



पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड  
**Petroleum and Natural Gas Regulatory Board**  
ई-400, चौथी मंजिल, टॉवर ई, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर - 110029  
4th Floor, Tower-E, World Trade Centre, Nauroji Nagar, New Delhi - 110029

No. Adm-HR/1/2025- Admin Div-PNGRB

Dated: 17.08.2026

### Public Notice

**Sub:** Engagement of individual Consultant (Legal) at Level- I/Level-II on contractual basis in PNGRB

Petroleum and Natural Gas Regulatory Board (PNGRB) invites applications for engagement of individual Consultant (Legal) at Level- I/Level-II on contractual basis. The details of qualification and experience required for the post are as under:

| Category of individual Consultant       | Qualifications                                     | Experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Consultant (Legal) at Level- I/Level-II | Law Degree from a recognised University/Law School | <p>Candidates interested to apply for the position of Consultant (Legal)-Level I should have 0-3 years of experience in infrastructure sector on:</p> <p>(a) Drafting/vetting regulations, statutes and/or legislations; or</p> <p>(b) dealing with Courts/ Appellate Tribunal matters; or</p> <p>Courts/ Appellate Tribunals matters; or</p> <p>(c) Settling disputes/arbitration</p> <p><b>Desirable:</b> Previous exposure to Competition Law</p> <hr/> <p>Candidates interested to apply for the position of Consultant (Legal)-Level II should have minimum three (3) years of experience in infrastructure sector on:</p> <p>(a) Drafting/vetting regulations, statutes and/or legislations; or</p> <p>(b) dealing with Courts/ Appellate Tribunal matters; or</p> <p>Courts/ Appellate Tribunals matters; or</p> <p>(c) Settling disputes/arbitration</p> <p><b>Desirable:</b> Previous exposure to Competition Law</p> |

**Note 1:** Applications without necessary supporting documents regarding qualification & experience will not be accepted.

**Note 2:** In case the number of applications is more, PNGRB may shortlist the candidates to be called for interview based on the criteria to be decided by the competent authority.

**Note 3:** Candidates are advised to submit fresh application as application submitted earlier with reference to any other Public Notice will not be considered.

2. Terms and conditions of engagement of individual Consultant (Legal) - Level I / Level II:

(i) **Designation and period of appointment:** The individual Consultant (Legal) - Level I will be designated as Assistant Consultant and individual Consultant (Legal) -Level II will be designated as Deputy Consultant or as may be decided by the PNGRB. The term of engagement of Consultant (Legal)- Level I/ Level II will be initially for a period of one year and it will be extendable by another two years, one year at a time, at the discretion of PNGRB.

The Consultant shall be on probation for a period of six (06) months. Based on performance during the probation period, the engagement for the remaining period may be confirmed by the Competent Authority.

(ii) **Verification and Declaration:**

(a) The selected Individual Consultant shall submit a self-declaration certifying that:

- No criminal case is pending against him/her; and
- No disciplinary or appellate proceedings have been initiated or are pending before any Court of Law or authority.

In case any criminal case is pending or any punishment has been awarded, full details thereof shall be furnished. A provisional engagement letter may be issued on the basis of such self-declaration. Final confirmation shall be subject to the decision of the Competent Authority upon receipt of the Police Verification Report.

(b) The Competent Authority may, if deemed necessary, seek verification of the antecedents of the Individual Consultant from the concerned authorities within six (06) months of engagement. Upon receipt of a satisfactory verification report, the provisional engagement may be confirmed. In the event that any information furnished by the Consultant is found to be false, incorrect, or misleading, the Competent Authority shall cancel the engagement and may initiate appropriate civil and/or criminal proceedings, as deemed fit.

(iii) **Medical Fitness:** The selected Individual Consultant shall be required to produce a Medical Fitness Certificate issued by a registered medical practitioner prior to joining.

(iv) **Lump Sum Monthly Remuneration:** The lump-sum monthly remuneration payable to the Individual Consultant (Legal) - Level I shall be ₹70,000/- (Rupees



Seventy Thousand only) and Individual Consultant (Legal) – Level II shall be ₹90,000/- (Rupees Ninety Thousand only). An annual increment of 10% shall be admissible upon successful completion of each year of engagement in PNGRB.

No other allowances, including conveyance, telephone, or any other incidental expenses, shall be payable.

As per Section 17(4) and Schedule III of the PNGRB (Appointment of Consultants) Regulations, 2007 dated 30.11.2007, the remuneration fee is payable to the Individual Consultants for the services rendered by them to PNGRB. Further, Individual Consultants whose aggregate annual taxable turnover exceeds ₹20 lakh (Rs. Twenty Lakh) are required to issue tax invoices containing GSTIN to PNGRB for receipt of payment towards monthly consultancy charges for the consultancy services rendered by them. Payment of GST, as applicable under the Goods and Services Tax Act, 2017, on the monthly remuneration payable to Individual Consultants, engaged by PNGRB, will be subject to submission of a valid tax invoice containing GSTIN and such other documents as may be required under applicable law.

The Individual Consultants are required to submit proof of payment for the preceding month along with the invoice. Further, a certificate stating that the Input Tax Credit (ITC) of GST, if any, availed by the Individual Consultant in respect of expenses incurred (such as hotel bills, etc.), shall be refunded/reversed in favour of PNGRB before claiming reimbursement of such expenses from PNGRB.

(v) **Age of the Applicant:** The age of the applicant applying for the position of individual Consultant (Legal) - Level I / Level II as on the closing date of submission of the application shall be **below 62 years**. The Board may, at its discretion, relax the age of the applicant for retaining an individual Consultant.

(vi) **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 wishes to discontinue the consultancy, he/she shall do so by giving one (01) month's prior notice in writing.

(vii) **Discharge of Functions and Working Conditions:** The Individual Consultant shall diligently discharge such duties and responsibilities as may be assigned from time to time and shall comply with the working hours, holidays, office rules, and conditions applicable to PNGRB.

(viii) **Confidentiality:** The Individual Consultant shall maintain strict confidentiality with respect to all information, records, documents, and data



accessed during the course of engagement. Any act of misconduct or violation of the applicable code of conduct for government establishments shall render the Consultant liable to termination of engagement. PNGRB shall further reserve the right to initiate appropriate civil and/or criminal proceedings, and to debar such Consultant from any future engagement.

(ix) **Leave:** The Individual Consultant shall be entitled to 1.5 days of leave for each completed month of service. A maximum of five (05) days of leave may be availed at a time. Leave shall not be accumulated beyond the calendar year.

Any leave taken in excess of the permissible limit shall result in a proportionate deduction from the monthly consultancy fee.

(x) **No Permanent Employment:** The engagement is purely contractual in nature. The Individual Consultant shall have no right or claim for permanent employment with PNGRB, and no correspondence in this regard shall be entertained.

(xi) **Acceptance of the Terms & Conditions:** The selected Individual Consultant shall be required to sign and submit a copy of this engagement letter and the terms and conditions at the time of joining, which shall constitute a binding contract. Failure to do so shall result in cancellation of the offer of engagement.

(xii) **Shortlisting of candidates:** In case the number of applicants is more, PNGRB may shortlist the candidates, based on the criteria to be decided by the competent authority and it shall be binding on the candidate. Incomplete applications without supporting documents and not in the prescribed proforma shall be summarily rejected. It would be in the interest of the applicants that all the documents attached are clearly legible and self-attested. Original documents shall be verified at the time of interview.

3. Candidates who are meeting the requirements of qualification, experience and also are agreeable to the terms & conditions mentioned above may submit their applications in the attached proforma, along with self-attested copies of documents in support of qualifications and experience. The applications may be submitted by Post/Courier or by hand addressed to:

**Director (HR & Administration),  
Petroleum & Natural Gas Regulatory Board  
4th Floor, Tower-E, World Trade Centre,  
Nauroji Nagar, New Delhi -110029**





4. The envelope should be superscribed as “**Application for the post of Individual Consultant (Legal) - Level I/ Level II against Public Notice dated 17.08.2026**”. Application complete in all respect may **be submitted within 21 days** from the date of posting of this notice in the website of PNGRB i.e by **07.09.2026 (05:00 PM)**. Candidates may submit scanned copy (preferably in pdf format) of the application via email to [career @pngrb.gov.in](mailto:career@pngrb.gov.in) before the closing date. However, physical copy of the application must be sent as per the procedure stated above, failing which the scanned copy of the application sent by email will not be considered.

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.

Encls: As above



(Muktikam Phukan)  
Director (Admin & HR)

**PETROLEUM AND NATURAL GAS REGULATORY BOARD**

APPLICATION FOR THE POSITION OF INDIVIDUAL CONSULTANT (Legal) - Level I/II

*(Strike out which is not applicable)*

**(Public Notice dated 17.08.2026)**

Affix  
passport size  
photograph

1. Name of Applicant : \_\_\_\_\_
2. Residential Address : \_\_\_\_\_  
\_\_\_\_\_
3. E-mail : (i) \_\_\_\_\_ (ii) \_\_\_\_\_
4. Telephone No. : Mob. \_\_\_\_\_  
Alternate Contact No. \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Educational Qualification (10<sup>th</sup> onwards) :

| S. No. | Qualification | Board/University | Marks/Percentage | Year of Passing |
|--------|---------------|------------------|------------------|-----------------|
| 1      |               |                  |                  |                 |
| 2      |               |                  |                  |                 |
| 3      |               |                  |                  |                 |
| 4      |               |                  |                  |                 |
| 5      |               |                  |                  |                 |

**Note: Self certified copies of documents in support of the qualification & Marks 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 |
|-------------------------|-----------|------|----|--------------------------|------------------|---------------------------|
|                         |           |      |    |                          |                  |                           |
|                         |           |      |    |                          |                  |                           |
|                         |           |      |    |                          |                  |                           |
|                         |           |      |    |                          |                  |                           |

**Note: Self certified copies of employment proof to be attached.**

*OM*

8. Training / Courses attended : 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

9. Total emoluments per month  
now drawn : \_\_\_\_\_

10. References:

| S.<br>No. | Name | Contact<br>No. | Complete Correspondence Address<br>(With Postal Code) |
|-----------|------|----------------|-------------------------------------------------------|
| 1.        |      |                |                                                       |
| 2.        |      |                |                                                       |

***Note: Non-submission of references may lead to rejection of the 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 : \_\_\_\_\_

I have carefully gone through the vacancy advertisement and I am well aware that the application submitted by me will be assessed by the PNGRB. It is also certified that the information furnished above is correct and true to the best of my knowledge. In the event of my selection, I shall abide by the terms and conditions of services attached to the post.

Place:

Date:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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**Note: All fields of the application must be filled and email ID should be mentioned clearly. Enclose a separate sheet, if space for any field is insufficient.**

