

IMPORTANT INSTRUCTIONS BEFORE YOU APPLY ONLINE

Advt. No.: TNGCL/OPEN/MISC/I/2025

Please go through the detailed advertisement and ensure that you meet all the eligibility requirements and other conditions specified in the detailed advertisement, before you start filling up the application online.

Since all the applications will be screened on the basis of data 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.

Application once submitted cannot be altered / resubmitted, under any circumstances. **Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Online Application form will be entertained, once the application is submitted successfully.**

Please keep the following points in mind while applying online:

- Percentage of marks in the essential qualification(s) shall be considered as per rules/ norms of the concerned Institute/ University. **Wherever, CGPA/ OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institute.**
- Experience details along with industry type, period served, position title, pay scales & job responsibilities. **In case you have served at different positions in an organization, details of all such positions held in the organization with period served, position title, pay scales & job responsibilities should be entered separately.**
- Category [GEN / SC/ ST / OBC (NCL) / EWS / PwBD] once filled in the online application form will not be changed and no benefit of other category will be admissible later on.
- You must possess a valid e-mail ID for applying online as the same will be used for future correspondence with you. Please create a new e-mail ID, if you do not have one, prior to filling up online application.
- Scanned copy of recent passport size colour photograph **(3.5 X 4.5 cm)** of the candidate with white background (**.JPEG / .JPG / .PNG format** size upto 250KB).

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- Candidates belonging to SC/ ST/ OBC (NCL)/ EWS/ PwBD category, will be required to submit relevant caste/tribe certificate/ PwBD certificate in the prescribed format issued by the Competent Authority as prescribed by Government of India, along with the hard copy of the online application form at the time of Document Verification process. To download the prescribed format please click relevant link **“Download prescribed format for SC/ ST/ OBC(NCL)/ EWS/ PwBD certificate”** available at **TNGCL Website under CAREER SECTION.**
- Candidates belonging to General/ EWS/ OBC (Non Creamy Layer) category are required to pay a non-refundable application fee of Rs. 500/- (Rupees Five Hundred only) (excluding applicable bank charges). **SC/ ST/ PwBD category candidates** are exempted from payment of application fees subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the Central Govt. format(s) at the time of document verification.
- The Application fee once deposited/ paid will not be allowed to be withdrawn and the application fee once paid will neither be refunded on any account nor would this fee be held in reserve for future exam/ selection
- **After successfully submitting online application, you will receive an auto generated email confirming successful submission / registration of your online application.**
- After submitting online application, candidate is required to download the application form generated by the system with unique registration. Candidate should put his/ her signature at the space provided and keep the form with him/ her for future reference.
- **Candidates are NOT required to submit hard copy of application form to TNGCL at this stage.**
- The last date for filling online application form is **18:00 hrs of 24.08.2025**. However, it is advised to submit your application at the earliest to avoid any last-minute rush.
- In case you face any difficulty while applying online, you can write to us at **hr@tngclonline.com** through email using **subject as “Query-TNGCL/OPEN/MISC/I/2025”**. Mails sent without the aforementioned subject line will not be entertained.



Tripura Natural Gas Company Limited

(A Joint Venture of GAIL (India) Ltd., Tripura Industrial Development Corporation Ltd., A Govt. of Tripura Undertaking and Assam Gas Company Ltd., A Govt. of Assam Undertaking)
Shilpa Nigam Bhawan, Khejur Bagan, Agartala, Tripura -799006
Phone: 03813500431 ; email : hr@tngclonline.com

CIN : U23201TR1990SGC003451

CAREER OPPORTUNITIES IN VARIOUS DISCIPLINES IN EXECUTIVE GRADE

Tripura Natural Gas Company Limited (TNGCL) is one of North Eastern India's fastest growing Natural Gas Distribution Companies. TNGCL is a joint venture between GAIL (India) Ltd, Tripura Industrial Development Corporation Ltd. (A Govt. of Tripura Undertaking) and Assam Gas Company Ltd (A Govt. of Assam Undertaking)

Tripura Natural 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:

Table-I

#	Name of the post	Grade	UR	EWS	OBC(NCL)	SC	ST	TOTAL	Post identified as suitable to be held by PwBDs in following categories
1	Dy Manager (Fire & Safety)	M-3	–	–	01	–	–	01	–
2	Senior Engineer (Mechanical)	M-2	01	–	01	–	–	02	b) D, HH c) OA, OL, DW, AAV d) SLD, MI e) MD involving (b) to(d) above
3	Senior Engineer (Instrumentation)	M-2	01	–	–	–	–	01	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d)above
4	Senior Executive (Human Resources)	M-2	01	–	–	–	–	01	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
5	Senior Executive (Marketing & Sales)	M-2	–	–	–	01	–	01	a) B, LV b) D, HH c) OA,BA,OL,BL,CP, LC, Dw,AAV d) SLD, MI e) MD involving (a) to (d) above
6	Engineer (Electrical)	M-1	01	–	–	–	–	01	b) D, HH c) OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above
7	Executive (Finance & Accounts)	M-1	01	–	–	–	–	01	a) B, LV b) D, HH c) OA,BA, OL, BL,OAL,BLOA,BLA, LC, Dw, AAV e) MD Involving (a) to (c) above
TOTAL			05	–	02	01	–	08	

1. Minimum Essential Qualification(s), Minimum Essential Experience and Upper Age Limit for the above

posts shall be as indicated in Table-II below:

Table-II

Sl. No.	Name of the post	Grade	Qualification	Minimum Essential Experience	Age Limit (as on 24.08.2025)	Annual CTC (In Lacs)
01	Dy Manager (Fire & Safety)	M-3	Degree in Fire Engineering with 60% marks	Minimum 09(Nine) years post qualification in line executive experience (including experience as GET/ET/MT) in City Gas Distribution / Oil & Gas Company/ Industry.	38 years	Rs. 11.53
02	Senior Engineer (Mechanical)	M-2	Degree in relevant branch of Engineering with 60% marks	Minimum 05 (Five) years post qualification in line executive experience (including experience as GET/ET/MT) in City Gas Distribution / Oil & Gas Company/ Industry.	34 years	Rs.9.69
03	Senior Engineer (Instrumentation)	M-2	Degree in relevant branch of Engineering with 60% marks	Minimum 05 (Five) years post qualification in line executive experience (including experience as GET/ET/MT) in City Gas Distribution / Oil & Gas Company/ Industry.	34 years	Rs.9.69
04	Senior Executive (Human Resources)	M-2	MBA (with specialization in HR) or 02 years Post Graduate in HR/ Personnel Management and Labour Welfare or Industrial Relation with 60% marks	Minimum 05 (Five) years post qualification in line executive experience (including experience as GET/ET/MT).	34 years	Rs.9.69
05	Senior Executive (Marketing & Sales)	M-2	Degree in Engineering or MBA (with specialization in Marketing) with 60% marks	Minimum 05 (Five) years post qualification in line executive experience (including experience as GET/ET/MT) in City Gas Distribution / Oil & Gas Company/ Industry.	34 years	Rs.9.69
06	Engineer (Electrical)	M-1	Degree in relevant branch of Engineering with 60% marks	Minimum 01 (One) year post qualification in line executive experience (including experience as GET/ET/MT) in City Gas Distribution / Oil & Gas Company/ Industry.	30 years	Rs.7.84
07	Executive (Finance & Accounts)	M-1	ACA (from ICAI) or ACMA (ICMAI) or MBA (with specialization in finance). Post qualification experience shall be counted from the date of obtaining Associate membership of ICAI/ ICWAI /ICMAI. Post qualification experience excludes the period of Training / Articleship as per requirement respective institution.	Minimum 01 (One) year post qualification in line executive experience (including experience as GET/ET/MT).	30 years	Rs.7.84

Abbreviations Used

Abbreviations	Explanation
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)
SLD	Specific Learning Disability
MI	Mental Illness
MD	Multiple Disability
NCL	Non Creamy Layer
F&S	Fire & Safety
C&P	Contract & Procurement
F&A	Finance & Accounts
HR	Human Resources
TC/TM	Telecom / Telemetry

Persons with Benchmark Disabilities (PwBDs) belonging to the 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.

- 2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE**
[As mentioned under relevant column in Table-II]
- 2.1** Minimum essential educational qualification(s) required shall be as indicated in **Table-II** against each post.
- 2.2** Only **full time Regular courses** will be considered (**except CA/ CMA qualification**).
- 2.3** National Apprenticeship Certificate (NAC) wherever applicable, should be issued by concerned Authority.
- 2.4** 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 (wherever applicable). **Diploma in Engineering** qualifications (if applicable) should be recognized by respective State Board of Technical Education.
- 2.5** Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/ University rules/ norms.
- 2.6** Wherever CGPA/ OGPA/CPI or letter grade in a Degree is awarded, equivalent percentage of marks should be indicated 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.
- 2.7** Engineering Degree can be B.E./ B. Tech./ B. Sc. Engg.
- 2.8** Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline shall also be considered.
- 2.9** Candidates having 05 years B.E./ B. Tech. + M.E./ M. Tech. integrated dual degree in engineering in relevant discipline and two years MBA with specialisation in Marketing/ Oil & Gas shall also be considered for the post of Senior Executive (Marketing & Sales).
- 2.10** Wherever MBA has been mentioned as requirement, apart from MBA, Two years Post Graduate Diploma in Management with specialization in relevant field/ MMS with specialisation in relevant field shall also be considered.
- 2.11** 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.
- 2.12** Minimum Essential Experience shall be considered as on **24/08/2025**. Shortlisted candidates will have to submit Work experience document as below:
- 1. Work experience document in original should be furnished on Organisation's letter head containing following:**
- a. Organization name**
 - b. Designation/Position Held**
 - c. Nature of Work**
 - d. Period of service [From – to]**
 - e. Letter head should contain Firm registration number, Employer membership number, CIN number - whichever is applicable.**

2. In addition to above, Bank statement(s)/Form 16 showing credit of salary. The bank statement(s) so furnished should establish the duration of the minimum work experience period as sought towards eligibility for this recruitment.

Failing to submit supporting work experience documents as sought above will render claims of work experiences invalid and make candidate ineligible from further consideration towards eligibility.

TNGCL reserves the right to take a final decision in considering/not considering an experience as a valid experience for the post.

- 2.13 The period of Apprenticeship training (as per The Apprenticeship Act 1961) 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) as prescribed against the post will be considered as experience against the requisite post qualification minimum essential experience criteria subject to fulfillment of all other eligibility criteria as per the terms and conditions. Candidates have to produce certificate issued by both Statutory Body & the organization of training, in proof of having completed the apprenticeship training. However, **Industrial/ Vocational/Articleship Training undergone as a part of a course curriculum** will not be considered against minimum essential experience criteria.

- 2.14 Preference will be given to candidates having experience in City Gas Distribution OR Oil & Gas Sector.

3. RELAXATION IN MINIMUM PERCENTAGE OF MARKS IN EDUCATIONAL QUALIFICATION(S)

Relaxation in minimum qualifying percentage of marks in essential qualification(s) in respect of **SC/ ST and PwBD category candidates** has been provided as per following:

- 3.1 Wherever minimum qualifying percentage of marks have been specified as **60%**, relaxed minimum educational qualification(s) percentage in respect of **SC, ST and PwBD category candidates** is **55%**.
- 3.2 Wherever minimum qualifying percentage of marks have been specified as **55%**, relaxed minimum educational qualification(s) percentage in respect of **SC, ST and PwBD category candidates** is **50%**.
- 3.3 **SC/ ST /PwBD category candidates applying against unreserved posts** shall be considered under general standard of merit and no relaxation in minimum qualifying percentage of marks in education qualification shall be available to them.

4. Upper Age Limit and Age Relaxation

- 4.1 Upper Age Limit is indicated against each post in the Table-II above and shall be reckoned as on **24/08/2025**.

The relaxation in upper age limit as detailed in **Table -III** below is applicable only in respect of posts which are reserved for **SC/ ST/ OBC (NCL) category candidates**

Sl. No.	Category	Applicable age relaxation (in years)
1	SC/ST	5
2	OBC(NCL)	3
3	PwBD	10

- 4.2 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. **Relaxation and concessions for PwBD category candidates will be in accordance with the Government of India directives in this regard.**

- 4.3** 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.
- 4.4** **SC/ ST/ OBC (NCL) category** candidates applying for any **post marked Unreserved (UR)** shall be considered under **general standard** of merit and no relaxation in upper age limit shall be available to them.
- 4.5** In case of Ex-servicemen who have put in **not less than six months** continuous service in the Armed Forces of the Union, they 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 post/ services for which a candidate applies for, he/ she will be deemed to satisfy the conditions regarding meeting the age limit.
- 4.6** **Maximum upper age of the applicants shall not exceed 56 years including all possible age relaxations.**

5. PLACEMENT/ ASSIGNMENTS:

The selected candidates may be posted at any of the installations/ projects/ offices, etc. of TNGCL or any of the subsidiaries/ Joint Ventures of TNGCL or deputed to any Department of Government of India/ other PSUs, etc. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company including shift operations.

6. APPLICATION FEE

- 6.1** At the time of submission of online application, candidates belonging to **UR/EWS/OBC (NCL) category** are required to pay a non-refundable application fee of **Rs. 500/- (Rupees Five Hundred only)** (excluding applicable Convenience Fee and Taxes). However, **SC/ ST/PwBD category candidates are exempted from payment of application fees** subject to submission of true copy of certificate(s) as applicable, issued by the Competent Authority in the Central Govt. format(s) at the time of document verification.
- 6.2** The application fee Payment link is hosted under the Miscellaneous Tab (adjacent to “Experience Details” Tab) in the Application Page. Applicants need to click on link “Please click on link for Payment” and proceed to the Payment Page.
- 6.3** Applicants need to choose their preferred mode of payment such as Credit Card, Debit Card, Net Banking, Paytm, Wallet & UPI etc. to pay the Application Fee. Applicable Convenience Fee and Taxes, if any over and above the Application Fee will be borne by the Applicant.
- 6.4** After successful Transaction, applicants will be redirected to TNGCL’s Career Home Page/Miscellaneous Page to continue further for Final Submission of the Application. Transaction Date, Receipt Number, Amount and Payment Status will be auto populated under the Payment Heads against each successful Transaction. Applicants may also take a note of the Payment Details for future reference.
- 6.5** In case of Transaction Failure, Applicants are advised to retry by clicking on link “Please click on link for Payment” hosted in Miscellaneous Tab. Applicants are advised to complete the Transaction (Payment of Application fee) before the closure of the Application window to avoid “Non-Submission of Application”.
- 6.6** Applicants are advised to take up the issue directly with their Bank/Service Provider in case there is any Payment related issues (i.e. failure of Transaction).

- 6.7 TNGCL will not be responsible for Non-Submission of Application within the notified date and time as per the Advt. on account of Transaction related issue.
7. **HOW TO APPLY**
- 7.1 **CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH TNGCL WEBSITE (<https://tngclonline.com>)** : No other means / mode of application shall be entertained. Application portal for the same shall remain open from **1100 hrs. on 04/08/2025 to 1800 hrs. on 24/08/2025.**
- 7.2 Before registering/applying online, candidates are 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 recent passport size colored photograph (**3.5 X 4.5 cm**) of the candidate. Size of file should be up to 250 KB in '.JPG', '.PNG' or '.JPEG' format only.
- 7.3 Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (***please ensure that email sent to this mailbox is not redirected to your junk/spam folder.***)
- 7.4 Candidates should take utmost care to furnish the correct details while filling in the on-line application. **YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION.** Once the form is submitted, it can't be edited.
- 7.5 The step by step process for submitting the application form for the same is given below:
- 7.5.1 Step-I: Registration using Personal Details, Contact details. User Id and password will be sent to you on registered e-Mail Id.
 - 7.5.2 Step-II: Login using the credentials.
 - 7.5.3 Step-III: Select the Advertisement No. and then the post for which you are applying.
 - 7.5.4 Step-IV: Complete the Application form (Personal details, Qualification & Experience details).
 - 7.5.5 Step-V: Make payment (if applicable)
 - 7.5.6 Step-VI: Check your entered details using "Final Preview" option available.
 - 7.5.7 Step-VII: Submit the form after verifying all the information.
- 7.6 After submitting online application, candidate is required to keep the copy of the Application form with unique Application Sequence number handy. The same can be downloaded from the site after submission of the application. Please keep this form for future references against this recruitment process.
- 7.7 **Candidates are NOT required to submit hard copy of application form to TNGCL at this stage.**
- 7.8 In case the candidate is called for **document verification 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 documents duly **SELF ATTESTED** (in the same order) at the time of document verification 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 photographs (same photograph as 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/Class X Mark Sheet.
- iii. Caste/Tribe certificate [for SC/ ST/ OBC (NCL)/ EWS 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 Sheets, Degree & Diploma certificates starting from matriculation onwards) 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.
- v. Complete and Proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.

In addition (Ref clause 2.12) following types of documentary proofs towards experience will also be considered:

I. For Past Employment:

- Any two of the following documents:
 - a. Last pay slip/salary slip
 - b. Annual Increment letter
 - c. Promotion order/Transfer order
 - d. PF statement clearly mentioning the Employer details
 - e. Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment

II. For Current Employment:

- Offer Letter/Appointment letter clearly mentioning the date of joining the organization along with the Terms and Conditions of Employment along with Latest Pay slip/Salary slip and any document clearly mentioning the roles and responsibilities in the organization **AND**
- Any two of the following documents:
 - a. Identity card issued by current employer
 - b. Annual Increment letter
 - c. Promotion order/Transfer order
 - d. PF statement clearly mentioning the Employer details
 - e. Experience letter issued by competent and authorized executive of the organization clearly indicating the designation and date of joining the organization

- vi. **NOC/ Forwarding Letter from the employer** in case the candidate is currently employed in Central/ State Government Department, Central/ State PSU or Semi Government organization.
- vii. **Valid ID Proof:** PAN Card/ Voter ID/ Aadhaar Card/ Driving License etc.

- viii. **Candidates should ensure that they bring all the original documents as mentioned above to the venue of document verification. 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.**
- ix. In case of any doubt/clarification pertaining to the document(s) submitted/eligibility of the candidate, **TNGCL reserves the right to ask for additional documents to be produced which the candidate needs to submit.** Failure to submit the same shall render cancellation of the candidature.
- 7.9 **Three** copies of the same photo (as uploaded on the online application) should be retained for future use. Candidates are advised not to change their appearance till the recruitment process is complete.
- 7.10 Before applying for the post, candidates should ensure that he/ she fulfills the eligibility criteria and other conditions mentioned in this advertisement. TNGCL reserves the right 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.
- 7.11 Queries, if any, may be addressed to **hr@tngclonline.com only with the subject line: Query-TNGCL/OPEN/MISC/1/2025.** Applicants may kindly note that only such queries with the aforementioned mentioned subject line, which are relevant to this advertisement and have not been addressed in the above advertisement shall be replied to.

8. HEALTH/MEDICAL FITNESS

- 0.1 Appointment to the above posts will be subject to the candidate being medically fit as per the standards prescribed for the post by the Company. Every candidate appointed to a post in the Company shall be required to get his/her Pre-Employment Medical Examination done in a Central/ State Government Hospital (having the status of minimum District Hospital) or in TNGCL nominated empanelled hospitals and submit Medical reports in the prescribed formats issued by Medical Authority i.e., Chairman of Medical Board or Civil Surgeon or Medical Superintendent or Chief Medical Officer or equivalent of a Central/ State Government Hospital (having the status of minimum District Hospital) or in nominated empanelled hospital.
- 0.2 Candidates are advised to ensure that they are Medically Fit as per TNGCL's Pre-Employment Medical Standard.

9. SELECTION PROCESS

- 9.1 Candidates fulfilling all the eligibility criteria (based on the application as submitted in the online application), will only be considered for further Selection Process. Depending on the number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process. In the event of number of applications being large, TNGCL will adopt short listing criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards.
- 9.2 Short listing 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 TNGCL will not be responsible for any consequence of furnishing such wrong/ false information.

- 9.3 Since all the applications will be screened on the basis of data 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 Summarily Rejected and No TA shall be paid to such candidates. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- 9.4 All the details given in the online form will be treated as final and no changes will be entertained.
- 9.5 It may please be noted that submission of online application under factious/ 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.
- 9.6 **Selection Process will involve Group Discussion and/or Interview before the Selection Committee.**
- **For the post of Dy. Manager (F&S): Selection Process will involve Physical Endurance Test (PET) and Interview before the Selection Committee.**
- 9.7 **The minimum qualifying percentage of marks to be secured in Interview are fixed at 60% for UR / OBC(NCL)/EWS category and 55% for SC/ST/PwBD category. The minimum qualifying percentage of marks to be secured in Group Discussion / Proficiency Test / Physical Fitness Test (Wherever applicable) or any other tool adopted for assessing the skill and competencies fixed at 40% for UR / OBC(NCL)/EWS and 35% for SC/ST/PwBD candidate.**
- 9.8 **The selection process as indicated above is tentative. Selection Process may, however, vary depending upon the administrative/ business requirements of the Company.**

10. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS

- 10.1 **Only Indian Nationals** are eligible to apply.
- 10.2 The candidates should ensure that they fulfill all the eligibility criteria and other conditions of this advertisement and that the particulars furnished by them in the online application and the documents submitted by them later on (in terms of Clause 7.8 as mentioned above) are correct in all respects. **Mere admission to the selection process does not imply that the Company (TNGCL) has been satisfied about the candidate's eligibility. In case it is found 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 found even after appointment, his/ her services shall be summarily terminated.**
- 10.3 **The details entered by the candidate at the time of online registration are final and binding. While applying the candidates should enter their name as it appears in the SSC/Matriculation Certificate.** Further, request for change of Mailing Address/email ID/ Category/Posts as declared in the online application shall not be entertained.
- 10.4 **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. Responsibility of receiving and downloading of information/

communications 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 shall be entertained.

- 10.5** Only short-listed candidates who are found apparently eligible based on the online application data will be called for participating in further Selection Process.
- 10.6** 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.
- 10.7** The OBC candidates who belong to “**CREAMY LAYER**” are not entitled for OBC concession and such candidates have to indicate their category as “General”.
- 10.8** Relaxations/ Reservations for EWS/SC/ ST/ OBC (Non-Creamy Layer)/ PwBD (degree of impairment 40% or above)/ Ex-Serviceman (ESM) as per Government of India Directives are applicable.
- 10.9 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. In case, the candidate fails to produce the certificate in the prescribed format issued by Competent Authority, his/ her candidature shall not be considered.
- 10.10** 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. 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 shall not be considered.
- 10.11** 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. 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/her 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.
- 10.12** Candidates seeking reservation under **EWS category** should produce their latest Income and Asset Certificate issued by Competent Authority (as per the prescribed format). 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 Income and Asset Certificate should be valid for the Financial Year 2024-25 and should have been prepared on the basis of income and asset verification for the Financial Year 2023-24. In case candidates fail to procedure the same at the time of selection process (if short listed) they will not be allowed to appeal for selection process. Further, their request for change of category will also not be entertained.
- 10.13** Such candidate from Armed Forces, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to **submit an undertaking {Form of Undertaking to be given by Candidates Applying for Civil Posts under Ex-Servicemen Category}** duly signed by him/her

stating that he/she has not secured any appointment on the civil side prior to this appointment along with his application at the time of Document verification.

- 10.14** To download the prescribed format for OBC(NCL)/SC/ST/EWS/PwBD/ESM, please click relevant link “Download prescribed format for SC/ ST/ OBC (NCL)/EWS/ PwBD certificate” available on ‘Careers’ section of TNGCL Career.
- 10.15** Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either **forward their application through Proper Channel** or shall produce **NOC** from their present employer at the time of document verification. 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 document verification, his/ her candidature shall not be considered **and No TA shall be paid to such candidate**.
- 10.16** 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 not found in conformity with eligibility criteria mentioned in the advertisement.
- 10.17** 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.
- 10.18** The prescribed qualification/ experience criteria are 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.
- 10.19** Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on “Careers” section of TNGCL website: <https://tngclonline.com> only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.
- 10.20** Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Agartala Court** only.
- 10.21** In case of any doubt arises on account of interpretation of Advertisement, the English version shall prevail over Hindi version.

11. IMPORTANT DATES

Sl. No.	Activity	Date
1	Commencement of On-Line registration of application by candidates	04/08/2025 (from 1100 hrs. onwards)
2	Last date for on-line registration & submission of application by candidates	24/08/2025. (upto 1800 hrs.)

12. IMPORTANT INSTRUCTIONS

- 12.1 The Online Application shall be deemed to be submitted only upon receipt of Application Fee (as applicable) and upload of Self Attested Photograph.**
- 12.2 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 so as to avoid the possibility of disconnection /inability / failure to log on to the website on account of heavy load on internet or website jam.
- 12.3 TNGCL 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 TNGCL circulated through e-mail, social media etc. Please rely on information hosted on our website <https://tngclonline.com> for any job/career related information pertaining to TNGCL.

ADVT: TNGCL/OPEN/MISC/1/2025