



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 – 110 001

PNGRB/Admin/12-HR (30)/2024/ 193

28th October 2024

PUBLIC NOTICE

Subject: Filling up of the posts of Deputy Director in PNGRB on short-term contract basis from employees of Public/Private Sector.

The Petroleum and Natural Gas Regulatory Board (PNGRB) invites application for filling up of the following Group 'A' posts on short-term contract basis from employees of Central/State PSU or Autonomous bodies or from employees working in Private Sector organizations. The details are as given below:

| SI. No. | Name of the post & pay Level / Pay Matrix | No. of post |
|---------|--|-------------|
| 1. | Deputy Director (Equivalent to Group 'A' post) in Level-11 in the pay Matrix of Rs.67,700-2,08,700/- | 01* |

*The vacancy is liable to change without notice.

- The eligibility conditions for the filling up of the post of Deputy Director in PNGRB and Terms and Conditions regulating the appointment to the post on short-term contract as well as the prescribed format of application is available in Annexure -I, II, III & IV However, PNGRB reserves the right not to fill up the vacancy as well as right to amend the eligibility conditions and Terms and Conditions regulating the appointment on the post on deputation basis.
- The application in the prescribed format of application (Annexure-III), along with self-certified copies of documents in support of their qualifications and experience, addressed to the following:

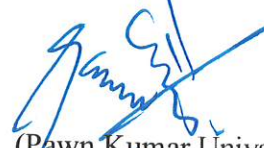
Director (Admin & HR)
Petroleum and Natural Gas Regulatory Board,
1st Floor, World Trade Centre, Babar Road,
New Delhi - 110001

on or before 5.00 PM till 18.11.2024, through Speed Post/Courier/By hand only.

The envelop should be super scribed as below: -

“Application for the post of Deputy Director in PNGRB on short-term contract basis from employees of Public/Private Sector against Public Notice dated 28.10.2024”.

Enclosure: Annexure-I, II, III & IV


(Pawan Kumar Uniyal)
Lt Col
Director (Admin & HR)

The eligibility conditions for filling up the post of Deputy Director in PNGRB on short-term contract basis from Public and Private Sector.

1. **Age Limit:**

The maximum age limit of the applicant for appointment on short-term contract should not be exceeding 56 years on the closing date of receipt of applications.

2. **Education qualifications.**

Essential Qualification:

BA/B.Com/B.Sc/B.E / B. Tech / Law / Management/ CA/ CS/ CMA or equivalent.

Desirable qualification:

MBA / M. Tech /MCA/ LLM.

3. **Experience required :**

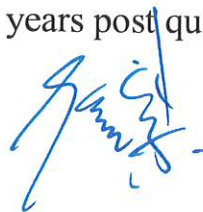
(a) For the employees of Public Sector.

Should be holding post or grade in Central/State PSU or Autonomons bodies equivalent to the post of pay level 11 of the Central gouvernement Pay Matrix (7th CPC) **or** 05 (Five) years' service in the post or grade équivalent to the post of pay level 10 of Central government Pay Matrix (7th CPC).

(b) For employees of Private Sector.

The applicant whould be working in an organisaion in Private Sector-

- Having annual turn-over more than Rs. 300/- Crore ;
- Having his/her annual CTC of 9 lacs last year ; and
- Having put in as total service of 12 years post qualificaion.



Terms & Conditions of appointment as Deputy Director in PNGRB on in PNGRB on short-term contract basis from Public/Private Sector.

1. **Terms and conditions as per PNGRB (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020:**

The appointment of officer as Deputy Director in PNGRB on short-term contract basis from Public/Private Sector shall be made in accordance with the provisions of PNGRB (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020. This Rules provide as under:

- (a) The appointment of officer as Deputy Director in PNGRB on short-term contract basis from Public/Private Sector shall be made initially for a period of one year, extendable by another two years, one year at a time.
- (b) The Pay, allowance & other conditions of service of the Officers appointed on short-term contract basis shall be governed as per provisions of PNGRB (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020.
- (c) The Medical facilities for the said post shall be admissible in accordance with the provisions of Chapter V of these Rules. The employee of Public Sector shall be allowed an option to chose the Medical facilities of his/her parent cadre.
- (e) In addition to the basic pay, other allowances as admissible to the Central Government employees in accordance with the instructions issued by the Central Government from time to time in corresponding pay scales shall accordingly be admissible to the Officers appointed on short-term contract basis.
- (f) All Officers joining on short-term contract basis shall also be entitled to all PNGRB specific Perks & facilities as would be admissible to the officers of PNGRB.

2. **Pay Fixation of on appointment in PNGRB on short-term contract basis:**

PNGRB (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020 provides that manner of fixation of pay and allowance related to such post shall be as specified by the Central Government from time to time. According to this provision, pay of the employee of Public Sector on his/her appointment as Deputy Director shall be fixed at the minimum of the level of the post of the Pay Matrix as per above rules. However, the pay protection may be provided to the employee of the Public Sector on his/her appointment as Deputy Director in case where the pay at the minimum of the Level of the post in Matrix in PNGRB results in loss of pay (pay includes basis pay in the scale of pay of the post held by the employee and DA/IDA admissible, as the case may be), compared to the pay drawn by the employee in his/her parent cadre on the date immediately before joining in PNGRB on the analogy of provision existing for PSU employee on his/her appointment in Government in terms of DoPT O.M. No. 5/2/2012-Estt. (Pay)-1) (Vol.II) dated 13.08.2020

The O.M. dated 13.08.20220 provides that 'the benefit of pay protection will be admissible to Direct Recruitment appointment in Central Government to those post for which the relevant Recruitment Rules prescribe a requierement of minimum number of years of

experience in a specified area from the field sources (Autonomous bodies, PSU etc.) for appointment under the method of direct recruitment. The benefit will be allowed irrespective of whether the post is filled by recruiting agency on the basis of Interview or open competitive exam or combination of both.'

3. **Retention of Lien in the parent cadre by the employee of Public Sector**

The employee of the Central/State PSUs or Autonomous bodies on his/her appointment on short-term contract basis will be allowed to retain the lien in the parent cadre as is allowed in case of deputation of government employee in the autonomous organisation. All the statutory recoveries viz. Contribution of EPF, leave salary, Superannuation Fund and premium of Group Insurance from the pay of the officer as well as the employer's contribution as per rule, would be remitted to the lending organisation.

4. **Provision of Option for Perks and facilities of parent cadre :**

The employee of Public Sector, on his/her appointment as Deputy Director in PNGRB would be given as option to choose the perks and facilities of parent organisation or as admissible in PNGRB. However, if the office is in receipt of the Performance related Pay (PRP) for his/her performance in the parent cadre, the same shall not be payable in PNGRB.

5. **Period of term of contract for employee of Public Sector :**

On appointment as Deputy Director in PNGRB, the employee of Public Sector shall be allowed three years' tenure in PNGRB.

6. **Pay parity between employee of Private and Public Sector.**

No pay parity can be drawn by the officer engaged from Private Sector with respect of the officer engaged from Central /State PSUs or Autonomous bodies, even if he/she is ranked senior in the final selection list of officers. On appointment to the post of Deputy Director, the pay shall be fixed at the minimum of the scale in respect of candidates appointed from private sector.

Format of Application for the post of Deputy Director in PNGRB**on Short Term contract basis.**

Copy of passport size
 photograph to be pasted
 here and photo to be self
 attested by the applicant

| | | |
|---|---|-----------------|
| 1 | Name in Full (IN BLOCK LETTERS) | |
| | Parentage of the applicant: | |
| | Father: | |
| | Mother: | |
| | Spouse Name: | |
| 2 | Post Applied for (Separate applications are to be sent for different posts) | |
| 3 | Date of Birth (DD/MM/YYYY) | |
| | Gender: | Male/ Female |
| | Marital Status: | Single/ Married |
| | Blood Group: | |
| | Aadhar No. | |
| | PAN | |
| 4 | Address (Present): | |
| | | Pin: |
| | | |
| | | District: |
| | | Police Station: |
| | | Email ID: |
| | Phone No.: | |

| | | | | | | |
|----------------------|---|--------------------------------------|---|-------------------------------|---------------|---|
| Address (Permanent): | | | | | | |
| | | Pin: | | | | |
| District: | | | | | | |
| Police Station: | | | | | | |
| 5 | Status of your present employer (Pl. specify whether public or private) | | | | | |
| 6 | Present designation | | | | | |
| 7. | Monthly pay (basic pay and IDA/DA there on) in the scale of pay drawn by the applicant on date of application. Pl indicate the pay scale. | Rs | Present pay scale | | | |
| 8. | Pay is drawn in pre-revised scale or Revised scale. Pl indicate the date of revision of scale in case of revised scale. | | Revision date and Pay scale | | | |
| 9. | Whether copy of last month pay slip / CTC is attached (Pl tick Yes/No) | Yes | No | <u>Reason if not attached</u> | | |
| 10 | Current annual CTC of the applicant (Attach pay slip or CTC certificate by the employer) | Rs | <u>Reason if not attached</u> | | | |
| | Whether copy of annual CTC from private sector employer is attached. Pl indicate Yes/No | Yes | No | <u>Reason if not attached</u> | | |
| 11 | Turn over of your company & Registration No (Only in case of employee of Private Sector). Attach proof of last financial year Turn over). | Rs. | Company Registration No under Indian Company Act. | | | |
| 12. | Whether copy of last year turnover of your company and its registration no is attached (in case of Private Sector employee) | Yes | No. | <u>Reason if not attached</u> | | |
| 13 | <u>Educational Qualifications (Matriculation onwards):</u> | | | | | |
| | Exam passed | Name of University/ Institute/ Board | Year of passing | Duration of Course | Main subjects | Percentage of Marks (Pl. Mention Distinction, if any) |
| | | | | | | |

| | | | | | | | |
|----|---|-----------------------------------|-------------------|--------------------|---|--|--|
| 14 | Professional/Technical Qualifications | | | | | | |
| | Exam passed | Name of University/ Institute/ | Year of passing | Duration of Course | Main subjects | Percentage of Marks (Pl. mention Distinction, if any) | |
| | | | | | | | |
| 15 | Details of employment in chorological order (if needed, enclose a separate sheet): | | | | | | |
| | Name of Office/ Instt./ Organization | Post Held (Designation) | Period of service | | Nature of Appointment (Regular/ Ad-hoc/ Deputation) | Scale of Pay i.e. Pay Level/ Band and Grade Pay | Nature of Duties |
| | | | From | To | | | |
| | | | | | | | (Separate Sheet may be attached wherever needed) |
| 16 | Nature of present employment i.e. (Permanent/ Ad-hoc/ Temporary) | | | | | | |
| 17 | Details of training undergone: Pl enclose separate sheet, if required. | | | | | | |
| 18 | Details of proficiency in computer: | | | | | | |
| 19 | Whether you are eligible as per Eligibility conditions. Please indicate Yes/ No | | | | | | |
| 20 | Whether you have enclosed all the relevant documents self attested by you. Pease indicate Yes /No | | | Yes | No | | |
| 21 | Any other information, applicant wants to furnish: | | | | | | |

| | | | | |
|----|-------------|------|-------------|------------------------|
| 22 | References: | | | |
| | S. No. | Name | Contact No. | Correspondence Address |
| | 1. | | | |
| | 2. | | | |

23 Please state briefly how you find yourself suitable for the post applied for:
(Separate sheet may be attached if necessary.)

Undertaking by the Applicant

1. I have carefully gone through the Terms and Condition regulating the appointment to the post and eligibility condition in the Public Notice for the vacancy of this post.
2. I am well aware that the filled in application form duly supported by self-attested documents submitted by me will also be assessed for short listing of eligible applicants for the Interview for this post by PNGRB and by the Selection Committee at the time of selection for the post.
3. I also certify that the information furnished above by me is correct to the best of my knowledge/belief and attached documents are true copy of originals.
4. I undertake that I shall produce original documents at the time of verification of documents and I shall be made accountable if any of the documents is found false subsequently.
5. I shall also abide by the Terms and Conditions of appointment on short term contract basis attached to this post.
6. A separate sheet containing the list of documents enclosed with this application is attached.

Place: -
Date: -

Signature:
Name:

A separate sheet containing list of documents /enclosures:

1. Copies of self-attested Mark sheet/ Certificates towards education qualification: Matriculation/ SSC/ Graduation/ Post Graduation etc.
2. Copies of self-attested work experience documents/employment details /last month pay slip and annual CTC from your employer / the annual turnover of your employer (in case of employee of Private sector).

Perks & perquisites entitled to officers at level 11 (Deputy Director)

1. **Re-imbursment of Office entertainment** – Rs. 4,000/- pm (on production of Bill)

2. **Lease Accommodation:**

The eligible Officers shall be allowed lease accommodation of his/her choice on option basis for a maximum amount up to 40% of his /her basic pay or the market rent of the property, whichever is lower. The HRA shall continue to be applicable as per Government rate and polices, if the officer is not opting for lease accommodation.

3. **Staff Furnishing Scheme:**

The eligible officer shall be allowed re-imbursment of the cost of purchase of household items (viz. electronic, furniture etc.) to the extent of Rs. 1,20,000/- (One lakh twenty thousand) on production of original Bill/voucher in his/her name in the three-year cycle for the date of joining.

4. **Re-imbursment of Petrol in lieu of Transport Allowance:**

Petrol charges up to 150 liters pm shall be reimbursed, on a quarterly basis, in lieu of transport allowance, on production of original receipts.

5. **Re-imbursment towards books and Periodicals:**

Re-imbursment for purchase of books and periodicals up to the ceiling of Rs. 2000 pm, subject to production of Bill/vouchers in his/her name.

6. **Re-imbursment towards Mobile/Telephone/internet charges:**

Re-imbursment towards Mobile/Telephone/internet charges up to Rs. 1,500/-, on quarterly basis, subject to production of Bill/vouchers in his/her name.

7. **Re-imbursment towards Mobile handset:**

Re-imbursment towards Mobile handset up to Rs. 25,000/- (one in three year)

8. **Re-imbursment towards Briefcase/handbag:**

Re-imbursment towards Briefcase/handbag up to Rs. 5000/- (one in three year)