

ENGAGEMENT OF SECURITY & CO-ORDINATION OFFICER, DGH ON DEPUTATION BASIS

Directorate General of Hydrocarbons (DGH) is the technical and advisory arm of the Ministry of Petroleum and Natural Gas, mandated to ensure sound management of petroleum and natural gas resources with due regard for environment, safety, technological and economic aspects.

DGH is proactively facilitating resolution of various environment, defense and other statutory clearance issues of operators engaged in Exploration and Production (E&P) of hydrocarbons, by coordinating with Central Government, various State Governments, and statutory bodies. A Hydrocarbon Clearance Cell (HCC) has recently been set up in DGH to function as a single window mechanism for facilitating such clearances for E&P operators and interface with concerned Central Ministries and State Governments for smooth coordination.

For effective discharge of the above functions, DGH invites applications from eligible personnel from Indian Armed Forces/Central Armed Police Forces (CAPF), Central Police Organizations (CPO) and State/UT Police for engagement against two (2) posts of Security and Co-ordination Officer on deputation basis as indicated below: -

Eligibility & Experience criteria:-

(A) Deputation from Armed Forces:

Name of Post: Security & Co-ordination Officer, DGH

Desired Pay scale	Qualifying Requirements	Period of deputation	Remark
Pay Level 10 in Pay matrix (Defence forces Personnel) having grade pay ₹ 5400/- in scale of pay ₹ 56,100-1,10,700	Essential: JCO or equivalent rank with minimum 3 years in rank of JCO . ii) Educational Qualification: Bachelor's degree in any discipline from recognized University. With minimum 2 years of experience in security and co-ordination related work in the Govt. of India/Armed Forces. Desirable: 1. Good knowledge and skill of working on Computer/Digital work environment 2. Good communication and Liaison & Coordination skills	<ul style="list-style-type: none">• 3 years in the first instance• Extension of 2 years (depending upon requirement of DGH and performance of the incumbent) • Total 05 years	No deputation allowance in case of appointment in higher pay. Number of posts: 01. HQ: DGH Office, Noida, UP

(B) Deputation from CAPF, CPO and State/UT Police:

Name of Post: Security & Co-ordination Officer, DGH

Desired pay scale	QR	Period of deputation	Remark
<p>Grade Pay of ₹6600/- (Level-11)-in scale of pay ₹ 67700-208700</p>	<p>Essential:</p> <p>(i)Officers from Central Armed Police Forces, Central Police Organizations, State/UT Police:</p> <p>(a)holding analogous post in parent cadre or Department on regular basis in 7th Pay Commission level 11 and Grade Pay ₹6600/-.</p> <p style="text-align: center;">OR</p> <p>(b) With 04 years' regular service in the post with Grade Pay of ₹ 5,400/- in parent cadre or Department</p> <p style="text-align: center;">OR</p> <p>(c) With 06 years' regular service in the post with the grade pay ₹ 4800 or 4,600/- in parent cadre or Department.</p> <p>With minimum 02 years of experience in security and coordination related work in Government of India or State Government.</p> <p>(ii) <u>Educational Qualification:</u> Bachelor's degree in any discipline from recognized University.</p> <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Good knowledge and skill of working on computer/ digital work environment. ▪ Good communication and Coordination/liaison skills 	<ul style="list-style-type: none"> • 3 years in the first instance • Extension of 2 years (depending upon requirement of DGH and performance of the incumbent) • Total 05 years 	<p>No deputation allowance in case of appointment in higher pay.</p> <p>Number of posts: 01.</p> <p>HQ: DGH Office, Noida, UP</p>

Nature of duties of Security and Co-ordination Officers:

- Coordinate and follow up with the different wings of the Ministry of Defense (MoD)/Ministry of Home Affairs (MHA) etc. for clearances/permits required by MOPNG for E&P sector, as may be mandated by DGH from time to time.
- Preparations and review of applications submitted by E&P operators and facilitation of clearances/permits under the Single Window Scheme.
- Any other related duties assigned by DGH.

Age Limit: 45 years (as on 01.12.2020)

Place of Posting:

Posting will be at DGH offices in New Delhi/Noida. The officers will be required to frequently commute to Govt. offices in NCR.

Remuneration:

Candidates will be considered for appointment on deputation basis and will receive the pay and allowances of the parent organization plus deputation allowance as applicable under the Government rules.

Official Travel/Tour expenses will be reimbursed as per the entitlement of the post held in parent organization.

A lumpsum/honorarium will be payable to cover incidental expenses for co-ordination activities.

All applications must be routed through proper channel.

Interested candidates meeting the above eligibility & experience criteria are required to send their applications in the format (attached) directly to Shri Prashank Chandra, Senior Manager (HR), DGH together with all supporting self-attested documents of relevant qualifications and experience latest by 22.01.2021 through e-mail at admnh@dgghindia.gov.in. Eligible serving Officers may send an advance application through email. However, their candidature will be considered only if their applications are received through proper channel.

Only shortlisted candidates will be intimated and invited for personal interaction which will be held through video-conference, date and time of which will be informed in advance.

Head (HR & Admin), DGH
e-mail: admnh@dgghindia.gov.in

APPLICATION FORM

SECURITY AND CO-ORDINATION OFFICER

(Photo)

1. NAME					
2. PRESENT ADDRESS					
3. CONTACT DETAILS (Mobile, Landline, E- Mail)					
4. DATE OF BIRTH (AGE as on 01.12.2020)					
5. MARITAL STATUS & GENDER					
6. EDUCATIONAL/PROFESSIONAL QUALIFICATIONS					
No.	Qualification	College/ Institute	University	Year of Passing	Percentage/ Grade
a					

(Additional rows may be added)

7. PROFESSIONAL EXPERIENCE (starting from the latest):

S.No.	Position Held	Pay Scale/Grade Pay	Organization	From (dd/mm/yyyy) to (dd/mm/yyyy)	Key Responsibilities
1					

(Additional rows may be added)

8. ENUMERATE MAJOR ACHIEVEMENTS:

9. REFERENCES (Please provide two references):

No.	Name	Address	Email	Mobile/Landline
1				
2				

It is certified that particulars furnished above are correct and no disciplinary case is either pending or contemplated against me and no penalty, major/minor, have been imposed.

DATE:

SIGNATURE:

PLACE:

NAME: