पी एन जी आर बी
PNGRB
पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड
Petroleum and Natural Gas Regulatory Board
चतुर्थ तल, ई - टावर, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर , नई दिल्ली – **110 029**
4th Floor, Tower E, World Trade Centre, Nauroji Nagar, New Delhi – 110 029.

PNGRB/Admn/12-HR (04)/2026 06th August 2026

PUBLIC NOTICE

Subject: Filling up of the posts of Private Secretary (PS)/ Personal Assistant (PA) in Petroleum and Natural Gas Regulatory Board (PNGRB) on short-term contract basis.

The Petroleum and Natural Gas Regulatory Board (PNGRB) invites application for filling up of the following posts in on short-term contract basis. The details of the post along with the eligibility criteria are given below:

Sl.No.	Name of the post and pay scale	Eligibility criteria and experience
01.	Private Secretary Pay Level-6 in the pay matrix Rs.35,400-112,400 (Equivalent to Group 'B' post)	(i) Should have not less than 05 years' experience working as PS/PA with a senior level officer, not below the rank of Director. (ii) Should be well versed with role and duties of PS/PA and office procedure. (iii) Should be proficient in MS Office.
02.	Personal Assistant Pay Level-6 in the pay matrix Rs.35,400-112,400 (Equivalent to Group 'B' post)	

2. The engagement against the sanctioned post on short-term contract basis shall be made initially for a period of one year extendable by another two years, one year at a time, at the discretion of the Competent Authority, in accordance with the general guidelines issued by the Central Government. The maximum age-limit for appointment on short-term contract shall be not exceeding 56 years as on the closing date of receipt of applications by PNGRB. The PNGRB reserves the right not to fill up any or all the above vacancies.

3. In addition to basic pay, PS/PA appointed on short-term contract basis would be entitled to Dearness Allowance, HRA, medical claims or any other allowances admissible as per the PNGRB (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020.

4. Selection Process:

a) The selection process may include written test, Skill test and interaction;

b) Only the candidates who strictly fulfill the eligibility criteria will be shortlisted

c) Documents will be verified before the written test, if any. Only the candidates who qualify the written/skill test, will be allowed to appear before the interview Board.

d) The final selection of the candidates shall be based on the ranking/merit of combined score of the written & skill tests and interaction.

e) Candidates called for interaction would be required to bring original documents relating to qualification, experience and salary slip for the past six months. These documents shall be examined before interaction with the selection Committee.

f) No TA/DA shall be admissible for attending written/skill test for the post at New Delhi.

g) The decision of PNGRB shall be final.

5. The application in the prescribed proforma (Annexure-I), together with all the necessary documents may be sent to the address given below through proper channel, latest by **27th August 2026**:

Director (Admin & HR)
Petroleum and Natural Gas Regulatrofuy Board.
4th Floor, Tower -E, Word Trade Centre,
Nauroji Nagar – 110 029.

The envelop should be scribed as below:
Application for the post of PS/PA against Public Notice dated 06th August 2026.

6. **Separate application is to be sent for each post i.e Private Secretary (PS) or Personal Assistant (PA)**

7. PNGRB reserves the right to annul the process of selection for the posts of PS/PA against the said Public Notice at any time without assigning any reason.

06.08.2026

(Muktikam Phukan)
Director (Admin & HR)

Annexure-I

PETROLEUM AND NATURAL GAS REGULATORY BOARD (PNGRB)

Affix passport size photograph

Filling up the posts of Private Secretary (PS)/ Personal Assistant (PA) in PNGRB on Short Term Contract basis
(Public Notice dated 06.08.2026)

1. Name of Applicant (IN BLOCK LETTERS) :_____
2. Name of the post applied for :_____
3. Residential Address :_____

   _____
4. E-mail :_____
5. Telephone No. : Mob. _____

   Landline _____
6. Date of Birth (DD/MM/YYYY) :_____
7. Service to which you belong :_____
8. Status of present employment (Central Govt./State Govt/ Autonomous bodies) :_____
9. Present post held, along with Pay level and Present basic Pay of the post held:_____
10. Education Qualification (10^{th} onwards) :

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

Note: Self certified copies to be attached.

11. Professional Qualification (s):

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

Note: Self certified copies to be attached.

12. 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 (Designation)	From	To	Nature of appointment	Scale of pay & basic pay*	Nature of duties	Pvt./Govt./ PSU or Other

13. Nature of present employment (i.e Permanent/Ad-hoc/Temporary):_____

14. Training / Courses attended : 1._____

2._____

3._____

15. Details of proficiency in Computer : _____

16. Any other information, the applicant wants to furnish :_____

17. Please state briefly how you find yourself best suited for the post applied for :_____

18. References:

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

19. 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).

20. Certificate/undertaking by the applicant:

I have carefully gone through the vacancy circular/advisement and I am well aware that the Curriculum Vetter dully supported by the documents submitted by me will also be assessed by the Selection committee at the time of selection for the post. It is also certified the information. Furnished above is correct and true tot eh best of my knowledge. In the event of my selection I shall abide by the terms and condition of the services attached to the post.

Place:_____ Signature:_____

Date: Name:

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