

No. 49/58/2010-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

/ Dated, Chandigarh, the 28<sup>th</sup> May, 2010.

To

As per list enclosed.

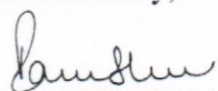

Subject: Filling up the post of three Director level officers in the DGH.

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Sir,

I am directed to enclose a copy of letter No.23012/01/2009-ONG-I, dated 06<sup>th</sup> May, 2010 received from Government of India, Ministry of Petroleum & Natural Gas, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(PAWAN SHARMA)  
Superintendent Services-II.  


/ INTERNAL DISTRIBUTION  
e-champion

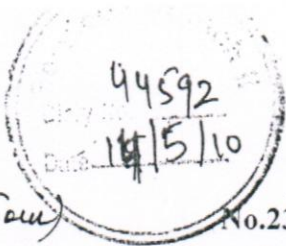
## LIST

Sr. No.	Name of the Officers S/Shri/Smt.	Batch	Present Posting
1.	Ashok Kheimka, IAS	1991	Director, Supplies & Disposals, Haryana
2.	Sandeep Garg, IAS	1991	Director, Science and Technology, Haryana
3.	Shrikant Walgad, IAS	1991	Special Secretary, Revenue & Disaster Management and Administrator, CADA, Haryana
4.	A.K. Singh, IAS	1991	Transport Commissioner, Haryana, Adviser, Civil Aviation, Haryana and Special Secretary, Civil Aviation and Transport Departments.
5.	Raj Kumar, IAS	1991	M.D. Haryana SCs Finance Development Corpn. Ltd. and MD, Haryana Backward Classes & Economically Weaker Section Kalyan Nigam
6.	D. D Gautam, IAS	1991	Special Secretary, Irrigation and MD, HSMITC
7.	J. P. Kaushik, IAS	1991	Registrar, Cooperative Societies, Haryana
8.	Arun Kumar Gupta, IAS	1992	General Manager, FCI, Haryana, Chandigarh.
9.	M. P. Bansal, IAS	1992	Director-cum-Special Secretary, Employment.
10.	Pushp Raj Singh, IAS	1992	M.D. HLRDC and Special Secretary, Cooperation.
11.	T. K. Sharma, IAS	1993	Commissioner, Gurgaon Division, Gurgaon, Spl. Commissioner, Health & Nutrition, Chairman, Mewat Development Agency and assisting Dr. N.C. Saxena, who has been appointed Commissioner by Hon'ble Supreme Court in PUCL Vs UOI & Ors (W/P) © 196 of 2001.
12.	Balbir Singh Malik, IAS	1993	Commissioner, Hisar Division, Hisar
13.	R.P. Gupta, IAS	1993	Administrator, HUDA (Hqrs), Panchkula.
14.	R S Doon, IAS	1994	Deputy PSCM
15.	D. Suresh, IAS	1995	M.D. Haryana Minerals Ltd, New Delhi and Administrator, HUDA, Faridabad
16.	O P Langayan, IAS	1995	M.D. Haryana Agro Industries Corpn. and Joint Secretary, Agriculture
17.	Chander Parkash, IAS	1995	Deputy Commissioner, Jhajjar
18.	Chhajju Ram Rana, IAS	1995	Deputy Commissioner, Mewat at Nuh and CEO, Mewat Development Agency, Nuh
19.	Raj Bir Singh, IAS	1995	Joint Secy. to Govt., Haryana, Secretariat Establishment and Monitoring & Coordination.
20.	Subhash Chandra, IAS	1995	Joint Secretary, Home-II Department and Joint Commissioner, Gurdwara Elections, Haryana.
21.	Neelam P. Kasni, IAS	1996	Director-cum-Joint Secretary, Welfare of Scheduled Castes and Backward Classes Department, Joint Secretary, Finance and Director, Institutional Finance & Credit Control, Haryana.



S.P  
5909

CS (on Tour)



No.23012/01/2009-ONG-I

Government of India

Ministry of Petroleum & Natural Gas

Dated: May 6, 2010

Shastri Bhawan, New Delhi

Dated:- 06.05.2010

SSB

PS/CS  
11-5-2010

12-5-2010

To

The Chief Secretaries of All States

HR

Subject:- Filling up the post of three Director level officers in the DGH.

Sir

I am directed to enclose a copy of the advertisement on the subject mentioned above with the request that it may be circulated among the offices of the State Government for wide publicity. The advertisement may also be hosted at important sites of the State Government.

Yours faithfully,

(S.K. Chitkara)

Under Secretary to the Govt. of India

Tele: 23385557

(i) One Post of Director (Finance) DGH

ELIGIBILITY CRITERIA:

QUALIFICATION:

Essential: Graduate Degree with ICWACA 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

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 31<sup>st</sup> May, 2010.**

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

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