

DIRECTORATE GENERAL OF HYDROCARBONS
(Under the Ministry of Petroleum & Natural Gas, Govt. of India)
OIDB Bhavan, Tower-A, Plot-2, Sector-73, NOIDA, INDIA

Directorate General of Hydrocarbons (DGH), under Ministry of Petroleum & Natural Gas, Govt. of India, invites applications for the following positions on contract basis:

1. Junior Consultant (Geology)
2. Junior Consultant (Geophysics)
3. Junior Consultant (Reservoir)
4. Junior Consultant (Production)
5. Junior Consultant (Drilling)
6. Junior Consultant (Information Technology)
7. Junior Consultant (Programming)
8. Consultant/Jr. Consultant (Civil)
9. Junior Consultant (Fire & Safety)
10. Junior Consultant (Finance)
11. Junior Consultant (Materials Management)
12. Junior Consultant (Legal)
13. Consultant (Rajbhasa)
14. Junior Consultant (Human Resources)
15. Junior Consultant (Administration)

Interested candidates may send their applications in the prescribed format to HOD (HR), DGH, OIDB Bhavan, Tower A, Plot No. 2, Sector-73, Noida-201301, INDIA together with all self-attested supporting documents of relevant qualification and experience, latest by 30.05.2017.

The Envelope containing the application and documents should be super-scribed with the "Name of the post applied for - _____".

Only shortlisted candidates will be intimated and called for personal interaction. DGH reserves the right to reject all applications without assigning any reasons thereof. No further communication/enquiry shall be entertained.

Shiladitya Bhattacharjee
HOD – HR&Admin.

Position applied for: _____

1. **NAME** :
2. **ADDRESS** :
3. **CONTACT DETAILS**
(MOBILE, LANDLINE AND E-MAIL) :
4. **DATE OF BIRTH** :
5. **AGE (AS ON 30.05.2017)** :
6. **CURRENT POSITION** :
7. **CURRENT ASSIGNMENT** :
8. **PROFESSIONAL QUALIFICATIONS** :

- i)
ii)
iii)
(Rows may be added/deleted)

9. PROFESSIONAL EXPERIENCE:

S.N.	Position Held	Organisation	From (dd/mm/yy) to (dd/mm/yy)	Responsibilities
1				
2				
3				

(Rows may be added)

10. ACHIEVEMENTS AND AWARDS:

- i.
ii.
(Rows may be added)

11. REFERENCES (Please provide two references):

S. N.	Name	Address	E-mail, Mobile and Landline
1			
2			

12. CURRENT/LAST DRAWN SALARY (PER MONTH): _____

(Please provide relevant document)

PLACE :

DATE :

SIGNATURE :

NAME :

POSITION : Junior Consultant (Geology)

Educational Qualification (Full-time course) : Post Graduate degree in Geology with minimum 60% marks
or
M.Sc. or M.Tech. (Petroleum Geoscience/Petroleum Geology/Applied Geology) with minimum 60% marks
(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed E&P sector organisation(s)

Desired skill-sets : Interpretation of geoscientific data with particular reference to exploration geology, development geology, reservoir geology including reservoir characterization and modelling

Hands-on experience of using industry standard software,

Initial field level experience and working under contractual regimes, alongwith knowledge of Petroliferous basin evaluation will be an added advantage.

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Geophysics)

Educational Qualification (Full-time course) : Post Graduate degree in Geophysics with minimum 60% marks
or
Post Graduate degree in Physics with Electronics with minimum 60% marks
or
M.Tech. in Geophysical Technology with minimum 60% marks
(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed E&P sector organisation(s)

Desired skill-sets : Seismic data acquisition with specific skill set in QC of Onshore and Offshore data
Knowledge in Processing and Interpretation of seismic data
Knowledge in Production Sharing Contracts is preferable

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Reservoir)

Educational Qualification (Full-time course) : Post Graduate degree in Geology/Geophysics (Must have Mathematics /Physics at B.Sc. level) with minimum 60% marks

or

Post Graduate degree in Mathematics/Physics/Chemistry (Must have Mathematics/Physics at B.Sc. level) with minimum 60% marks

or

Post Graduate degree in Petroleum Technology (Must have Mathematics /Physics at B.Sc. level) with minimum 60% marks

or

Graduate degree in Petroleum /Applied Petroleum /Chemical Engineering with minimum 60% marks

(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed E&P sector/organisation(s)

Skill-sets desired : Reservoir modelling and simulation, analytical reservoir engineering

Preparation of Field Development Plan, Well-testing design & Interpretation knowledge and knowledge of Reserves classification

Softwares: MBAL, PETREL, RE & ECLIPSE, CMG OFM, PROSPER etc.

Experience in Reservoir management, database management & Economic analysis preferred

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Production)

Educational Qualification (Full-time course) : Graduate degree in Petroleum Engineering with minimum 60% marks
or
Graduate degree in Chemical Engineering with minimum 60% marks
or
Graduate degree in Mechanical Engineering with minimum 60% marks
(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed E&P sector organisation(s)

Skill-sets desired : In anyone or more from the following areas:
Experience of wells, surface facilities and metering and Projects
Production surface facilities, artificial lifts & data management
Designing of offshore pipeline, optimisation of casing/tubing size, MDT etc.

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Drilling)

Educational Qualification (Full-time course) : Graduate degree in Mechanical Engineering with minimum 60% marks

or

Graduate degree in Petroleum Engineering with minimum 60% marks

or

Graduate degree in Chemical Engineering with minimum 60% marks

(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed E&P sector organisation(s)

Skill-sets desired : Offshore and Onshore field experience
Exposure in deep water drilling and completion of different types of wells
Well Planning, Designing and Costing
Drilling rig experience

Compensation/Package: As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (IT)

Educational qualification: Graduate in Computer Engineering with minimum 60% marks
(Full-time course)

Or

Graduate Engg degree in Information Technology with minimum 60% of marks

Or

Post Graduate in Computer Science with minimum 60% marks

(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed organisation(s)

Skills / Experience desired:

- Good understanding of various LAN technology and protocols, LAN Topology , Networking Devices, their functionality.
- A good knowledge of configuration and administration of various network devices like switch, router, modem, Remote Access Technologies etc.
- A good knowledge of Fiber Optic principles and its implementation in Networks, network security management, firewall etc.
- Knowledge and experience on issues related information security, Network Design and Implementation
- Experience in all IT security related activities including IT Hardware / Network maintenance.
- Should have sound understanding of maintenance aspects. Should have good understanding of IT-related hardware.
- Experience in all IT related activities including IT Hardware and operating system maintenance.
- A good knowledge of Unix, Linux and Windows Operating system, utilities and setup procedure.
- OS level administration tasks like file systems, user account logs and permissions, backup, password management, monitoring load on the server.

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Programming)

Educational qualification: Graduate in Computer Engineering with minimum 60% marks
(Full-time course)

Or

Graduate Engg degree in Information Technology with minimum 60% of marks

Or

Post graduate in Computer applications (MCA) with minimum 60% marks

Or

Post Graduate in Computer Science with minimum 60% marks

(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed organisation(s)

Skills / Experience desired:

- Good knowledge of various programming languages/ tools , structured programming technique and DBMS.
- Good knowledge of testing and debugging and application performance tuning.
- Coding as per the FS and thorough understanding of the Functional Specifications.
- Good knowledge of Oracle , Access, VB .net , C#, HTML, Java, Java script & other programming Languages
- Good understanding of the Oracle database, operating system, related utilities and tools
- Ability to perform both Oracle and operating system performance tuning and monitoring
- Knowledge of ALL Oracle backup and recovery scenarios & Oracle security management
- Experience in code migration, database change management and data management through the various stages of the development life cycle

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Consultant/Jr. Consultant (Civil)

Educational Qualification:

Bachelor's Degree/Diploma in Civil Engineering with minimum 60% marks from a Govt. recognized University/Institute approved by UGC/AICTE.

Age : Not more than **65 years** as on closing date of applications

Work Experience : Minimum **20** years relevant experience in reputed organisation(s) in government/private sector/PSUs in Office building designing and construction

Sill-sets desired :

- Experience of Building Construction / Structural Engineering work
- Building Designing, landscaping and horticulture
- Planning and designing of office spaces
- Building maintenance and renovation jobs
- Civil works

Compensation/Honorarium : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Fire & Safety)

Educational Qualification : Graduate degree in Fire Engineering with minimum 60% marks
(Full-time course)

(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed organisation(s)

Skill-sets desired : Planning/Execution/Monitoring of Fire Safety measures in a medium sized
orgn.
Adequate experience of handling Fire Safety equipments
Conducting Fire and safety drills
Knowledge of Access Control Systems
Valid Heavy Motor Vehicle Driving Licence would be an added advantage

Physical fitness : Person should be physically fit. Fitness certificate from a govt. civil surgeon
would be required.

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Finance)

Educational qualification: Qualified Chartered Accountant only

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed organisation(s) preferably in E&P sector

Skill-set desired:

- Accounting knowledge of preparation of balance sheets, P&L account, Cash-flows in upstream sector
- Deep understanding of key terms and conditions of Production Sharing Contract/Revenue Sharing Contract
- Modelling skills in MS-Excel of E&P Projects and computation of Cash Flows/IRR
- Knowledge of costing principles and methodologies for evaluation of cost of crude oil and natural gas
- Knowledge of Corporate Income Tax, Indirect tax, including GST
- Knowledge of Capital Budgeting and Project Evaluation techniques
- Knowledge of Petroleum Laws, Rules applicable in the Upstream sector
- Knowledge of Corporate Laws (eg Contract and Companies Act)
- Excellent skills in written and oral communication in English
- Presentation preparation skills in MS Power Point

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Materials Management)

Educational qualification : Graduate degree in Mechanical/Electrical/Civil/Instrumentation /
(Full-time course) Petroleum/Applied Petroleum/Chemical Engineering min. 60% marks

(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed organisation(s)
preferably in E&P sector

Skillset desired:

- Procurements (*Indigenous/Imports*) of Goods and Services,
- Exposure of e-bidding process/SAP MM module etc.,
- Awareness of Rules and procedures, and procurement methods in private/Govt. sectors
- Knowledge of Taxation Issues would be an added advantage

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Legal)

Educational Qualification (Full-time course) : Graduate degree in Law(Professional) with minimum 60% marks

Desirable : Post-Graduation in Law
(From Govt. recognized University/Institute approved by BCI/UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed organisation(s) preferably in Oil & Gas sector

Skill-set/Experience desired:

- Experience of International Arbitrations Cases,
- Experience of Domestic Litigation in High Court and Supreme Court of India,
- Analysis of disputes, strategy making and ensuring implementation of Legal processes,
- Drafting/vetting of various kinds of Agreements, Tender, Guarantees, Memorandum of Understanding, Bond, Undertakings, Notices, reply to notice etc.

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Consultant (Rajbhasha)

Educational Qualification: Possessing the following educational qualifications and experience:

(I) Masters degree of a recognized University in Hindi with English as a subject at the Bachelor Degree level;

OR Masters degree of a recognized University in English with Hindi as subject at the Bachelor Degree level;

OR Masters degree of a recognized University in any subject with Hindi and English as a subject at the Bachelor Degree level;

OR Masters degree of a recognized University in any subject with Hindi medium and English as a subject at the Bachelor Degree level;

OR Masters degree of a recognized University in any subject with English medium and Hindi as a subject at the Bachelor Degree level; and

OR PG Degree in Sanskrit with English and Hindi as subjects.

(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than **65 years** as on closing date of applications

Work Experience : Minimum **20 years** relevant experience in reputed organisation(s) in govt. sector/PSUs in Official Language departments

Sill-sets desired/ Experience:

Twenty Five years of experience of using or applying Terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa preferably of technical or scientific literature under the Central or State Governments or Autonomous Body or Statutory Organisations or Public Sector Undertakings or Universities or recognised research or educational institutions.

Experience of teaching in Hindi and English or research in Hindi or English under Central or State Governments or Autonomous Body or Statutory Organisations or Public Sector Undertakings or Universities or recognised research or educational institutions.

In-depth knowledge of Rajbhasha Adhiniyam and other related rules and policies.

Experience of heading Hindi section vested with responsibilities of preparation of monthly, quarterly and annual reports to government authorities would be an added advantage.

Compensation/Honorarium : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (HR)

Educational Qualification : MBA/Post Graduate degree/diploma in Management with
specialization (Full time course) in HR/Personnel Management with minimum 60% marks
or
Post Graduate degree/diploma in Personnel Management/Industrial
Relations with minimum 60% marks
(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed organisation(s)
preferably in Oil and Gas sector

Skill-sets desired : Manpower Planning, Recruitment, Training and Development,
Performance Management, Payroll, Knowledge of Labour laws,
Contracts and contractual manpower management

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years

POSITION : Junior Consultant (Admin.)

Educational Qualification : MBA/Post Graduate degree/diploma in Management with
specialization (Full time course) in HR/Personnel Management with minimum 60% marks
or
Post Graduate degree/diploma in Personnel Management/Industrial
Relations with minimum 60% marks
(From a Govt. recognized University/Institute approved by UGC/AICTE)

Age : Not more than 35 years as on closing date of applications

Work Experience : Minimum 5-6 years relevant experience in reputed organisation(s)
preferably in Oil and Gas sector

Skill-sets desired : General Administration, Events Management, Hospitality & Welfare,
Procurements of Office Items, Contract Management, Logistics,
Statutory compliances under various laws, Building/Office space
Management

Compensation/Package : As per industry norms

Tenure : 3 years extendable by another 2 years
