



पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड

Petroleum and Natural Gas Regulatory Board

प्रथम-तल, वर्ल्ड ट्रेड सेंटर, बाबर रोड, नयी दिल्ली 110001:

1st Floor, World Trade Centre, Babar Road, New Delhi – 110001

फैक्स नं / Fax No. 91 11 23709151; E-mail contact@pngrb.gov.in

PUBLIC NOTICE

28th March, 2023

This is to inform that Public Notice webhosted on PNGRB's website on 28th October, 2022 for engagement of Individual HR (Admin) consultant at Level-I on contract basis stands cancelled due to some administrative reasons.

Now, PNGRB invites fresh applications for engagement of Individual Admin (HR) Consultant on contract basis. The details of the vacancies, required qualifications and experience are as under:

Category of Individual Consultant	Qualification	Experience
Admin (HR): Level – II	Graduate degree from a duly recognized University in India with consistent excellent academic record.	Minimum Experience of 5 years. Suitable experience in the following: - <ul style="list-style-type: none">➤ Central Government Recruitment Rules.➤ Dealing with GFR, FR & SR.➤ Procurement through GeM.

2. Terms and conditions of engagement of the Individual Consultants:

a. Designation & Period of engagement: The Individual Consultants engaged at Level-II in PNGRB will be designated as Deputy Consultant. The 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 initially on probation for a period of six months. Based on their performance during the probation period, the engagement of the individual consultants may be confirmed by the Board for the balance period.

b. Lump sum monthly remuneration: For Individual Consultants under Level-II, Rs.85,000/- with 10 percent increase on completion of each year in PNGRB. No other allowance on account of conveyance, telephone, etc. will be paid.

c. The age of the applicant: The age of the applicant to be engaged as an Individual Consultant as on the date of webhosting of Public Notice for the position shall be below 62 years.

d. 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 one month' notice.

e. 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.

f. **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.

g. **Leave:** 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.

h. **No Permanent Employment:** The selected Individual Consultants 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.

i. **Acceptance of the Terms & Conditions:** The selected Individual Consultants 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 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, essentially along with self-certified copies of documents in support of their qualifications and experience, addressed to the following

**The Joint Adviser (Administration)
Petroleum and Natural Gas Regulatory Board,
1st Floor, World Trade Centre, Babar Road,
New Delhi - 110001**

on or before 5.00 PM till 27th April, 2023, through Speed Post/Courier only.

The envelop should be superscribed as below: -

“Application for the post of Individual Admin (HR) Consultant (Leve-II) against Public Notice dated 28th March, 2023”.

Applicants are advised for submission of the final Degree Certificates and mark sheets of all semesters/years towards documentary proof having passed the qualifying degree examination in relevant discipline with prescribed percentage of marks as indicated above. Further, candidates are advised for submission of experience certificate(s) towards documentary proof having prescribed experience of years as indicated above.

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)