



Maharashtra Natural Gas Ltd.,Pune

(A joint venture of GAIL (India) Ltd & Bharat Petroleum Corporation Ltd)

| Sr. No. | Position | No. Req. | Academic | Experience | Job Profile |
|---------|-----------------------------|----------|------------------------------|---|---|
| 1 | General Manager (Marketing) | 1 | BE/B Tech and / or MBA/PGDBM | 20 yrs in which minimum 3 yrs on Sr. Management Position. | <p>Experience should cover managing & developing marketing staff, leading teams. Responsible for Planning, Organizing & Monitoring Marketing/Sales activities in Retail & Institutional segments develop budgetary plans, Branding. Responsible for strategic direction, identifying training needs, motivating teams for the organizational growth. He/she should have operated at Corporate/Head office of the company interacting with other functions and be part of top management team. He/she should have enough exposure to CRM activities, Corporate Communication, Use of IT solutions.</p> <p>Skill Set:- Sound professional and functional knowledge, Excellent communication skills, Basic negotiation skills, Time management skills, Team building skills, Business development skills. Problem solving and decision making skills.</p> |
| 2 | Chief Manager (Marketing) | 1 | BE/B Tech and/ or MBA/PGDBM | 13 – 16 yrs | <p>Monitoring Marketing/Sales activities in Retail & Institutional segments, motivating teams for the organizational growth.</p> <p>Skill Set:- Leadership skills, Team Player, Sound professional & Functional knowledge, interpersonal skills, Excellent in Communication skills, Negotiation skills</p> |
| 3 | Officer (Marketing) | 1 | BE/B Tech & or MBA/PGDBM | 1 – 4 yrs | <p>New CNG Station Development – Greenfield at private & PMC land and OMC ROs for CNG Stations, OMC – Existing CNG Stations network, operations, commercials (Joint Meter Readings, invoicing and payment collection), PMPML & PMC – Sales and logistics, commercials, etc.</p> <p>Skill Set:- Sound technical knowledge Analytical, team player, interpersonal</p> |



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| | | | | | skills, communication skills |
| 4 | Manager (Construction) | 1 | BE/ B Tech Civil | 9 – 11 yrs | Prepare & execute the architectural drawing for various buildings & stations. Electrical layout drawing for outlet, prepare estimate for civil & electrical job, technical bid evaluation, undertake technical feasibility of new sites, completing the site and hand over to concern dept. Skill Set:- Professional & Technical knowledge Analytical, team player, interpersonal skills, communication skills, Time management skills |
| 5 | Officer (Construction – Site supervision) | 1 | BE/ B Tech Civil or Diploma Civil | 1 – 8 yrs | Supervise the site and give technical solution to the executing vendors, Understand the drawing, certify quality and quantity of the job, bill finalization. Skill Set:- Sound technical knowledge Analytical, team player, interpersonal skills, communication skills |
| 6 | Officer (Fire & Safety) | 1 | BE/B Tech Fire & Safety | 1 – 4 yrs | Safety representative includes Gas charging, pre commissioning audit at industrial and commercial connections, periodic DBS audit and periodic safety audit of project sites and safety awareness spread. Some of other responsibility includes training and few statutory Liaisoning including fire NOC, DISH and MPCB permissions. Skill Set:- Professional & Technical knowledge Analytical, Team player, Conflict management skills, communication skills |
| 7 | Officer (Finance & Accounts) | 1 | B Com, MBA Finance / ICWA / CA | 1 – 4 yrs | Accounting of Capital and Revenue Transactions independently, Knowledge of TDS, Excise, Service Tax, VAT and WCT compliances, returns preparation, Issue of certificates and forms, Bank Reconciliation, Monthly provisioning, MIS, Audit Coordination and Assistance in all Assessments, Invoicing to customers and Receivables Management. Skill Set:- Good in Excellent team |



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| | | | | | player, Learning attitude, Communication skills |
| 8 | Asst. Manager (Industrial Relation & Admin) | 1 | MPM / MSW | 4 – 6 yrs | Ensure prompt redressal of grievances and quick settlement of dispute, liaising with Government, Non Govt. authorities. Responsible for ensuring on time submission of all the legal and statutory returns, contract management, well verse with personnel administration like disciplinary procedures & welfare activities. General administration. Skill Set:- Sound professional & functional knowledge, Communication skills, Interpersonal relationship, Team member, skills of conflict management. |
| 9 | Officer (Human Resource Services) | 1 | MBA (HR)/MPM/M SW | 1 – 4 yrs | Knowledge of all legal compliances like PF, ESIC, Bonus, Gratuity etc., Time office functions, assist in training and development, assist in recruitment procedures etc. other HR activities. Good in event management. Skills Set:- Communication skills, Interpersonal relationship, Team member. |
| 10 | Manager (Engineering & Projects) | 2 | BE/B Tech (Mechanical /Civil) | 9 – 11 yrs | 1 STEEL:- I/C for steel pipeline execution & related construction activities, Coordinating between individual Area I/C and management, Implementing quality and safety checks through each AIC on steel p/l execution, Initiating proposals & completing necessary documentation for obtaining CA approvals, Invoice certification of ongoing steel work contracts in time, Steel p/l contract management wrt BG, Time ext. , Invoice ,SOR % completion etc. , Assuring overall statutory compliance during steel p/l execution., Coordination with local public for smooth project execution, Regular review meetings with steel p/l contractors, Effective material & |



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| | | | | | <p>resources management within approved budget</p> <p>2 MDEP: - I/C for MDPE n/w development & related construction activities, Coordinating between individual Area I/C, local authorities, public and management, Implementing quality and safety checks through each AIC on MDPE p/l execution, Initiating proposals & completing necessary documentation for obtaining CA approvals, Invoice certification of ongoing MDPE works contracts in time, MDPE work contract management write BG, Time ext. , Invoice ,SOR % completion etc., Assuring overall statutory compliance during MDPE p/l execution., Regular review meetings with MDPE contractors, Effective material & resources management within approved budget</p> <p>Skill Set:- Leadership skill, Team Player, Sound professional & Functional knowledge, interpersonal skills, Excellent in Communication skills, skills of conflict management.</p> |
| 11 | Officer (Engineering & Projects) | 1 | BE/B Tech Mechanical/Civil | 1 – 4 yrs | <p>Execution of individual steel p/l laying works, Respective contract management wrt works done and its verification, Joint measurement for the work executed, Statutory compliance at site in coordination with respective Liaisoning officer, Coordination with local public for smooth project execution, Regular reporting to back up office for the work executed, As built Drawings and documents of respective work executed.</p> <p>Skills Set:- Communication skills, Interpersonal relationship, Team member.</p> |



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| 12 | Manager (O & M) | 1 | BE/B Tech Mechanical/Electrical | 9 – 11 yrs | <p>Maintenance of CNG & PNG, Initiate new development proposal as per requirement, Complaint management of domestic, Industrial & commercial customers. Plan & execute preventive & predictive maintenance, Regular review of network and monitoring of O&M contractors. Ensure CP of steel pipeline as per standard.</p> <p>Skill Set:- Sound professional & Technical knowledge, interpersonal skills, Excellent in Communication skills, skills of conflict management.</p> |
| 13 | Officer (O&M) | 1 | BE/B Tech Mechanical/Electronics | 1 – 4 yrs | <p>Daily/weekly monitoring of steel pipelines/ valve chambers for CP activities. , Maintenance & monitoring of Odorant dosing & other terminal parameters, Coordination for breakdowns or maintenance to respective MNGL technicians & contractors, Centralized Control Room Management for CGD network, PNG Related maintenance of MNGL assets, Data management of CNG- PNG network</p> <p>Skill Set:- Sound professional & Technical knowledge, interpersonal skills, Excellent in Communication skills, skills of conflict management.</p> |
| 14 | Officer (Contract & Procurement) | 1 | BE/B Tech (Mechanical) | 1 – 4 yrs | <p>Finalization of contracts for supply & services, responsible for store management i.e. Receipt, Storage and Issue of material and stock verification. Responsible for Warehousing, Transport, Inventory Control, insurance of material and Customs / Imports Administration. Responsible for preparation of various MIS reports.</p> <p>Skill Set:- Communication skills, Interpersonal relationship, Team member.</p> |



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| 15 | Sr. Manager (Engineering & Planning) | 1 | BE/B Tech Mechanical/Civil/Instrumentation | 11 – 13 yrs | The incumbent should have hands-on experience in designing of pipeline networks, have good knowledge on selection of equipments & materials and scope finalization; should be familiar with Basic & Detailed Engineering design, should have knowledge of Area & detailed Survey; should be conversant with reputed standards and codes such as ASME, ANSI, API, ISO, EN, IS, etc. related to Gas / CGD industry. |
| 16 | Manager (Regulatory Affairs/Business Development) | 1 | BE & MBA (Finance from reputed Institute (IIM, SIMBI etc.) | 9 – 11 yrs | The incumbent should be familiar with the PNGRB Act, should have good knowledge of various regulations applicable to CGD Industry, Profound knowledge of key financial & controlling functions of a company. |
| 17 | Officer (Planning) | 1 | BE/B Tech (Mechanical / Instrumentation) | 1 – 4 yrs | The incumbent should have hands-on experience in basic & detailed engineering; O & M of rotary equipments/ reciprocating Compressor , should be conversant with reputed standards and codes such as ASME, ANSI, API, ISO, EN, IS, etc. for selection of equipments & materials in Gas / CGD industry. |
| 18 | Dy. Manager (IT) | 1 | BE (Computers)/ MCA/ B level of DOEACC or equivalent & SAP Implementation | 6 – 9 yrs | Knowledgeable on Software Development lifecycle Manage an IT infrastructure including servers, desktops, network (LAN/WAN et al) and e-Mail servers / clients by understanding organization and its user needs. It is expected that the candidate has effectively coordinated with IT facility management organization and hardware, software and IT services vendors. Well versed with any of the programming languages like C / C++ / JAVA. Fully proficient with Client / Server Technology and must have developed and implemented such applications. |



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| | | | | | <p>Knowledge of databases like SQL Server 2005 / Oracle 10g / Oracle 11g / My Sql is a must Well aware with operating systems like Windows 2003, Linux and UNIX. Managing large volume of data – storage, archival and related functions. ERP like SAP specially in the technical domain of ABAP / BASIS Skill Set:- Team Player, Communication Skills, Interpersonal skills.</p> |
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