

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 CTC (in lakhs/ per annum)	Qualification	Number of Vacancies
DM/LEGAL/26/01	Post: - Dy. Manager - Legal Grade: - E-2# Upper Age Limit: - 33 Years (Relaxation of 06 years in upper age limit for AGL internal candidates) Minimum Exp.: - 2-years**	Rs. 10.80*	Essential Full-time L.L.B. (3 years or 5 years) degree from a recognized university/institution with 60% Marks or CGPA of 6 On 10 Point Scale. Desirable Enrollment as an Advocate with Bar Council / L.L.M as an added qualification.	01

#Age relaxation of six (06) years in upper age limit for internal / outsourced candidates; those having work experience of minimum two (02) Years in AGL

*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.

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

1. Group Personal Accident Insurance
2. Group Medclaim Insurance
3. Term Life Insurance
4. Cost of Mobile hand set reimbursement
5. Reimbursement of Monthly Mobile Bill
6. Hire Purchase facility for purchase of Household items/Desktop/Laptop
7. Profit Linked Pay.

** The Candidate must have 02 year post qualification in line experience in executive position or 02 years as practicing advocate preferably in CGD/ PSU/Government-related sectors.

Candidate not found suitable for the advertised grade can be offer appointment in lower grade.

SECTION – 3

JOB DESCRIPTION / ROLE AND RESPONSIBILITIES

Dy. Manager - Legal	<ul style="list-style-type: none">• Effectively handle all the corporate legal, regulatory, contractual, and compliance matters.• Handle civil, criminal, labour, lok Adalat, arbitration consumer cases etc.• Handling of Legal matters / disputes regulatory affairs related with PNGRB or any other statutory body or ministry.• Contract drafting and vetting of agreements, regulatory compliance, land and pipeline legal issues, and providing legal support to various business functions including O&M, Projects, C&P, Finance, HR, Marketing etc.• Arbitration/litigation Management and Regulatory and Statutory compliance.• Land/property/legal documentation.• Prepare case briefs, affidavits, replies, and legal opinions.• Track court cases and ensure timely representation before courts/tribunals.• Identify legal risks in business operations and suggest mitigation measures.• Ensure proper documentation and record management and Support implementation of corporate governance practices.• Conduct legal awareness sessions for employees.
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SECTION – 4

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

- 3.1** 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.
- 3.2** Only Indian Nationals are eligible to apply
- 3.3** 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).
- 3.4** Post qualification experience in the relevant field will only be considered while determining minimum experience.
- 3.5** Industrial/Vocational/Apprentice Training will not be considered as experience.
- 3.6** 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.

- 3.7** Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish accurate, full and correct information. Furnishing of wrong / false / incomplete information will lead to disqualification of candidature
- 3.8** 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 criteria to restrict the number of candidates to be allowed to appear in the selection process to a reasonable number.
- 3.9** Candidates may be asked to submit documentary evidence of eligibility at any point of time during the selection process, within stipulated time, as advised by AGL.
- 3.10** Preference will be given to candidates having in line experience in CGD / Oil & Gas / Petrochemical Industry.
- 3.11** Before applying, candidates should ensure that they fulfil the eligibility as on the cut-off date and Application with incomplete / wrong particulars will not be considered.
- 3.12** The candidature of the shortlisted applicants for interview would be provisional and subject to subsequent verification of certificates/documents.
- 3.13** Upon production of documentary evidence only, you will be reimbursed up to "A/C 03 Tier" Train fare or equivalent in the shortest route (To & Fro). No local conveyance or any other expenses will be reimbursed.
- 3.14** If any submitted document (education, experience, ID proof or others) does not meet the specified criteria or is found to be inauthentic, your candidature will be immediately disqualified. In the event of such disqualification, any travel expenses already incurred (including round-trip rail fare) will not be reimbursed.
- 3.15** The upper age limit for various posts mentioned above is as on 18.06.2026.

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: DM/LEGAL/26/01** - Personal Interview will be conducted after shortlisting of applications.
- Applications received within the due date will be scrutinized as per eligibility criteria.
- On the basis of scrutiny of the application, merit list for eligible candidates will be prepared and shortlisted candidates will be called for Interview.
- Final selection will be on the basis of Educational Qualification(s), Relevant Experience, Written Test/Personal Interview. Any other sort of assessment may also form a part of final selection process.
- Decision to accept/reject candidature of any applicant lies solely with AGL.

SECTION – 7

DOCUMENTS REQUIRED AT THE TIME OF INTERVIEW/DOCUMENT VERIFICATION ALONG WITH ORIGINAL

- All Educational Certificates [10th, 12th, Graduation, Post-graduation (if any)]

- Joining and Relieving letters from all previous employers, promotion letters, last three months' pay slips of current/last organisation, experience certificates, etc.
- Photo Identity Proof (Aadhar Card & PAN Card)
- One Address Proof
- Updated Resume (5 copies)
- Passport Size Photographs (5 nos.)

- **HOW TO APPLY**

- PLEASE READ THE VACANCY DETAILS CAREFULLY BEFORE APPLYING FOR ANY ADVERTISED POSITION.
- CANDIDATE NEED TO APPLY THROUGH NAUKRI.COM OR CLICK ON COMPANY URL “http://www.aglonline.net/index.php?option=com_content&view=article&id=8&Itemid=80” ON WEBSITE OF **AAVANTIKA GAS LIMITED** (www.aglonline.net) AND FILL ALL THE DETAILS REQUIRED. DETAILS WITH RECENT PASSPORT PHOTOGRAPH SIZE UPTO 1MB & UPDATED RESUME SIZE UPTO 2 MB WITH SUBJECT LINE “**APPLYING FOR POST CODE (NAME OF VACANCY)**”
- ALL THE DETAILS MENTIONED IN THE ONLINE FORM WILL BE TREATED AS FINAL AND NO REQUEST FOR CHANGES WILL BE ENTERTAINED LATER ON. THEREFORE, CANDIDATES ARE ADVISED TO FILL THE ONLINE FORM WITH UTMOST CARE MAKING CORRECT ENTRIES IN THE RESPECTIVE FIELDS.
- 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.
- ANY FURTHER CORRIGENDUM/ADDENDUM WOULD BE UPLOADED ON AGL WEBSITE AGLONLINE.NET/CAREERS.

Important Dates

Sr.No.	Activity	Date & Time
1.	Commencement of application form by candidates.	29.05.26 (11:00 hrs.)
2.	Last date and time for applications received by email.	18.06.26 (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:

 <p>अवंतिका गैस लिमिटेड AAVANTIKA GAS LIMITED A Joint Venture Company of GAIL & HPCL</p>		<p>Naturally GREEN Choice is Natural Gas</p>
<p>Regd. & Admin Office: - Aavantika Gas Limited, 202-B, 2nd Floor, NRK Business Park, Viiav Nagar Square, A.B. Road, Indore-452010</p>		