VACANCIES FOR DEPUTATION POSTING

Directorate General of Hydrocarbons (DGH) is the technical arm of Ministry of Petroleum & Natural Gas, vested with responsibility of monitoring the activities of various Upstream Oil and Gas companies engaged in exploration and production of Hydrocarbons resources across India, on behalf of Govt. of India.

DGH is primarily being manned by Officers on deputation from CPSEs such as IOCL, HPCL, GAIL, BPCL, ONGC, OIL, Coal India Limited, NTPC, NRL and Central Govt. Officers, with multi-disciplinary teams, driving the mandate of Govt. of India in the Energy Sector. Apart from Oil and Gas, DGH is also actively encouraging new initiatives in Unconventional Energy sources such as CBM, Shale Oil and Gas, and other alternate energy resources.

A stint in DGH provides excellent opportunity to professionals to utilize their skills in developing new processes/systems to facilitate better work practices in the Industry, and to directly contribute in framing key policies for the sector. DGH is a close-knit organisation with minimal hierarchy, providing congenial environment for innovative thinking with empowerment, and fosters the spirit of collaboration & teamwork in cross-functional groups, working towards common objectives.

Professionals get to sharpen their managerial/ technical skills by working closely with senior level decision makers of Govt. of India, grooming them for senior leadership positions.

DGH invites applications from enthusiastic and result-oriented professionals with experience in following domains, at various levels, on deputation basis:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Eligibility criteria</th>
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</table>
| Chemistry, Drilling, Geology, Geophysics, Reservoir, Instrumentation, Production | 1) Regular employees from Central Govt. Oil PSE’s  
2) Min. 5 years work experience  
3) Below 40 years of age |
| Legal, Environment(HSE), Finance, Programming, Materials Management, HR&Admin. | 1) Regular employees from any Central Govt. PSE’s (Navratna/Maharatna) or Central Govt. services  
2) Min. 5 years work experience  
3) Below 40 years of age |

Candidates with qualifications/experience in the respective areas should apply in the attached prescribed format, through proper channel, with NOC from their cadre controlling Competent Authority and in accordance with the HR/deputation policy of the respective Organisations.
Applications routed through proper channel must reach ED&Head(HR), DGH, OIDB Bhawan, Tower-A, Plot no.2, Sector-73, Noida-201301, INDIA, together with all supporting self-attested documents of relevant qualifications and experience, latest by 27th January 2021 (Wednesday).

Only shortlisted candidates will be intimated and called for selection process through proper channel.

**Terms and conditions of deputation to DGH:**

- **Place of posting** : NOIDA (NCR)
- **Deputation Tenure** : 5 years
- **Designation at DGH** : As per parent Organisation or as specified by DGH
- **Pay and Allowances** : As admissible in parent Organisation
- **Accommodation / HRA** : To be availed from parent Organisation or admissible HRA
- **PRP, if any** : As admissible in parent Organisation
- **Vehicle maintenance** : As admissible in parent Organisation
- **Deputation Allowance** : As per rules of parent Organisation
- **Loans & Advances** : As admissible in parent Organisation
- **Benefits and Entitlements** : As admissible in parent Organisation
- **Reimbursements** : As admissible in parent Organisation
- **Personal Claims** : As admissible in parent Organisation
- **TTA and TA/DA** : As admissible in parent Organisation
- **Training & Development** : As admissible in parent Organisation & DGH rules
- **Office facilities in DGH** : As per DGH rules and practices

DGH reserves the right to reject any or all applications without assigning any reasons thereof. No further communication/enquiry shall be entertained.

Head – HR, DGH
Email: admnhr@dghindia.gov.in
Application for Post/Discipline: ______________________
(No rows/column should be left blank)

1. NAME & EMP. No. : 

2. PRESENT ADDRESS : 

3. CONTACT DETAILS 
   (Mobile, Landline and E-Mail) : 

4. MS Teams/Skype ID : 

5. DATE OF BIRTH (AGE) : 

6. MARITAL STATUS & GENDER : 

7. PROFESSIONAL QUALIFICATIONS:

<table>
<thead>
<tr>
<th>SN</th>
<th>Qualification</th>
<th>College/Institute</th>
<th>University</th>
<th>Year of Passing</th>
<th>Percentage/Grade</th>
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(Rows may be added/deleted)

8. PROFESSIONAL EXPERIENCE (starting from the latest) Last Pay-slip to be attached:

<table>
<thead>
<tr>
<th>SN</th>
<th>Position Held</th>
<th>Pay Scale</th>
<th>Organisation</th>
<th>From (dd/mm/yyyy) to (dd/mm/yyyy)</th>
<th>Major Responsibilities</th>
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(Rows may be added/deleted, Maximum of One additional self-certified signed page may be added)

9. POSTING HISTORY:

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Organisation</th>
<th>Place</th>
<th>MM/Year(from)</th>
<th>MM/Year(to)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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(Rows may be added/deleted)

10. ACHIEVEMENTS AND AWARDS, IF ANY:

   i. 
   ii. 

(Rows may be added/deleted)

11. REFERENCES (Please provide two references):

<table>
<thead>
<tr>
<th>S.N.</th>
<th>Name</th>
<th>Complete Address</th>
<th>E-mail, Mobile and Landline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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12. ANY OTHER RELEVANT INFORMATION/CONSTRAINTS, IF ANY:

It is certified that particulars furnished above are correct and no disciplinary case is either pending or contemplated against me and no penalty, major/minor, have been imposed.

PLACE: SIGNATURE :
DATE: NAME :

Note: The afore-mentioned service particulars are be to be verified/certified by the Competent Forwarding Authority, alongwith Vigilance Status, PAR/ACR ratings/marks (last 3 years)and sparability time-lines.