



GODAVARI GAS PRIVATE LIMITED
(A JV of GGPL and HPCL)

Rs. No: 386/2, Beside NAC Building, Industrial Area,
Dowleswaram, East Godavari - 533125 A.P. INDIA.

Ref no. GGPL/HR/CS RECRUITMENT/2024-25 dt. 04.03.2025

GGPL is incorporated as a joint venture of APGDC (Andhra Pradesh Gas Distribution Corporation Limited) and HPCL (Hindustan Petroleum Corporation Limited) invites applications from Indian Nationals for filling up following post as per details given below:

S. No	Discipline	Designation	No. of Posts
1	Company Secretary	E1	1

1. Minimum Essential Qualifications, Experience required & Upper Age Limit for the above posts are indicated in below:-

S. No	Discipline	Grade	Minimum Educational Qualification	Overall Post Qualification Experience in Infrastructure Projects	Age Limit (in years)
1	Company Secretary	E1	Associate or Fellow member of the Institute of Company Secretaries of India (ICSI).	Three years of cumulative experience of the responsibilities indicated in the advertisement in any company or with a practicing company secretary firm Note: The experience criteria may be relaxed for suitable candidate; the final decision of relaxation will be taken by management. (From the date of Associate Member of ICSI)	Min 21 years

Other Skills:

- Strong Knowledge: In-depth knowledge of the Companies Act, and other applicable laws.
- Communication Skills: Excellent communication and interpersonal skills.
- Analytical Skills: Strong analytical and problem-solving skills.
- Organizational Skills: Ability to prioritize tasks and manage multiple projects simultaneously.



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2. TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND EXPERIENCE AS FOLLOWS:

- a. Only full time Regular courses will be considered. This shall include Class X & XII examinations, Degree(s) as specified under the minimum essential qualification(s) column mentioned above.
- b. All minimum essential qualification(s) must be from UGC recognized Indian University/ UGC recognized Indian Deemed University or approved courses from Autonomous Indian Institutions (wherever applicable. And should be a member of Institute of Company secretaries of India.
- c. Candidates (belonging to general and OBC-NC Category) should have secured minimum 60% marks (Aggregate marks of all semesters) in qualifying degree examination, relaxed to 55% (aggregate marks of all semesters) for SC/ST/PWD Candidates
- d. Minimum percentage of marks in the essential qualification(s), as specified shall be considered as per Institute/University rules/norms.

3. EMOLUMENTS:

Selected candidates will be on Probation cum training for a period of One (1) year. CTC based and period can be further extended based on the timely performance review.

Annual Pay at the time of recruitment will be as mentioned below:

S. No	Discipline	Designation	CTC based Annual pay at the time of recruitment
1	Company Secretary	Officer (E1)	Rs. 4,80,000

Additional benefits: Candidate will be given Performance linked pay, Mobile allowance @ Rs. 1000 per month, Personal accident insurance for employee and Group medical insurance for family for 5 Lakhs, and other benefits as per HR policy.

4. AGE LIMIT: Lower age limit should be minimum 21 years as on the date of this Notification.



GODAVARI GAS PRIVATE LIMITED
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5. JOB RESPONSIBILITIES:

- Statutory Compliance: Ensure the company complies with all statutory requirements under the Companies Act, and other applicable laws. keeping up to date with regulatory or statutory changes and policies that might affect the organization.
- Convene Meetings: Organize and coordinate Audit Committee Meetings, Other committees meetings, Board meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EGMs).
- Minutes Keeping: Prepare agendas and maintain minutes of all meetings. Convey decisions of the meeting & handling correspondence.
- Share Capital Management: Manage the company's share capital, including share allotments, transfers, and transmissions.
- Compliance Filings: File necessary documents and returns with the Registrar of Companies (ROC), and other regulatory authorities.
- Corporate Governance: Ensure the company adheres to best practices in corporate governance.
- Secretarial Audit: Conduct secretarial audits to ensure compliance with applicable laws and regulations.
- Communication : Communicating with external professionals involved in corporate governance, such as RoC, auditors etc. Point of contact and building good relationships with shareholders/ Promoters.
- Advice and Guidance: Provide advice and guidance to the Board of Directors and senior management on corporate governance, compliance, and regulatory matters.

6. TERMS & CONDITIONS OF THE APPOINTMENT:

- a. Selected candidates will be on Probation for a period of one (1) year. During the Probation period, if the employee wishes to leave the Organization, HE/SHE has to serve Notice Period of One (01) Month from the date of submission of Resignation letter.
- b. After satisfactory completion of training cum probation period, the services will be liable to termination by the Management by giving 3 months' notice without assigning any reasons therefore; provided also that Appointing Authority shall have right to terminate the services of the appointee forthwith or from any subsequent date on payment of a sum equivalent to the amount of pay last drawn by the appointee for the period of notice in lieu of the notice period or period by which such notice falls short of.



GODAVARI GAS PRIVATE LIMITED
(A JV of GGPL and HPCL)

- c. Post Confirmation of probation, if the employee wishes to leave the Organization, HE/SHE as to serve Notice Period of Three (03) Months from the date of submission of Resignation letter.

7. PLACEMENT/ ASSIGNMENTS:

The selected candidates may be posted at any of the installations/ projects/ offices, etc. of GGPL Limited or any of the subsidiaries/Joint Ventures of GGPL Limited. The selected candidates may be assigned jobs/ functions/ assignments as per the business requirements of the Company. However present place of posting shall be at GGPL Corporate Office, Rajamahendravaram.

8. Submission of Application for the Post:

- a) Candidates will be required to download the application form from GGPL's Website: <https://godavarigas.co.in>. The candidate has to submit Application Form duly filled, signed and affixing latest passport size color photograph along with required self-attested true copies of the testimonials/ documents.
- b) Applicants desirous to apply for the position are required to submit their application (**IN HARD COPY ONLY**) to the below mentioned address by **31.03.2025**

Header: Application for Post of Company Secretary

**GGPL Corporate Office:
Godavari Gas Private Ltd,
Rs. No: 386/2, Beside NAC Building,
Industrial Area, Near ITI College, Dowleswaram,
East Godavari - 533125 A.P. INDIA.**

Applications submitted in mails or any other modes are not acceptable.

- c) Following document proofs along with Application form will be considered for Interview: are required to be submitted by the candidate
- Date of Birth proof- 10th Class Certificate / Date of Birth Certificate.
 - All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet and Degree certificates starting from Matriculation onwards).
 - Complete and proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the Application Form.



GODAVARI GAS PRIVATE LIMITED
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I. For Past Employment:

- ❖ Experience letter issued by competent and authorized executive of the organization indicating designation and date of joining as well as date of relieving the organization by the employee concerned **OR**
- ❖ Appointment letter clearly mentioning the date of joining the organization and also acceptance of resignation letter/ relieving order.

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 **OR**
- ❖ Appointment letter clearly mentioning the date of joining the organization & 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.

In the event of absence of appointment letter and latest pay slip, candidature of such candidate shall be liable to be rejected.

III. NOC/ Forwarding Letter from the employer in case the candidates are employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization.

IV. Candidates should ensure that they submit all the documents mentioned above. 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.

- d)** Before applying for the post, candidates should ensure that he/ she fulfills the eligibility criteria and other conditions mentioned in this advertisement. GGPL 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.



GODAVARI GAS PRIVATE LIMITED
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8. HEALTH/MEDICAL FITNESS:

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 their Pre-Employment Medical Examination done in a Central/State Government Hospital (having the status of minimum District Hospital) and submit Medical reports in the prescribed formats issued by Medical Authority. Acceptance of joining will be subject to the Medical Fitness Certificate so issued by the Medical Authority.

GGPL reserves the right to re-examine or review the Medical Examination report submitted by the candidate without assigning any reason and decision of GGPL will be final and binding.

9. SELECTION PROCESS:

Selection Process will involve initial verification of documents. Call letters shall be issued to the qualified candidates for Interview before the Selection Committee.

10. OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:

- a) Only Indian Nationals are eligible to apply.
- b) 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 application and the documents submitted are correct in all respects. Mere admission to the Selection Process does not imply that the Company (GGPL) 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.
- c) Candidates should possess a valid email ID. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed once entered. All correspondence with candidates shall be done through email only. All information/ communication regarding participating in the Selection Process shall be provided through email to the candidates found apparently eligible based on the application data and documents submitted at the time of interview. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. GGPL will not be responsible for



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any loss of email sent, due to invalid/ wrong email ID provided by the candidate and no correspondence in this regard will be entertained.

- d) Candidature of the applied 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.
- e) GGPL reserves the right to raise the minimum eligibility standards during the process of selection. GGPL 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.
- f) The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. GGPL's decision shall be final in this regard.
- g) 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 GGPL's Website www.godavarigas.co.in for the information of the candidates in due course of time. Candidates are advised to visit GGPL Website for latest updates.
- h) 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 Rajamahendravaram Court only.

For any queries please write to hr@apgdc.in