

DIRECTORATE GENERAL OF HYDROCARBONS

Ministry of Petroleum & Natural Gas, Govt. of India
OIDB Bhavan, Tower-A, Plot-2, Sector-73, NOIDA, INDIA

VACANCY FOR DEPUTATION POSTING

ABOUT DIRECTORATE GENERAL OF HYDROCARBONS(DGH):

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., with multi-disciplinary teams, driving the mandate of Govt. of India in the Energy Sector. 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 towards framing key policies for the sector. Professionals get to sharpen their managerial/technical skills by working closely with senior level decision makers of Govt. of India.

DGH invites applications from enthusiastic and result-oriented professionals with relevant experience for the following post:

POST NAME : **Chief Law Officer/Head-Legal**

LEVEL OF THE POST : **For CPSEs employees - E8 or equivalent grade in the payscale of Rs 120000 –280000(IDA) w.e.f. 01.01.2017**
For Central Govt employees - Pay Matrix Level 13 w.e.f. 01.01.2016

MODE OF ENGAGEMENT : **On deputation basis.**

JOB DESCRIPTION AND RESPONSIBILITIES:

CLO/Head-Legal is a key position, which reports directly to Additional Director General (Joint Secretary level and above ranked official) at DGH. The Legal department of DGH plays a vital role in ensuring legal compliance and protecting huge stakes of the Government of India in oil and gas sector, with several important international/domestic arbitrations and court cases in Hon'ble Supreme Court and Hon'ble High Courts, in addition to regular jobs such as amendments in PSC/RSC documents, scrutiny of proposals, vetting of documents, Bank Guarantees, MoUs/Agreements etc.

I. ELIGIBILITY

1. AGE: Not more than **55** years, with minimum 3 years of residual service w.r.t. the date of superannuation, as on last date of receipt of applications.

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings:

(a) Central Public Sector Enterprise (CPSE)[#]

(b) Central Government including All India Services, Central autonomous and statutory bodies[#]

[#] The CPSE or Central Govt employees presently posted on deputation in DGH and meeting the eligibility criteria for the post will also be eligible for applying for the post

3. QUALIFICATIONS:

The applicant should be a graduate in Law from a recognised University / Institute (recognised by AICTE/UGC/BCI, as applicable) with minimum 60% or in First Class.

A Post Graduate Degree in Law (LL.M.) from a recognized University/ Institute, will be desirable.

4. EXPERIENCE:

The applicant should have at least fifteen (15) years of cumulative experience in various aspects of Law out of which immediately preceding five years at senior level in an organization of repute.

5. PAY SCALE:

SN	Type of Organisation for eligibility	Eligible Pay-scale/Grade/Level	Minimum Tenure
1	CPSE	Rs. 51300 – 73000 (IDA) post 01.01.2007 / Rs. 120000-280000 (IDA) post 01.01.2017 or equivalent *Grade: E8	Minimum One year service in the grade
		Rs. 43200 – 66000 (IDA) post 01.01.2007 / Rs. 100000-260000 (IDA) post 01.01.2017 or equivalent *Grade: E7	Minimum three years' service in the grade
		Rs. 36600 – 62000 (IDA) post 01.01.2007 / Rs. 90000-240000 (IDA) post 01.01.2017 or equivalent *Grade: E6	Minimum five years' service in the grade
2	Central Government	Rs. 15600-39100 + 6600 GP (CDA) post 01.01.2006) / Level – 11 post 01.01.2016	Minimum five years' service in the scale
		Rs. 15600-39100 + 7600 GP (CDA) post 01.01.2006) / Level - 12 post 01.01.2016	Minimum two years' service in the scale
		Rs. 37400-67000 + 8700 GP (CDA) post 01.01.2006 / Level - 13 post 01.01.2016	Minimum one year service in the scale

***As per DPE guidelines on Pay-revision of CPSEs w.e.f. 01.01.2017**

II. JOB RESPONSIBILITIES:

- Review and monitor responses to all legal cases and issues
- Analyze and review queries received from Parliament and Ministries
- Review and monitor contractual obligations such as bank guarantees, parent company financial performance guarantees
- Ensure vetting of all documents submitted in connection with contractual obligations
 - Memorandum of Understandings
 - Bank guarantees
 - Financial performance guarantees
 - Agreements
 - Tender documents
- Scrutinize/examine legal issues raised by contractors under PSC/RSC regime
- Analyze legal cases and issues on behalf of Government of India/MOPNG
- Provide legal advice and opinion on various issues arising out of PSC and other applicable laws of petroleum industry
- Review and monitor any amendments made to PSC's, Interpret and review clauses of PSC
- Ensure consistent use of electronic systems to maintain data integrity
- Monitor performance of team as per agreed and approved practice standards, policies and processes
- Apprise and discuss with competent authority such as DG, ADG of procedural guidelines for legal cases and proceedings
- Provide sign off on all legal case responses sent to Competent Authority for approval
- Attend arbitrations/ court cases before Supreme Court of India, High Court of various states within India and outside India
- Review and provide legal strategy/opinion with respect to policies framed by DGH or MOPNG

III. TERMS AND CONDITIONS OF DEPUTATION TO DGH:

S.No	Item	Admissibility
1	Place of posting	DGH office, Noida, UP
2	Deputation Tenure	5 years
3	Pay, Allowances & benefits including Leave	As admissible in parent Organisation
4	Accommodation / HRA	To be availed from parent Organisation or admissible HRA
5	Deputation Allowance	As per rules of parent Organisation*
6	TA/DA	As admissible in parent Organisation

Additional benefits:

- A. In case the pay scale of the post of CLO/Head-Legal in DGH is higher than the pay scale of the post held by the selected incumbent on regular basis in the parent organization, the pay of the selected incumbent may be fixed by adding one increment to his/her current pay drawn in the pay scale of the post held in parent organization in accordance with the Government rules/guidelines. The benefit of such pay fixation will be applicable during the deputation tenure only and on reversion to parent organization his/her pay will be re-fixed as per the rules of his/her parent organization.

*However, if pay of deputationist is re-fixed as mentioned in 'A' above, he/she will not be entitled to draw deputation(duty) allowance.

B. Apart from above, facilities such as well-equipped office with staff, staff car etc. are also attached with the office of CLO/Head-Legal.

IV. DURATION OF DEPUTATION

The deputation shall be for a period of three years initially from the date of joining or up to the date of superannuation or until further orders, whichever is earlier. The deputation tenure may be extended by further period of two years depending on requirement with mutual consent of borrowing and lending organisations.

V. SUBMISSION OF APPLICATIONS

Candidates with requisite qualifications and experience should apply in the attached prescribed format (*Annexure-I*) along with self-attested copies in support of Age, Qualification and Experience, 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(HR&Admin.), DGH, OIDB Bhawan, Tower-A, Plot no.2, Sector-73, Noida-201301, INDIA, latest by **10th August 2021 (Tuesday)**.

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

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

ED(HR&Admin.), DGH
Email: admnhr@dghindia.gov.in

ANNEXURE I

APPLICATION FORMAT

[THROUGH PROPER CHANNEL]

1. Name of the post applied for: _____

2. (a) Full Name _____

(b) Emp. Identification Number _____

(c) Designation of the Applicant (in full) _____

(d) Office Address: _____

3. Address for communication: _____

4.. Telephone No: Office _____ Residence _____ Fax No. _____

Mobile No. _____ E-Mail ID _____ MS Teams ID _____

5. Date of Birth _____ Age as on last date of receipt of applications _____

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (alongwith the nameof Institutions)			
Pay Scale			
Length of service in eligible pay scale			
Length of cumulative experience in legal/ law matters			

7. Positions held during the preceding ten years: -

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3					

8. In case the candidate is holding the present post on lien/deputation basis: -

- a) name of the organisation in which the lien is held.
- b) the date from which the lien is held.
- c) date from which candidate is on deputation.

9.(a) Whether any punishment awarded to the applicant during the last 10 years If yes, the details thereof

Y	NO
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9 (b) Whether any action or inquiry is going on against him as far as his knowledge goes. If yes, the details thereof

Y	NO
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I certify that the details furnished by me in Cols. 1 to 9 are true and I am eligible for the post.

Date:

(Name and Signature of the applicant)

(To be filled by the PSU/Ministry /Department concerned)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature with date
Designation of the Competent Forwarding Authority
with Telephone no. & Office Seal.