



# ASSAM ELECTRICITY GRID CORPORATION LIMITED

OFFICE OF THE MANAGING DIRECTOR

Regd. Office:(FIRST FLOOR), BIJULEE BHAWAN, PALTANBAZAR; GUWAHATI - 781001

CIN: U40101AS2003SGC007238GSTIN: 18AAFCA4973J9Z3

PHONE: 0361-2739520Web: [www.aegcl.co.in](http://www.aegcl.co.in)



No. AEGCL/MD/HR/Recruitment/395/2021/23

Date: 16-08-2021

## EMPLOYMENT NOTICE

Assam Electricity Grid Corporation Limited is a vibrant, growth-oriented Public Sector Company registered under the Companies Act, 1956. It was formed out of restructured Assam State Electricity Board in 2003 and was notified as the State Transmission Utility (STU). Its core business is to efficiently transport electrical power from electrical power bulk heads to the distribution company networks in the state of Assam.

Assam Electricity Grid Corporation Limited invites applications from eligible candidates to fill up the following post:

Post Name	Indicative Vacancies			Scale and Grade Pay (Rs.)	Upper Age limit (in years) as on 01.08.2021	Minimum Relevant Post Qualification Experience (in years) as on 01.08.2021
	Unreserved	OBC	Total			
Assistant General Manager (HR)	01	-	01	Scale: 37300-112000/- Grade Pay: 16,600/-	<u>For External Candidates:</u> 42 years, SC/ST relaxable by 5 years  <u>For Internal (Departmental) Candidates:</u> 50	07

### 1) EDUCATIONAL QUALIFICATION & POST-QUALIFICATION EXPERIENCE:

Post Name	Educational Qualification	Relevant Post-Qualification experience as on: 01.08.2021
Assistant General Manager (HR)	<p><b>For external candidates:</b> Candidates shall hold a 2 (two) years full time MBA/PGDM Degree securing a minimum aggregate marks of 60% or its equivalent with specialization in Human Resource Management/ Personnel Management/ Industrial Relations/ Social Welfare, from any Indian University / Institution approved by AICTE/UGC.</p> <p><b>For internal candidates:</b> Internal (departmental) candidates shall hold a 2 (two) years full time MBA/PGDM Degree securing a minimum aggregate marks of 60% or its equivalent with specialization in Human Resource Management/ Personnel Management/ Industrial Relations/ Social Welfare, from any Indian University / Institution approved by AICTE/UGC <b>OR</b> a part time/distance/correspondence MBA/</p>	<p>Candidates must possess post qualification experience in HR/Personnel field in a responsible position, in any large organization of repute, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Working Experience in Enterprise Resource Planning, preferably in Systems, Applications and Products in data processing (SAP);</li> <li>2. Working knowledge of Human Resource Information System, Performance Management System;</li> <li>3. Working Knowledge of activities of Administration, Personnel, Learning &amp; Development and Employee Relation functions of an Organization;</li> <li>4. Working knowledge about Disciplinary Proceedings, Labour Laws, PSU and Govt. Service Rules;</li> </ol>



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Post Name	Educational Qualification	Relevant Post-Qualification experience as on: 01.08.2021
	<p>PGDM degree securing a minimum aggregate marks of 60% or its equivalent with specialization in Human Resource Management/ Personnel Management/ Industrial Relations/ Social Welfare from any Indian University/Institution recognized by AICTE/UGC.</p> <p>In case of Scheduled Castes or Scheduled Tribes, candidates (external/internal) must secure a minimum aggregate marks of 55% or its equivalent.</p>	<p>5. Working knowledge in dealing with Contractual workers and Wage administration;</p> <p>6. Experience in Recruitment &amp; Reservation Matters;</p> <p>7. Experience of working in Payroll System; and</p> <p>8. Experience in Training &amp; Development Activities.</p> <p><b>Desirable:</b> Candidate having experience of working in the power sector/large CPSEs will be given preference.</p>

## ADDITIONAL REQUIREMENTS:

- A candidate shall be of sound health and mentally fit to discharge his/her duties.
- His/her character and antecedents are such as to qualify him/her for such service, provided that any candidate who is dismissed or discharged from service of the Government or any other Organization for misconduct or who is convicted of any offence involving moral turpitude shall be disqualified for appointment.

## 2) REMUNERATION :

- Candidate selected for the post of Assistant General Manager (HR) will be placed in the pay scale of Rs.37300-112000/- with Grade Pay of Rs. 16600/-. He/She will be entitled to draw basic pay of minimum Rs 68,300/- (approx.), excluding the other allowances. Number of increments given will be based on post qualification experience. In case of departmental employee, he/she shall be entitled for pay protection. In addition to the Basic Pay, other applicable allowances would be provided as per rules of the Company. The candidate selected shall be under NPS.
- The selected candidate will have to serve a probationary period of one year and will be confirmed in writing after successful completion of the same. In case of departmental employee, no probation period will be required to be served.

## 3) GENERAL INFORMATION AND INSTRUCTIONS:

- Only Indian nationals are eligible to apply.
- Candidates must be domicile of Assam and should have proficiency in Assamese/Local language of Assam.
- The candidate should undergo medical examination before appointment to the service.
- Candidature of an applicant is liable to be rejected at any stage of recruitment process, or after recruitment, or joining, if any information provided by the candidate is found to be false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.



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- During the time of appointment, the person to be appointed must produce a copy of the resignation/release order from his/her previous employer, irrespective of the person is working in a public or private sector.
- The E-mail ID and Mobile number entered in the application form must remain valid for at least one year from the date of filling the application form. No change in the E-mail ID will be allowed. All future correspondence would be sent via E-mail only.
- Candidates, if shortlisted for the next stage of the selection process are required to bring their original testimonials and certificates at the time of interview. The following documents will only be accepted at the time of verification:
  - A copy of the filled up application form & declaration form along with valid ID card (PAN/Driver's License/Aadhar etc.).
  - Birth certificate/ Class X admit card/ pass certificate/ mark sheet or equivalent issued by Central/State Board indicating date of birth in support of their claim of age.
  - Marks sheet & Pass certificate of Class X, Class XII, Graduation and Post-Graduation, pertaining to all the academic years / consolidated mark sheet as proof of educational qualification claimed. In the absence of Degree / Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
  - Relevant experience certificates.
  - Initial appointment letter/ offer of appointment and release letter (wherever applicable) of all previous experiences in original.
  - Specialization Certificate in HR.
  - A copy of the University/Institute norms regarding conversion of CGPA / OGPA / DGPA or Letter Grade in a degree / diploma to equivalent percentage of marks.
  - No Objection Certificate (NOC) from their present employer.
  - Character Certificate from two respectable persons who are well acquainted with (but not related to) him/her.
- Calculation of percentage of marks shall be as per University/ Institute rules. Wherever CGPA / OGPA / DGPA or Letter Grade in a degree / diploma is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by the Institute. Rounding off of percentage would not be allowed.
- The prescribed qualifications are minimum and mere possession of the same does not entitle candidates to be called for the Selection Test. Only short listed candidates will be notified for the Selection Test.
- Candidates applying for the post of Assistant General Manager (HR) and employed with Government departments / PSUs / Autonomous Bodies **as on the last date of application submission** should apply through proper channel or submit a **No Objection Certificate (NOC)** at the time of document verification without which they would not be allowed to appear in the Selection Test.
- Canvassing in any form will result in cancellation of the candidature.



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## 4) APPLICATION FEE:

Candidates should enclose a Demand Draft/IPO of Rs. 500/- (Rs 250/- in case of SC/ST candidates) drawn in favour of the Managing Director, AEGCL, Guwahati, payable at Guwahati-781001.

## 5) HOW TO APPLY:

- Candidates fulfilling the above criteria may apply by filling up the application form available in AEGCL website [www.aegcl.co.in](http://www.aegcl.co.in) from **17-08-2021**.
- Completely filled up application should be enclosed with the following supporting documents (self-attested wherever applicable):
  - i. Application form (standard format) uploaded in website;
  - ii. 2 (two) self-attested Passport size photographs;
  - iii. Birth Certificate or Class X admit card/ pass certificate/ mark sheet as Proof of age;
  - iv. Mark sheet & Pass certificate of Class X, Class XII, Graduation and Post-Graduation;
  - v. Candidates applying for the post of Assistant General Manager (HR), who are employed in PSUs/ Govt. Departments/Autonomous bodies, should apply through proper channel or enclose a No Objection Certificate (NOC) along with the filled up application form;
  - vi. Initial appointment letter/ offer of appointment and release letter (wherever applicable) of all previous experiences;
  - vii. Experience Certificates;
  - viii. Specialization Certificate in HR;
  - ix. Last Pay slip/ Pay abstract;
  - x. Demand Draft/ IPO;
  - xi. Declaration of no. of children as per GOA's Small Family Norms (declaration form uploaded in website) has to be submitted by all candidates. In case the candidate does not have any children, it is to be indicated as such.
- Completely filled up application form along with the supporting documents should reach the: GM (HR), Assam Electricity Grid Corporation Limited, 4<sup>th</sup> Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001, Assam **on or before 31-08-2021, 17:00 hours**.
- Applications received after due date would be summarily rejected without any intimation.

## 6) IMPORTANT DATES:

**Last date for submission of application in AEGCL: 17:00 hours on 31-08-2021.**

Interview call letter shall be sent to the **shortlisted candidates** via their email-id as mentioned in the application form.

Sd/-  
General Manager (HR),  
AEGCL, Bijulee Bhawan,  
Paltanbazar, Guwahati-01