

**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 position of Head of Contract Finance Department, on deputation mode, from persons holding the post of General Manager(Finance) or above (Pay-scale Rs. 120000-280000) in Central Public Sector Enterprises.

Interested candidates are required to send an advance copy of their application directly to HOD(HR), DGH, OIDB Bhawan, Tower-A, Plot no.2, Sector-73, Noida-201301, INDIA, together with all supporting self-attested documents of relevant qualification and experience, latest by 25th October 2018 (Thursday). Candidates are also advised to route their application through proper channel from their respective organisation.

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.  
Email : [admnhr@dghindia.gov.in](mailto:admnhr@dghindia.gov.in)

## **Application for the position of Head of Department(Contract Finance)**

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

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

### **8. PROFESSIONAL EXPERIENCE:**

S.N	Position Held	Pay Scale	Organisation	From <small>(dd/mm/yyyy)</small> to <small>(dd/mm/yyyy)</small>	Responsibilities
1					
2					
3					

(Rows may be added/deleted)

### **9. POSTING HISTORY:**

S.N.	Place	Year(from)	Year(to)	Responsibilities
1				
2				
3				
4				

(Rows may be added/deleted)

### **10. ACHIEVEMENTS AND AWARDS:**

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

### **11. REFERENCES (Please provide two references):**

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

PLACE :

DATE :

SIGNATURE :

NAME :

Position : Head of Department (Contract Finance)

Educational qualification : Chartered Accountant(C.A.)/ICWA/MBA(Finance)

Eligibility : Persons holding the post of General Manager(Finance) or above in the revised Pay-scale of Rs. 120000-280000/- in Central Public Sector Enterprises.

Work Experience : Minimum 20 years of relevant experience with atleast 10 years in Audit, Production Sharing Contracts, Joint Ventures issues such as Royalty, Cess, Liquidated Damages etc.

Job responsibilities:

- Monitoring of remittances such as Royalty, Petroleum Exploration Licence (PEL) fees, Profit Petroleum etc. received by Ministry of Petroleum and Natural Gas,
- Adoption of audited accounts of Exploratory and Production blocks,
- CAG Audit facilitation,
- Participate in Management Committee Meetings, review minutes as finance representative and handling issue arising there from,
- Economic Evaluation of Declaration of Commerciality (DOC) & Field Development Plan (FDP),
- Assisting of Arbitration and court cases, disputes relating to commercial issues arising out of contractual obligations,
- Enabling Govt. Audit of Production Sharing Contracts including appointment of Govt. Auditors, addressing audit exceptions and settlement thereof,
- Maintaining contract finance related MIS regarding Investments, Royalty, Cess, Profit Petroleum etc. and providing information to concerned agencies/groups including RTI, Parliament questions etc,
- Appointment of Auditors by Management Committee – Review,
- Validation of Bank Guarantees (BG) of all blocks for different contractors,
- Review of chart of accounts,
- Differential Royalty calculations for payment to States,
- Validation of Liquidated Damages, Unfinished Work Cost,
- Producing blocks Budget approvals [Budgeted Estimate(BE) and Revised Estimate(RE)],
- Exploratory blocks budget review [Budgeted Expenditure(BE) and Revised Expenditure(RE)],
- Financial valuation for assignment of Participating Interest (P.I.),
- Assisting Ministry of Petroleum and Natural Gas in formulation of Hydrocarbon policies and Petroleum related revenue policies,
- Improvements and modifications in Model Production Sharing Contract & Bid Evaluation Contract,
- Evaluation of bids for blocks on offer in Hydrocarbon Exploration Licencing Policy (HELP) & Coalbed Methane (CBM).

Age : Not more than 58 years

Emoluments : As per parent Public Sector Enterprises pay-structure and Govt. of India deputation guidelines

Tenure : Upto 3 years extendable for another 2 years

\*\*\*\*\*