

SPECIAL RECRUITMENT DRIVE FOR SC CANDIDATES FOR APPOINTMENT OF ITI (TRAINEES), ADVERTISEMENT NO. – REC/AGCL/HR&A/2024/I/105, Date - 05/08/2025

Assam Gas Company Limited (AGCL), a Govt. of Assam Undertaking invites applications from eligible **candidates belonging to Scheduled Castes who are domicile of Assam and having registration under employment exchanges of Assam** for filling up the following reserved vacancies as per details given here under. The following post may entail working in any operational areas of AGCL.

Sl.No	POST	MONTHLY STIPEND	ESSENTIAL QUALIFICATIONS	NO.OF VACANCIES	CATEGORY
1	ITI Trainee	Rs 10,000/-	- HSLC Passed - Passed ITI Diesel Mechanic Trade OR ITI Fitter Trade from Govt. of Assam recognized institutions or affiliated to SCVT/NCVT.	04 (Four)	SC

- Please note that, candidate(s) possessing the aforesaid essential qualification & Caste certificate only should apply for the notified post.*
- Candidates registered under Employment Exchanges of Assam are only eligible to apply for the vacancies.*
- Number of vacancies may differ at the time of engagement based on Company's requirement*

1.0 AGE-LIMIT(AS ON THE CRUCIALDATE i.e.01/08/2025):

SN.	POST	AGE LIMIT
1.	ITI Trainee	Minimum18 Years and Maximum 43 Years

- Date of Birth (DOB) as mentioned in the Admit Card of Class 10 or Aadhaar Card issued by the concerned Government Body will only be considered as valid proof of date of birth. No other document will be accepted for verification of date of birth.

2.0 SELECTION METHODOLOGY:

- (i) Only those candidates, who fulfill the eligibility criteria mentioned in this advertisement/notification as on the crucial date will be called for the written test.
- (ii) The selection process shall be conducted through a Written Test and Personal Interview wherein selection shall be done in order of merit.
- (iii) Candidates will be initially called for written test only on the basis of their declaration in the submitted application form.
- (iv) The question paper for Written Test will consist of 3(three) sections as detailed here under viz.(A) English Language & General Knowledge/Awareness; (B) Reasoning, Arithmetic/Numerical & Mental Ability and (C) Relevant Technical Knowledge in the course curriculum depending on the post.
- (v) There will be no negative marking in the Written Test.
- (vi) The Written Test will be in English
- (vii) The total duration of the Written Test will be notified through Call letter.
- (viii) In the final merit list for selection, if Written Test marks of more than one candidate are same, then the candidate who obtains more marks in Part-C (Technical) of the Written Test will be given preference. In case, if the marks in Part-C are same, then the candidate who obtains more marks in Part-B (Reasoning, Arithmetic/Numerical & Mental Ability) will be given preference. If the marks in Part-B are also same, then the candidate older in age will be given preference in the final merit list.
- (ix) The short listing of the candidates for Personal Interview will be made in order of merit on the basis of the marks obtained in the Written Test only
- (x) Only those candidates, who qualify the Written Test will be called for Personal Interview.
- (xi) The final selection process shall be conducted through a Personal Interview wherein selection shall be done in order of merit.

3.0 DOCUMENT(S)/CERTIFICATE(S)/TESTIMONIAL(S):

- (i) Candidate(s) will have to possess all the compulsory document(s)/certificate(s)/testimonial(s), as applicable, and will have to produce them as required (in original and required copies) during the recruitment process. The list of essential document(s)/certificate(s)/testimonial(s) for further necessary requirements is given as under:

SN.	DOCUMENTS/CERTIFICATES/TESTIMONIALS
1	Employment Exchange Registration Card
2	HSLC Admit / Aadhaar Card issued by the concerned Government Body as valid proof of date of birth.
3	Marksheet and Pass Certificate of Class10 and ITI in respective trade.
4	As per Government of Assam (GoA) rules, necessary Scheduled caste certificates issued by concerned authority must be enclosed with the application form.
5	Valid No Objection Certificate signed by concerned Authority, if employed in Government Service/Public Sector Undertaking.
6	Proof of address(Aadhaar/Passport/Driving License)
7	Proof of Domicile (Permanent Residence Certificate)
8	Recent Passport size photograph

- (ii) The essential documents/certificates/testimonials will have to be sent with the application form. Candidate(s) must ensure that all the details provided by the candidates in the application form tally with the respective documents/certificates/testimonials. Any mismatch in the declaration on the application form with the respective documents/certificates/testimonials shall lead to rejection of candidature at any stage of the selection process.
- (iii) All the documents/certificates/testimonials submitted by the candidate(s) will be verified from the concerned Issuing Authorities.
- (iv) **During document verification at any stage of the selection process, the candidature may be rejected if the document(s)/certificate(s)/testimonial(s) etc. are not found to be in order or as per our requirement.** Further, in case it is detected that a candidate has furnished any incorrect/tampered/doctored/false information/document(s)/certificate(s)/ testimonial(s) or has suppressed any material fact(s), his/her candidature will stand cancelled and name of such candidate(s) will be blacklisted for applying against any post in Assam Gas Company Limited in future.

4.0 MEDICAL FITNESS/PRE-EMPLOYMENT MEDICAL EXAMINATION (PEME):

Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit as per the standards Physical Fitness criteria of AGCL. The provisionally selected candidates will have to undergo Pre-Employment Medical Examination (PEME) at AGC Medical Centre, Duliajan, Assam.

5.0 APPOINTMENT OF PROVISIONALLY SELECTED CANDIDATE(S):

- (i) Provisionally selected candidate(s) will be engaged as a 'Trainee' for a period of 12 (Twelve) months. Upon successful completion of training period, the trainee will be considered for regularization subject to verification of all the documents/certificates/testimonials submitted in respect of age; caste; education; experience, verification of character and satisfactory performance during the training period. In the event of the performance of a trainee being found unsatisfactory, the training period will be extended for a period of 03 (Three) months beyond the initial training period of 12 (Twelve) months. If at the end of the extended period of training of 03 (Three) months, the performance of the trainee is still found unsatisfactory, his/her appointment will stand terminated.
- (ii) In case the verification report received from the Issuing Authorities reveals that any of the documents/certificates/testimonials submitted by the trainee is/are false/fake/incorrect or any adverse report of character and antecedents is received from the appropriate authority or in the event of giving any false declaration in the Personal Bio-data filled and duly signed at the time of employment, the provisional appointment as a 'Trainee' will be terminated/cancelled/disqualified at any stage with 15 (fifteen) days notice, besides being liable for penal action under the legal provisions.

6.0 GENERAL INSTRUCTIONS:

- (i) **Candidate(s) are advised to carefully read the full advertisement for details of eligibility criteria and selection methodology before submission of the application form.**
- (ii) Candidate(s) are advised to furnish the correct information about their qualification, age, caste category etc.
- (iii) Valid caste certificate must be produced by SC candidate(s) in the prescribed format as per Government of Assam and issued by competent authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC, the village/town the candidate is ordinarily a resident of and other details, as necessary.
- (iv) Candidate(s) must produce a valid Employment Exchange Registration Card issued through Government of Assam's Employment Exchange portal.
- (v) The candidate(s) will be wholly/exclusively responsible for the information provided in his/her application form. All details given in the application form will be treated as final and no changes will be entertained.
- (vi) Candidate(s) employed in Government/Public Sector Undertaking must produce a 'No Objection Certificate' from the present employer. In case the candidate fails to submit the 'No Objection Certificate' at the applicable stage, his/her candidature will not be considered.

- (vii) The candidate(s) must have an active e-mail ID and mobile number which must be valid till the process of recruitment is over since communication with the candidate(s) will take place through e-mail/SMS.
- (viii) Candidate(s), who are shortlisted for Written Test/Personal Interview, will be intimated through e-mail/ SMS. Mere issue of admit card/ call letter to the candidate(s) for any stage of the selection process will not imply that his/her candidature has been finally accepted by AGCL. If due to any unintentional/inadvertent/undue error, an admit card/call letter has been issued to an ineligible candidate, in such a case, the admit card/call letter will be considered as invalid and the candidature of such a candidate will be summarily rejected on detection at any stage of the selection process.
- (ix) AGCL will not be responsible for any loss/non-delivery of e-mail/SMS/any other communication sent, due to wrong e-mail ID/invalid or incorrect mobile number/contact details furnished by the candidate.
- (x) Candidate(s) will be required to carry their valid photo identity proof (Aadhaar Card/Driving Licence/Voter ID Card/Passport etc.) for the Written Test. The photo identity proof will be checked and verified during the test. Candidate(s) without a valid photo identity proof will not be allowed to appear for the Written Test.
- (xi) Candidate(s) are advised to retain the admit card/call letter issued for the selection process(s) for future reference.
- (xii) Candidate(s) have to make their own arrangement for lodging and boarding for appearing in any stage of the selection process. No accommodation or arrangement for keeping documents or belongings will be provided during the entire selection process.
- (xiii) The results of the selection process(s), as applicable, will be declared in the AGCL's official website (www.assamgas.org). Candidate(s) are advised to periodically visit the above website for any update.
- (xiv) Candidate(s) are advised in their own interest to submit the application form sufficiently in advance before the last date so as to avoid last minute rush leading to possibility of delay in delivery of applications. Assam Gas Company Limited will not be responsible for the candidates' not being able to submit their applications within the prescribed closing date on account of any reason beyond the control of AGCL.
- (xv) Merely qualifying in the Personal Interview or provisionally selected after the recruitment process will not confer any right of regular appointment to the candidate(s). Appointment of provisionally selected candidate(s) is subject to his/her being declared medically fit in the Pre-Employment Medical Examination and fulfilling other pre-employment formalities as per the requirements of the Company.
- (xvi) Canvassing in any form whether directly or indirectly will disqualify the candidate.
- (xvii) All provisionally selected candidates will be required to produce in original as well as self-

attested photocopies of all relevant documents/certificates/testimonials for verification at the time of joining i.e. class 10th admit card/pass certificate/marksheet indicating date of birth, all educational qualification documents/certificates/testimonials including Essential Qualification, Caste Certificate and other certificates, as applicable, issued by appropriate competent authority.

- (xviii) The decision of the Management will be final and binding on all candidate(s) on any matter(s) regarding eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the recruitment process etc. and no enquiry/correspondence will be entertained in this regard.
- (xix) Candidates are advised to keep checking AGCL's website regularly for any update/information pertaining to the above recruitment process.

7.0 CRUCIAL/CUT-OFF DATE:

- (i) The **crucial/cut-off date for age will be 01-08-2025.**

8.0 HOW TO APPLY:

The following procedures must be strictly followed which may otherwise lead to rejection of application:

- (i) Candidate(s) fulfilling all the above clearly laid down criteria will have to visit our website www.assamgas.org for the details of the vacancy and may download the application format. The filled in application form along with all relevant self-attested (signed with dates) documents should be sent addressing to **“THE MANAGING DIRECTOR, ASSAM GAS COMPANY LIMITED, DULIAJAN, DIST-DIBRUGARH, PIN-786602”** clearly super scribing the Post applied for **on or before 31/08/2025**
- (ii) A recent passport size colour photograph should be firmly pasted on the application and should be signed across by the candidate. Applications without photograph and signature across it will be rejected. The copies of the same photo may be retained by the candidate for further use.
- (iii) While applying for the post the candidates are required to enclose the self-attested true copies of the testimonials/documents mentioned above.
- (iv) Applications received through e-mail/post/courier **after the last date i.e. 31/08/2025 will be rejected.**
- (v) **All future announcements pertaining to the advertisement will be published in the Assam Gas Company Limited website (www.assamgas.org) and not on any other website/medium.**

APPLICATION FORMAT

(For SC Candidates only)

APPLICATION FOR THE POST: _____

1. Full Name (in block letters) :		
2. Father's Name :		
3. Address :	(A) Address of Communication	(B) Permanent Address
C/o		
Village/City/Town		
District		
Police Station		
State		
Pin		
4. Gender (Tick the option) :	(A) Male ☐ (B) Female ☐ (C) Others ☐	5. Marital Status : _____
6. Contact Details :	Mobile No : _____	
	Email _____	
7. Date of Birth (with supporting document) :	_____	8. Nationality : _____
9. SC Certificate	To be attached with the application form	
10. Employment Exchange Name & Number		

10. Educational Qualification (attach documentary proof) :				
Name of Examination	Board/Institute	Year of Passing	% obtained/ CGPA	Subjects/Specialization

11. Post Qualification Experience (for experienced candidates)				
Name of Organization	Post Held	Pay Scale & Grade	No. of Years Served	Details of experience (separate sheet may be used if necessary)

I Shri /Smti_____ hereby solemnly declare that the above information is duly filled by me and is true to best of my knowledge. If any false/incorrect declaration /information has been made / provided by me herein, I will be liable for cancellation / disqualification at any stage of my engagement and be liable for punitive actions as deemed fit in this regard.

Signature_____

Date: _____

Name: _____

Place: _____