

Sr. No.	Department	Job Description/Job Responsibility
1	CNG	<p>1. Project & Construction Management</p> <ul style="list-style-type: none"> •Conduct feasibility studies, site surveys, and technical evaluations for new CNG stations. •Manage end-to-end execution of Mother, Daughter, Online, and LCNG stations. •Coordinate with vendors, contractors, and consultants for supply and installation of equipment such as compressors, dispensers, and cascades. •Ensure engineering design compliance with statutory norms and company standards. •Monitor project timelines, budgets, and quality to ensure on-time commissioning. <p>2. Operations & Maintenance (O&M)</p> <ul style="list-style-type: none"> •Oversee 24×7 operations of CNG stations ensuring uninterrupted gas supply. •Monitor parameters like gas pressure, temperature, compressor performance, and system efficiency. •Plan and execute preventive and breakdown maintenance activities. •Manage cascade logistics and optimize gas transportation between stations. •Track daily sales, stock levels, and operational KPIs; generate reports. <p>3. Safety, Health & Compliance</p> <ul style="list-style-type: none"> •Ensure strict adherence to HSE standards, including fire safety and gas handling protocols. •Comply with regulatory guidelines such as PESO, OISD, and PNGRB norms. •Conduct safety audits, risk assessments, and incident investigations. •Implement corrective and preventive actions to maintain a zero-incident work environment. <p>4. Stakeholder & Vendor Management</p> <ul style="list-style-type: none"> •Liaise with government authorities, regulatory agencies, and local bodies. •Manage relationships with equipment suppliers, contractors, and service providers. •Ensure vendor performance meets contractual obligations and quality standards. <p>5. Documentation & Reporting</p> <ul style="list-style-type: none"> •Maintain project and operational documentation, including drawings, permits, and records. •Prepare progress reports, MIS reports, and compliance documentation. •Support audits and inspections by regulatory authorities. <p>“ Any other job as per the company’s requirement on time to time basis”</p>
2	C&P	<p><u>Key Responsibilities:</u></p> <p><u>Tender & Procurement</u></p> <ol style="list-style-type: none"> 1. Manage procurement of materials, services, and works in compliance with company policies, procurement procedures, and applicable statutory requirements. 2. Prepare tender documents, bid invitations, RFPs/RFQs, and obtain necessary approvals from competent authorities. 3. Conduct commercial evaluation and scrutiny of bids/tenders, prepare comparative statements, and recommend award proposals.

		<ol style="list-style-type: none"> 4. Coordinate with user departments for requirement planning, tendering, contract finalization, and timely procurement activities. 5. Administer purchase orders, service contracts, and work orders, ensuring compliance with contractual terms and conditions. 6. Monitor the complete contract lifecycle, including issuance, execution, amendments, renewals, and closure. 7. Track and maintain records of Earnest Money Deposits (EMD), Contract Performance Bank Guarantees (CPBG), Security Deposits, and facilitate their release as per company procedures. 8. Maintain and update MSME vendor records and ensure compliance with applicable government guidelines and procurement policies. 9. Develop and maintain vendor databases, evaluate vendor performance, and support vendor registration and qualification activities. 10. Prepare procurement reports, MIS, budget tracking, and management presentations for decision-making. 11. Support internal and external audits by maintaining procurement and contract documentation and ensuring regulatory compliance. 12. Identify opportunities for cost optimization, process improvement, and procurement efficiency enhancement. 13. Liaise with vendors, contractors, consultants, and internal stakeholders to ensure timely delivery of materials and services. <p>Inventory & Stores</p> <ol style="list-style-type: none"> 1. Oversee store operations, including physical verification of inventory, stock reconciliation, and material receipt processes. 2. Ensure accurate ERP transactions related to procurement and stores functions, including Goods Receipt Vouchers (GRV), material issues, gate passes, and inventory records. 3. Monitor inventory levels, coordinate stock replenishment, and ensure optimum stock availability while minimizing excess inventory. 4. Maintain accurate inventory records and support periodic stock audits, reconciliation, and reporting activities. 5. Ensure proper storage, handling, preservation, and issuance of materials in accordance with company procedures and safety standards. <p>“ Any other job as per the company’s requirement on time to time basis”</p>
3	Human Resources	<ol style="list-style-type: none"> 1. Handling Industrial Labour Law & Statutory Compliances. 2. Handling End to End Recruitment Process from (Talent Acquisition to Onboarding) 3. Framing of HR Policies along with their amendments with respect to (Compensation Policy, Talent Planning, Medclaim & Refreshments Policy) etc., 4. Liaisoning with government authorities such EPFO Office, Labour department etc. 5. In Coordination with VGL Legal Compliances, Having Employee Relations & Culture (Conflict Resolution) etc. 6. Managing VGL administration. <p>“ Any other job as per the company’s requirement on time to time basis”</p>

4	Finance	<ol style="list-style-type: none"> 1. Spearhead annual budgeting, forecasting, and long-term financial modeling to drive business growth. 2. Accounting & Reporting: Oversee day-to-day accounting operations, month-end closures, and the preparation of accurate financial statements. Compliance & Audits. 3. Ensure full adherence to local tax laws, corporate acts, and regulatory standards. Manage internal, statutory, and tax audits. Cash Flow & Treasury. 4. Monitor daily fund flow, manage investments, and maintain strong relationships with banking partners. 5. Team Leadership: Recruit, mentor, and lead the finance and accounting teams to ensure high performance and strict data confidentiality. <p style="text-align: center;">“ Any other job as per the company’s requirement on time to time basis”</p>
5	Marketing	<p><u>Key Responsibilities</u></p> <ol style="list-style-type: none"> 1. Marketing Strategy & Business Development <ul style="list-style-type: none"> • Assist in the development and implementation of marketing strategies aligned with VGL’s business objectives and growth plans. • Conduct market research and customer analysis to identify new business opportunities and emerging market trends. • Support the preparation of annual marketing plans, budgets, and business development initiatives. • Identify potential customers and markets for PNG and CNG business expansion. 2. Customer Engagement & Relationship Management <ul style="list-style-type: none"> • Build and maintain positive relationships with existing and prospective customers. • Coordinate customer meetings, awareness programs, and promotional activities. • Address customer queries and concerns in coordination with relevant departments. • Support customer satisfaction and retention initiatives through regular engagement and feedback mechanisms. 3. Brand Promotion & Awareness <ul style="list-style-type: none"> • Assist in planning and executing branding, advertising, and promotional campaigns. • Support the development of marketing materials, presentations, brochures, and communication content. • Promote awareness regarding the economic, environmental, and safety benefits of Natural Gas and CNG. • Coordinate participation in exhibitions, events, and public outreach programs. 4. Market Intelligence & Competitor Analysis <ul style="list-style-type: none"> • Monitor industry developments, regulatory changes, competitor activities, and market trends.

		<ul style="list-style-type: none"> • Analyze customer feedback and market data to identify opportunities for improvement and growth. • Provide market intelligence and recommendations to support strategic decision-making. <p>5. Collaboration & Cross-Functional Support</p> <ul style="list-style-type: none"> • Coordinate with Operations, Engineering, Finance, Customer Service, and other departments to ensure smooth execution of marketing initiatives. • Support new product launches, promotional activities, and customer acquisition programs. • Assist in preparing reports, presentations, and management information related to marketing and business development activities. <p>6. Data Analysis & Reporting</p> <ul style="list-style-type: none"> • Track marketing performance, customer acquisition trends, and campaign effectiveness. • Prepare periodic reports and presentations for management review. • Utilize data-driven insights to improve marketing strategies and customer engagement efforts. <p>Required Skills & Competencies</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. • Strong interpersonal, presentation, and negotiation abilities. • Analytical and problem-solving skills with a data-driven approach. • Proficiency in market research, customer analysis, and marketing planning. • Good knowledge of MS Office applications, particularly Excel and PowerPoint. • Strong organizational and project management skills. • Ability to manage multiple assignments and work effectively in a cross-functional environment. • Knowledge of the Natural Gas, CNG, and CGD industry will be an added advantage. <p style="text-align: center;">“ Any other job as per the company’s requirement on time to time basis”</p>
6	Billing & Recovery	<p><u>Job Responsibilities</u></p> <ul style="list-style-type: none"> * Generate and verify billing for PNG (Domestic, Commercial, Industrial) and CNG customers. * Ensure billing accuracy based on meter readings, contracts, and applicable tariffs. * Process billing corrections, adjustments, and exceptions. * Coordinate with Metering, Operations, and Customer Service teams for billing data validation. * Monitor customer outstanding balances and receivables. * Follow up with customers for timely payment through calls, emails, and visits. * Execute recovery actions for overdue accounts as per company policy. * Maintain customer billing records, payment status, and recovery updates.

		<ul style="list-style-type: none"> * Resolve billing-related customer queries and disputes. * Prepare MIS reports on billing, collections, and outstanding dues. * Analyze aging reports and identify high-risk overdue accounts. * Ensure compliance with company policies, audit requirements, and regulatory guidelines. * Support billing system improvements, automation initiatives, and digital payment processes. * Assist in reducing receivables and improving collection efficiency. * Coordinate with internal departments to ensure smooth revenue realization. <p>“ Any other job as per the company’s requirement on time to time basis”</p>
7	PNG – Steel, Projects & O&M	<p><u>Key Responsibilities</u></p> <ol style="list-style-type: none"> 1. Execute and monitor steel pipeline laying, testing, commissioning, and related CGD infrastructure projects. 2. Manage operation and maintenance of steel pipeline networks, valve stations, DRSS, service lines, and associated facilities. 3. Ensure compliance with PNGRB Regulations, OISD Standards, PESO requirements, and HSE policies. 4. Coordinate with contractors, consultants, government authorities, and utility agencies for project execution and statutory approvals. 5. Monitor project schedules, quality, safety, and budgets to ensure timely completion of projects. 6. Carry out preventive and corrective maintenance activities for steel network assets. 7. Monitor pipeline integrity systems, cathodic protection systems, leak detection surveys, and emergency response activities. 8. Prepare technical specifications, estimates, tender documents, work orders, and project reports. 9. Investigate operational issues, breakdowns, and incidents, and implement corrective and preventive actions. 10. Support expansion of PNG infrastructure and customer connectivity projects. 11. Maintain project and O&M records, MIS reports, and performance dashboards. 12. Drive continuous improvement initiatives related to safety, reliability, operational efficiency, and cost optimization. <p>“ Any other job as per the company’s requirement on time to time basis”</p>
8	PNG – Projects & O&M	<p><u>Key Responsibilities</u></p> <ol style="list-style-type: none"> 1. Execute and Monitor PNG network expansion projects, including steel pipeline laying, service line installation, valve stations, DRSS, and associated CGD infrastructure. 2. Plan and supervise operation and maintenance activities of PNG distribution networks and related facilities.

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| | | <ol style="list-style-type: none">3. Ensure safe and uninterrupted gas supply through effective monitoring, preventive maintenance, and emergency response management.4. Coordinate with contractors, consultants, government authorities, utility agencies, and customers for project execution and maintenance activities.5. Monitor project schedules, budgets, quality standards, and safety requirements to ensure timely completion of works.6. Prepare technical specifications, estimates, BOQs, tender documents, work orders, and technical evaluations.7. Ensure compliance with PNGRB Regulations, OISD Standards, PESO requirements, and company HSE policies.8. Carry out pipeline testing, commissioning, purging, charging, and asset handover activities.9. Monitor pipeline integrity, cathodic protection systems, leak surveys, and corrective maintenance activities.10. Investigate operational issues, incidents, and failures, and implement corrective and preventive actions.11. Prepare project progress reports, MIS reports, budget utilization reports, and management presentations.12. Support infrastructure development, customer connectivity targets, and network optimization initiatives.13. Maintain records related to projects, operations, maintenance activities, statutory compliance, and asset management.14. Participate in emergency response activities and ensure timely restoration of gas supply during breakdowns. |
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