



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

PUBLIC NOTICE

13th June, 2022

PNGRB invites fresh applications for engagement of Individual Admin (HR) Consultants 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	MBA (HR stream) is a preferable qualification 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 Department(s)/ Institution(s)/ undertaking(s) Desirable: preference will be given to candidates having inline executive experience of Government organization(s).

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 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 Consultants under Level I, Rs. 65,000/- 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. 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.

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 copies of documents in support of their qualifications and experience, addressed to Joint Adviser (Administration), Petroleum and Natural Gas Regulatory Board, 1st Floor, World Trade Centre, Babar Road, New Delhi - 110001 **on or before 12th July, 2022**. 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 as 'Application for the post of Individual Consultant Admin(HR)-Level-I'.

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)