + M.E / M. Tech integrated dual degree in engineering in relevant discipline shall also be considered.
- 2.8 Minimum Essential Experience shall be considered as of 30.06, 2022. **The Work Experience of Candidates who are working/previously worked on Contract Basis (either Direct/Through Third Party Service Provider) shall not be considered.** Only Regular Employment Experience shall be considered for the above-mentioned jobs.

### 3.0 EMOLUMENTS:

- 3.1 Dy. Manager (F&A): Selected candidates will be placed in the pay scale of Rs 48,000 – 1,24,500/-in M-3 Grade at the Basic Pay of Rs 48,000/-with one year probation in M-3 Grade.
- Dy. Manager (HR): Selected candidates will be placed in the pay scale of Rs 48,000 – 1,24,500/-in M-3 Grade at the Basic Pay of Rs 48,000/-with one year probation in M-3 Grade.
- Officer-BIS: Selected candidates will be placed in the pay scale of Rs 32,000 – 83,000/- in M-1 Grade at the Basic Pay of Rs 32,000/-with one year probation in M-1 Grade.
- 3.2. In addition to Basic Pay, the selected candidates shall get HRA, Cafeteria Allowances, Mobile Reimbursement, Furniture Maintenance Allowances, Conveyance Allowances, Computer Advance, Soft Loan, Performance Related Pay (PRP), Medical Allowances, Health Insurance Policy, EPF, Gratuity, 12 Days Casual Leave, 30 Days Earned Leave and 10 Days Sick Leave.

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

#### 4.0 **PLACEMENT / ASSIGNMENTS:**

4.1 The selected candidates may be posted at any of the installations/project/offices etc. of TNGCL. in any part of Tripura. The Selected Candidates may be assigned jobs/functions/assignments as per the business requirements of the Company.

#### 5.0 **HOW TO APPLY:**

5.1 **Application in the prescribed format can be downloaded from the TNGCL website (www.tngclonline.com). The application Form must accompany the attested true copies of the following testimonials/ documents:**

- (i) Document in support of Date of birth proof.
- (ii) All Certificates/Testimonials in respect of qualifications (all semester/year wise Mark Sheet, Degree and Diploma certificate starting from matriculation onwards):
- (iii) Complete and proper Experience certificates/Documents issued by the Employer in support of experience details mentioned by the candidate in the Application form.
- (iv) **Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated period, candidature of such candidate shall be liable to be rejected.**

5.2 A recent passport size colour photograph should be firmly pasted on the application form and should be signed across by the candidate. Without photograph and signature across it, the application Form will be liable to be rejected. Three copies of the same photo should be retained for use at the time of interview, if called for the same. Failure to produce the same photograph at the time of interview, may lead to disqualification.

5.3 Furnishing of wrong/false information will lead to disqualification and TNGCL will not be responsible for any of the consequences of furnishing such wrong/false information. If at any stage during the recruitment and selection process, it is found that the candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/her candidature will be rejected. If any of the above discrepancies to eligibility parameters, furnishing of wrong intimation and or suppressing of any material fact is detected / noticed even after appointment, his/her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

Court of jurisdiction for any dispute will be at Agartala.

5.4 Prescribed Application Form duly signed and affixing latest passport size colour photograph along with attested true copies of the testimonials/documents mentioned above should be sent by **ORDINARY POST/SPEED POST/DTDC** in a scaled envelop super scribed “**APPLICATION FOR THE POST OF -----**  
-” to the following address:

**HoD (CS & HR In charge)**  
**Tripura Natural Gas Company Ltd**  
Shilpa Nigam Bhawan, Khejur Bagan, Po-Kunjaban, Agartala, Tripura(W), 799006.

**The application and other details as mentioned above must reach the above address by 31<sup>st</sup> July, 2022.** TNGC Ltd will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained. TNGC Ltd will also not take responsibility to connect any certificate/remittance sent separately.

## 6.0 **HEALTH / MEDICAL FITNESS**

At the time of joining in TNGCL after selection, the candidate should submit a **Medical Fitness Certificate** from the Registered Medical Practitioner or from a medical authority.

## 7.0 **SELECTION PROCESS**

Selection process will involve Written Examination/ Group Discussions and/or Interview before the Selection Committee or any other methodology may be chosen by TNGCL.

## 8.0 **OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:**

- 8.1 Only Indian Nationals are eligible to apply.
- 8.2 Request for change of mailing address / E-mail ID / Mobile Number as declared in the application will not be entertained.
- 8.3 Candidates should possess a valid e-mail ID. Candidates are advised to keep the e-mail ID active for at least one year. Responsibilities of receiving and downloading of information / communication etc. will be of the candidate. TNGCL 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.
- 8.4 Only short-listed candidates who are found apparently eligible based on the 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 short listed for the Selection Process.
- 8.5 Candidature of the 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.
- 8.6 Candidature of the candidate is also liable to be rejected if Application Form along with necessary documents as mentioned above are not received or received unsigned or without affixing passport size colour photograph or received after the closing date of application receipt.
- 8.7 TNGCL reserves the right to raise the minimum eligibility standards. TNGCL 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.

- 8.8 The prescribed qualification and experience are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. TNGCL's decision shall be final in this regard.
- 8.9 Separate application should be submitted for each post.
- 8.10 **CANVASSING IN ANY FORM SHALL DISQUALIFY A CANDIDATE FOR EMPLOYMENT UNDER THE TNGCL".**
- 8.11 Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Agartala Court** only.

**HoD (CS & HR In charge)**  
**Tripura Natural Gas Company Ltd**  
Shilpa Nigam Bhawan, Khejur Bagan, Po-Kunjaban,  
Agartala, Tripura(W), 799006.

# **APPLICATION FORM**



# Tripura Natural Gas Company Limited

(A Joint Venture of GAIL (India) Ltd., Govt. of Tripura and Govt. of Assam)  
Shilpa Nigam Bhawan, Khejur Bagan, Agartala, Tripura-799006.

Affix your  
Latest pass  
port size Self-  
attested

1) Name of the post applied for : \_\_\_\_\_

2) a) Applicant's full name (As recorded in SSC Certificate)	Surname: _____ First Name: _____ Middle Name: _____
b) Mother's Name	: _____
c) Father's Name	: _____

3) Complete Postal Address:	_____ Village / Street _____ City _____ District _____ State _____ Pin _____ Contact Ph. No. with STD. Code _____ Mobile No. _____ E-mail I.D _____
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4) Date of Birth	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">Date</td><td colspan="2">Months</td><td colspan="4">Year</td></tr></table>									Date		Months		Year			
Date		Months		Year													

5) Age as on last date of submission of application form i.e 30 <sup>th</sup> November,2021.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">Year</td><td colspan="2">Months</td><td colspan="4">Days</td></tr></table>									Year		Months		Days			
Year		Months		Days													

6) Marital Status	Married		Unmarried	
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7) Gender	Male		Female	
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8) State of Domicile	_____
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9) Nationality	_____
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10) Whether any disciplinary case is pending against you?	Yes	No
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11) Whether any minor or major penalty imposed upon you during the Service period?	Yes	No
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12) Do you possess the essential qualification prescribed for the post	Yes	No
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13) Any other relevant information that you would like to furnish (Use separate sheet if necessary)	Yes	No
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14) Whether any Criminal case or Vigilance Inquiry or Departmental Proceeding was initiated or is pending against the applicant.  If yes, did it lead to conviction / imposition of punishment / it is still pending (details to be indicated)	Yes	No

**15) Academic Qualifications**

Level	Degree/ Diploma/ Certificate	Year	Institute/ University	Subject(s) with major field	Class / Division / Marks
SSC					
HSC					
Graduation					
Post-Graduation					
Other					

Note: Please enclose self-attested photocopies in support of proof of date of birth and qualifications claimed above.

**16) Employment Record and Work Experience:**

Designation	Pay Scale	Grade	Organization	Period		Duration			Nature of Responsibility
				From	To	Y	M	D	

Note: Please enclose self-attested photocopies in support of proof of work experience claimed above.

**DECLARATION**

I, hereby declare that the information furnished above is true and correct to the best of my knowledge and belief and I will submit the original certificates & documents at the time of interview and also that I have not concealed any fact or withheld any information regarding my past service and record. If any information is found to be false or incorrect or anything is found to have been concealed, I will be disqualified for selection or if appointed, will be liable to termination without any notice or compensation

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
(Name & Signature of Applicant)