



DIRECTORATE GENERAL OF HYDROCARBONS

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

VACANCIES FOR DEPUTATION POSTING

ABOUT DIRECTORATE GENERAL OF HYDROCARBONS:

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 Central Govt. services and CPSEs such as IOCL, HPCL, GAIL, BPCL, NTPC, ONGC, OIL, NRL & Coal India; 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 in framing key policies for the energy 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 minimum 5 years of relevant experience in the following disciplines/domains:

Discipline/Domain	Eligibility criteria
Rajbhasha	Employees in Pay Matrix levels 8 to 11 in Central Govt. services
RTI, Parliamentary Questions & Grievances	or Employees in E2/C to E6/F grade in CPSEs or at equivalent levels in Nationalised Banks

Details of positions, eligibility criteria/job description are attached at [Annexure – A&B](#)

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 defined by DGH
Pay and Allowances	:	As admissible in parent Organisation
Accommodation / HRA	:	To be availed from parent Organisation or HRA
Performance Related Pay	:	As admissible in parent Organisation
Vehicle maintenance/Petrol	:	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
Medical Benefits	:	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
Office/Other facilities in DGH	:	As per DGH rules and practices

DURATION OF DEPUTATION

The deputation shall be for a period of five years from the date of joining or until further orders, whichever is earlier.

SUBMISSION OF APPLICATIONS

Candidates with requisite qualifications and experience should apply in the attached prescribed format ([Annexure-C](#)) alongwith 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, OIBD Bhawan, Tower-A, Plot no.2, Sector-73, Noida-201301, INDIA, latest by **18th October 2021 (Monday)**.

Only shortlisted candidates will be intimated and called for online/offline 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

Details of various positions in Directorate General of Hydrocarbons:

SN	Discipline/Domain	Eligibility	Emoluments & Benefits
1	Rajbhasha	Minimum 5 years of professional work experience in the respective domains	As per parent Public Sector Enterprise's /Central Government offices Pay-structure + Deputation Allowance, with other benefits as per Govt. of India deputation guidelines
2	RTI, Parliamentary Questions & Grievances		

Eligibility criteria: Employees working in Central Govt. services or CPSEs or Nationalised Banks in the below-mentioned pay-matrix/pay-scales or equivalent grades/levels.

Officers shall be considered for corresponding positions in DGH where levels/grades would be as under:

Central Government services:

Pay Matrix Level	Central Govt. Officers working in Pay Scales (7 th CPC)
Pay Matrix level – 8	Rs. 9300-34800 + 4800 GP (CDA) post 01.01.2006) / Level – 8 post 01.01.2016
Pay Matrix level – 9	Rs. 9300-34800 + 5400 GP (CDA) post 01.01.2006) / Level – 9 post 01.01.2016
Pay Matrix level – 10	Rs. 15600-39100 + 5400 GP (CDA) post 01.01.2006) / Level – 10 post 01.01.2016
Pay Matrix level – 11	Rs. 15600-39100 + 6600 GP (CDA) post 01.01.2006) / Level – 11 post 01.01.2016

CPSE Pay-scales (w.e.f. 01.01.2017):

CPSE Officers working in Pay-scale (IDA)
70000 – 200000
80000 – 220000
90000 – 240000
100000 – 260000

Nationalised Banks:

In equivalent Pay Levels/Scales/Grades in respective Banks

Discipline/Domain : Rajbhasha

Educational qualification :

Master's degree of a recognised University in Hindi with English as a subject at Bachelor level or

Master's degree of a recognised University in English with Hindi as a subject at Bachelor level or

Master's degree of a recognised University in any subject with Hindi and English as a subject at Bachelor level

Work Experience & Domain knowledge :

Minimum 5 years of relevant experience in Central Govt., CPSEs or Nationalised Banks of Rajbhasha related work, translation Hindi to English & vice-versa, Technical and Scientific documentation / translation jobs

Proficiency in The Official Language Acts, Rules and Policies

Software/Computer skills :

Working knowledge of MS Office and Hindi Softwares

Job responsibilities :

Undertake work/activities towards implementation of The Official Language Act, 1963 and other related jobs, in Directorate General of Hydrocarbons, Ministry of Petroleum and Natural Gas, Govt. of India, and ensure all statutory compliances.

Age : Not more than 55 years

Tenure : Upto 5 years

Discipline/Domain : *RTI, Parliamentary Questions, Grievances*

Educational qualification :

Bachelor's degree of a recognised University in any subject

Desirable qualification:

Bachelor's in Law or Master's degree/PG Diploma in Management

Work Experience & Domain knowledge:

Minimum 5 years of relevant experience in Central Govt. or CPSEs of handling RTI, Parliamentary Questions, Grievances, Administration and other statutory compliances

Working knowledge of relevant Rules, Policies and Guidelines

Software skills :

Working knowledge of MS Office or any related softwares

Job responsibilities :

Handling of all RTI queries, Parliamentary Questions, Grievances, statutory compliances and other administrative jobs, as assigned from time to time by DGH

Age : *Not more than 55 years*

Tenure : *Upto 5 years*

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 Email ID** :
- 5. **DATE OF BIRTH (AGE)** :
- 6. **GENDER & MARITAL STATUS** :
- 7. **PROFESSIONAL QUALIFICATIONS:**

Paste your recent colored passport sized photograph here

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

(Rows may be added/deleted)

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

SN	Position Held	Pay Scale/ Remuneration	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)

9. **POSTING HISTORY:**

SN	Organisation	Place	MM/Year(from)	MM/Year(to)
1				
2				
3				

(Rows may be added/deleted)

10. **ACHIEVEMENTS AND AWARDS, IF ANY:**

- i.
- ii.

(Rows may be added/deleted)

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

SN	Name	Complete Address	E-mail, Mobile and Landline
1			
2			

12. **ANY OTHER RELEVANT INFORMATION / MEDICAL CONSTRAINTS (Self or Family), 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 to be verified/certified by the Competent Forwarding Authority, alongwith Vigilance Status, PAR/ACR ratings/marks (last 3 years) and sparability time-lines.