

## SECTION – 1

### IMPORTANT INSTRUCTIONS BEFORE YOU APPLY

Please go through the detail advertisement and ensure that you meet all the eligibility requirements and other conditions specified below, before you apply for any position. Details once submitted cannot be altered/resubmitted, under any circumstances.

## SECTION – 2

### DETAILS OF VACANCIES (Table – 1)

Post Code	Post / Grade / Upper Age Limit/ Minimum Exp.	Min. Fixed Salary (in lakhs/ per annum)	Qualification	No. of Vacancies
F&A/D M/25/ 01	<b>Post:</b> - <u>Dy. Manager – F&amp;A</u>  <b>Grade:</b> - <u>E-2</u>  <b>Upper Age Limit:</b> - 33 Years  <b>Minimum Experience:</b> - 05-year post qualification inline experience in an executive position.	<b>Rs. 10.80*</b>	<b><u>ESSENTIAL:</u></b>  ACA/ACMA or 02 years full time MBA (Finance) with 60% Marks or CGPA of 6 On 10 Point Scale or 3 on 6 Point Scale.  <b><u>DESIRABLE:</u></b>  Any two or three qualification from above.	<b><u>“01”</u></b>

\* 20% variable salary will be paid annually over and above to the minimum fixed CTC, subject to individual & company's performance as per prevailing policy of AGL.

\* Up to 40% hike on current Fix salary may be given to outstanding candidates depends on his/her performance during Interview & overall experience in the relevant field.

# Apart from minimum CTC following additional benefits will be given as per Grade eligibility and as per prevailing policy of the company: -

- Group Personal Accident Insurance.
- Group Mediclaim Insurance.
- Cost of Mobile Handset Reimbursement.
- Reimbursement of Monthly Mobile Bill.
- Hire-Purchase facility for purchase of Household items/Desktop/Laptop etc.
- Profit Linked Pay
- Term Life Insurance

**SECTION – 3**  
**JOB DESCRIPTION / ROLE AND RESPONSIBILITIES**

**1) Dy. Manager – F&A (Grade - E-2): -**

- Preparation and submission of monthly MIS to the Management and others stakeholders.
- Assist in Preparation of the Quarterly, half yearly & annual Account including notes to final account in compliance with all Companies Act and IND AS requirements.
- Coordination with the CAG, statutory and internal auditors
- Capitalization of CWIP, preparation of deprecation chart & maintaining Fixed Asset register.
- Preparation of revenue and CAPEX budget and its analysis with actual expenses.
- Preparation of Fund Flow statement, review of fund position and investment of surplus funds.
- Preparation and filling of GST/Excise/VAT/TDS returns and other statutory tax compliances.
- Review of customer invoicing and vendor bill payments processing.
- Knowledge of working on SAP S4/HANA
- Day to day general accounting functions and supporting management in their regular compliances.

**SECTION – 4**  
**TERMS AND CONDITIONS IN RESPECT OF ESSENTIAL QUALIFICATION(S) AND ESSENTIAL EXPERIENCE AS MENTIONED IN SECTION – 2**

- 4.1** Only full-time regular courses will be considered. This shall include Class X & XII examination, all diploma (s), Graduation and Post-Graduation as specified in minimum essential qualification(s) as mentioned in Section 2, Table -1.
- 4.2** All minimum essential qualification(s) must be UGC recognized Indian Universities/ UGC recognized Indian Deemed University or AICTE approved courses from Autonomous Indian Institutions/ Concerned Statutory Councils (wherever applicable).
- 4.3** Where ever MBA is being mentioned as requirement, apart from MBA Two Year Post Graduate Diploma in Management with Specialization in relevant field / MMS with specialization in relevant field shall also be considered.
- 4.4** MBA/PG Diploma in Management/MMS/MTech/ME/MSc or any PG qualification where there is mention of dual specialization, one of the specializations necessarily need to be function specific for which the post has been advertised.
- 4.5** Post qualification experience in the relevant field will only be considered while determining minimum experience.
- 4.6** Industrial/Vocational/Apprentice Training will not be considered as experience.
- 4.7** 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.

Responsibility of receiving and downloading of information/ communications etc. rest with the candidate. AGL 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.

- 4.8** Candidates fulfilling all the eligibility criteria will only be allowed to appear in 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, AGL may adopt a shortlisting criterion to restrict the number of candidates to be allowed to appear in the selection process to a reasonable number.
- 4.9** Preference will be given to candidates having in line experience in CGD / Oil & Gas / Petrochemical Industry.
- 4.10** The upper age limit for various posts mentioned above is **as on 15.04.2025**.

## **SECTION – 5**

### **PLACEMENTS AND ASSIGNMENTS**

The selected candidates may be posted at any projects/site offices etc. of **Aavantika Gas Limited**. The selected candidates may be assigned jobs/functions/assignments as per the business requirement of the company.

## **SECTION – 6**

### **RECRUITMENT PROCESS**

- **FOR POST CODE: F&A/DM/25/01** – Personal Interview will be conducted after shortlisting of applications.

### **HOW TO APPLY**

- PLEASE READ THE VACANCY DETAILS CAREFULLY BEFORE APPLYING FOR ANY ADVERTISED POSITION.
- CANDIDATE NEED TO GO TO THE CAREER PAGE OF THE AGL WEBSITE. CANDIDATE CAN ALSO PASTE THE URL ON BROWSER <https://www.aglonline.net/careers/current-openings/> IT WILL REDIRECT TO THE AGL WEBSITE ([www.aglonline.net](http://www.aglonline.net)) CAREER PAGE. FILL ALL THE DETAILS AS REQUIRED IN THE FORM & ALSO UPLOAD RECENT PASSPORT SIZE PHOTOGRAPH SIZE UPTO 1MB & UPDATED RESUME SIZE UPTO 2 MB WITH SUBJECT LINE “APPLYING FOR POST CODE (NAME OF VACANCY)”.
- APPLICATION WILL NOT BE CONSIDERED/ENTERTAINED IF INFORMATION REQUIRED IS INSUFFICIENT/IN-RELEVANT OR NOT FILLED AS PER INSTRUCTIONS.
- AGL RESERVES ALL RIGHTS TO MODIFY, ALTER AND CHANGE THE CRITERIA DEPENDING UPON THE NO. OF APPLICATIONS RECEIVED.

### **Important Dates**

S.N.	Activity	Date & Time
1.	Commencement of application form by candidates.	26.03.2025 (11:00 hrs.)
2.	Last date and time for applications received by email.	15.04.2025 (18:00 hrs.)

**NOTE:** ANY REVISION, CLARIFICATION, ADDENDUM, CORRIGENDUM, TIME EXTENSION, ETC. TO THE ABOVE ADVERTISEMENT WILL BE HOSTED ON “**CAREERS**” SECTION OF AGL WEBSITE: **WWW.AGLONLINE.NET** ONLY AND NO SEPARATE NOTIFICATION SHALL BE ISSUED IN THE PRESS. CANDIDATES ARE REQUESTED TO VISIT THE WEBSITE REGULARLY TO KEEP THEMSELVES UPDATED.