



PETROLEUM AND NATURAL GAS REGULATORY BOARD

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

Tel No: 011- 23457700//23457751

Web Site: www.pngrb.gov.in

Public Notice

01st September, 2020

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

Category of Individual Consultant	Qualification	Experience
Admin (HR): Level - I	Graduate Degree from a duly recognised university in India in the relevant field with consistent excellent academic record.	Experience up to 5 years: HR Professional with administrative experience inline in State/Central Government Departments(s)/ Institution(s)/ undertaking(s) Desirable: Preference will be given to candidates having inline executive experience of Government organisation(s).

2. Terms and conditions of engagement of the individual consultants:

a. Designation & Period of engagement: The individual consultant engaged in PNGRB will be designated as Assistant Consultant. While their 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 on probation for a period of six months. Based on their performance during the probation period, the engagement of the individual consultant may be confirmed by the Board for the balance period.

b. Lump sum monthly remuneration: For individual consultant under Level I, Rs 50,000/- with 10 percent increase on completion of each year in PNGRB. No other allowance on account of conveyance, telephone, etc will be paid.

c. 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 three months' notice.

d. Discharge of Functions and Working Conditions: The individual consultants shall discharge such responsibilities diligently as may be assigned to them from time to time and shall abide by all day to day working conditions/facilities like closed holidays, working hours, etc of PNGRB.

e. Confidentiality: The individual consultants 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.

f. Leaves: 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.

g. 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.

h. Acceptance of the Terms & Conditions: The selected individual consultants will be required to sign a copy of the appointment 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, along with copies of documents in support of their qualifications and experience, addressed to Joint Adviser (AKG), Petroleum and Natural Gas Regulatory Board, 1st Floor, World Trade Centre, Babar Road, New Delhi - 110001 on or before **18th September, 2020**. Candidates can also send their application through e-mail at e-admn-div@pngrb.gov.in by enclosing all requisite documents, mentioning the engagement post in the subject of e-mail..

4. PNGRB reserves the right to annul the process of selection/appointment of individual consultants against this public notice at any time without assigning any reason.

Joint Adviser (AKG)

PETROLEUM AND NATURAL GAS REGULATORY BOARD

Affix passport
size photograph

**APPLICATION FOR THE POST OF
INDIVIDUAL CONSULTANT FOR ADMIN (HR) LEVEL - I**

1. Name of Applicant : _____
2. Residential Address : _____

3. E-mail : _____
4. Telephone No. : Mob. _____
Landline _____
5. Date of Birth : _____
6. Education Qualification :

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

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

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 : _____

S. No.	Name	Contact No.	Correspondence Address
1.			
2.			

10. References

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: _____