

Dated May 6, 2010

**Directorate General of Hydrocarbons (DGH)
(under Ministry of Petroleum and Natural Gas)**

The Directorate General of Hydrocarbons (DGH) invites applications for the posts of Director (Finance), Director (Legal) and Director (Administration) in DGH on deputation/tenure basis. DGH is an agency set up to promote sound management of the Hydrocarbon Resources in the country, having balanced regard for Environmental Safety, Technological & Economic aspects. This agency monitors the upstream Petroleum operations in India, reviews & monitors the exploration and development programmes for commercial discoveries of Hydrocarbon reserves, reviews the management of Petroleum Reservoirs to ensure optimal exploitation of Petroleum resources consistent with sound technological and economic practices and in compliance with standard practices in the international petroleum Industry relating to safety & environment aspects. DGH also provides Technical advice to the Ministry of Petroleum & Natural Gas on issues related to exploration and optimal exploitation of hydrocarbons both within the country and abroad.

For carrying out the above functions, the Director General (DG) is assisted by experienced staff drawn from diverse disciplines like Exploration, Production & Operations, Planning & Field Development, Environment, Safety, Finance, Legal, Contract Administration etc. The posts of Director (Finance), Director (Legal) and Director (Administration) are required to be filled up in DGH on deputation/tenure basis to head Finance, Legal and Administration Divisions of DGH respectively. The terms and conditions of deputation would be regulated as per rules of deputation to an autonomous body under Central Government. The Director (Finance), Director (Legal) and Director (Administration) will report to Director General, DGH and will be positioned in the DGH office in NOIDA (U.P). Their performance/ Annual Confidential Reports (ACRs) shall be reviewed/ accepted by appropriate levels in the Ministry of Petroleum and Natural Gas.

(i) One Post of Director (Finance), DGH

ELIGIBILITY CRITERIA:

QUALIFICATION:

Essential: Graduate Degree with ICWA/CA or Master's Degree in Economics/Commerce/Science OR Bachelor's Degree in Engineering/ Technology OR Master of Business Administration (MBA) with specialization in Finance OR holding analogous post in parent Cadre/Department OR fulfilling conditions of appointment of as Director in parent Cadre/Department.

Experience: At least 12 years experience in Finance/Accounts/Audit matters or having served as Director/Deputy Secretary for minimum 3 years in an organized financial services (viz., Indian Audit & Accounts Service, Indian P&T Accounts and Finance

Service, Indian Defence Account Service, Indian Civil Accounts Service, Indian Railway Account Service etc.) in the Central/State Government.

JOB DESCRIPTION: Duties & Responsibilities

- i. Handling of Finance, and Accounts of E&P business in accordance with Accounting Standards for Exploration and Production (E&P) Sector
- ii. Audit of E&P ventures in SAP environment
- iii. Finance/Accounts/Audit matters pertaining to Production Sharing Contracts and CBM Contracts
- iv. Handling of Finance/Accounts/Audit matters pertaining to Joint Venture / special purpose vehicle
- v. Administration of Royalty, Cess & taxation
- vi. Economic modeling and evaluation of E&P Projects, Work Programme, Budgets and Development Plans
- vii. Maintaining and finalization of books of accounts of DGH, handling of sales tax, service tax, income tax, professional tax and fund management
- viii. Interacting and providing assistance to statutory and tax auditors, and CAG audit team
- ix. Finance/Accounts/Audit matters of Contract management for outsourcing of resources / services
- x. Fulfilling the role of Financial Advisor & Chief Account officer (FA & CAO) for concurring all proposals having financial implications in line with Delegation of power for DGH.

AGE : Not more than 50 Years.

MODE OF SELECTION / APPOINTMENT: Incumbent for the post will be at the level equivalent to Director in Government of India (pay scale of Pay Band- 4 that is Rs. 37,000 – 67,000 with a grade pay of Rs. 8,700) on deputation or short term contract to DGH.

TERMS: The incumbent will be selected on deputation/tenure basis for a minimum period of 2 years which can be extended further upto 5 years on mutual consent. Can be terminated on three months' notice on either side.

PAY SCALE & ALLOWANCES: Central Government revised pay scale of Pay Band- 4 (Rs. 37,400- Rs. 67,000 with a Grade pay of Rs. 8,700). Other allowances will be as per Central Government Rules OR allowances and pre-requisites available to the incumbent in his parent organization immediately prior to his appointment as Director in DGH.

(ii) One Post of Director (Legal), DGH

ELIGIBILITY CRITERIA:

QUALIFICATION:

Essential: A professional degree in Law of a recognized University or equivalent OR

officers holding analogous post on regular basis in the parent Cadre/Department.

Desirable: Post Graduate Degree in Law or diploma in International Law or experience in Civil, contract, corporate laws and having knowledge of petroleum related rules, regulations and laws.

Experience: At least 10 years experience as a member of State Judicial Service OR held a superior post for minimum 10 years in the Legal Department of a State Government OR a member of Indian Legal Service for a minimum of 10 years OR had been an Advocate & practiced as such at least for 13 years OR served at the level equivalent to Director/Deputy Secretary in the Government of India for a minimum 3 years from organized legal services from Central/State Government.

JOB DESCRIPTION: Duties & Responsibilities

- (i) Legal vetting and legal interpretation of provisions of production sharing Contract (PSC) and Coal Bed Methane (CBM) contracts.
- (ii) To handle legal /court /arbitration related matters in PSCs and CBM contracts and other contracts/ agreements/ Memorandum Of Understandings (MoUs) as required in Oil and Gas industry.
- (iii) To handle the intricacies of E&P Industry related agreements for legal vetting.
- (iv) To handle legal aspects of MoUs with National/International Organizations, academic and other Institutions.
- (v) To deal with Court/Arbitration cases on behalf of Union of India.
- (vi) To handle legal aspects of bid evaluation for New Exploration Licensing Policy (NELP) and CBM exploration blocks.

AGE : Not more than 55 Years.

MODE OF SELECTION / APPOINTMENT: Incumbent for the post will be at the level equivalent to Director in Government of India pay scale of Pay Band- 4 (Rs. 37,000 – 67,000 with a Grade pay of Rs. 8,700) on deputation or short term contract to DGH.

TERMS: The incumbent will be selected on deputation/tenure basis for a minimum period of 2 years which can be extended further upto 5 years on mutual consent. Can be terminated on three months' notice on either side.

PAY SCALE & ALLOWANCES: Central Government revised pay scale of Pay Band- 4 (Rs. 37,400- Rs. 67,000 with a Grade pay of Rs. 8,700). Other allowances will be as per Central Government Rules OR allowances and pre-requisites available to the incumbent in his parent organization immediately prior to his appointment as Director in DGH.

(iii) One Post of Director (Administration),DGH

ELIGIBILITY CRITERIA:**QUALIFICATION:**

Essential: Master's Degree in Economics, Commerce, Science, Geology, Geo-Physics or equivalent from a recognized University OR Bachelor's Degree in Engineering/Technology or equivalent from a recognized university OR Master of Business Administration (MBA) OR holding analogous post in parent Cadre/Department or fulfilling conditions of appointment of as Director in parent Cadre/Department.

Experience: At least 12 years experience in General Administration/ Establishment/ Public Policy matters OR having served as Director/Deputy Secretary for minimum 3 years in an organized Services (viz., All India Services, Central Services Group 'A', Central Secretariat Services etc.) in the Central/State Government.

JOB DESCRIPTION: Duties & Responsibilities

- (i) All administrative and establishment related matters of DGH
- (ii) Administrative matters of Exploration and Production (E&P) business in accordance with standard practices in the international petroleum industry.
- (iii) E&P related all policy matters including NELP & CBM for optimal exploitation of Petroleum Resources both within the country and abroad.
- (iv) Contract Administration matters pertaining to Production Sharing Contracts and CBM Contracts
- (v) Handling of Administrative matters pertaining to Joint Venture / special purpose vehicle
- (vi) Regular monitoring and follow up action pertaining to Management Committee (MC) under PSCs and Steering Committee under CBM Contract.
- (vii) Coordination with Government on E&P Projects, Work Programme, Budgets and Development Plans
- (viii) Administrative and policy matters pertaining to alternative fuels.
- (ix) To handle Administrative aspects of MoUs with National/International Organizations, academic and other Institutions.
- (x) All other miscellaneous matters not covered by Director (Finance) and Director (Legal) in DGH.

AGE : Not more than 50 Years.

MODE OF SELECTION / APPOINTMENT: Incumbent for the post will be at the level equivalent to Director in Government of India (pay scale of Pay Band- 4 that is Rs. 37,000 – 67,000 with a grade pay of Rs. 8,700) on deputation or short term contract to DGH.

TERMS: The incumbent will be selected on deputation/tenure basis for a minimum period of 2 years which can be extended further upto 5 years on mutual consent. Can be terminated on three months' notice on either side.

PAY SCALE & ALLOWANCES: Central Government revised pay scale of Pay Band- 4 (Rs. 37,400- Rs. 67,000 with a Grade pay of Rs. 8,700). Other allowances will be as per

Central Government Rules OR allowances and pre-requisites available to the incumbent in his parent organization immediately prior to his appointment as Director in DGH.

The incumbent would be required to exercise option about allowances and pre-requisites at the time of appointment for deputation to DGH which would not be changed subsequently. The expenditure on salary and allowances for the posts of Director (Finance), Director (Legal) and Director (Administration) in DGH will be fully funded from grant of Oil Industry Development Board (OIDB) like other expenditures of DGH.

Applications with detailed bio-data and two references should be sent through proper channel to the following address by 31st May, 2010.

**Director General,
Directorate General of Hydrocarbons
C-139, Sector-63, NOIDA (UP), INDIA
Pin code-201301**
