

**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), under Ministry of Petroleum & Natural Gas, Govt. of India, invites applications from eligible persons for the following position purely on contract basis:

1. Associate (Travel Administration)- 01 No.

Interested candidates are required to send their applications by e-mail on: [dghrecruitment@dghindia.gov.in](mailto:dghrecruitment@dghindia.gov.in), in the prescribed format together with all supporting self-attested documents of relevant qualifications and experience, latest by \_\_/\_\_/2025 (---day) IST 17:30.

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.

**HoD (HR & ADMIN), DGH**  
**Email ID: [dghrecruitment@dghindia.gov.in](mailto:dghrecruitment@dghindia.gov.in)**

## FORMAT FOR MANPOWER REQUIREMENT

Name of the Department: HR & Administration

Date: 01.05.2025

Manpower requirement, if any, is as under:

SN	Parameter	Detailed description
1	Name of the Post and numbers	Associate (Travel Administration) -01
2	Working location for the Incumbent(s)	Noida
3	Essential Qualification(s):  Desirable Qualifications(s), if any:	Bachelor's degree in Business Administration in Travel & Tourism, or related field / MBA in any discipline from a Govt. recognized university/institute approved by UGC/AICTE, with minimum 60% marks
4	Experience profile:  i.e. <ul style="list-style-type: none"> <li>- Minimum years of experience</li> <li>- E&amp;P-related exposure</li> <li>- Field experience requirements</li> <li>- Hands-on skills</li> <li>- Administrative/Liaison acumen</li> <li>- Any other requirements</li> </ul>	<p>Preference for candidates with experience in Central Government, State Government/ PSU or reputed firms, particularly in the Oil &amp; Gas Sector.</p> <p>4-5 years of experience in travel coordination and administration</p> <ul style="list-style-type: none"> <li>• Handling all domestic and international travel bookings (flights, trains, taxis).</li> <li>• Liaising with empanelled travel agencies as per government rules.</li> <li>• Ensuring travel arrangements align with GFR 2017, LTC norms, and Ministry of Finance guidelines.</li> <li>• Ensuring policy adherence and providing travel-related guidance to DGH officers and consultants.</li> <li>• Managing itineraries, rescheduling, cancellations, refunds, and ticket issuance.</li> <li>• Preparing travel bills, TA/DA statements, and maintaining records.</li> <li>• Coordinating hotel bookings and visa formalities (if needed).</li> <li>• Preparing monthly travel expenditure reports.</li> <li>• Other miscellaneous travel administration related activities.</li> </ul>
5	Desired skill-sets:  - Technical	

	- Managerial	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office applications or travel management systems.</li> <li>• Strong organizational and communication skills.</li> <li>• Ability to work under pressure</li> </ul>
6	Preferred status: (Working and below 60 years age or Retired Govt. /CPSEs etc.)	Working and below 60 years of age
7	Age bracket (range):	Maximum 45 years of age as on the closing date of receipt of applications.
8	Recommended sources: (Upstream/Downstream Oil CPSEs / Any CPSEs/Central Govt. / State Govt. or any Other Sources)	-
9	Remuneration suggested (per month)	INR 72000/- to 90000/-
10	In case of Other sources, please give your suggestions:	-
11	Boarding, Lodging and travel facilities, admissibility/requirement	NA
12	Tenure of engagement/deputation (in months) (Extendable upto, if any)	03 years extendable by two years on mutual basis and as per requirement of DGH.