



**पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड**  
**Petroleum and Natural Gas Regulatory Board**  
**चतुर्थ तल, ई- टावर, वर्ल्ड ट्रेड सेंटर, नौरोजी नगर, नई दिल्ली - 110 029**  
**4<sup>th</sup> Floor, Tower E, World Trade Centre, Nauroji Nagar, New Delhi - 110 029.**

**PUBLIC NOTICE**

**6<sup>th</sup> March, 2025.**

The Petroleum and Natural Gas Regulatory Board (PNGRB) invites applications for filling up of the post of Principal Private Secretary on short-term contract basis. The details of the post with eligibility criteria are given below:

Sl.No.	Name of the post	Level in pay matrix or pay scale
1.	Principal Private Secretary (equivalent to Group 'A' post) (Level-8 in the pay matrix (Rs.47,600-1,51,100))	<b>A. For candidates of Public Sector:</b> Should be holding a post in CPSE/State PSU or Autonomous Bodies equivalent to the post of pay in Level-8 in the pay matrix (Rs.47,600 – 1,51,100/-) or holding a post with five years experience in level-7 in the pay matrix of Rs.44,900-1,42,400/- on regular basis. <b>B. For candidates of Private Sector:</b> (i) Graduate Degree from a recognised University in India with consistent excellent academic record and proficiency in short-hand & working experience as Stenographer/Private Secretary/PPS with officers of the level of Directors/Executive Directors in PSUs/Private Sectors. (ii) The applicant would be in an organisation in Private Sector: (a) Having his/her annual CTC of minimum 5.5 lakh per annum. (b) Having put in a total service of 6 years post qualification.

2. The appointment will be made on deputation (foreign service term) basis initially for a period of one year, extendable by another two years, one year at a time, at the discretion of the Competent Authority, in accordance with the general guidelines issued by the Central Government. The maximum age limit for appointment on deputation basis shall not be exceeding 56 years as on the closing date of receipt of applications by PNGRB. The PNGRB reserves the right not to fill up any or all the above vacancies.

3. Pay, allowances and other service terms and conditions for officers deputed from the Central Government shall be governed by the PNGRB (Salary, allowances and other conditions of service for Officers and employees) Rules 2020. In addition, perks & perquisite as entitled to this post are attached as per Annexure-I.

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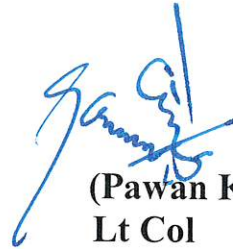
4. No TA/DA shall be admissible for attending interaction for the advertised post in New Delhi. The decision of PNGRB shall be final.
5. The application in the prescribed pro-forma (Annexure-II) together with all necessary documents may be sent to the following address , through proper channel, **within 15 days (21/03/2025)**, through Dak/Speed Post/Courier/by hand. The applications should be sent to PNGRB in physical format only.

**Director (Admin, HR & IT)**  
**Petroleum and Natural Gas Regulatory Board,**  
**4<sup>th</sup> Floor, Tower-E, World Trade Centre, Nauroji Nagar, New Delhi - 110029**

The envelop should be super scribed as below: -

**“Application for the post of Principal Private Secretary against Public Notice dated 06/03/2025.**

6. PNGRB reserves the right to annul the process of selection/engagement of individual consultants against this public notice at any time without assigning any reason.



**(Pawan Kumar Uniyal)**  
**Lt Col**  
**Director (Admin &HR)**

**Perks & perquisites entitled to officers at level 8 (Principal Private Secretary)**

**1. Lease Accommodation:**

The eligible Officers shall be allowed lease accommodation of his/her choice on option basis for a maximum amount up to 40% of his /her basic pay or the market rent of the property, whichever is lower. The HRA shall continue to be applicable as per Government rate and policies, if the officer is not opting for lease accommodation.

**2. Staff Furnishing Scheme:**

The eligible officer shall be allowed re-imbursement of the cost of purchase of household items (viz. electronic, furniture etc.) to the extent of Rs.90,000/- (Ninety thousand only) on production of original Bill/voucher in his/her name in the three-year cycle for the date of joining.

**3. Re-imbursement of Petrol in lieu of Transport Allowance:**

Petrol charges up to 75 liters pm shall be reimbursed, on a quarterly basis, in lieu of transport allowance, on production of original receipts.

**4. Re-imbursement towards books and Periodicals:**

Re-imbursement for purchase of books and periodicals up to the ceiling of Rs.1500/- pm, subject to production of Bill/vouchers in his/her name.

**5. Re-imbursement towards Mobile/Telephone/internet charges:**

Re-imbursement towards Mobile/Telephone/internet charges up to Rs.1,000/-, on quarterly basis, subject to production of Bill/vouchers in his/her name.

**6. Canteen benefits:** Canteen facilities up to a ceiling limit of Rs.2,000/- per month.

**7. Re-imbursement towards Mobile handset:**

Re-imbursement towards Mobile handset up to Rs.15,000/- (once in three year)

**8. Re-imbursement towards Briefcase/handbag:**

Re-imbursement towards Briefcase/handbag up to Rs.3500/- (once in three year)

## Annexure -II

Format of application for the Post of Principal Private Secretary in PNGRB on Short-term Contract basis.		
<div style="border: 1px solid black; height: 150px; width: 100%;"></div> <div style="border: 1px solid black; padding: 5px; width: 200px; float: right;">           Copy of passport size photograph to be pasted here         </div> <div style="clear: both;"></div>		
1	Name in Full (IN BLOCK LETTERS)	
	Parentage of the applicant: Father: Mother:	
2	Date of Birth (DD/MWYYYY)	
	Gender:	Male/ Female
	Marital Status:	Single/ Married
	Blood Group:	
	Aadhar No.	
	PAN	
3	Address (Présent):	
		Pin:
	Email ID:	
	Phone -Land Line No. Mobile No. :	

	Address (Permanent):					
			Pin:			
4	Status of your present employer (please specify whether public or private)					
5	Present designation (Pl. specify whether Temporary/Adhoc/Permanent)					
6	Monthly pay (basic pay and DA thereon) in the scale of pay drawn by the applicant on date of application.		Rs.	Present pay scale		
7	Current CTC drawn – Annually		Rs.			
8	<u>Educational Qualifications (Matriculation onwards):</u>					
	Exam passed	Name of University/ Institute/ Board	Year of passing	Duration of Course	Main subjects	Percentage of Marks (Pl. Mention Distinction, if any)

9	Professional/Technical Qualifications						
	Exam passed	Name of University/ Institute/	Year of passing	Duration of Course	Main subjects	Percentage of Marks (Pl. mention Distinction, if any)	

10	Details of employment in chronological order (if needed, enclose a separate sheet):						
	Name of Office/ Instt./ Organization	Post Held (Designation)	Period of service		Nature of Appointment (Regular/ Ad-hoc/ Deputation)	Scale of Pay i.e. Pay Level/ Pay Band and Grade Pa	Nature of Duties
			From	To			
							(Separate Sheet may be attached wherever needed)
11	Nature of present employment i.e. (Permanent/ Ad-hoc/ Temporary)						
12	Details of training undergone: Pl enclose separate sheet, if required.						
13	Details of proficiency in computer:						
14	Whether you are eligible as per Eligibility conditions. Please indicate Yes/ No						
15	Whether you have enclosed all the relevant documents self attested by you. Please indicate Yes /No			Yes	No		
16	Any other information, applicant wants to furnish:						
17	References:						
	S. No.	Name			Contact No.	Correspondence Address	
	1						
	2.						
18	Please state briefly how you find yourself suitable for the post applied for: (Separate sheet may be attached if necessary.)						

### Undertaking by the Applicant

I have carefully gone through the Terms and Condition regulating the appointment to the post and eligibility condition in the Public Notice for the vacancy of this post.

1. I am well aware that the filled in application form duly supported by self-attested documents submitted by me will also be assessed for short listing of eligible applicants for the Interview for this post by PNGRB and by the Selection Committee at the time of selection for the post.
2. I also certify that the information furnished above by me is correct to the best of my knowledge/belief and attached documents are true copy of originals.
3. I undertake that I shall produce original documents at the time of verification of documents and I shall be made accountable if any of the documents is found false subsequently.
4. I shall also abide by the Terms and Conditions of appointment on short term contract basis attached to this post.
5. A separate sheet containing the list of documents enclosed with this application is attached

Place: -

Signature:

Date: -

Name:

Separate sheet containing list of documents/enclosures:

1. Copies of self-attested Mark sheet/ Certificates towards education qualification: Matriculation/ SSC/ Graduation/ Post Graduation etc.
2. Copies of self-attested work experience documents/employment details /last month pay slip and annul CTC from your employer / the annual turnover of your employer (in case of employee of Private sector).