

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. Associate (Legal)
2. Sr. Consultant (upstream policies)

Interested candidates are required to send their applications on below-mentioned e-mail in the prescribed format together with all supporting self-attested documents of relevant qualifications and experience : dghrecruitment@dghindia.gov.in latest by **5th September 2022 (Monday)**.

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.

Head (HR& Admin), DGH

Position: Associate (Legal)

Work Location: DGH, Noida

Educational qualification: Full time bachelor's degree in Law (Professional) with minimum 60% marks from Govt. recognized University/Institution

Desirable: Post Graduate degree in Law

Professional Experience: Minimum 03 years for Associate work experience after LL. B 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 on 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: not more than 40 years at the time of last day of receiving applications

Remuneration: ₹ 80,000-1,45,000/ per month

Tenure: 03 Years and extendable for 02 more years based on the performance

Position: Senior Consultant (Upstream Policies)

Work Location: DGH, Noida

Educational qualification: FCA (Chartered Accountant)

Professional Experience: Minimum 10 years of industry experience (including min 4 years of experience in policy making for upstream sector)

Desired skill sets:

(a) Technical:

1. Expert working knowledge of provisions of Petroleum Laws, FDI, taxation direct as well as indirect, FEMA, Environmental Laws applicable to upstream sector.
2. Able to analyse oil and gas financial projects from Government point of view, using various financial management techniques like NPV, DCF method, IRR, Beta, pay- back period etc.
3. Well versed with the provisions of upstream contracts.

(b) Managerial:

1. Able to suggest management on upstream policy aspect.
2. Liaisoning with prospective investors indigenous and international on upstream policy aspects and able to resolve their suggestions and queries.
3. Experience in Stakeholder facilitation/investor engagement for Central/State Government/Oil and Gas PSUs
4. Good understanding of E&P sector, policy reforms, future initiatives for sector and experience in marketing of Government Policies/Implementations of policy reforms.

Age: not more than 40 years at the time of last day of receiving applications

Remuneration: ₹ 2.0 Lakh to 2.65 Lakh per month

Tenure: 03 Years and extendable for 02 more years based on the Performance.

Application for Post/Discipline: _____

(No rows/column should be left blank)

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- 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:

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 :