



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	Mechanical / Electrical / Instrumentation	Assistant Associate (Mechanical / Electrical / Instrumentation)	1		1	1	1	4	b)D,HH c)OA,OL,Dw,AAV d)SLD,MI e)MD Involving (b) to (d) above
2		Associate (Mechanical / Electrical / Instrumentation)	2			1		3	b)D,HH c)OA,OL,Dw,AAV d)SLD,MI e)MD Involving (b) to (d) above
3		Sr. Associate (Mechanical / Electrical / Instrumentation)	2			1		3	b)D,HH c)OA,OL,Dw,AAV d)SLD,MI e)MD Involving (b) to (d) above

4	Finance & Accounts	Assistant Associate (Finance & Accounts)	1	1				2	a)B, LV b)D, HH c)OA, BA, OL,BL, OAL, BLOA, BLA, LC, Dw, AAV d)MD involving (a) to (c) above
5	Contract & Procurement	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
6		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
7	Civil	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.
8		Sr. 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.
9	Human Resources	Assistant 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

10	Law	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
11	BIS	Assistant 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
		Total						19	

In apart of above 19 vacancies, 01 vacancy is reserved for Persons with Benchmark Disabilities (PwBDs). Details of category and post are given below:

#	Name of the post	Discipline/Department	Reserved for identified categories of Persons with Benchmark Disabilities (PwBDs)	
			Category (a)	
1	Associate (C&P)	C & P	01	

Respective categories:

(a) Blindness & Low vision

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
C&P	Contract & Procurement
F&A	Finance & Accounts
HR	Human Resources
BIS	Business Information System

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 required Qualification(s), Minimum required post qualification Experience & Upper Age Limit for below mentioned Posts are indicated at Table-II below:

Table-II

Sl. No	Post	Minimum Qualification & percentage of Marks	Minimum Post Qualification Experience	Age Limit (Years)
1	Assistant Associate (Mechanical / Electrical / Instrumentation)	<u>Mechanical:</u> Full Time Bachelor Degree in Engineering / Technology or B.Sc Engineering (04 years) in Mechanical / Production /Production & Industrial / Manufacturing with minimum 60% marks. <u>Electrical:</u> Full time Bachelor Degree in Engineering /Technology or B.Sc Engineering (04 years) in Electrical /Electrical & Electronics with minimum 60% marks. <u>Instrumentation:</u> Full time Bachelor Degree in Engineering/ Technology or B.Sc Engineering (04 years) in Instrumentation /Instrumentation & Control/ Electronics & Instrumentation / Electrical & Instrumentation / Electronics/ Electronics & Communication/ Electrical & Electronics with minimum 60% marks.	Minimum 03 (Three) years post qualification experience-(including experience as GET/ET/MT) in (i) City Gas Distribution Network (CGD) OR (ii) Project Commissioning or Maintenance in Petrochemical Plant/Refinery/Fertilizer plant OR (iii) Construction/ Commissioning /Operation & Maintenance of Oil & Gas cross country pipeline.	32
2	Associate (Mechanical / Electrical / Instrumentation)	<u>Mechanical:</u> Full Time Bachelor Degree in Engineering / Technology or B.Sc Engineering (04 years) in Mechanical / Production /Production & Industrial / Manufacturing with minimum 60% marks.	Minimum 06 (Six) years post qualification experience-(including experience as GET/ET/MT) in (i) City Gas Distribution Network (CGD) OR (ii) Project Commissioning or Maintenance in Petrochemical Plant/Refinery/Fertilizer plant	36

		<u>Electrical:</u> Full time Bachelor Degree in Engineering /Technology or B.Sc Engineering (04 years) in Electrical /Electrical & Electronics with minimum 60% marks. <u>Instrumentation:</u> Full time Bachelor Degree in Engineering/ Technology or B.Sc Engineering (04 years) in Instrumentation /Instrumentation & Control/ Electronics & Instrumentation / Electrical & Instrumentation / Electronics/ Electronics & Communication/ Electrical & Electronics with minimum 60% marks.	OR (iii) Construction/ Commissioning /Operation & Maintenance of Oil & Gas cross country pipeline.Gas cross country pipeline.	
3	Sr. Associate (Mechanical / Electrical / Instrumentation)	<u>Mechanical:</u> Full Time Bachelor Degree in Engineering / Technology or B.Sc Engineering (04 years) in Mechanical / Production /Production & Industrial / Manufacturing with minimum 60% marks. <u>Electrical:</u> Full time Bachelor Degree in Engineering /Technology or B.Sc Engineering (04 years) in Electrical /Electrical & Electronics with minimum 60% marks. <u>Instrumentation:</u> Full time Bachelor Degree in Engineering/ Technology or B.Sc Engineering (04 years) in Instrumentation /Instrumentation & Control/ Electronics & Instrumentation / Electrical & Instrumentation / Electronics/ Electronics & Communication/ Electrical & Electronics with minimum 60% marks.	Minimum 09 (Nine) years post qualification experience-(including experience as GET/ET/MT) in (i) City Gas Distribution Network (CGD) OR (ii) Project Commissioning or Maintenance in Petrochemical Plant/Refinery/Fertilizer plant OR (iii) Construction/ Commissioning /Operation & Maintenance of Oil & Gas cross country pipeline.	40

4	Assistant Associate (Finance & Accounts)	CA / ICWA / CMA with minimum 50% marks in final examination. Candidates possessing CA / ICWA / CMA qualification should hold Fellow / Associate membership of ICAI / ICWAI/ ICMAI. OR Two years full time MBA with Specialization in Finance from a reputed Institute with minimum 60% marks.	Minimum 03 (Three) years post qualification experience (including experience as ET/MT) in Finance/Accounts department in any organization. Post qualification experience shall be counted from date of obtaining Associate membership of ICAI/ ICWAI/ ICMAI. Post qualification experience excludes the period of Training/Article ship as per requirement of respective institutes.	32
5	Assistant Associate (C & P)	Full time Bachelor Degree in Engineering /Technology or B.Sc Engineering (04 years) 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 03 (Three) years post qualification experience (including experience as GET/ET/MT) in Contract & Procurement /Material Management /Stores & Purchase department in any organization.	32
6	Associate (C & P)	Full time Bachelor Degree in Engineering /Technology or B.Sc Engineering (04 years) 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	Minimum 06 (Six) years post qualification experience (including experience as GET/ET/MT) in Contract & Procurement /Material Management /Stores & Purchase department in any organization	36

		in Management with specialization in Material Management /Supply Chain Management/Production Management /Project Management with minimum 60% marks.		
7	Assistant Associate (Civil)	Full time Bachelor Degree in Engineering /Technology or B.Sc Engineering (04 years) in Civil with Minimum 60% marks.	Minimum 03 (Three) years post qualification experience (including experience as GET/ET/MT) in Civil department/function in any organization.	32
8	Sr. Associate (Civil)	Full time Bachelor Degree in Engineering /Technology or B.Sc Engineering (04 years) in Civil with Minimum 60% marks.	Minimum 09 (Nine) years post qualification experience (including experience as GET/ET/MT) in Civil department/function in any organization.	40
9	Assistant Associate (HR)	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 03 (Three) years post Qualification experience (including experience as ET/MT) in various HR functions in any organization.	32
10	Associate (Law)	Full time Bachelor's Degree in Law (L.L.B) (minimum 03 years professional course) with minimum 50% marks in L.L.B . OR Full time 5 years integrated L.L.B Degree (professional) with minimum 60% marks.	Minimum 06 (Six) years post qualification experience as a Law Executive/ Officer in any Public/Private Limited Company OR Associate in Law firm or as Practicing Advocate.	36

11	Assistant Associate (BIS)	Full time Bachelor Degree in Engineering/ Technology or B.Sc Engineering (04 years) in Computer Science /Information Technology with minimum 60% marks OR 03 years Master Degree in Computer Application (MCA) with minimum 60% marks	Minimum 03 (three) years post qualification experience (Including experience as GET/ET/MT) in Business Information System (BIS) function in any organization.	32
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2.0 TERMS AND CONDITIONS IN RESPECT OF REQUIRED QUALIFICATION AND REQUIRED POST QUALIFICATION EXPERIENCE [As mentioned under relevant column in Table-II]

- 2.1 Minimum required qualification 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 the respective State Board of Technical Education.
- 2.2 Wherever CGPA/ OGPA/CPI or letter grade in a degree is awarded, equivalent percentage of marks should be indicated by the applicant 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 Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg. (04 years course) and MCA
- 2.4 Three years Engineering Degree with Diploma or B.Sc or Graduate in Science will be treated at par with B.E/ B.Tech/ BSC(Engineering)/MCA.
- 2.5 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. Engg./MCA.
- 2.6 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.
- 2.7 Candidates having integrated MBA degree with Engineering degree shall not be considered either for MBA or for Engineering function.
- 2.8 Minimum required 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) /Law Firm(s) is **as on Last date of submission of application**. Industrial/ Vocational Training/ Articleship undergone as a part of a course curriculum will not be considered against minimum post qualification 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 experience criteria subject to fulfillment of all other eligibility criteria as per the terms and conditions.

- 2.9 Post qualification 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) /Law Firm(s) will also be considered.

3. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN QUALIFICATION

Relaxation in minimum percentage of marks in required qualification in respect of SC/ ST and PwBD category candidates has been provided as per following:

- 3.1 Wherever minimum percentage of marks have been specified as 60%, relaxed minimum qualification percentage in respect of SC, ST and PwBD category candidates is 55%.
- 3.2 Wherever minimum percentage of marks have been specified as 50%, relaxed minimum qualification 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 percentage of marks in 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.

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	Assistant Associate (*)	45,000	12,000	8,000	65,000
2	Associate (*)	55,000	15,000	10,000	80,000
3	Sr. Associate (*)	70,000	19,000	11,000	1,00,000

*Parenthesis to indicate functional denominations.

@ Other allowances includes conveyance and communication expenses

5.2 Other Benefits:

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

Fixed Annual Increment: 1st annual increment will be added to the Pay after completion of one year from the date of joining subject to complete verification of experience & caste (if applicable) and 2nd 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.

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) and keep the copy of the receipt for further reference.

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 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 is 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
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 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 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.

10. **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.**

11. **DOCUMENTS REQUIRED:**

11.1 **Documents required of the shortlisted candidates:**

The following documents will be asked at register e-mail of the short-listed candidates for submitting the same to BGCL through e-mail (career@bgcl.co.in) within 07 days from the date of e-mail for initial verification.

Proof of date of birth, caste certificate (if applicable), mark sheets & certificate of required qualification, membership certificate (if applicable), post qualification experience(s)

11.2 **Documents required for further selection process:**

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 the following 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).

In addition, for CA/ICWA/CMA, all mark sheets of Final Examination & Certificate of

Membership from the institute.

- (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 post under Finance: Associate / Fellow membership certificate of ICAI/ICWAI/ICMAI for candidates possessing CA/ICWAI/CMA 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. Details of nature of jobs/duties to be performed / performed should be mentioned in appointment letter or in relieving letter.

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 & details of nature of jobs/duties to be performed 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.

- (viii) **NOC/ Forwarding Letter from the employer in case the candidate is employed (including employed on Fixed Term basis) in Central/ State Government Department, Central/ State PSUs or Semi Government organization or Autonomous body.**

- (ix) **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 for 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.

- (x) Shortlisted candidates called for the Group Discussion (GD) / personnel interview will be reimbursed up to 3rd AC rail fare (to & fro) by the shortest route (from the corresponding mailing address mentioned in the application form) on production of original ticket or photo copy of ticket subject to eligible for GD/personal interview on verification of documents. No local conveyance expenses will be reimbursed.

12.0 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.

13. SELECTION PROCESS

- 13.1 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 required qualification and/or relevant post qualification experience criteria.
- 13.2 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.
- 13.3 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.
- 13.4 All the details given in the online form will be treated as final and no changes will be entertained.
- 13.5 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.
- 13.6 Selection Process will involve Interview before the Selection Committee.

14. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

- 14.1 Only Indian Nationals are eligible to apply.
- 14.2 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 11** 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.
- 14.3 Request for change of Mailing address/ email ID/ category/ posts as declared in the online application will not be entertained.
- 14.4 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.
- 14.5 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)
- 14.6 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.
- 14.7 The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC and such candidates have to indicate their category as "General".
- 14.8 Relaxations/ Reservations for SC/ST/OBC(Non Creamy Layer)/ PwBD (degree of disability 40% or above) / Ex-Serviceman as per Government Directives are applicable.
- 14.9 **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. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature will not be considered.

- 14.10 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. 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.
- 14.11 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. 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.
- 14.12 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.
- 14.13 Candidates presently employed (including employed on Fixed Term basis) in Central/ State Government Department, Central/ State PSUs or Semi Government Organization or Autonomous Body 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.
- 14.14 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 found in conformity with eligibility criteria mentioned in the advertisement.
- 14.15 BGCL 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.

- 14.16 The prescribed qualification/ experience is the minimum and mere possession of the same does not entitle a candidate to participate in the Selection Process. BGCL's decision shall be final in this regard.
- 14.17 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 for the information of the candidates in due course of time. Candidates are advised to visit BGCL Website www.bgcl.co.in for latest updates.
- 14.18 Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.
- 14.19 Any dispute about recruitment against this advertisement will be settled within the jurisdiction of **Kolkata Court** only.
- 14.20 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 only and no separate notification will be issued to the Press. Candidates are requested to visit the website regularly to keep themselves updated.

14.20 IMPORTANT DATES

Activity	Date
Commencement of On-Line registration of application by candidates.	21.10.2025 (from 1100 hrs. onwards)
Last date for on-line registration & Submission of application by candidates.	20.11.2025 (Till 1700 hrs.)

15. IMPORTANT INSTRUCTIONS

- 15.1 The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable) and upload of Self Attested Photograph & Signature. **Application will be rejected in case application fee (as applicable) is not paid at the time of submission of online application form.**
- 15.2 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 to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.
- 15.3 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 for any job/career related information pertaining to Bengal Gas Company Limited.

ADVT: BGCL/OPEN/MISC/4/2025