



# PETROLEUM AND NATURAL GAS REGULATORY BOARD

1<sup>st</sup> Floor, World trade Centre, Babar Road, New Delhi-110001

Tel No: 011- 23457700//23457751

Web Site: [www.pngrb.gov.in](http://www.pngrb.gov.in)

## Public Notice

20.08. 2018

PNGRB invites applications for appointment of Individual IT Consultant on contract basis. The details of level of the individual IT consultant, qualifications and experience required are as under:

Category of Individual Consultant	Qualification	Experience
Level II	Graduate (B.Tech. / B.E.) / Post Graduate (M.Tech/ M.E. / MCA) degree from a duly recognized University in India in the field of Computer Science / Computer Engineering / Information Technology with consistent excellent academic record.	Experience of more than 5 years as per the following: (a) Experience in handling system related to hardware maintenance, networking and software support services. (b) Experience in development & maintenance of websites and its related applications. Good knowledge of Client-side language HTML / CSS / JavaScript, server-side languages like PHP and Graphic tools like Photoshop. (c) Experience in handling of Windows and Linux servers. (e) Experience in handling services like Antivirus, DNS, DHCP, Application Server, etc. (f) Experience of contract management including e-tendering process of IT related system and services. <u>Desirable:</u> Experience of working in Regulatory Board/Govt. organization.

### 2. Terms and conditions of engagement of the individual IT consultant:

a. Designation & Period of Appointment: The individual IT consultant appointed in PNGRB will be designated as System Analyst or 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:

(i) For individual IT consultant under Level II: Rs. 75,000/- 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 IT 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 IT consultant 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 IT consultant 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 IT 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 filling of FIR, civil/criminal case/other, etc and may further debar such individual IT consultant from future engagement by the Board.

f. Leaves: The individual IT consultant 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 will be reduced proportionately.

g. No Permanent Employment: The selected individual IT consultant 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 IT consultant 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 IT consultant shall stand cancelled.

3. Those candidates who are meeting the requirements of qualification and experience with proof and are agreeable to the terms & conditions mentioned above are requested to submit their applications, along with copies of documents in support of their qualifications and experience, addressed to Joint Adviser (AKG), Petroleum and Natural Gas Regulatory Board, 1<sup>st</sup> Floor, World Trade Centre, Babar Road, New Delhi - 110001 on or before 10<sup>th</sup> September 2018.

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

Joint Adviser (AKG)