



Petroleum & Natural Gas
Regulatory Board, India

Petroleum and Natural Gas Regulatory Board

1st Floor, World Trade Centre, Babar Road, New Delhi - 110 001

Tel No: 23457700, Fax No: 23709151

Public Notice

10th February 2016

PNGRB invites applications for appointment of individual Consultant to work as personal staff on contract basis in Level-II from candidates having the following qualifications and experience:

Qualifications	Experience
Graduate Degree from a duly recognized University in India with consistent excellent academic record.	Experience more than 5 to 10 years as Office Secretary/Personal Staff with experience in MS Office and other internet applications, preparation of power point presentations.

2. Terms and conditions of engagement of the individual consultants:

- a. Designation & Period of Appointment: The individual consultants appointed in PNGRB will be designated as Consultants or Deputy Consultants or Assistant Consultants, as may be decided by the Board. While their term of appointment will be initially for one year extendable by another two years, one year at a time, at the discretion of PNGRB, they will be on probation for a period of six months. Based on their performance during the probation period, the appointment of the individual consultant may be confirmed by the Board for the balance period.
- b. Lump sum monthly remuneration for individual consultants under Level II: Rs.50,000/- with 10 percent increase on completion of each year in PNGRB. No other allowance on account of conveyance, telephone, etc will be paid.

- c. Termination of Consultancy: PNGRB reserves the right to terminate or curtail the consultancy period at any time without assigning any reason. In case the individual consultant desires to leave the consultancy services, he/she may do so by giving three months notice.
- d. Discharge of Functions and Working Conditions: The individual consultants shall discharge such responsibilities diligently as may be assigned to them from time to time and shall abide by all day to day working conditions/facilities like closed holidays, working hours, etc of PNGRB.
- e. Confidentiality: The individual consultants shall maintain confidentiality of the information/data, etc. In case it is found to be violating the code of conduct, which is generally applicable for working in a Government office/establishment, by or on behalf of any individual consultant, apart from terminating the consultancy period, PNGRB reserves the right to take any other action as it may deem fit including legal remedies available to it such as filing of FIR, civil/criminal case/other, etc and may further debar such individual consultant from future engagement by the Board.
- f. Leaves: The individual consultants will be allowed to avail one day leave per month during the consultancy period. They may accumulate these leaves up to a maximum of three days and avail the same together. Beyond the above allowable leaves, the monthly consultancy fee/remuneration will be reduced proportionately.
- g. No Permanent Employment: The selected individual consultants will be appointed on contract basis only and they will not have any right or claim for permanent employment with PNGRB. PNGRB will not entertain any type of correspondence in this regard.
- h. Acceptance of the Terms & Conditions: The selected individual consultants will be required to sign a copy of the appointment letter and the terms & conditions, which will be treated as a contract, at the time of joining PNGRB. Otherwise, their appointment as individual consultant shall stand cancelled.

3. The candidates who are meeting the requirements of qualifications and experience and are agreeable to the terms & conditions mentioned above are requested to submit their applications, along with bio data and copies of documents in support of their qualifications and experience, addressed to OSD (R), Petroleum and Natural Gas Regulatory Board, 1st Floor, World Trade Centre, Babar Road, New Delhi - 110001 on or before 17th February 2016.

4. PNGRB reserves the right to annul the process of selection/appointment of individual consultant against this public notice at any time without assigning any reason.

OSD (R)