

No. A-46011/1/2008-Estt (Pt.)
Government of India
Ministry of Petroleum & Natural Gas

Shastri Bhawan. New Delhi-110001
Dated 25th October, 2013

Subject:- Engagement of consultant in the Economic and Statistics Division of
Ministry of Petroleum & Natural Gas.

The Economic and Statistics Division in the Ministry of Petroleum & Natural Gas proposes to engage a Young Professional/Consultant on contract basis initially for a period of one year extendable up to five years with the following educational qualifications, job description and terms and conditions:-

1. **Essential Qualifications:**

- a) Masters Degree in Economics with good academic record from a recognized University;
- b) Knowledge of Computer applications, MS Office including Word, Excel, Powerpoint, Access, etc.
- c) Capable of data analysis and with ability to generate well researched and written reports/notes etc.

2. **Desirable:**

- a) Strong communication skill, both oral and written
- b) Analytical and presentation skills with ability to prepare reports;
- c) Expertise in collection, compilation and analysis of statistical data, and preparation of Project Reports/Briefs etc.

3. **Functions/Duties:**

- a) Monitoring and analysis of production, consumption, prices, trade and tariff structure of petroleum products and natural gas.
- b) To review commitments under various WTO agreements and other plurilateral/bilateral agreements and also other multilateral for a relating to the petroleum & gas sector
- c) FDI policy in petroleum and gas sector.
- d) Preparation of Plan programs of the Ministry
- e) Project Monitoring of large projects in Sector

4. **Duration:** Candidate selected will be appointed on contract basis for an initial period of one year. This term can be extended upto maximum five (05) years depending on the performance of the candidate/need of the Ministry of Petroleum and Natural Gas.

5. **Age Limit:** The maximum age limit for Consultant /Young Professionals shall be 40 years.

6. **Remuneration for Young Professional/Consultant:** The Consolidated fee/ remuneration shall be Rs. 30,000/- per month. An additional amount of Rs. 1500/- per month will be paid as local conveyance.

7. **Other aspects of the contract:**

- i) The Young Professional/Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport facility, residential accommodation, personal staff, CGHS facility, medical reimbursement etc.
- ii) The YPs shall be eligible for 08 day' leave in a calendar year on prorated basis. Therefore, Consultant shall not draw any remuneration in case of his/her absence beyond 08 days in a year (calculated on a prorated basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year. The Ministry would be free to terminate the services in case of absence of a Consultant by more than 15 days beyond the entitled leave in a calendar year.
- iii) NO TA/DA shall be admissible for joining the assignment or on its completion. YPs will not be allowed foreign travel at Government expenses. However, YPs shall be allowed TA/DA for their travel inside the country in connection with the official work.

The Consultant shall be selected on the basis of their suitability in accordance with their qualifications and experience.

The appointment of Consultant can be terminated by either of the party with prior notice of 30 days.

Place of posting of the Consultant shall be in the offices of Ministry of Petroleum & Natural Gas, located in Delhi.

Interested candidates may apply in the proforma enclosed by email/post and submit the same along with the documents in support of qualifications and experience to the Under Secretary (Adm), Ministry of Petroleum and Natural Gas, Room No. 200(e), 'C' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi-110001 within 15 days from the date of publication of advertisement in the Newspapers.

Sd/-

(M.C. Bhatt)
Under Secretary (Adm)
Tel: 2338 7224

PROFORMA

APPLICATION FOR APPOINTMENT AS CONSULTANT IN THE MINISTRY OF PETROLEUM & NATURAL GAS

1. Name of the Applicant:
[In capital letters]

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2. Date of Birth:

3. Father's Name:

4. Nationality:

5. Mailing Address [with Tel./Mobile No. and e-mail]

6. Permanent Address:

7. Educational Qualification:

S. No.	Degree/ Diploma	Year of passing	Division/ Class	University/ Institute	Subject

8. Work Experience:

S. No.	Organization/Institute	Post held	Period from to	Nature of work

9. Details of enclosure:

Date :

Place :

[Signature]