

DNP Limited is looking for suitable experienced candidates for the following posts in the Executive cadre.

- (1) Manager (Compressor & Material)
- (2) Manager (Pipeline & SCADA)
- (3) Executive Trainee (F&A)
- (4) Security Officer (Contractual Basis)

**JOB SPECIFICATION OF REQUIRED MANPOWER**

**I. Qualification and Experience Requirement:**

Sl No	POST & (No. of Posts).	GRADE	MINIMUM ESSENTIAL QUALIFICATION (EQ)	DESIRED QUALIFICATION	EXPERIENCE	MAX. AGE (As on <b>01.08.17</b> )
01	Dy. Manager/ Manager (Compressor & Material) (01 no.)	E3/E4	1. Candidate must be BE or B. Tech in Mechanical Engineering with minimum 60% marks.	Diploma in Material Management or Training in OEM's factory of gas engine/ Compressor manufacturers	At least 6-12(for Dy. Mgr)/12-15 yrs (for Manager) Post Qualification & relevant Experience of O&M of natural gas engine driven compressor/material management in a reputed Company/ Organization.	35/40 years *
02	Dy. Manager /Manager (Pipelines & SCADA) (01 no.)	E3/E4	Candidate must be BE or B. Tech in Mechanical Engineering or equivalent with minimum 60% marks.	Post graduate diploma/degree in fluid mechanics/IT/ E&T etc or equivalent	At least 6-12(for Dy. Mgr)/12-15 yrs (for Manager)Post Qualification Experience in relevant field of O&M of natural gas pipeline/SCADA/Telecom in a reputed Company/ Organization	35/40 years*
03	Executive Trainee for Finance & Accounts Deptt	E1 grade after successful completion of one year of service.	Candidate must be Chartered Account/ CMA	1.Certification in <b>Ind - AS</b> 2.Experience of working in Tally/MS office etc.		25 years*

04	Security Officer	(On Contractual Basis for three years with further extension of another one year)	Retired Army/Police Officer(In case of Police officer not below the rank of Sub-Inspector and in case of Army not below the rank of Subedar	Experience of working as a Fire and Safety officer or training in F&S during past service period.	55 years*
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**\*Age relaxation up to 5 years may be considered in case of deserving candidates or candidate having higher experience.**

## **II. Other Eligibility Criteria, General Information and Instructions:**

### (a) Methodology of Selection

1. The candidates will be short listed for selection process taking into consideration the qualification and experience etc.
2. The Selection process will consist of Personal Interview by the Competent Selection Committee.

### (b) Time Schedule:

-Last date of receipt of application: **10/10/2017**

-Personal Interview will be held at Guwahati and the date, time & venue will be intimated to all the shortlisted candidates by email/phone.

(c) Wherever CGPA/OGPA or letter grade is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by the concern University/Institutes clearly stating the conversion formula.

(d) The number of vacancies, as indicated, may vary at the time of appointment depending upon the requirement of the Company. The Management may also at its discretion cancel the appointment process at any time without assigning any reason.

(e) *Deserving candidates with lesser experience may be considered for a junior position.*

### (f) Age:

The cutoff date for determining age limit and post qualification experience will be **01.08.2017**. The upper age is relax able by 05 (Five) years for SC/ST candidates 3(Three) years for OBC (Non-Creamy Layer) candidates.

(g) Candidates appointed at different grade will be placed under probation for **1 (One) year** in their respective grade/pay scale.

### (h) Remuneration at present pay structure(July'17)

- (i) Approximate gross emoluments of Rs.57,000/- (For E4).
- (ii) Approximate gross emoluments of Rs.55,000/- (For E3).
- (iii) Approximate L.S. emoluments of Rs 40,000/- (For SO).
- (iv) Stipend for Executive Trainee –Rs. 25,000/- p.m

### III. CONDITIONS

- (a) Short listed candidates will be informed to attend Interview process by e-mail/post on the address/information provided by them in the application. Request for change of Mailing address/email/category/posts as mentioned in the application will not be entertained.
- Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/communication regarding Test and/ or interview call letters etc. shall be provided through email to the candidates found apparently eligible based on the details given in the application form. Responsibilities of receiving and downloading of information/communication etc will be of the candidate. DNPL 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.
- (b) Candidates should ensure that they fulfill all eligibility criteria. Their admission to all stages of recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria mentioned in this advertisement. Company will take up verification of eligibility conditions with reference to documents submitted by the candidate only after the candidate has qualified for interview.
- (c) Only short listed candidates who are found apparently eligible based on the details given in the application form will be called for written test and /or interview as the case may be. In case the applicant does not receive any communication within 90 days from the date of publication of this advertisement, it may be presumed that he/ she has not been short listed for /Test and/ or Interview.
- (d) Category (SC/ST/OBC) once mentioned in the application form will not be changed and no benefit of other category will be admissible later on.
- (e) The OBC candidates who belong to “ CREAMY LAYER” are not entitled for OBC concession and such candidates have to indicate their category as “ General”.
- (f) Candidates from SC/ST/OBC Category must produce their caste certificates issued by Competent Authority.
- (g) Pre-requisites are minimum and mere possession of the same will not entitle a candidate to be called for selection process. Considering the experience, candidates will be shortlisted for selection process.
- (h) If any information furnished by a candidate is found to be false/incorrect at any stage of the recruitment process his/her candidature will be outright rejected.
- (i) If any candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the Company's service without any notice or assigning any reasons whatsoever.

- (j) The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained. Applications received after due date will not be entertained. The Company will not be responsible for postal delay.
- (k) Canvassing in any form will disqualify a candidate.
- (l) The Company reserves the right to cancel the Advertisement fully or partly on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- (m) Persons working in Government /Semi Government Undertaking shall apply “ Thorough Proper Channel” or shall have to produce “No Objection Certificate” at the time of interview.
- (n) The application must be submitted in the Proforma given in this advertisement/website in the same order preferably typewritten on A4 size paper. All items of the application must be filed in accordance to instructions given for filling the application form.
- (o) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Guwahati Court only.
- (p) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.
- (q) Date of birth as per HSLC Certificate and age as on **01.08.2017** should be mentioned.
- (r) Applications duly filled in with attested copies of certificates in support of age, qualifications and experienced etc. should be submitted to the Director, DNP Limited, Assam Gas Company Ltd. Campus, P.O Duliajan, District Dibrugarh, PIN-786602, Assam so as to reach on or before **10.10.2017**. Post applied for must be written on the envelop clearly. Applications received after due date (for whatsoever reason) shall not be entertained.

**Procedure to apply**

Send your application in prescribed format as given below-

**APPLICATION FOR THE POSITION OF .....**

**Affix your recent  
passport size  
photograph and  
sign over it**

**1. Name in Full:**


**2. Parents's Names**

**(a) Father :**


**(b) Mother:**


**3. Full Address:**

**(a) Present (With Telephone No, Mobile No, Valid e-mail address etc.)**

							PIN		
Contact No.	(T)								
	(M)								
Email-ID									

**(b) Permanent (With Telephone No, Mobile No, Valid e-mail address etc.)**

							PIN		
Contact No.	(T)								
	(M)								

4. a) Date of Birth:

D	D		M	M		Y	Y	Y	Y

b) Age as on 01.08.2017:.....Years.....Month.....Days

5. Sex

6. Caste

7. Religion:

8. Marital Status

9. Whether currently working or practicing: WORKING/PRACTICING

a) If working, Present Designation:

b) Please indicate your present level vis a vis your organization structure and prospective career progress path:

10. Present Gross Emoluments:

(Specify Basic Pay, DA & Other Allowances etc.)

11. Qualification Details:

a) Educational/Professional Qualification: (From H.S onwards)

Name of Examination	Board/University/Institute	Year of Passing	% of Marks CGPA Score	Subjects

b) Details of affiliation with Professional Bodies/Institute/Society

Name of the Body	Membership No.	Since When

12. Experience: Details of posts from time to time:

Sl No	Name of the Organization	Position held	Scale of Pay & Gross Emoluments	Period		Total Experience	Job description (Responsibilities handled)
				From	To		

- Attach separate sheet if required.

13. Any other information:

I hereby declare that the information provided hereinabove is true and correct to the best of my knowledge and if found false, my candidature shall be liable to be cancelled.

Place:.....

Date:.....

Signature of the Candidate

Note: Self attested copies of testimonial in support of age, qualification, experience etc. should be furnished, wherever necessary.