

ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED.

(A GOVT. OF ASSAM UNDERTAKING)

Regd. Office: 1st floor, Block-II, HOUSFED Complex, Dispur, Guwahati-781006

CIN No: U11101AS2006SGC008235.

Ref: No. AHECL/Estt./19/2024/2409

Date: 13.01.2025

DETAILED ADVERTISEMENT FOR ENGAGEMENT OF SENIOR ADMINISTRATIVE CUM FINANCIAL CONSULTANT ON CONTRACTUAL BASIS.

(Applicants are requested to carefully read the following details before applying)

JOB DESCRIPTION	
Post	: Senior Administrative cum Financial Consultant on contractual basis.
Reporting To	: Managing Director
Period of engagement	: Initially for a period of 01(one) year on contractual basis which may be extended depending on the requirement or as may be decided by the Board of AHECL.
Role & responsibilities	: <ol style="list-style-type: none">1. To provide full administrative and secretarial support for Management of AHECL. The primary responsibility will be to look after the core business activities of the Company besides supervision of administrative, finance and accounts etc. of the Company.2. To develop and implement strategies to achieve business goals and objectives of the Company and enforcing business policies, procedures and processes.3. Ensuring business compliance with relevant laws and regulations and adherence to legal and administrative guidelines and any other orders issued by the Govt. of Assam / Statutory bodies from time to time.4. Monitoring market and industry trends to determine business opportunities and challenges.5. Overseeing the Company's day-to-day operations, including managing budgets, resources, and delegating roles & responsibilities to employees of the Company.6. Establishing and managing internal controlling systems and procedures for the Company and ensuring Compliance with various Accounting Standards and policies as prescribed under various statutes.7. Representing the Company before the Company's Banker, Income Tax, VAT, Service Tax, GST and other Government Departments as may be required in connection with discharge of your duties as Senior Administrative cum Financial Consultant of the Company.8. Overseeing resource allocation while maintaining budgetary control of the Company.9. Any other works as may be assigned by the Management of the Company from time to time.
Eligibility Criteria	: Applicant must be a retired officer of State/Central Government/ PSUs / Autonomous bodies / Statutory bodies etc., who have retired at level of Joint Secretary in State/Central Government or its equivalent in PSUs/ Statutory body etc. Applicant should have experiences in dealing with administrative and financial matters of Oil & Gas, Mines & Mineral sector.

Contd. to Pg-02

Contd. from Pg -01:

Academic Qualification	:	Minimum Graduate Degree or equivalent from any recognized University.
Upper Age Limit as on 01.01.2025	:	62 years
Other Attributes	:	Applicant should have good working knowledge of technology based skills on Computers. Must have strong communication and interpersonal skills.
Monthly Remuneration	:	Monthly remuneration will be fixed as per the guidelines of the Govt. of Assam for retired employees i.e. last pay drawn minus pension.
Submission of Application	:	Applicants may submit their Applications in prescribed pro-forma (<i>as made available in the website www.ahecl.in as ANNEXURE-I</i>) along with their supporting documents on any working day on or before 01 st February,2025 till 5:00 p.m at the address mentioned below: To MANAGING DIRECTOR ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED 1 ST FLOOR, BLOCK-II, HOUSEFED COMPLEX, LASTGATE, DISPUR, GUWAHATI-781006, ASSAM.
Selection Procedure	:	All the applications received will be scrutinized by a Selection Committee headed by Managing Director, AHECL cum Commissioner, Industries, Commerce & P.E Deptt., Govt. of Assam. The shortlisted applicants will be called for appearing before the Selection Committee for an interview . The Selection committee will select a suitable candidate based on the Interview. The date, time and venue of the interview will be notified in due course of time.

GENERAL INFORMATION / TERMS & CONDITIONS:

1. Filled in Applications, *in the prescribed pro-forma as made available in the website (www.ahecl.in)*, along with academic qualification certificate/ experience certificates from the competent authority/ certificate in support of age should reach to the Managing Director, Assam Hydrocarbon & Energy Company Ltd on or before 01st February,2025 . Any corrigendum / addendum will be uploaded only on the aforementioned Company's website.
2. Applicants who do not submit their application in the prescribed pro-forma will be rejected. Incomplete applications received after last date or which are not as per prescribed pro-forma will be summarily rejected.
3. Mere fulfillment of eligibility criteria will not confer any right to be called for interview. The shortlisted Applicants will be communicated through email / notices on our website regarding test / interview to be held. Applicants are advised to check the website (www.ahecl.in) regularly.
4. No TA/DA will be paid to the Applicants for appearing in the interview.
5. Canvassing in any form will be treated as disqualification.
6. Other terms and conditions and rules and regulations applicable to the selected Applicants will be decided by the Competent Authority and shall be binding on all concerned.
7. Assam Hydrocarbon & Energy Company Ltd. reserves the right to reject any or all the applications without assigning any reasons thereof. Decision of the authorities regarding suitability of Applicant will be final.
8. For any queries Applicants may contact Smti. Jyotismita Das, Company Secretary, AHECL at Phone No. 7002370225 within working hours only.

ANNEXURE-I

ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED.

(A GOVT. OF ASSAM UNDERTAKING)

Regd. Office: 1st floor, Block-II, HOUSEFED Complex, Last Gate, Dispur, Guwahati-781006.)

PROFORMA

APPLICATION FOR THE POST OF SENIOR ADMINISTRATIVE CUM FINANCIAL CONSULTANT ON CONTRACTUAL BASIS.

To
The Managing Director,
Assam Hydrocarbon and Energy Company Ltd.
1st Floor, Block-II, HOUSEFED Complex, Last Gate,
Dispur, Guwahati-781006,
Assam

Sub: Application for engagement as Senior Administrative cum Financial Consultant on contractual basis.

Ref: Your advertisement datedin the daily(Newspaper)

Sir,

In response to your advertisement cited above, I have the honour to offer myself as a candidate for the same with the particulars furnished in the prescribed form as under:

1. Name in full (Block Letters) :
 2. Sex (Male/ Female) :
 3. Father/Husband's name :
 4. Date of Birth :
 5. Age as on 01.01.2025 :
 6. Present Address :
 7. email-ID :
 8. Telephone/ Mobile Phone No. :
 9. Are you a citizen of India? If so, how :
 10. Educational qualification :
- (Copies of Certificates should be enclosed)

Educational Qualification	University/Board	Subjects	*Percentage	Year of Passing	Regular/ Distance

*In case of CGP, CPI etc. the conversion has to be done in form of percentage only.

11. Other Qualifications, if any :
12. Designation and last Office address :
(at the time of retirement)
13. Brief particulars of experience in services in State /Central Government / PSUs / Autonomous bodies / Statutory bodies etc. during last five years before retirement.

Sl Nos.	Post held	From	To	Area of Experience

Contd. to Pg-02

Contd. from Pg-01:

13. Brief details of experiences of dealing in administrative and financial works in Oil & Gas, Mines & Mineral sector:

14. Additional relevant information, if any, in support of your suitability for the said engagement:

15. Present occupation, if any: _____ :

16. Last Salary drawn :

It is solemnly affirmed that the particulars given above are true to the best of my knowledge and belief.

Signature.....

Name.....

Date.....

Note 1: Self attested copies of Testimonials/ Certificates relating to age, education qualification and experience should be enclosed.

Note 2: Application should reach the office of the Managing Director, Assam Hydrocarbon and Energy Company Ltd., 1st Floor, Block-II, HOUSEFED Complex, Last Gate, Dispur , Guwahati-781006, Assam within 01.02.2025.

Note 3: For any clarification please contact Smti. Jyotismita Das, Company Secretary, AHECL at Contact No. 7002370225.