

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) 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.

Being an Industry-centric body, the human resources of DGH has a healthy mix of Govt. sector and Industry professionals, driving the mandate of Govt. of India for the Energy Sector. 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.

In order to serve the rapidly changing Industry requirement, DGH invites applications from enthusiastic and result-oriented professionals for the posts of **Consultants/Associates** in the following domains on purely contract basis:

1. Petroleum System Modeler
2. Reservoir Characterisation Specialist
3. Exploration Promotion Consultant
4. GIS Specialist
5. Seismic Processor
6. Senior Associate (Legal)
7. Associate (Legal)
8. Consultant (Environment)
9. Senior Research Officer/Research Officer
10. Advisor/Consultant (Audit & Finance)

Interested candidates are required to send their applications by post, in the prescribed format to ED(HR)/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 16th April 2021 (Friday).

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

ED(HR)/Head(HR), DGH
Email ID: dghrecruitment@dghindia.gov.in

Application for Post/Discipline: _____

(No rows/column should be left blank)

1. FULL NAME :
2. PRESENT ADDRESS :
3. CONTACT DETAILS
(Mobile, Landline and E-Mail) :
4. MS Teams/Skype ID :
5. DATE OF BIRTH :
6. MARITAL STATUS & GENDER :
7. PROFESSIONAL DETAILS OF SPOUSE :
8. EDUCATIONAL QUALIFICATIONS:

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SN	Qualification	College/Institute	University	Year of Passing	Percentage/Grade

(Rows may be added/deleted)

9. PROFESSIONAL EXPERIENCE (starting from the latest):

SN	Position Held	Pay (CTC) Per Month	Organisation	From (dd/mm/yyyy) to (dd/mm/yyyy)	Major Responsibilities
1					
2					

(Rows may be added/deleted, Maximum of One additional self-certified signed page may be added)

10. ACHIEVEMENTS/AWARDS/RESEARCH PAPERS/PUBLICATION IN INTERNATIONAL FORA, IF ANY:

- i.
- ii.

(Rows may be added/deleted)

11. CURRENT PACKAGE PER MONTH: _____ (Attach copy of latest pay-slip).

12. REFERENCES (Please provide two references):

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

It is certified that particulars furnished above are correct and in case if anything is found to be false / concealed, my application may be summarily rejected without any notice/further correspondence.

PLACE:
DATE:

SIGNATURE :
NAME :

<u>Position:</u>	Petroleum System Modeler
<u>Educational qualification:</u>	Post Graduate degree in Geology/M.Sc. or M.Tech in petroleum Geoscience or Petroleum Geology with minimum 60 % marks from Govt. recognised University/ Institution as per UGC/AICTE norms.
<u>Work Experience:</u>	Relevant Post qualification experience of 10 to 15 years
<u>Requisite skill sets:</u>	Independent modeler of petroleum system elements with adequate understanding of Indian sedimentary basins and hands-on experience on industry popular petroleum system modelling software including PetroMod.
<u>Job Description:</u>	To analyse petroleum system elements and carry out modelling to estimate conventional and unconventional resources
<u>Age:</u>	Up to 45 years as on the closing date of receipt of applications.
<u>Remuneration:</u>	As per Industry norms.
<u>Tenure:</u>	03 Years and extendable for 02 more years based on the incumbent performance and requirement of DGH.

Position: Reservoir Characterization Specialist

Educational qualification: Post Graduate degree in Geology/Applied Geology/Geophysics/
Applied Geophysics with minimum 60 % marks from Govt. recognised
University/ Institution as per UGC/AICTE norms.

Work Experience: Relevant Post qualification experience of 10 to 15 years

Requisite skill sets: Comprehensive knowledge of rock physics to characterize
petroleum reservoirs. Independent seismic interpreter and inversion
modeler using industry- popular software to create rock property
models and maps. Knowledge of Indian sedimentary basins.

Job Description: To independently interpret reservoir through an integrated analysis of
rock physics and petrophysics.

Age: Up to 45 years as on the closing date of receipt of applications.

Remuneration: As per Industry norms.

Tenure: 03 Years and extendable for 02 more years based on the incumbent
performance and requirement of DGH.

Position: Exploration Promotion Consultant (Business Development)

Educational qualification: Post graduate degree in Geology/Applied Geology/Geophysics/Applied Geophysics or Graduate degree in Petroleum Engg. preferably from Institutes/Universities of national repute (IITs, Central University, etc.) with minimum 60 % marks from Govt. recognised University/ Institution as per UGC/AICTE norms.

Desirable: Post Graduate degree in Management

Work Experience: Minimum 08 years' relevant post qualification experience

Requisite skill sets: Techno-commercial evaluation of E&P opportunities, E&P Policies & governing frameworks, E&P Contracts (PSCs/RSCs/JOAs, etc.), Bidding of Oil & Gas acreages, Management of Joint Ventures/Farm -outs & Farm-Ins, Communication, presentation & negotiation skills.

Job Description: Experience of working in E&P company or E&P focused consultancy

Age: Up to 40 years as on the closing date of receipt of applications.

Remuneration: As per Industry norms.

Tenure: 03 Years and extendable for 02 more years based on the incumbent performance and requirement of DGH.

<u>Position:</u>	Consultant/Associate (GIS Specialist)
<u>Educational Qualification:</u>	Master's degree in Geography or basic/earth sciences, or related field OR BE/B.Tech in Computer Science, Civil Engineering or related field with minimum 60 % marks from Govt. recognised University/Institution as per UGC/AICTE norms.
<u>Work Experience:</u>	Minimum 5 years experience in GIS related activities, preferably experience of working in energy, oil and gas or other related projects.
<u>Requisite Skillset:</u>	Knowledge of GIS databases and expertise of using ESRI ArcGIS software; Cartography and drafting illustration skills; Skilled in ArcMap, ArcIMS, SDE, AutoCAD, Geographix, Global Mapper, etc. Certified GIS Professional from recognized Certification Institute. Knowledge of seismic and spatial data types related to both onshore and offshore seismic surveys. Expertise in creating maps like block map, geophysical features map, base map containing well and seismic lines using ArcGIS and importing/exporting data to/from other softwares and transforming digital data to/from various cartographic system.
<u>Job Description:</u>	Perform diverse array of complex GIS related work, preparing GIS Datasets, maps, database reports and specialised queries, compiling Geographic and cultural data such as state boundaries, defence and forest boundaries, culture boundaries, petroleum license boundaries, block boundaries, etc. and data from different sources. Create and manage GIS based maps depicting surface/subsurface geological features and oil and gas data related to hydrocarbons exploration and production activities of sedimentary basin.
<u>Age:</u>	Not more than 40 years of age as on the closing date of receipt of applications.
<u>Remuneration:</u>	As per industry norms.
<u>Tenure:</u>	03 Years and extendable for 02 more years based on the incumbent performance and requirement of DGH.

<u>Position:</u>	Seismic Processor
<u>Educational Qualification:</u>	Post Graduate degree in Geophysics/Applied Geophysics with minimum 60 % marks from Govt. recognised University/Institution as per UGC/AICTE norms.
<u>Work Experience:</u>	07 to 10 years' experience in Petroleum industry out of which minimum 5 years of work experience in the area of Seismic Data Processing, including 2D and 3D land, transition zone and marine (offshore data) processing. The hands on experience in Seismic data management and Quality Check (QC).
<u>Requisite Skill Sets:</u>	<p>Knowledge of geophysical concepts and seismic imaging/signal processing and inversion for developing and applying signal processing algorithms to unique seismic 2D/3D data sets.</p> <p>Good IT skills to process data and produce three-dimensional models of geophysical features</p> <p>Project management skills</p> <p>Proficiency in Basic Unix commands</p> <p>Analytical and problem-solving skills</p> <p>Team working skills & ability to work to deadlines and under pressure</p> <p>Ability to express ideas and findings clearly, both orally and in writing to produce reports and make presentations</p> <p>Specialized areas including de-multiple applications, imaging techniques, and Amplitude versus offset.</p> <p>Exposure in seismic data acquisition & Interpretation will be given preference.</p>
<u>Job Description:</u>	Processing the 2D/3D seismic data available in DGH and adding value to the data in pre & post stack domain using the software such as of Paradigm.
<u>Age:</u>	Up to 40 years as on the closing date of receipt of applications.
<u>Remuneration:</u>	As per Industry norms.
<u>Tenure:</u>	03 Years and extendable for 02 more years based on the incumbent performance and requirement of DGH

Position: Associate/Sr. Associate (Legal)

Educational qualification: Full time bachelor's degree in Law (Professional) with minimum 60 % marks from Govt. recognised University/Institution as per BCI/UGC/AICTE norms.
Desirable: Post Graduate degree in Law

Professional Experience: Minimum 03 years' experience for Associate and 05 years for Sr. Associate in practice of law and/or in law firm and/or in the Legal Department of a Company/Organization. Preference will be given to candidates having Oil & Gas sector experience.

Requisite skill sets: Experience of handling domestic and international litigation in Courts, Arbitration matters, implementation of legal processes, drafting/ Vetting of various kinds of documents, tenders, guarantees, undertakings, Notices, reply to notice etc. Adequate knowledge of court practices and procedures.

Job Description: Handling of domestic and international litigation proceedings. Vetting/Drafting of legal documents related to Contracts/Insolvency, etc. Advising on the policies of the Government etc.

Age: Maximum 40 years as on the closing date of receipt of applications.

Remuneration: As per Industry norms.

Tenure: 03 Years and extendable for 02 more years based on the incumbent performance and requirement of DGH

Position: Consultant (Environment)

Educational qualification: Graduate in Engineering/post graduate degree in science preferably in Environment discipline with minimum 60 % marks from Govt. recognised University/ Institution as per UGC/AICTE norms.

Work Experience: 5+ years of relevant experience

Requisite skill sets: Expertise in Petroleum Sector/other industries in Environment Clearance related issues. Knowledge of GIS application and analysis.
Desired Skills: Experience in Co-ordination with various Ministries for expediting pending issues, knowledge of Environment & Forestry Acts/Rules.

Job Description: Co-ordination with different departments in DGH and different Ministries/State Govt./operators to pursue status and progress of environment clearances.
Analysis of Status of environmental, CRZ, forest and wildlife clearances in 'Parivesh' portal maintained by Ministry of Environment, Forest, and Climate Change.
Maintaining Data bank on environment related clearances for effective monitoring by uploading clearance related information and supporting papers in clearance facilitation portal maintained by DGH.
Preparation and Summarization of pendency of projects for providing information to Empowered Co-ordination Committee.
Develop SOPs for various clearances processes on matters related to environment and forest in E&P sector.

Age: Up to 40 years as on the closing date of receipt of applications.

Remuneration: As per Industry norms.

Tenure: 03 Years and extendable for 02 more years based on the incumbent performance and requirement of DGH

<u>Position:</u>	Research Officer/Sr. Research Officer
<u>Educational qualification:</u>	BE/B.Tech in Petroleum Engg. or Engineering discipline with minimum 60 % marks from Govt. recognised University/Institution as per UGC/AICTE norms. <u>Desirable:</u> Strong academic background preferably with Post Graduation or PhD in Petroleum Engg. or Engineering discipline.
<u>Work Experience:</u>	5 to 10 years of relevant experience preferably in Oil & Gas Sector
<u>Requisite skill sets:</u>	Experience in using Oil & Gas softwares. Excellent secondary research Skills and good knowledge of latest E&P technologies in Oil & Gas and Energy sector.
<u>Job Description:</u>	Prospective Planning in emerging areas in hydrocarbon and energy Sector. Research on latest technology trends in Oil and Gas upstream sector.
<u>Age:</u>	Up to 40 years as on the closing date of receipt of applications.
<u>Remuneration:</u>	As per Industry norms.
<u>Tenure:</u>	03 Years and extendable for 02 more years based on the incumbent performance and requirement of DGH.

<u>Position:</u>	Consultant/Advisor (Audit & Finance)
<u>Educational Qualification:</u>	<p>Qualified Chartered Accountant or Cost & Management Accountant or MBA(Finance) or M.Com with minimum 60 % marks from Govt. recognised University/Institution as per UGC/AICTE norms.</p> <p>Or Passed SOGE (Civil Audit) and SOGE (Commercial Audit) conducted by C&AG of India office</p>
<u>Work Experience:</u>	Retired personnel from CPSEs/ Govt. having minimum 20 years' relevant experience out of which at least 10 years in Audit and Finance function preferably in Exploration & Production in Oil & Gas industry.
<u>Job description:</u>	<p>Planning, Execution and Follow up of Audit of E&P blocks as per PSC provisions.</p> <p>Handling C&AG and PAC Audit observations/recommendations.</p> <p>Handling Finance & Accounts related issues.</p>
<u>Age:</u>	60 years plus and below 65 years as on the closing date of receipt of applications.
<u>Remuneration:</u>	As per industry norms.
<u>Tenure:</u>	One year extendable up to maximum overall duration of three years depending on DGH requirement and performance of incumbent.
