

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 for the positions of Consultants/Associates, on contract basis, in the following domain areas:

1. Energy Economist	-	1
2. System Administrator	-	1
3. GIS Specialist	-	1
4. Legal	-	1
5. Human Resources	-	2
6. Finance	-	1
7. Material Management	-	1
8. Civil	-	1
9. Fire & Safety	-	1

Interested candidates are required to send their applications by post or mail, in the prescribed format to GM(HR), DGH, OIDB Bhawan, Tower-A, Plot no.2, Sector-73, Noida-201301, INDIA, together with all supporting self-attested documents of relevant qualification and experience, latest by 15.01.2018(Monday).

The Envelope containing the application and documents should be super-scribed with the "Name of the post applied for - _____".

Candidates who had applied in response to the DGH advertisement published in April-2017, need not apply again.

Only shortlisted candidates will be intimated and called for personal interaction. DGH reserves the right to reject all applications without assigning any reasons thereof. No further communication/enquiry shall be entertained.

Shiladitya Bhattacharjee
General Manager(HR), DGH
Email : admnhr@dghindia.gov.in

Position applied for: _____

1. **NAME** :

2. **PRESENT ADDRESS (for TA Claim)** :

3. **CONTACT DETAILS**
(MOBILE, LANDLINE AND E-MAIL) :

4. **DATE OF BIRTH & AGE (AS ON 15.01.2018)** :

5. **CURRENT POSITION** :

6. **CURRENT ASSIGNMENT** :

7. **PROFESSIONAL QUALIFICATIONS** :

i)

ii)

iii)

(Rows may be added/deleted)

8. **PROFESSIONAL EXPERIENCE:**

S.N.	Position Held	Organisation	From (dd/mm/yyyy) to (dd/mm/yyyy)	Responsibilities
1				
2				
3				

(Rows may be added)

9. **ACHIEVEMENTS AND AWARDS:**

i.

ii.

(Rows may be added)

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

S. N.	Name	Address	E-mail, Mobile and Landline
1			
2			

11. **CURRENT PACKAGE (IN RUPEES PER MONTH):** _____

(Copy of Pay-slip to be attached)

PLACE :

SIGNATURE :

DATE :

NAME :

1. Position : Consultant (Energy Economist)
2. Educational Qualification: Post Graduate in Economics
3. Desirable qualification : Ph.D./M.Phil. in Economics
4. Work Experience : Minimum five(5) years relevant experience preferably in Energy Economics with exposure in Energy Modelling and Knowledge of World Oil and Gas scenario
5. Desired skills : Excellent Financial modelling skills using MS Excel,
Understanding and experience of building financial models of Upstream E&P Assets,
Ability to carry out Sensitivity Analysis to various assumptions and Scenario,
Ability to carry out macro-economic demand-supply analysis of Energy Markets, particularly Oil & Gas and Power,
Ability to carry out analysis of Oil and Gas markets in India/
International-Scenario Analysis based on various policies
6. Age : Not more than 45 years as on closing date of application
7. Remuneration : Upto Rupees Two lakhs per month
8. Tenure : Five (5) years

1. Position : Consultant/Associate (System Administrator)
2. Educational qualification/
Work Experience required: Masters' degree in Computer Applications / Bachelor of Engg./Bachelor of Information Technology from a recognised University, with **5 years'** experience in relevant field
- Or
- M.Sc.(Computer Science) with First Class or atleast 60% marks in aggregate, with **6 years'** experience in relevant field
- Or
- B.Sc.(Computer Science) or BCA with First Class or atleast 60% marks in aggregate, with **8 years'** experience in relevant field
3. Desired technical experience: Candidate should have worked as Team-Lead in a Data Center on technologies such as Firewall, Network switches, NAS, SAN(Storage), Robotic Tape Library, Blade Servers, VM Ware Infrastructure, Linux and Windows Servers, and HP Data Protector Software etc. in Govt./PSU or semi-government organisation will be advantageous.
- Ability to maintain installation and configuration procedures for Data Center
- Able to perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes
- Ensure data security and perform regular security monitoring
Perform regular back-up services
- Experience of working in a similar position in an E&P database management and System,
- Administration of a medium-to-large sized company or in a Data Repository and Archival Centre is desirable
4. Professional Certifications desired: Should have knowledge of International Certification, ISO-27001 Professional certifications like Linux/Unix certified, VMware Certified, and Microsoft certified etc.
5. Age : Not more than **40** years as on closing date of applications
6. Remuneration : Upto Rupees two lakhs per month
7. Tenure : Upto Five (5) years

1. Position : Consultant/Associate(GIS Specialist)
2. Educational Qualification : Master’s degree in geography, computer science, earth science, civil or related field
- Or
- Graduate with diploma in geography, computer science, earth science, civil or related field with three(03) years of experience in GIS related activities.
3. Work Experience: Experience of working as a GIS Administrator in Exploration and Production Industry or other relevant sector.
- In addition to fulfilling minimum qualification criteria, 6+ years experience and knowledge with GIS databases and editing using ESRI ArcGIS software; experience working on energy, oil and gas or other related projects;
- Working knowledge of industry standard softwares such as ArcMap, AutoCAD, Geographix, Global Mapper etc.
- Expertise in creating maps like block map, geophysical features map, base map containing well and seismic lines using ArcGIS and importing/exporting data to/from other softwares and transforming digital data to/from various cartographic system.
4. Desired Skills: Cartography and drafting illustration skills
- Certified GIS Professional from recognized Certification Institute with knowledge of ESRI products including ArcGIS, SDE, ArcMap, ArcIMS.
- Knowledge of seismic and spatial data types related to both onshore and offshore seismic
- Familiarity with popular G&G software packages such as Petrel, Kingdom etc. in relation to applications/interface with GIS softwares
- Experience of working in multidisciplinary team including geologist, geophysicist and engineers.
5. Age : Not more than 50 years of age
6. Remuneration : Upto Rupees two lakhs per month
7. Tenure : Upto 5 years

1. Position : Consultant/Associate (Legal)
2. Educational Qualification: Full-time Graduate degree in Law(Professional) with minimum 55% marks from Govt. recognized Institute as per BCI norms
3. Desirable : Post-Graduation in Law
4. Work Experience : Minimum 3 years relevant experience in handling legal matters
5. Desired skills : Experience of Arbitrations Cases,
Experience of Domestic Litigation in Courts,
Analysis of disputes, strategy making and ensuring implementation of Legal processes,
Drafting/vetting of various kinds of Agreements, Tender, Guarantees, Memorandum of Understanding, Bond, Undertakings, Notices, reply to Notice etc.
6. Age : Not more than **35** years as on closing date of application
7. Remuneration : Upto Rupees two lakhs per month
8. Tenure : Five (5) years

1. Position : Consultant/Associate (HR/Admin.)

2. Educational Qualification : Post Graduate degree in Management with specialization in HR /Personnel with minimum 60% marks
or
Post Graduate degree in Personnel Management &Industrial Relations with minimum 60% marks
(From a Govt. recognized University/Institute as per UGC/AICTE)

3. Work Experience : Min. 3 years relevant experience in reputed organisation(s)

4. Desired Skills : Establishment, Manpower Planning, Recruitment, Training and Development, Performance Management, Payroll, Compliance of Labour laws, Contract management related to HR&Admin., General Administration, Events Management, Hospitality & Welfare, Procurement of Office Items, Logistics, Statutory compliances under various laws

5. Age : Not more than **40** years as on closing date of applications

6. Remuneration : Upto Rupees Two lakhs per month

7. Tenure : Upto 5 years

1. Position : Consultant/Associate (Finance)
2. Educational qualification : Qualified Chartered Accountant only
3. Work Experience : Minimum 5 years relevant experience in reputed organisation(s)
4. Desired Skills : Accounting knowledge of preparation of Budget, Balance sheets, P&L account, Cash-flows in upstream sector

Deep understanding of key terms and conditions of Production Sharing Contract/Revenue Sharing Contract, and knowledge of costing principles and mythologies for evaluation of cost of crude oil and natural gas

Modelling Skills in MS-Excel of E&P projects and computation of Cash Flows/IRR

Knowledge of Corporate Income Tax, Indirect tax, GST, Corporate Laws (eg. Contract and Companies Act), Capital Budgeting, Project Evaluation techniques, Petroleum Laws and Rules applicable in upstream sector,

Preparation of Budget, Salaries, accounting, tender processing, Cash & Bank Payments including foreign remittances and Conversant with Tally accounting programme

5. Age : Not more than 35 years as on closing date of applications
6. Remuneration : Upto Rupees two lakhs per month
7. Tenure : Upto 5 years

1. Position : Consultant/Associate (Materials Management)
2. Educational qualification : Graduate degree in Mechanical/Electrical/Civil/Instrumentation / Petroleum/Applied Petroleum/Chemical Engineering min. 60% marks
(From a Govt. recognized University/Institute as per UGC/AICTE norms)
3. Work Experience : Minimum 3 years relevant experience in reputed organisation(s)
4. Desired Skills : Procurements (*Indigenous/Imports*) of Goods and Services, Exposure of e-bidding process/SAP MM module etc., Awareness of Rules and procedures, and procurement methods in private/Govt. sectors
Knowledge of Taxation Issues, liaison with banks etc. would be an added advantage
5. Age : Not more than **35** years as on closing date of applications
6. Remuneration : Upto Rupees two lakhs per month
7. Tenure : Upto 5 years

1. Position : Consultant/Associate (Civil)
2. Educational Qualification: Bachelor's Degree/Diploma in Civil Engineering with minimum 60% marks from a Govt. recognized University/Institute as per UGC/AICTE
3. Work Experience : Minimum 5 years relevant experience in reputed organisation(s)
4. Desired Skills : Experience of Building Construction,
Sound knowledge of Structural Engineering work,
Planning, designing and execution of office spaces, Interiors Work,
Building maintenance and renovation jobs,
Office Civil works
5. Age : Not more than **45** years as on closing date of applications
6. Remuneration : Upto Rupees two lakhs per month
7. Tenure : Upto 5 years

1. Position : Consultant/Associate (Fire & Safety)
2. Educational Qualification: Graduate degree in Fire Engineering
3. Work Experience : Minimum 5 years relevant experience in reputed organisation(s)
4. Desired Skills : Planning/Execution of Fire Safety measures in a medium sized organisation
Adequate experience of handling Fire Safety equipments,
Conducting Fire and Safety drills,
Knowledge of Access Control Systems,
Statutory compliances of Fire and Safety rules,
Valid Heavy Motor Vehicle Driving Licence would be an added advantage
5. Age : Not more than 45 years as on closing date of application
6. Remuneration : Upto Rupees two lakhs per month
7. Tenure : Upto 5 years
