



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

PNGRB/Admn/12-HR (12)/2023

20th December, 2023

PUBLIC NOTICE

PNGRB invites applications for engagement of Individual Consultant (Level-I) HR, for performing the duties of Private Assistant on contract basis. The details of category, qualifications and experience required for which are as under:

Individual Consultant (Level-I) HR:

| Qualification | Experience |
|---|---|
| Graduate degree from a duly recognized University in India with consistent excellent academic record. | Personal Secretary with experience in MS Office, and other internet applications, preparation of power point presentations. Proficiency in shorthand, knowledge of Office Procedure and Service Rules of Government employees. Knowledge of coordination among different administrative divisions and experience of compilation of MIS and other reports and returns. |

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 the term of engagement will be initially for a period of three years, he/she will be on probation for a period of six months.
- b. Lump sum monthly remuneration: For Individual Consultant under Level-I, Rs.70,000/- with 10 percent increase on completion of each year in PNGRB and 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.

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- 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 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 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 12th January, 2024, through speed post/courier only.**

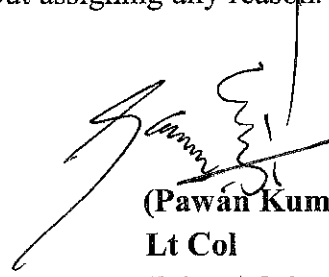
The envelop should be super scribed as below: -

“Application for the post of Individual Consultant (Level-I) HR, against Public Notice dated 20/12/2023”.

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4. 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. Further, candidates are advised for submission of experience certificate(s) towards documentary proof having prescribed experience of years as indicated above.
5. 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.



(Pawan Kumar Uniyal)
Lt Col
Joint Adviser (Admin)

PETROLEUM AND NATURAL GAS REGULATORY BOARD

**APPLICATION FOR THE POST OF
INDIVIDUAL CONSULTANT (Level-I) HR
(Public Notice dated 20/12/2023)**

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 (10th onwards) :

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

Note: Self certified copies to be attached.

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. | Complete Correspondence Address (With Postal Code) |
|--------|------|-------------|---|
| 1. | | | |
| 2. | | | |

Note: Non submission of references may lead to rejection of application.

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.