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|  | <p>कार्यालय, रक्षा लेखा महानियंत्रक OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNT उलान बटार रोड, पालम, दिल्ली छावनी – 10 ULAN BATAR TOAD, PALAM, DELHI CANTT.110010</p> |  |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|

THROUGH WEBSITE

No.AN/IX/9103/MPNG//2019

Dated: 20.09.2019

To,

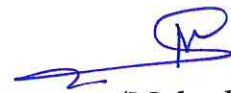
The PCsDA/CsDA
The PCA (Fys) Kolkata,
AN-IV Section (Local)

**SUB.: - DEPUTATION TO PETROLEUM AND NATURAL GAS
REGULATORY BOARD (PNGRB), NEW DELHI.**

Petroleum and Natural Gas Regulatory Board (PNGRB), New Delhi vide their letter no. S/Admin/197/2019 dated 04/09/2019 and No. PNGRB/Admin/12-HR (29)/2017 dated 04/09/2019 has invited suitable candidates for filling up the post of **Assistant Director, Private Secretary and Private Assistant** on deputation basis.

2. Copy of the ibid PNGRB letters duly mentioning the pay, eligibility criteria, terms & condition of deputation and other details is enclosed.
3. Eligible and willing Officials may forward their candidature complete in all respect so as to reach HQrs office positively by **30/09/2019** for onward transmission to the deputation department.
4. While forwarding the names of volunteers, it may please be ensured that the officer meets the stated eligibility criteria.
5. The interested/eligible officer may download the circular from CGDA Web site and apply through proper channel.

Encls: As above.



(Mukesh Sharma)
Sr. Account Officer (AN)



PNGRB

1st Floor, world Trade Centre, Babar Road, New Delhi – 110001

No.S/Admin/197/2019

पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड

Petroleum and Natural Gas Regulatory Board

प्रथम-तल, वर्ल्ड ट्रेड सेंटर, बाबर रोड, नयी दिल्ली - 110001

4th September 2019

To,
Dy. CGDA (Admn)
Office of the Controller General of Defence Accounts,
Ullan Battar Road,
Palam, Delhi Cannt,
New Delhi-110010.

Subject: Request for nomination of Officer to PNGRB on deputation for handling works relating to HR/Administration.

Sir,

PNGRB require one Officer on deputation to handle works relating to HR/Administration, etc. under the provisions of the PNGRB Act, 2006 and the Regulations notified there under. Following are the details of qualification and desirable experience required:

| Name of Post | Scale | Eligibility / Qualification and Experience |
|----------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Asst. Director | Pre-revised pay scale: 15600-39100 with Grade Pay 5400/- | Should be holding analogues post in the Government of India (or) 5 years' experience in the pre-revised Grade Pay of Rs.4800/- Pay Band 2 on regular basis with Experience in Administration or Establishment. |

Period of Deputation: Initially will be 3 years, extendable by two years, one year at a time.

2. It is requested to kindly send nominations of the candidates meeting the eligibility criteria mentioned in para 1 above from your department /organization in the enclosed proforma so as to reach the undersigned at PNGRB, 1st Floor, World Trade Centre, Babar Road, New Delhi-110 001 by 14th October 2019.

Annexure: As Above

Yours faithfully,

(Anil Kumar Garg)
Joint Adviser

रक्षा लेखा वरिष्ठ उप महानियंत्रक (प्रशां)/ Sr. Dy. CGDA (AN)
जायरी सं० / Dy. No. 3003
तिथि / Date. 12/09/19

T-4
37/09

416
16/9/19
67



42
16/9/19

PNGRB/Admin/12-HR (29)/2017
पेट्रोलियम एवं प्राकृतिक गैस विनियामक बोर्ड
Petroleum and Natural Gas Regulatory Board
प्रथम तल, वर्ल्ड ट्रेड सेंटर, बाबर रोड, नई दिल्ली - 110001
1st Floor, World Trade Centre, Babar Road, New Delhi – 110001

4th September 2019

To,
Dy. CGDA (Admn)
Office of the Controller General of Defence Accounts,
Ullan Battar Road,
Palam, Delhi Cannt,
New Delhi-110010.

Subject: Nomination for filling – up of posts on deputation basis in Petroleum and Natural Gas Regulatory Board

Sir,

The Petroleum and Natural Gas Regulatory Board (PNGRB) seeks nominations for filling-up of the posts mentioned below on deputation on foreign service basis and will be Governed by the instructions issued by the Department of Personnel and Training from time to time:

| S.NO. | Name of Post | Scale of Pay | Eligibility/ Qualification |
|-------|-------------------|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Private Secretary | 9300-34800 With Grad Pay of 4,200/- | Should be holding analogous post on regular basis in the Government of India. Candidates with experience in Office Secretary/Personal Staff having worked in MS Office and other internet application get priority. |
| 2. | Private Assistant | 9300- 34800 with Grade Pay of 4,200/- | Should be holding analogous post on regular basis in the Government of India. Candidates with experience in Office Secretary/Personal Staff having worked in MS Office and other internet application get priority. |

Maximum age limit: 55 Years as on 1st October 2019

Period of Deputation: Initially will be 3 Years

2. It is requested to kindly send nominations of the candidates meeting the eligibility criteria mentioned in para 1 above from your department/organisation in the enclosed proforma so as to reach the undersigned at PNGRB, 1st Floor, World Trade Centres, Babar Road, New Delhi- 110001 by 14th October 2019.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Anil Kumar Garg', with the date '14/10/19' written below it.

Anil Kumar Garg
Joint Adviser

PETROLEUM AND NATURAL GAS REGULATORY BOARD

Affix passport size photograph

(Resume Format)

- 1. Name of Applicant : _____
- 2. Residential Address : _____

- 3. E-mail : _____
- 4. Telephone No. : Mob. _____
Landline _____
- 5. Date of Birth : _____
- 6. Education Qualification :

| S. No. | Qualification | Board/University | Marks/Percentage | Year of Passing |
|--------|---------------|------------------|------------------|-----------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

- 7. Details of Employment, in chronological order, enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

| Office / Instt / Orgn. | Post held | From | To | Scale of pay & basic pay | Nature of duties | Pvt./Govt./ PSU or Other |
|------------------------|-----------|------|----|--------------------------|------------------|--------------------------|
| | | | | | | |
| | | | | | | |

| Office / Instt / Orgn. | Post held | From | To | Scale of pay & basic pay | Nature of duties | Pvt./Govt./ PSU or Other |
|---------------------------|-----------|------|----|-----------------------------|---------------------|--------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

8. Training / Courses attended : 1. _____
 2. _____
 3. _____

9. Total emoluments per month
 now drawn : _____

10. References

| S. No. | Name | Contact No. | Correspondence Address |
|--------|------|-------------|------------------------|
| 1. | | | |
| 2. | | | |

11. Additional information, if any, which: _____
 you would like to mention in support
 of your suitability for the post. _____
 Enclose a separate sheet, if the space
 is insufficient. _____

12. Remarks : _____

Place:

Date:

Signature: _____

Name: _____