



पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड
Petroleum and Natural Gas Regulatory Board

प्रथम तल, वर्ल्ड ट्रेड सेंटर, बाबर रोड, नई दिल्ली - 110001
1st Floor, World Trade Centre, Babar Road, New Delhi – 110001

PUBLIC NOTICE

2nd March, 2021

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

Category of Individual Consultant	Qualification	Experience
Finance: Level-I	MBA (Finance), Chartered Accountant, Cost Accountant or Master's degree in Economics/Commerce/Operations Research or equivalent from a recognized university or institution	Experience up to 5 years in: (a) Development/ formulation of regulations; or (b) Computation of pipeline transportation tariffs, pricing and other concerned commercial and financial issues related to the oil and gas sector; or (c) Detailed analysis of annual accounts of firms, loan appraisals for large projects as done by the banks/financial institutions; or (d) Experience of appraisal of large projects in the fields of oil and gas production, processing, transportation, storage, terminal operation, distribution, marketing, etc. Desirable: (i) Previous exposure to Competition Law. (ii) Membership of Institute of Company Secretaries.

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

a. Designation & Period of engagement: The individual consultants engaged in PNGRB will be designated as Assistant Consultant. While their term of engagement 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 engagement of the individual consultant may be confirmed by the Board for the balance period.

b. Lump sum monthly remuneration: For individual consultant under Level I, 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 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 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 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 civil/criminal case 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 will be reduced proportionately.

g. No Permanent Employment: The selected individual consultant will be engaged 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 consultant will be required to sign a copy of the engagement letter and the terms & conditions, which will be treated as a contract, at the time of joining PNGRB.

3. Those interested candidates who are meeting the requirements of qualification and experience and are agreeable to the terms & conditions mentioned above are requested to submit their applications as per attached format, along with copies of documents in support of their qualifications and experience, addressed to Joint Adviser (Administration), Petroleum and Natural Gas Regulatory Board, 1st Floor, World Trade Centre, Babar Road, New Delhi - 110001 **on or before 23rd March, 2021**. Candidates can also send their application through e-mail at e-admn-div@pngrb.gov.in by enclosing all requisite documents, mentioning the engagement post in the subject of e-mail as 'Application for the post of Individual Consultant (Finance)-Level-I'.

4. 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.

Joint Adviser (Administration)

PETROLEUM AND NATURAL GAS REGULATORY BOARD

**APPLICATION FOR THE POST OF
INDIVIDUAL CONSULTANT FOR FINANCE (LEVEL – I)**

Affix
passport size
photograph

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

3. E-mail : _____
4. Telephone No. : Mob. _____
Landline _____
5. Date of Birth : _____
6. Education Qualification :

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

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

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

9. Total emoluments per month
now drawn : _____

10. References:

S. No.	Name	Contact No.	Correspondence Address
1.			
2.			

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 : _____

Place:

Date:

Signature: _____

Name: _____

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