



पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड
Petroleum and Natural Gas Regulatory Board

ई-400, चतुर्थ तल, टावर-ई, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली-110 029
E-400, 4th Floor, Tower-E, World Trade Centre, Nauroji Nagar, New Delhi- 110029.

No. PNGRB/Admin/12-HR(04)/2025/311

Dated: 8th October 2025

PUBLIC NOTICE

Subject: Filling up of the post of Deputy Director (IT) in PNGRB on short-term contract basis from employees of Public/ Private Sector- regarding.

In partial modification to Public Notice No. PNGRB/Admin/12-HR(04)/2025/167 & 168, dated 19th June 2025, the Petroleum and Natural Gas Regulator Board (PNGRB) invites applications for filling up of the following Group 'A' post on short-term contract basis from employees of Central/State PSUs or Autonomous Bodies or from the employees working in Private Sector organizations. The details of post for filling up are as under:-

Sl. No.	Name of the post	No. of posts	Level in pay matrix or pay scale
1.	Deputy Director (IT)	01*	Equivalent to Group 'A' post in Pay Level-11 in the Pay Matrix (₹67,700-₹2,08,700/-).

* Number of vacancies may increase or decrease at the discretion of Competent Authority.

- The eligibility conditions for filling up of the posts of Deputy Director in PNGRB and terms and conditions thereof regulating the appointment to the post on short-term contract basis along with the prescribed format of application is attached as **Annexure-I, II, III & IV**. However, PNGRB reserves the right to fill up the vacancy as well as to amend the eligibility conditions and terms and conditions regulating the appointment to the post on Short-Term Contract basis.
- The application in the prescribed format (**Annexure-IV**), along with self-attested copies of documents in support of qualifications and experience may be forwarded within **21 days** from the date of publication of this Public Notice in the '**Employment News**' by Registered Post/ Speed Post/ Courier/ By hand to the following address. Applicants may submit their application form by e-mail to career@pngrb.gov.in followed by hard copy.

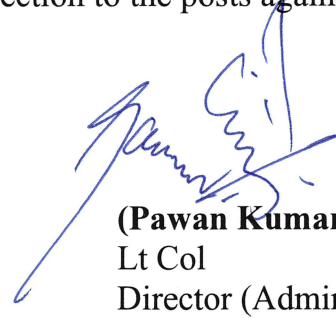
Director (Admin. & HR)

Petroleum and Natural Gas Regulatory Board (PNGRB),
E-400, 4th Floor, Tower-E, World Trade Center,
Nauroji Nagar, **NEW DELHI-110029.**

The envelop/should be super scribed as "**Application for the post of Deputy Director (IT) against Public Notice dated 08/10/2025.**"

4. Candidates who have already applied for the post of Deputy Director (IT) against the earlier Public Notice No. PNGRB/Admin/12-HR(04)/2025/167 & 168, dated 19/06/2025 need not to apply again, their earlier application will be considered, if the applicant is meeting the requirement of revised eligibility criteria prescribed herewith. However, if any applicant wishes to apply afresh with revised/ additional information, he/she may do so.

5. PNGRB reserves the right to annul the process of selection to the posts against this 'Public Notice' at any time without assigning any reason.



(Pawan Kumar Uniyal)
Lt Col
Director (Admin. & HR)

Annexure-I

Eligibility and other criteria for filling up the post of Deputy Director (IT) in PNGRB on short-term contract basis from Central/State PSUs or Autonomous Bodies and Private Sectors.

Sl. No.	Eligibility condition	For Deputy Director (IT)
1.	Age Limit:	Should not be exceeding 56 years on the closing date of receipt of applications
2.	Education Qualifications:	
(a)	Essential Qualification-	B.E./ B. Tech/ MCA in Computer Science/ Information Technology or equivalent from a duly recognized University or Institution.
(b)	Preferential Qualification-	M.E./ M. Tech/ MBA in IT systems, Artificial Intelligence & Machine Learning, Data Science & Big Data Analytics, Cybersecurity, Software Engineering, Information Technology, Project Management Certification as such PMP etc. or equivalent from a duly recognized University or Institution.
3.	Experience required:	
(i)	For employees of Central/State PSUs or Autonomous Bodies-	Should be holding post in IDA scale of ₹70,000-₹2,00,000/- in Central/ State PSU/ Autonomous Bodies or equivalent to the post in Pay Level-11 in the Pay Matrix (as per 7 th CPC) of the Central Government OR Five years' service in IDA scale of ₹60,000-₹1,80,000/- or equivalent to the post in Pay Level-10 in the Pay Matrix (as per 7 th CPC) of the Central Government.
(ii)	For employees of Private Sector organizations-	The applicant should be working in an organization in Private Sector- • Having average annual turn-over of ₹100/- crore during last three financial years; • Having his/her annual CTC of ₹12.00 lakh during last financial year (2024-25); and • A total experience of five years in the field of IT Project Development and IT Management including experience in leadership roles, Project Management and specific areas of expertise such as software development (SDLC), data analysis, cyber security, networking and cloud computing etc.

Terms & Conditions of appointment as Deputy Director in PNGRB on short-term contract basis from Central/State PSUs or Autonomous Bodies (Public Sector) and Private Sector organizations.

1. Terms and conditions as per Petroleum and Natural Gas Regulatory Board (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020:

The appointment of officer as Deputy Director in PNGRB on short-term contract basis from Public/Private Sector shall be made in accordance with the provisions of Petroleum and Natural Gas Regulatory Board (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020. This Rules provide as under:

- (a) The appointment of officer as Deputy Director in PNGRB on short-term contract basis from Public/Private Sector shall be made initially for a period of one year, extendable by another two years, one year at a time.
- (b) The Pay, allowance & other conditions of service of the Officers appointed on short-term contract basis shall be governed as per provisions of Petroleum and Natural Gas Regulatory Board (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020.
- (c) The Medical facilities for the said post shall be admissible in accordance with the provisions of Chapter V of these Rules. The employee of Public Sector shall be allowed to opt the medical facilities of his/her parent cadre.
- (d) In addition to the basic pay, other allowances as admissible to the Central Government employees in accordance with the instructions issued by the Central Government from time to time in corresponding pay scales shall accordingly be admissible to the Officers appointed on short-term contract basis.
- (e) All Officers joining on short-term contract basis shall also be entitled to all PNGRB specific Perks & facilities as would be admissible to the officers of PNGRB.

2. Pay Fixation of on appointment in PNGRB on short-term contract basis:

Petroleum and Natural Gas Regulatory Board (Salary, Allowances and Other Conditions of Service of Officers and Employees) Rules 2020 provides that manner of fixation of pay and allowance related to such post shall be as specified by the Central Government from time to time. According to this provision, pay of the employee of Public Sector on his/her appointment as Deputy Director shall be fixed at the minimum of the level of the post of the Pay Matrix as per above rules. However, the pay protection may be provided to the employee of the Public Sector on his/her appointment as Deputy Director in case where the pay at the minimum of the Level of the post in Matrix in PNGRB results in loss of pay (pay includes basic pay in the scale of pay of the post held by the employee and DA/IDA admissible, as the case may be), compared to the pay drawn by the employee in his/her parent cadre on the date immediately before joining in PNGRB on the analogy of provision existing for PSU employee on his/her appointment in Government in terms of DoP&T Office Memorandum No. 5/2/2012-Estt. (Pay)-1) (Vol.-II), dated 13/08/2020.

3. Retention of lien in the parent cadre by the employee of Public Sector:

The employee of the Central/State PSUs or Autonomous bodies on his/her appointment on short-term contract basis will be allowed to retain the lien in the parent cadre as is allowed in case of deputation of government employee in the autonomous organization. All the statutory recoveries viz. Contribution of EPF, leave salary. Superannuation Fund and premium of Group Insurance from the pay of the officer as well as the employer's contribution as per rule, would be remitted to the lending organization.

4. Provision of Option for Perks and facilities of parent cadre:

The employee of Public Sector, on his/her appointment as Deputy Director in PNGRB would be given an option either to choose the perks and facilities of parent organization or as admissible in PNGRB. However, if the officer is in receipt of the Performance related Pay (PRP) for his/her performance in the parent cadre, the same shall not be payable in PNGRB.

5. Period of term of contract for employee of Public Sector:

On appointment as Deputy Director in PNGRB, the employee of Public Sector shall be allowed three years' tenure in PNGRB.

6. Pay parity between employee of Private and Public Sector:

No pay parity can be drawn by the officer engaged from private sector with respect of the officer engaged from Central /State PSUs or Autonomous bodies, even if he/she is ranked senior in the final selection list of officers. On appointment to the post of Deputy Director, the pays shall be fixed at the minimum of the scale in respect of candidates appointed from private sector.

Perks and perquisites admissible to officer at Level-11 (Deputy Director)

1. Leased Accommodation:

The official shall be allowed for leased accommodation of his/her choice on option basis for a maximum amount of 40% of his/her basis pay or the market rent of the property, whichever is lower. If the official is not willing to opt for leased accommodation, in such case, House Rent Allowance (HRA) at prescribed rates and as amended by Government of India from time to time shall continue to be applicable.

2. Staff Furnishing Scheme:

The official shall be allowed for reimbursement of the cost of purchase of house-hold items viz. electronics, furniture etc. to a maximum of ₹1,20,000/- (Rupees One lakh twenty thousand only) on production of original bill/ voucher in his/her name in a three-year cycle from the date of his/her joining.

3. Reimbursement towards purchase of Mobile handset:

Reimbursement shall be allowed once in three years towards purchase of mobile handset up to the ceiling limit of ₹25,000/- (Rupees Twenty-five thousand only) on production of bills/ vouchers in his/her name.

4. Reimbursement of petrol in lieu of Transport Allowance:

Petrol charges in lieu of transport allowance shall be allowed for reimbursement up to the ceiling of 150 liters per month on a quarterly basis, on production of bills/ vouchers.

5. Reimbursement towards purchase of briefcase/handbag:

Reimbursement shall be allowed once in three years towards purchase of briefcase/ handbag up to the ceiling limit of ₹5,000/- (Rupees Five thousand only) on production of bills/ vouchers in his/her name.

6. Reimbursement towards office entertainment:

Reimbursement shall be allowed up to the ceiling limit of ₹4,000/- (Rupees Four thousand only) per month on production of bills/ vouchers in his/her name.

7. Reimbursement towards books & periodicals:

Reimbursement towards purchase of books & periodicals up to the ceiling of ₹2,000/- (Rupees Two thousand five hundred only) per month on production of bills/vouchers in his/her name.

8. Reimbursement towards Mobile/ Telephone/ Internet charges:

Reimbursement shall be allowed towards mobile/ telephone/ internet charges up to the ceiling of ₹1,500/- (Rupees One thousand five hundred only) per month, on quarterly basis, on production of bills/vouchers in his/her name.

ANNEXURE-IV

PETROLEUM AND NATURAL GAS REGULATORY BOARD

**Application for the posts of Deputy Director (IT) on short-term contract basis
(Public Notice dated 08/10/2025)**

Affix recent
coloured
passport size
photograph

1. Name of applicant (In Block letters) : _____
 2. Father's name : _____
 3. Mother's name : _____
 4. Spouse name : _____
 5. Gender : _____
 6. Date of Birth (DD/MM/YYYY) : _____
 7. Marital Status : _____
 8. Aadhaar Card Number : _____
 9. PAN Card Number : _____
 10. E-mail ID : _____
 11. Mobile Number : _____
 12. Phone (Landline) Number : _____
 13. Address (Present) : _____
: _____
: _____
: _____
: _____
: _____
- PIN: _____

14. Address (Permanent) : _____
: _____
: _____
: _____ PIN: _____

15.	Status of your present employer (Please specify whether Public or Private Sector)	:	_____	
16.	Present designation/ Post	:	_____	
17.	Monthly pay (Basic pay and DA/IDA thereon) in the scale of pay drawn by applicant on date of application. Please indicate the pay scale.	:	₹ _____ & Present Pay scale: _____ _____	
18.	Pay drawn in pre-revised scale or revised scale. Please indicate the date of revision of scale in case of revised scale.	:	₹ _____ & Revision date and Pay scale: _____ _____	
19.	Whether copy of last month's pay slip/ CTC is attached (Please tick either YES or NO)	:	YES/NO	Reason, if not attached.
20.	Present annual CTC of the applicant (attach pay slip or CTC certificate by the employer)	:	YES/NO	Reason, if not attached.
21.	Whether copy of annual CTC from Private Sector employer is attached.	:	YES/NO	Reason, if not attached.
22.	Turnover of your employer/ Company and Registration Number (Only in case of employee of Private Sector). Attach proof of last financial year (2024-25) turn over.	:	₹ _____	Company Registration No. under Indian Company Act. _____
23.	Whether copy of last year (2024-25) turnover of your employer/ Company and its registration no. is attached (in case of Private Sector employee)	:	YES/NO	Reason, if not attached.

24. Educational (Academic) Qualification (10th Class Onwards)- [Enclosed separate sheet, if required]

Exam Passed	Name of the Board/ Institute/ University	Year of passing	Duration of course	Main subjects	Percentage of marks obtained (Please mention distinction, if any)

Note: In support, self-certified copies of mark sheet and certificate to be attached.

25. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Name of Office/ Institute/ Organisation	Post held (Designation)	Period of service		Nature of appointment (Regular/ Temporary/ Ad-hoc/ Deputation/ Foreign Service etc.	Scale of pay i.e Pay in Pay Band & Grade Pay, Pay Level in the Pay Matrix	Nature of duties
		From	To			

26. Nature of present employment : _____
(Permanent/ Ad-hoc/ Temporary)

27. Details of training programmes : _____
 undergone (Please enclose separate : _____
 sheet, if required). : _____
 : _____

28. Details of proficiency in computer : _____
 : _____
 : _____
 : _____

29.	Whether you are eligible as per eligibility conditions. Please indicate YES or NO	:	YES / NO	
30.	Whether you have enclosed all the copies of relevant documents duly self-attested. Please indicate YES or NO	:	YES/NO	Reason, if not attached.

31. Any other information, applicant wants to furnish:

32. Please state briefly how you find yourself best suitable for the post applied for:

33. References:

Sl. No.	Name	Contact Number	Correspondence Address
1.			
2.			

Undertaking by the Applicant

I have carefully gone through the terms and conditions regulating the appointment to the post and eligibility conditions in the Public Notice.

2. I am well aware that the filled in application form duly supported by self-attested documents submitted by me will also be assessed for short listing of eligible applicants for the interview for this post by PNGRB and by the Selection Committee at the time of selection for the post.
3. I also certify that the information furnished above by me is correct to the best of my knowledge/ belief and attached documents duly self-attested by me are true copies of originals.
4. I undertake that I shall produce original documents at the time of verification of documents and I shall be made accountable if any of the documents is found false subsequently.
5. I shall also abide by the terms and conditions of appointment on deputation (Foreign Service terms) basis attached to the post.
6. A separate sheet* containing the list of documents enclosed with this application.

Place:

(Signature of applicant)

Date:

Name of applicant: _____

Notes:

1. *All fields of the application must be filled. Enclose a separate sheet, if space for any field is insufficient.*
2. **Separate sheet containing list of documents (duly self-attested) to be furnished in Annexure-V.*

Annexure-V

List of documents/ certificates enclosed with application

[Copies of self-attested mark sheet/ certificates towards education qualification: Matriculation/ SSC/ Graduation/ Post Graduation etc. and work experience documents/ employment details/ last month pay slip etc.]

Sl. No.	Document description
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

Place:

(Signature of applicant)

Date:

Name of applicant: _____