

**DIRECTORATE GENERAL OF HYDROCARBONS**  
(Under the Ministry of Petroleum & Natural Gas, Govt. of India)  
OIDB Bhavan, Tower-A, Plot-2, Sector-73, NOIDA, INDIA

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Directorate General of Hydrocarbons (DGH), Ministry of Petroleum & Natural Gas, Govt. of India, in collaboration with Oil India Ltd. and ONGC is looking for young, talented, innovative and dynamic professionals to work as Hydrocarbons Professionals, purely on contract basis, in North East Hydrocarbon Coordination Cell (NEHCC) in DGH. The details are as under:

1	Name of position	<b>Hydrocarbon Professional</b>
2	Location	North East states of India /State headquarters and District headquarters.
3	Age Limit	Candidates should be below <b>35</b> years of age as on the last of date of receipt of applications.
4	Period of Contract	For a period of 3 Years extendable up to 05 years depending on requirement and performance of the incumbent.
5	Remuneration (per month)	Rs. 80,000 (Consolidated inclusive of all). Suitable compensation/allowance for travel & board during outstation official tours will be admissible.
6	Annual enhancement of remuneration	Up to 5% of remuneration depending on incumbent's performance
7	Education qualification	BE/B. Tech in Engineering or MBA or LLB or Post Graduate degree in any discipline from UGC/AICTE/BCI/Govt. of India recognized Institute/University
8.	Skills required	Computer proficiency and multi-tasking. Excellent communication skills in English. Knowledge of local language will be an added advantage. Proficiency in drafting and report preparation & presentation using IT tools. Project-implementation monitoring & supervision. Ability for effective coordination and follow up with State Govt. departments/concerned stakeholders.
9.	Experience	Essential: Minimum 02(two) years' post qualification experience relevant to the job. Desirable: Working experience in North East region in relevant job field.
10.	Number of position(projected)	01 (One)
11.	Job Description	Facilitation for various statutory/regulatory clearances/approvals relating to Exploration & Production(E&P) activities in Oil & Gas sector through effective coordination and interfacing amongst E&P operator, DGH, State Govt. offices and other stakeholders. Undertake field visits to various E&P projects and submit reports/feedback

Interested candidates meeting the above eligibility & experience criteria are required to send their applications in the prescribed format (attached) to Senior Manager(HR), DGH together with all supporting self-attested documents of relevant qualifications and experience, latest by **25<sup>th</sup> March, 2024 (Monday) 1730 hrs (COB)** through **email** at **dghrecruitment@dghindia.gov.in**

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  
Email ID: dghrecruitment@dghindia.gov.in

# Application for Position: \_\_\_\_\_

(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. GENDER & MARITAL STATUS :  
7. LANGUAGE PROFICIENCY : Spoken -  
(underline mother tongue) Write -  
Read -

Paste your  
recent  
colored  
passport  
photo

## 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 page may be added)

## 10. ACHIEVEMENTS/AWARDS/RESEARCH PAPERS/PUBLICATION, IF ANY: (Rows may be added/deleted)

- i.
- ii.

## 11. CURRENT PAY 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			

## 13. ANY OTHER INFORMATION:

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:

SIGNATURE:

DATE:

NAME: