

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

Shastri Bhawan, New Delhi
Dated 13th August, 2011

Subject: Filling up of post of Economic Officer in Ministry of Petroleum & Natural Gas on deputation basis.

Applications are invited for one post of Economic Officer [General Central Service, Group 'B' Gazetted, Non- Ministerial] in the Ministry of Petroleum & Natural Gas in the Pay Band-2 [` 9300-34800 with Grade Pay ` 4600/-] on deputation basis. He/She will be responsible for collection and compilation of the data relating to consumption/ sales of petroleum products, sales taxes made by the Oil Companies to the Govt., furnishing of information pertaining to petroleum sector to the international agencies like IEA – France, BP Statistic – London and OPEC. The eligibility conditions for recruitment to the post of Economic Officers are detailed in Annexure – I.

2. The applications [in duplicate], in the prescribed proforma at Annexure-II of the officer who could be spared in the event of his/her selection, may be forwarded to Shri Arunoday Goswami, Under Secretary [Admn.], Ministry of Petroleum & Natural Gas, Room No. 216 'A' Wing, Shastri Bhawan, New Delhi - 110001 within 45 days from the date of publication of this advertisement along with following documents:-

- [i] CR dossiers containing CRs for the last five years. In case of photocopies of CR dossiers, every page should be duly attested by an officer not below the rank of Under Secretary to the Govt. of India.
- [ii] Vigilance/Disciplinary clearance.
- [iii] Integrity Certificate.
- [iv] A statement showing major/minor penalties imposed during the last ten years.

3. Application received after the closing date or without the APAR/CRs dossier [or attested photocopies of ACRs] or otherwise found incomplete or not in the prescribed proforma are liable to be rejected. Officers who apply for the post will not be allowed to withdraw their candidature subsequently. Advance copies of application received after the last date or otherwise found incomplete are liable to be rejected.

While forwarding the applications, it may be verified & certificate that the particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment the officer concerned will be relieved of his duties.

Annexure -I

1	Name of the Post	Economic Officer
2.	Number of Posts	One
3.	Classification	General Central Service, Group-B, Gazetted, Non-Ministerial
4.	Pay Band	PB – 2 ` 9300-34800 with Grade Pay ` 4600/-
5.	Period of Deputation	Three years
6.	Eligibility	Transfer/ Transfer on deputation Officers of Central Govt : a) [i] holding analogous posts on regular basis in the parent cadre/ department : <u>OR</u> [ii] with five years regular service rendered after appointment thereto on a regular basis in posts in the PB – 2 ` 9300-34800 with Grade Pay ` 4200/- or equivalent, <u>AND</u> b) possessing the essential educational qualification and experience as under:- [i] At least second class Master’s Degree in Economics or Commerce from a recognized University or equivalent, [ii] 02 years experience of Economic Research or Investigation

Note 1. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date for receipt of applications

Note 2. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Govt. shall ordinarily not exceed 03 years

PROFORMA

1. Post applied for
2. Name and address in Block Letters
3. Date of Birth
4. Date of Retirement under Central Govt. Rules
5. Educational Qualifications
6. Service to which belong
7. Whether belongs to SC/ST
8. Whether educational and other qualifications Required for the post are satisfied? [If any Qualification has been treated as equivalent to the one prescribed in the rules, state the Authority for the same]
9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post ?
10. Details of employment, in chronological order [enclose a separate sheet duly authenticated by your signature, if the space below is insufficient]

Ministry/ Department	Post held	From	to	Scale of pay and basic pay	Nature of duties

11. Nature of present employment i.e. ad-hoc or temporary or quasi-permanent or permanent
12. In case the present employment is held on deputation basis/contract basis, please state;
 - [a] The date of initial appointment
 - [b] Period of appointment on deputation/contract
 - [c] Name of the parent Office/Organization to which belong

13. Additional details about present employment please state whether working under

- [a] Central Government
- [b] State Government
- [c] Autonomous Organisation
- [d] Govt. Undertaking /Universities
- [e] Others

14. Are you in the revised scale of Pay ? if yes, give the date from which the revision took place and also indicate the pre revised scale.

15. Existing total emoluments per month

16. Additional information, if any, which you would like mention in support of your suitability for the post.

17. Remarks, if any

Signature of the Candidate

Address _____

Forwarding note by the Employer

It is certified that :-

- [i] Service particulars given by the applicant are verified with reference to service records and found to be correct.
- [ii] No vigilance case is either pending or being contemplated against the applicant
- [iii] No major/minor penalty has been imposed on the applicant during the last 10 years
- [iv] The Integrity of the applicant is beyond doubt.
- [v] The cadre controlling of the applicant has given its clearance for his/her applying for the above post.
- [vi] The attested photocopies of ACR dossier of the applicant is enclosed with the application

Signature with seal of the Competent Authority

