



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. PNRB/Admin/12—HR(22)/2025

Dated: 10.09. 2025

Public Notice

Sub: Engagement of individual Consultant (HR) at Level- III on contract basis in PNRB

PNGRB invites applications for an Individual Consultant (HR) at Level III on contract basis from eligible candidates, having requisite Qualification & experience as given below:

| Category / Nos | Qualification | Experience |
|---|---|--|
| Individual Consultant (HR) at Level-III | <p>Essential Qualifications:</p> <p>Graduation from Govt. recognised University.</p> <p>Desirable Qualification:</p> <p>LLB/PG Diploma in HRM</p> | <p>Having minimum experience of 06 years' service post essential Qualification in the following areas:</p> <ul style="list-style-type: none">(i) Handling of cases under FR/SR and Service Rule of Central Govt. employees(ii) Settlement of the Claims under TA/DA, LTC Rules of Central Govt. employees(iii) EPF Rules, Pension Rules, NPS for Central Govt. employees.(iv) Framing of Recruitment Rules in government organisation(v) Matters regarding Labour Laws for contractual & outsourced employees etc.(vi) Procurement by GeM & disposal of store etc.(vii) Parliament Questions, RTI, Audit Paras & court cases on above matters.(viii) Matters regarding maintenance of office building and other services connected thereto. <p>Desirable Experience:</p> <p>Working on e-Office and MS office /Excel /Power point presentation etc.</p> |

Note 1: Applications without necessary supporting documents regarding qualifications and experience will not be accepted.

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

2. Terms and conditions of engagement of the Individual Consultant (HR) at Level III:

- (a) Designation and period of Appointment: The Individual Consultant appointed in PNGRB will be designated as Consultant or as may be decided by the Board. While his /her term of appointment will be initially for a period of one year, it is extendable by another two years, one year at a time, at the discretion of PNGRB. He/she will be on probation for a period of six months. Based on his/her performance during the probation period, the appointment of the individual consultant may be confirmed by the Board for the balance period.
- (b) Lump sum monthly remuneration: For Individual Consultant (HR) at Level III, Rs.1,20,000/- PM with 10% 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 applicant to be engaged as Individual Consultant on the closing date of submission for this position shall be below 62 years. However, Board may, at its discretion, relax the age of applicant for the position of Individual Consultant and age for retaining the Individual Consultant.
- (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 three months' notice.
- (e) Discharge of functions and working conditions: The Individual Consultant 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.
- (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 filing of FIR, civil/criminal case/other, etc. and may further debar such Individual Consultant from future engagement by the Board.
- (g) Leaves: The Individual Consultant will be allowed to avail one and half day leave per month during the consultancy period. He /she may accumulate these leaves up to a maximum of five 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 Consultant will be appointed on contract basis only and he/she 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 and conditions: The selected Individual Consultant will be required to sign a copy of the appointment letter and the terms and conditions, which will be treated as a contract, at the time of joining PNGRB. Otherwise, his /her appointment as individual consultant shall stand cancelled.

3. Those candidates who are meeting the requirements of educational qualification and experience and are agreeable to the terms & conditions mentioned above are requested to submit their applications in the attached proforma, along with self-attested copies of documents in support of qualifications and experience, addressed to the following **through speed post/Courier/By Hand:**

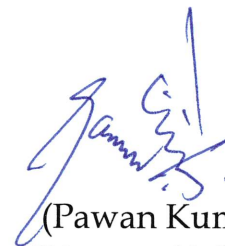
**Director (Administration & HR),
Petroleum & Natural Gas Regulatory Board
4th Floor, Tower-E, World Trade Centre,
Nauroji Nagar, New Delhi -110029**

The application complete in all respect should reach in the above address on or before **25th Sept 2025 till 5.00 PM**. Scanned copy of the application with self-certified copy of documents can also be sent by email to career@pngrb.gov.in. The envelope should be superscribed as mentioned below:

"Application for the post of Individual Consultant (HR) at Level-III against Public Notice dated 10.9.2025".

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.

Encls: As above



(Pawan Kumar Uniyal)
Director (Admin & HR)

PETROLEUM AND NATURAL GAS REGULATORY BOARD

APPLICATION FOR THE POST OF INDIVIDUAL CONSULTANT (HR) at Level III
(Public Notice dated 10.9.2025)

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 |
|-------------------------|-----------|------|----|--------------------------|------------------|---------------------------|
| | | | | | | |
| | | | | | | |

Note: Self certified copies of employment details to be attached.

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 : _____

I have carefully gone through the vacancy advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. 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: _____

Note: All fields of the application must be filled. Enclose a separate sheet, if space for any field is insufficient.