



Petroleum and Natural Gas Regulatory Board

INVITES APPLICATIONS FOR FILLING-UP OF VARIOUS POSTS

1. The Petroleum and Natural Gas Regulatory Board (PNGRB) invites applications to fill-up various posts on deputation basis from the eligible candidates as per the details given below:

S.No.	Name of the Post	No. of Posts	Scale of Pay* (Rs)
1.	Adviser	4	18,400-22,400
2.	Deputy Director	1	10,000-15,200
3.	Assistant Director	1	8,000-13,500
4.	Bench Officer	1	6,500-10,500
5.	Accountant	1	6,500-10,500
6.	Cashier	1	4,000-6,000
7.	Assistant-cum-Data Entry Operator	6	4,000-6,000
8.	UDC	4	4,000-6,000
9.	Private Secretary	7	6,500-10,500
10.	Personal Assistant	6	5,000-8,000

* In case any post is filled by taking personnel from any Central Government or State Government PSU, the salary, allowances and perks of the personnel will be protected and the payment will be released to the concerned PSU on 'cost to company' basis.

2. Essential Educational Qualification & Qualifying Service and Desirable Qualification & Experience: Please see our web-site, www.pngrb.gov.in

3. Proforma of Application: May be down loaded from our website, www.pngrb.gov.in

4. How to Apply: Eligible candidates may apply in the specified proforma through their respective parent organisations so as to reach Shri K. Rajeswara Rao, Officer on Special Duty(R), Petroleum and Natural Gas Regulatory Board, 1st Floor, World Trade Centre, Babar Road, New Delhi - 110 001 by 8th September 2008. While submitting the applications through proper channel, applicants may send an advance copy to the above address.

(Ajay Tyagi)
Secretary

**Advertisement for filling-up of various posts in the Petroleum and Natural Gas
Regulatory Board**

Essential Educational Qualification & Qualifying Service and Desirable Qualification & Experience

Name of the Post	Essential Educational Qualification & Qualifying Service	Desirable Qualification & Experience
Adviser (Commercial)	<p><u>Educational Qualification:</u> MBA(Finance)/CA/Masters degree in Economics/Commerce/Operations Research or equivalent from a recognized university or institution</p> <p><u>Qualifying Service:</u></p> <ol style="list-style-type: none"> 1. Officers holding analogous Posts or 2. With 2 years regular service in the pay scale of Rs.16400-20000 or equivalent or 3. With 3 years regular service in the pay scale of Rs.14300-18400 or equivalent or 4. With 20 years of service in Central/State/UT Civil Service/PSU/universities/recognized research institutes/autonomous bodies/private organization out of which minimum 12 years experience in the formulation of infrastructure projects/projects appraisal/transportation tariff computation/energy pricing in the scale of Rs. 12000-16500 or equivalent 	<p>Experience in development/formulation of regulations, computation of pipeline transportation tariffs, pricing and other concerned commercial & financial issues related to the oil & gas sector.</p>
Adviser (Distribution)	<p><u>Educational Qualification:</u> Graduate degree from a Recognized University</p> <p><u>Qualifying Service:</u></p> <ol style="list-style-type: none"> 1. Officers holding analogous Posts or 2. With 2 years regular serve in the pay scale of Rs. 16400-20000 or equivalent or 3. With 3 years regular service in the pay scale of Rs. 14300-18400 or equivalent or 4. With 20 years of services in Central/State/UT Civil Service/PSU/universities/recognized research institutes/autonomous bodies/private organisation out of which minimum 12 years experience in marketing/distribution of petroleum products/natural gas in the scale of 	<ol style="list-style-type: none"> 1. Master degree in Economics/Operations Research. 2. Experience in Policy formulation in the Government in the marketing and distribution of retail petroleum products/natural gas. 3. Experience in development/formulation of regulations in the oil & gas sector. 4. Familiarity with latest technological development in marketing of oil and gas sector

	Rs. 12000-16500 or equivalent	
Adviser (Infrastructure)	<p><u>Educational Qualification:</u></p> <p>Graduate Degree in Engineering/Masters degree in Science/Economics/Operations Research or equivalent from a recognized university or institution</p> <p><u>Qualifying Service:</u></p> <ol style="list-style-type: none"> 1. Officers holding analogous Posts or 2. With 2 years regular service in the pay scale of Rs. 16400-20000 or equivalent or 3. With 3 years regular service in the pay scale of Rs. 14300-18400 or equivalent or 4. With 20 years of service in Central/State/UT Civil Service/ PSU/universities/recognized research institutes/autonomous bodies/private organisation out of which minimum 12 years experience in design/development or in the formulation/implementation of infrastructure projects/pipelines projects preferably in the oil and gas sector in the scale of Rs. 12000-16500 or equivalent 	<ol style="list-style-type: none"> 1. Experience of techno-economic project appraisal/evaluation/choice of project involving large investments in the field of oil & gas pipelines/storage capacities/marketing infrastructure/city gas distribution etc. 2. Experience in development/formulation of regulations. 3. Familiarity with latest technological developments in oil and gas sector
Adviser (Legal)	<p><u>Educational Qualification:</u></p> <p>Law Degree from recognized University/Law school</p> <p><u>Qualifying Service:</u></p> <ol style="list-style-type: none"> 1. Officers holding analogous Posts or 2. With 2 years regular service in the pay scale of Rs. 16400-20000 or equivalent or 3. With 3 years regular service in the pay scale of Rs. 14300-18400 or equivalent or 4. With 20 years of service in Central/State/UT Civil Service/PSU/universities recognized research institutes/autonomous bodies/private organisation out of which minimum 12 years experience in handling legal matters in Central Govt./State Govt. or any PSU involving commercial & contractual matters in the scale of Rs. 12000-16500 or equivalent. 	<ol style="list-style-type: none"> 1. Post Graduate degree in Law from recognized university. 2. Experience in drafting regulations/statutes and/or legislations. 3. Experience of dealing with Courts/Appellate Tribunals. 4. Experience of setting disputes/arbitration. 5. Experience of dealing with legal cases relating to oil & gas sector.
Dy. Director (Legal)	<p><u>Educational Qualification:</u></p> <p>Law degree from recognised university/Law school preferably with specialization in</p>	<ol style="list-style-type: none"> 1. Experience in drafting regulations, statutes and/ or legislations

	<p>Regulation</p> <p><u>Qualifying Service:</u></p> <p>1. Officers holding analogous Posts on regular basis or</p> <p>2. having 5 years of regular service in the pay scale of Rs. 8000-13500 or equivalent</p> <p>in Central Govt., or State Govt. or any PSU/private sector/autonomous bodies and having experience of handling legal matters especially relating to commercial & contractual law.</p>	<p>2. Experience of dealing with courts/Appellate tribunals</p> <p>3. Experience of settling disputes and dealing with consumer forums</p> <p>4. Experience in dealing with arbitration cases especially relating to oil & gas sector</p>
Asstt. Director (Infrastructure)	<p><u>Educational Qualification:</u></p> <p>Post Graduate degree from a recognised university or Graduate degree in Engineering or equivalent from a recognised university/institution.</p> <p><u>Qualifying Service:</u></p> <p>1. Officers holding analogous Posts on regular basis or</p> <p>2. having 5 years of regular service in the pay scale of Rs. 6500-10500 or equivalent or</p> <p>3. having 3 years of regular service in the pay scale of Rs. 7450-11500 or equivalent or</p> <p>4. having 2 years of regular service in the pay scale of Rs. 7500-12000 or equivalent or</p> <p>5. having 8 years of regular service in the pay scale of Rs. 5500-9000 or equivalent</p> <p>in Central/State/UT Civil Service/PSU/universities/ recognised research institutes/ autonomous bodies and having experience of dealing with infrastructure projects/issues.</p>	<p>1. Sound knowledge of commercial matters pertaining to oil & gas sector especially pipeline infrastructure</p> <p>2. Familiarity with investigation procedures.</p>
Bench Officer	<p><u>Educational Qualification:</u></p> <p>Degree in Law from a recognised university</p> <p><u>Qualifying Service:</u></p> <p>1. Holding analogous Post in Central/State Govt. or</p>	<p>1. Experience in dealing with Judicial/Quasi-judicial matters including proceedings, petitions, pleadings, listing the case law etc.</p>

	<p>2. having 3 years of service in the pay scale of Rs. 5500-9000 or equivalent or</p> <p>3. having 6 years of service in the pay scale of Rs. 5000-8000 or equivalent or</p> <p>4. having 8 years of service in the pay scale of Rs. 4500-7000 or equivalent</p> <p>in Central Govt., or State Govt. or any PSU/private sector/ autonomous bodies and having experience of handling legal matters especially relating to commercial & contractual law.</p>	
Private Secretary	<p><u>Educational Qualification:</u></p> <p>Graduate degree from a recognised university; Well versed in MS Office Software, Proficient in short hand & typing</p> <p><u>Qualifying Service:</u></p> <p>1. Holding analogous Post in Central/State Government or</p> <p>2. having 3 years of service in pay scale of Rs. 5500-9000 or equivalent or</p> <p>3. having 6 years of service in the pay scale of Rs. 5000-8000 or equivalent or</p> <p>4. having 8 years of service in the pay scale of Rs. 4500-7000 or equivalent</p> <p>in Central/State/UT Civil service/PSU/universities/recognised research institutes/ autonomous bodies and having experience of handling secretarial issues.</p>	<p>1. Experience of working as Personal Assistant to HOD for 3 years in Central/State Govt. or any PSU/Corporation under Govt.</p> <p>2. Diploma in Office Management & Secretarial Procedure.</p>
Accountant	<p><u>Educational Qualification:</u></p> <p>Commerce Graduate from a recognised university.</p> <p><u>Qualifying Service:</u></p> <p>6 years of service in Junior Accountant cadre of Central/State Govt. or any PSU/Corporation under Central/State Government with experience of handling accounts work.</p>	<p>1. Experience in handling computer operations</p>
Cashier	<p><u>Educational Qualification:</u></p>	<p>1. Experience in handling computer operations</p>

	<p>Commerce Graduate from a recognised university.</p> <p><u>Qualifying Service:</u></p> <ol style="list-style-type: none"> 1. Holding analogous post on regular basis in Central/State/UT Govt. or 2. working in pay scale of Rs. 3050-4590 with 6 years of regular service in grade. 	
Personal Assistant	<p><u>Educational Qualification:</u></p> <p>Graduate with proficiency in typing (40 w.p.m), shorthand (80 w.p.m.), computing (8000 kdpm), Diploma/Certificate in Office Management & Secretarial Procedure or equivalent from recognised/reputed institution. Well versed in MS Office Software.</p> <p><u>Qualifying Service:</u></p> <p>6 years or regular service in a Central/State Govt. or any PSU of Central/State Govt. in the scale of Rs. 4000-6000 or equivalent</p>	<ol style="list-style-type: none"> 1. Experience in handling computer operations
Asstt. cum – Data Entry Operator	<p><u>Educational Qualification:</u></p> <p>Graduate with proficiency in typing (30 w.p.m), computing (6000 kdpm.), Diploma in computing/Certificate in computing or equivalent from recognised/reputed institution. Well versed in MS Office Software.</p> <p><u>Qualifying Service:</u></p> <p>3 years of regular service in the grade immediately below or equivalent and having experience of working in Central/State Govt./autonomous bodies/PSUs/Universities.</p>	<ol style="list-style-type: none"> 1. Experience in handling computer operations
UDC	<p><u>Educational Qualification:</u></p> <p>Graduate or equivalent from recognised/reputed institution.</p> <p><u>Qualifying Service:</u></p> <p>3 years of regular service in the grade immediately below or equivalent and having</p>	<ol style="list-style-type: none"> 1. Experience in computer operations handling office procedures and handling files etc.

	experience of working in Central/State Government/autonomous bodies/PSUs/ Universities.	
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PROFORM A OF APPLICATION

- (i) Application for the post of :
- (ii) Name :
- (iii) Date of Birth :
- (iv) Address for Correspondence :
- (v) Educational Qualifications* :
- (vi) Details of Employment/Experience, in chronological order*
(with the present post being mentioned at the top) :

S. No.	Office/Institution	Post held	From	To	Scale of pay (mention basic pay in present post)	Nature of duties

- (vii) Nature of present employment i.e ad-hoc or temporary
or quasi-permanent or permanent :

- (viii) Whether working under Central Govt./State Govt./
Central PSU/State PSU/others(specify) :

- (ix) Additional information, if any, in support of suitability for the post :

* This information is interalia required to be furnished with a view to ascertain that the requirements of Essential Educational Qualification & Qualifying Service are met and to know as to what extent the candidate possesses Desirable Qualification & Experience.

Date:

Place:

Signature of the candidate

Signature, stamp, address of the authorized
officer of the employee's organization