



# PETROLEUM AND NATURAL GAS REGULATORY BOARD

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Tel No: 011- 23457700//23457751

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

PNGRB/Admin/12-HRD(3)/2020

4<sup>th</sup> January, 2022

## PUBLIC NOTICE

**Subject: - Filling up of posts in the office of Petroleum and Natural Gas Regulatory Board (PNGRB) on short-term contract basis.**

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

S. No.	Name of post	Equivalent level in pay matrix or pay scale
1	<b>Private Secretary</b> (Equivalent to Group 'B' post)	Level - 6 in the pay matrix (Rs. 35400 - 112400).
2	<b>Personal Assistant</b> (Equivalent to Group 'B' post)	Level - 6 in the pay matrix (Rs. 35400 - 112400).
3	<b>Cashier</b> (Equivalent to Group 'C' post)	Level - 4 in the pay matrix (Rs. 25500 - 81100).
4	<b>Asst. Cum Data Entry Operator</b> (Equivalent to Group 'C' post)	Level - 4 in the pay matrix (Rs. 25500 - 81100).
5	<b>Senior Secretariat Assistant (SSA)</b> (Equivalent to Group 'C' post)	Level - 4 in the pay matrix (Rs. 25500 - 81100).

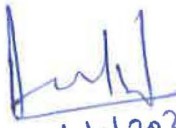
@ The vacancies are liable to change without notice.

2. The engagement against the sanctioned posts 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 Board, in accordance with the PNGRB (salary, allowances and other conditions of service of Officers and employees) Rules, 2020 and general guidelines issued by the Central Government. The maximum age limit for appointment on short-term contract basis shall be not exceeding 57 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.

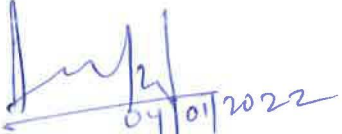
3. In addition to basic pay, staff appointed on short-term contract basis would be entitled to Dearness Allowance, HRA, medical claims or any other allowances admissible as per the PNGRB (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules, 2020.

4. Selection Process:

(a) The selection process includes written examination and interaction.

  
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- (b) Only candidates who strictly fulfil the eligibility criteria will be shortlisted and called for written examination
  - (c) Only the candidates who qualify in the written examination will be called for interaction.
  - (d) The final selection of the candidates shall be based on the ranking/merit of combined score of the written examination 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 examination and interaction for each advertised post at New Delhi.
  - (h) The decision of PNGRB shall be final.
5. The application in the prescribed pro-forma (**Annexure — I**), together with all necessary documents may be sent to the undersigned, on or before 21.02.2022.

  
(Anil Kumar Garg)  
Joint Adviser (Admin)

Encl: As above.