

JOB REQUIREMENT FOR THE POST OF DEPUTY DIRECTOR (DEMAND & ECONOMIC STUDIES)

1	Name of Post	Deputy Director (ES)
2	Scale of pay	Rs.32900-58000/- (Pre pay revision)
3	Grade	'C' equivalent to IOC
4	Whether selection post	Selection
5	Age limit	Below 35 years
6	Education and other qualifications required for the post	Post Graduate or an Engineering Degree. Additional qualification in MBA will be preferred
7	Job Requirement	<p>To handle matters relating to Demand Division. The specific assignments involves the following major activities:-</p> <ul style="list-style-type: none"> i. In-depth knowledge of statistics and energy modelling. The incumbent will be required to undertake various studies independently and prepare reports for consideration of the Ministry. ii. To maintain/ collate comprehensive statistics/ data bank on oil sector and analysis of information. iii. To prepare replies to Parliament Questions, compilation of supplementaries for admitted questions.
8	Experience	Minimum 8 years of relevant experience in Operations/ Sales functions of OMC.
9	Period of deputation	(5+2) years
10	Method of recruitment	Deputation from OMCs
11	Place of Posting	PPAC, Delhi

JOB REQUIREMENT FOR THE POST OF DEPUTY DIRECTOR (MARKETING)

1	Name of Post	Deputy Director (Marketing)
2	Scale of pay	Rs.32900-58000/- (Pre pay revision)
3	Grade	'C' equivalent to IOC
4	Whether selection post	Selection
5	Age limit	Below 35 years
6	Education and other qualifications required for the post	Post Graduate/ Engineering Degree/ MBA (Marketing)
7	Job Requirement	<p>To handle matters relating to Marketing Division. The specific assignments involves the following major activities:-</p> <ol style="list-style-type: none">i. To collect data and information of Marketing stream, particularly in the area of distribution LPG.ii. To assist MoP&NG in all marketing related activities referred.iii. To analyze cases, proposals received from the industry and the government.iv. To coordinate with the Ministry, companies and international agencies.
8	Experience	Minimum 8 years of relevant experience in Marketing and related areas of OMC
9	Period of deputation	(5+2) years
10	Method of recruitment	Deputation from OMCs
11	Place of Posting	PPAC, Delhi

JOB REQUIREMENT FOR THE POST OF ASSISTANT DIRECTOR (FINANCE)

1	Name of Post	Assistant Director (Finance)
2	Scale of pay	Rs.24900-50500/- / Rs.29100-54500/- (Pre pay revision)
3	Grade	'A/B' equivalent to IOC
4	Whether selection post	Selection
5	Age limit	Below 30 years
6	Education and other qualifications required for the post	CA/ICWA/MBA(Finance)
7	Job Requirement	<p>To handle matters related to analysis of pricing, subsidy, under recoveries for petroleum products. In addition, he will be required to look after regular finance and accounts jobs. The specific assignments involves the following major activities:-</p> <ol style="list-style-type: none">i. Compilation, updation of Data and analysis of trend of international prices of crude oil and petroleum products.ii. Estimations and verifications of Subsidy/ under recoveries of OMCs on sensitive products and to carry out audit of oil companies in respect of subsidy claims.iii. Assist in drafting response to taxation matters referred to PPAC.iv. Assist in preparation of Accounts and finalization of Balance Sheet for PPAC.
8	Experience	Minimum 2 years of relevant experience in Finance and related areas of OMC
9.	Period of deputation	(5+2) years
10	Method of recruitment	Deputation from OMCs
11	Place of Posting	PPAC, Delhi

JOB REQUIREMENT FOR THE POST OF ASST. DIRECTOR (GAS)

1	Name of Post	Asst. Director (Gas)
2	Scale of pay	Rs.24900-50500/- / Rs.29100-54500/- (Pre pay revision)
3	Grade	'A/ B' equivalent to IOC
4	Whether selection post	Selection
5	Age limit	Below 30 years
6	Education and other qualifications required for the post	The applicant should have a degree in Engineering (preferably chemical)/ MBA (preferably Finance) from a recognized University.
7	Job Requirement	<p>As an important member of the Gas Team in PPAC, the officer will be required to work on the following areas:</p> <ul style="list-style-type: none">-Collection, compilation and maintenance of comprehensive data on Natural Gas and LNG in the domestic sector pertaining to production, consumption/sales, import of LNG and CGD data in the Natural Gas Sector-To build up data base in respect of demand estimates/projections and carrying out estimate prices of domestic gas and related issues in addition to other routine gas related jobs/assignment in PPAC-Analysis of pricing of natural gas (including LNG) and fixation of pipeline tariffs-Study of trends in the international gas markets and preparation of periodic reports-Analysis of Regulatory issues relating to development of the gas sector-Notification regarding Domestic Gas prices on quarterly basis in line with Natural Gas Pricing Guideline, 2014 <p>The applicant should also have excellent IT skills, including good knowledge of MS-Excel.</p>
8	Experience	Minimum 3 years of relevant experience in Gas/ Natural Gas related assignments. Preferences will be given to the candidates having experience in LNG, CNG & Natural Gas
9	Period of deputation	(5+2) years
10	Method of recruitment	Deputation from OMCs
11	Place of Posting	PPAC, Delhi

JOB REQUIREMENT FOR THE POST OF PRIVATE SECRETARY

1	Name of Post	Private Secretary
2	Grade	A/B/C equivalent to IOC.
3	Whether selection post	Selection
4	Age limit	The candidate should preferably be below 40 years
5	Education and other qualifications required for the post	Graduate in any discipline. Additional qualification relating to Computer Applications/ Operations will be preferred.
6	Job Requirement	<p>Proper and effective record keeping in office/ department.</p> <p>Receipt, dispatch and tracking of dak within office as well as various outside agencies like MoP&NG, Oil Companies, Govt. agencies etc.</p> <p>Coordination with Senior Officers in PPAC as well as in MoP&NG and outside agencies for organizing meetings in the office as well as outside office</p> <p>Coordination and liaisoning with MoP&NG, Oil Companies, Govt. Agencies.</p> <p>Drafting of letters and replies independently with regard to Parliament Questions and references received from MoP&NG as well as preparation of summary of the proposals.</p>
7	Experience	Minimum 4 years of experience in carrying out similar jobs. Preference will be given to the candidates who have independently handled similar jobs or attached to senior officers.
8	Period of deputation	5+2 years
9	Method of recruitment	Deputation from OMCs
10	Place of posting	PPAC, New Delhi

JOB REQUIREMENT FOR THE POST OF ASSISTANT

1	Job Requirement	The job involves collection & maintenance of Data pertaining to petroleum sector. The incumbent to be required to maintain departmental files & records. He will also be required to assist to senior officers in the department to prepare notes and reports on relevant issues. In addition he would be required to prepare draft replies to parliament questions references received from MoP&NG independently.
2	Educational Qualification	Graduate in any discipline, preferably in Commerce, Economics & Statistics. Additional Qualification relating to Computer Applications will be preferred
3	Work Experience	Minimum 5 years of experience preferably in planning, operations & Co-ordination department of OMC. Knowledge of computer operations will be essential.
4	Age	Below 35 / 40 years.
5	Status of position	Staff Cadre Position
6	Deputation Tenure	(5+2 Years)
7	Place of posting	PPAC, New Delhi

TERMS FOR DEPUTATION FROM OIL & GAS COMPANIES TO PPAC

1. The period of deputation to PPAC shall be in the pattern of 5+2 years and will commence from the date of joining at PPAC. The period of deputation can be curtailed. During the period of deputation, the employee will retain lien to his parent organization.
2. The employee will continue to get the pay and allowances as admissible to him in his parent company from time to time under the operation of normal rules as per his personal grade pay and scale. The employees shall be entitled to a deputation allowance till 5 years as per rules of the corporation/ approval of the competent authority in PPAC.
3. The employee will continue to be in the same grade and scale of pay as in his parent organization. Apart from the aforesaid deputation allowance, he will not be allowed any other allowance like officiating allowance etc. during his deputation/ assignment in PPAC.
4. During the period of deputation, the employee shall hold such positions and discharge such responsibilities diligently as may be assigned to him from time to time.
In the event the employee gets a promotion while on deputation to PPAC, the employee will continue to be on deputation in case so desired by PPAC, and, if required, would be re-designated as per the practice of PPAC. In case, however, PPAC is unable to accept him in the higher promoted grade, he would revert to his parent organization even during his deputation period.
5. During the period of deputation, the employee will draw TA, DA, Bonus, LTC, and Reimbursement of Vehicle Operating Expenses for official purposes, etc. as per the rules of his parent organization applicable to his personal grade.
6. Other facilities like medical, leave etc. will be available to him as per the rules of his parent organization.
7. The employee will continue to be governed by the service, conduct, discipline, and appeal rules of his parent organization.
8. The employee shall abide by all day to day working conditions/facilities like closed days, holidays, working hours, canteen facilities, etc. as per the practice in PPAC.

STRICTLY CONFIDENTIAL

Name of the Company _____

BIO-DATA OF EMPLOYEE FOR NOMINATION TO PPAC					
1	For the position of				
2	Name of the employee				
3	Emp. No.				
4	Date of Birth				
5	Present Salary Grade				
6	Date of joining organization				
7	Date in present Grade				
8	Performance ratings during the last five years				
9	Available for deputation to PPAC in the month of				
10	Educational qualification				
11	Details of experience (Starting from present position) (To attach separate sheet if required)				
	Designation (Grade)	Location	Period (From)	Period (To)	Details
12	Nature of current duties				
13	Any other information				
		(Signature of the Competent Authority)			