



पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड
Petroleum and Natural Gas Regulatory Board
ई-400, चौथी मंजिल, टॉवर ई, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर - 110029
4th Floor, Tower-E, World Trade Centre, Nauroji Nagar, New Delhi - 110029

No. PNRB/Admin/12 – HR(22)/2025

Dated: 19.6. 2026

Public Notice

Sub: Engagement of individual Consultant (HR/ Coord.) at Level- III on contract basis in PNRB

PNRB invites applications for Individual Consultant (HR/ Coord.) at Level III on contract basis from eligible candidates, having requisite Qualification & experience as given below:

Category / Nos	Qualification	Experience
Individual Consultant (HR)/ Individual Consultant (Coord.) at Level- III	Essential Qualifications: Graduation from Govt. recognised University. Desirable Qualification: LLB/PG Diploma in HRM	Having minimum experience of 06 years' service post essential Qualification in the following areas: (i) Handling of cases under FR/SR and Service Rule of Central Govt. employees (ii) Settlement of the Claims under TA/DA, LTC Rules of Central Govt. employees (iii) EPF Rules, Pension Rules, NPS for Central Govt. employees. (iv) Framing of Recruitment Rules in government organisation (v) Matters regarding Labour Laws for contractual & outsourced employees etc. (vi) Procurement by GeM & disposal of store etc. (vii) Parliament Questions, RTI, Audit Paras & court cases on above matters. (viii) Matters regarding maintenance of office building and other services connected thereto. Desirable Experience: Working on e-Office and MS office /Excel /Power point presentation etc.

Note 1: Applications without necessary supporting documents regarding qualification & experience will not be accepted.

Note 2: In case the number of applications is more, PNRB may shortlist the candidates to be called for interview based on the criteria to be decided by the competent authority.

2. **Terms and conditions of engagement** of the Individual Consultant (HR/ Coord.) at Level III:

(i) **Designation and period of Appointment:** The Individual Consultant (HR/ Coord.) at Level III appointed in PNGRB will be designated as Consultant or as may be decided by the Board. The term of engagement of Consultant (HR/ Coord.)- Level III will be initially for a period of one year and it will be extendable by another two years, one year at a time, at the discretion of PNGRB. He will be on probation for a period of six months and based on his performance during the probation period, the engagement may be confirmed by the Board for the remaining period.

(ii) **Verification and Declaration:**

(a) The selected Individual Consultant shall submit a **self-declaration** certifying that:

- No criminal case is pending against him/her; and
- No disciplinary or appellate proceedings have been initiated or are pending before any Court of Law or authority.

In case any criminal case is pending or any punishment has been awarded, full details thereof shall be furnished. A provisional engagement letter may be issued on the basis of such self-declaration. Final confirmation shall be subject to the decision of the Competent Authority upon receipt of the Police Verification Report.

(b) The Competent Authority may, if deemed necessary, seek verification of the antecedents of the Individual Consultant from the concerned authorities within six (06) months of engagement. Upon receipt of a satisfactory verification report, the provisional engagement may be confirmed. In the event that any information furnished by the Consultant is found to be false, incorrect, or misleading, the Competent Authority shall cancel the engagement and may initiate appropriate civil and/or criminal proceedings, as deemed fit.

(iii) **Lump Sum Monthly Remuneration:** The lump-sum monthly remuneration payable to the Individual Consultant (HR) - Level III shall be ₹1,20,000/- (Rupees One Lakh Twenty Thousand only). An annual increment of 10% shall be admissible upon successful completion of each year of engagement in PNGRB.

No other allowances, including conveyance, telephone, or any other incidental expenses, shall be payable.

- (iv) **The age of the applicant:** The applicant to be engaged as Individual Consultant on the closing date of submission of application for this position **shall be below 62 years**. The Board may, at its discretion, relax the age of applicant for the position of Individual Consultant and age for retaining the Individual Consultants.
- (v) **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 wishes to discontinue the consultancy, he/she shall do so by giving one (01) month's prior notice in writing.
- (vi) **Discharge of functions and working conditions:** The Individual Consultant shall diligently discharge such duties and responsibilities as may be assigned from time to time and shall comply with the working hours, holidays, office rules, and conditions applicable to PNGRB.
- (vii) **Confidentiality:**
The Individual Consultant shall maintain strict confidentiality with respect to all information, records, documents, and data accessed during the course of engagement. Any act of misconduct or violation of the applicable code of conduct for government establishments shall render the Consultant liable to termination of engagement. PNGRB shall further reserve the right to initiate appropriate civil and/or criminal proceedings, and to debar such Consultant from any future engagement.
- (viii) **Leaves:** The Individual Consultant shall be entitled to 1.5 days of leave for each completed month of service. A maximum of five (05) days of leave may be availed at a time. Leave shall not be accumulated beyond the calendar year.

Any leave taken in excess of the permissible limit shall result in a proportionate deduction from the monthly consultancy fee.

- (ix) **No Permanent Employment:**
The engagement is purely contractual in nature. The Individual Consultant shall have no right or claim for permanent employment with PNGRB, and no correspondence in this regard shall be entertained.



(x) **Acceptance of the Terms & Conditions:**

The selected Individual Consultant shall be required to sign and submit a copy of this engagement letter and the terms and conditions at the time of joining, which shall constitute a binding contract. Failure to do so shall result in cancellation of the offer of engagement.

(xi) **Shortlisting of candidates:** In case the number of applicants is more, PNGRB may shortlist the candidates, based on the criteria to be decided by the competent authority and it shall be binding on the candidate. Incomplete applications without supporting documents and not in the prescribed proforma shall be summarily rejected. It would be in the interest of the applicants that all the documents attached are clearly legible and self-attested. Original documents shall be verified at the time of interview.

3. Candidates who are meeting the requirements of qualification, experience and also are agreeable to the terms & conditions mentioned above may submit their applications in the attached proforma, along with self-attested copies of documents in support of qualifications and experience. The applications may be submitted by Post/Courier or by hand addressed to:

**Director (HR & Administration),
Petroleum & Natural Gas Regulatory Board
4th Floor, Tower-E, World Trade Centre,
Nauroji Nagar, New Delhi -110029**

4. The envelope of the application should be superscribed as “**Application for the post of Individual Consultant (HR/Coord.) - Level III against Public Notice dated 19.06.2026**”. Application complete in all respect should reach in the above address on or before **2nd July 2026 till 5.00 PM**. Candidates can send scanned copy of the application before the due date with self-certified copy of documents by email to career@pngrb.gov.in followed by physical copy of the application.

5. PNGRB reserves the right to annul the process of selection/engagement of individual consultants against this public notice at any time without assigning any reason.

Encls: As above



(Muktikam Phukan)
Director (Admin & HR)

PETROLEUM AND NATURAL GAS REGULATORY BOARD

APPLICATION FOR THE POST OF INDIVIDUAL CONSULTANT (HR/ Coord.) at
Level III (Public Notice dated 19.6.2026)

Affix
passport size
photograph

1. Name of Applicant : _____
2. Residential Address : _____

3. E-mail : (i) _____ (ii) _____
4. Telephone No. : Mob. _____
Landline _____
5. Date of Birth : _____
6. Education Qualification (10th onwards) :

S. No.	Qualification	Board/University	Marks/Percentage	Year of Passing
1				
2				
3				
4				

Note: Self certified copies in support of the qualification & Marks to be attached.

7. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient -

Office / Instt. / Orgn.	Post held	From	To	Scale of pay & basic pay	Nature of duties	Pvt. /Govt./ PSU or Other

Note: Self certified copies of employment proof to be attached.



8. Training / Courses attended : 1. _____
2. _____
3. _____

9. Total emoluments per month now drawn : _____

10. References:

S. No.	Name	Contact No.	Complete Correspondence Address (With Postal Code)
1.			
2.			

Note: Non submission of references may lead to rejection of application.

11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

12. Remarks : _____

I have carefully gone through the vacancy advertisement and I am well aware that the application submitted by me will be assessed by the PNGRB. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

Place:

Date:

Signature: _____

Name: _____

Note: All fields of the application must be filled. Enclose a separate sheet, if space for any field is insufficient.

