

**Consequential vacancies in PPAC owing to positions falling vacant on repatriation of officers from PSUs during FY 2020-21**

| <b>Sr.</b> | <b>Position</b>            | <b>Division</b>                             | <b>Grades</b>        | <b>Remarks</b>  |
|------------|----------------------------|---|----------------------|---|
| 1          | Addl. Director<br>(Demand) | Demand &<br>Economic Studies                | E/F/G                | Related to demand and studies on<br>POL   |
| 2          | Addl. Director<br>(Supply) | Supply                                      | E/F/G                | Related to supply of crude and<br>refineries production including<br>emergency response exercises |
| 3          | Joint Director<br>(Mktg)   | Marketing &<br>International<br>Cooperation | E/F                  | Position is meant for studies and<br>reports on LPG marketing                                     |
| 4          | Joint Director<br>(IT)     | Information<br>Technology                   | D/E (2<br>Positions) | Officer selected would be working on<br>SAS data and other systems                                |
| 5          | Joint Director<br>(Supply) | Supply                                      | D/E (3<br>Positions) | Related to supply of crude and<br>refineries production including<br>emergency response exercises |
| 6          | Joint Director<br>(Admin)  | Human Resource<br>& Coordination            | C/D                  |   |
| 7          | Joint Director<br>(Demand) | Demand &<br>Economic Studies                | C/D (2<br>Positions) | Related to demand and studies on<br>POL   |
| 8          | Joint Dir<br>(Finance)     | Finance                                     | C/D                  |   |
| 9          | Asstt. Director<br>(Mktg)  | Marketing &<br>International<br>Cooperation | A/B                  | Position is meant for studies and<br>reports on LPG marketing                                     |
| 10         | Asst. Director<br>(Fin)    | Finance                                     | A/B                  |   |

**JOB REQUIREMENT FOR THE POST OF ADDITIONAL DIRECTOR (D&ES)**

|   |   |   |
|---|---|---|
| 1 | Name of Post                                | Additional Director (Demand & Economic Studies)   |
| 2 | Grade                                       | 'E/F/G' equivalent to IOC   |
| 3 | Education and other qualifications required | MBA/ Engineering Degree/ Post Graduate  |
| 4 | Job Requirement                             | <p>The incumbent shall be the Head of the Demand &amp; Economic Studies Division. The specific assignments involves the following major activities:-</p> <ul style="list-style-type: none"> <li>i. To deal with all technical matters like monitoring of marketing operations specifically pertaining to Demand/ Consumption and coordinating with MoP&amp;NG/ OMCs for collection and collation of data on demand/ consumption.</li> <li>ii. To monitor and estimate demand projections of petroleum products and to carry out energy modelling for long term projections</li> <li>iii. To coordinate with various agencies and Oil Companies for collection and collation of data pertaining to petroleum products and to ensure Integrated Data Management System</li> <li>iv. To carry out annual petroleum products consumption demand twice a year for Budgeted Estimates and for Revised Estimates</li> <li>v. To convene monthly Industry Performance Review (IPR) meeting</li> <li>vi. To ensure timely Publication of PPAC Ready Reckoner and Snapshot of India's Oil and Gas data</li> <li>vii. To assist MoP&amp;NG in all Demand related activities referred</li> </ul> <p>To handle various important assignments for MoP&amp;NG like Sectoral demand of petrol and diesel, Import reduction by 10% by 2022, etc.</p> |
| 5 | Experience                                  | Minimum 5 years of relevant experience in OMC. The incumbent should be having adequate experience in marketing stream of OMC.   |

### **JOB REQUIREMENT FOR THE POST OF ADDITIONAL DIRECTOR (SUPPLY)**

|   |   |   |
|---|---|---|
| 1 | Name of Post                                | Additional Director (Supply)  |
| 2 | Grade                                       | 'E/F/G' equivalent to IOC   |
| 3 | Education and other qualifications required | Post Graduate/ Engineering Degree   |
| 4 | Job Requirement                             | <p>The specific assignments involves the following major activities:-</p> <ol style="list-style-type: none"><li>i. Maintain industry data on all technical matters like monitoring of refinery operations, coordinating with various refinery for collection, collation and analysis of data</li><li>ii. Assist MoP&amp;NG in all supply/ refining related activities referred.</li><li>iii. Monitor indigenous crude oil projections and estimated imported crude oil requirements</li><li>iv. Monitor import/ export related matters, prepare monthly input bill for MoP&amp;NG and attend quarterly short-term balance of payment meetings of Ministry of Commerce</li></ol> <p>Provide technical inputs to MoP&amp;NG on DGFT references.</p> |
| 5 | Experience                                  | Minimum 5 years of relevant experience in OMC. The incumbent should be having adequate experience in Petroleum Refinery process as well as the other functions of Refineries.   |

## JOB REQUIREMENT FOR THE POST OF JOINT DIRECTOR (MARKETING)

|   |   |  |
|---|---|--|
| 1 | Name of Post                                | Joint Director (LPG Marketing)   |
| 2 | Grade                                       | 'E/F' equivalent to IOC  |
| 3 | Education and other qualifications required | Postgraduate/ Engineering Degree/ MBA  |
| 4 | Job Requirement                             | <p>To handle matters relating to Marketing and International Cooperation Division. The specific assignments involves the following major activities:-</p> <ol style="list-style-type: none"><li>i. To collect data and information of Marketing stream particularly in the area of distribution of SKO and LPG and prepare monthly/ quarterly reports.</li><li>ii. To maintain database of LPG parallel marketing activities.</li><li>iii. To assist MoP&amp;NG in all marketing related activities referred.</li><li>iv. To analyze cases/ proposals received from the industry and the government</li><li>v. To coordinate with the Ministry/ companies</li><li>vi. To liaise with various international agencies like IEA/ EIA/ IEEJ and undertake tasks signed under MoU</li></ol> |
| 5 | Experience                                  | Minimum 3 years of relevant experience in Marketing and related areas of OMC   |

## JOB REQUIREMENT FOR THE POST OF JOINT DIRECTOR (IT)

|   |   |  |
|---|---|--|
| 1 | Name of Post                                | Joint Director (IT)  |
| 2 | Grade                                       | 'D/E' equivalent to IOC  |
| 3 | Education and other qualifications required | MCA or Engineering Degree  |
| 4 | Job Requirement                             | <p>The specific assignments involves the following major activities:-</p> <ol style="list-style-type: none"><li>i. To maintain and supervise activities relating to Networking, Server Management, data management, updation of software. In addition, he will be responsible to take care of IT related services and procurement of hardware/ software items</li><li>ii. System Administration</li><li>iii. Networking skills</li><li>iv. Conversant with Oracle-12c performance monitoring and tuning of oracle related server demons</li><li>v. Procurement and tendering, renewal of AMCs. Knowledge of GFR, GeM and Government rules.</li></ol> |
| 5 | Experience                                  | Minimum 3 years of relevant experience in IT and related areas including server/ data management of OMC  |

## **JOB REQUIREMENT FOR THE POST OF JOINT DIRECTOR (SUPPLY)**

|   |   |   |
|---|---|---|
| 1 | Name of Post                                | Joint Director (Supply)   |
| 2 | Grade                                       | 'D/E' equivalent to IOC   |
| 3 | Education and other qualifications required | Post Graduate/ Engineering Degree   |
| 4 | Job Requirement                             | To handle matters relating to Supply Division. The specific assignments involves the following major activities:-<br>i. To collect and collate data with regard to Refineries Operations from PSUs/ Private Refineries<br>ii. To carry out analysis pertaining to indigenous crude oil projections, estimated imported crude oil requirements and to prepare reports, notes etc.<br>iii. To coordinate with the industry for collecting data/ information for Parliament Questions, Standing Committee, preparation of supplementary notes etc.<br>iv. Knowledge of DGFT and SAS software |
| 5 | Experience                                  | Minimum 3 years of relevant experience in Refinery functions of OMC   |

## JOB REQUIREMENT FOR THE POST OF JOINT DIRECTOR (ADMIN)

|   |   |   |
|---|---|---|
| 1 | Name of Post                                | Joint Director (Admin)  |
| 2 | Grade                                       | 'C/D' equivalent to IOC   |
| 3 | Education and other qualifications required | Post Graduate/ MBA in Human Resource Mgt  |
| 4 | Job Requirement                             | <p>To handle matters related to Admin Division. The specific assignments involve the following major activities: -</p> <ol style="list-style-type: none"><li>i. Renewal of Annual Maintenance Contract for various services, procurement and tendering etc., Processing various bills of vendors. Knowledge of GeM, GFR and Government manuals is required.</li><li>ii. Compliance of statutory norms related to establishment and services.</li><li>iii. To coordinate/ liaise with MoP&amp;NG, Scope Authorities, OMCs etc. on various issues and arrange various industry and other meetings</li><li>iv. To comply with OLI guidelines and other statutory requirements</li><li>v. To act as PIO under RTI Act 2005</li><li>vi. To implement various Government initiatives and organise events as required.</li><li>vii. Facilitate administrative measures</li></ol> |
| 5 | Experience                                  | Minimum 3 years of relevant experience in HR  |

## JOB REQUIREMENT FOR THE POST OF JOINT DIRECTOR (DEMAND)

|   |   |  |
|---|---|--|
| 1 | Name of Post                                | Joint Director (Demand)  |
| 2 | Grade                                       | 'C/D' equivalent to IOC  |
| 3 | Education and other qualifications required | Post Graduate or an Engineering Degree.  |
| 4 | Job Requirement                             | <p>To handle matters related to Demand Division. The specific assignments involves the following major activities:-</p> <ol style="list-style-type: none"><li>i. To maintain/collate comprehensive statistics/data bank on oil sector and analysis of information.</li><li>ii. To prepare and compile information on QPR (quarterly performance review) of oil PSUs, Reports and inputs for various committees.</li><li>iii. To prepare replies to Parliament Questions, compilation of supplementaries for admitted questions.</li><li>iv. To prepare monthly and bi-annual Ready Reckoner with industry wide data for the industry</li></ol> |
| 5 | Experience                                  | Minimum 3 years of relevant experience in Operations/ Sales functions of OMC.  |



## JOB REQUIREMENT FOR THE POST OF JOINT DIRECTOR (FINANCE)

|   |   |   |
|---|---|---|
| 1 | Name of Post                                | Joint Director (Finance)  |
| 2 | Grade                                       | 'C/ D' equivalent to IOC  |
| 3 | Education and other qualifications required | CA/ICWA/MBA(Finance)  |
| 4 | Job Requirement                             | <p>To handle matters related to pricing and analysis of product pricing/ subsidy and under recoveries of petroleum products. In addition, he will be required to look after regular finance and accounts activities. The assignment involves the following major activities:-</p> <ol style="list-style-type: none"><li>i. Compilation and updation of data relating to pricing of crude oil and products in the domestic and international market. Analysis of trend of international prices of crude oil and petroleum products.</li><li>ii. Estimation of subsidy/ under recoveries of OMCs on sensitive petroleum products and to carry out audit of subsidy claims of oil companies.</li><li>iii. In-depth analysis of issues relating to oil and gas sector.</li><li>iv. Preparation of accounts and finalization of Balance Sheet of PPAC.</li></ol> |
| 5 | Experience                                  | Minimum 3 years of relevant experience in Finance and related areas of OMC.   |

## JOB REQUIREMENT FOR THE POST OF ASSISTANT DIRECTOR (MARKETING)

|   |  |   |
|---|--|---|
| 1 | Name of Post   | Assistant Director(Marketing)   |
| 2 | Grade  | 'A/B' equivalent to IOC   |
| 3 | Education and other qualifications required for the post | Post Graduate/ Engineering Degree / MBA (Marketing)   |
| 4 | 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"><li>i. To collect data and information of Marketing stream, particularly in the area of distribution of LPG.</li><li>ii. To assist MoP&amp;NG in all LPG marketing related activities referred.</li><li>iii. To analyze cases, proposals received from the industry and the government</li><li>iv. To coordinate with the Ministry, companies and international agencies.</li></ol> |
| 5 | Experience   | Minimum 2 years of relevant experience in Marketing and related areas of OMC  |

## JOB REQUIREMENT FOR THE POST OF ASSISTANT DIRECTOR (FINANCE)

|   |  |  |
|---|--|--|
| 1 | Name of Post   | Assistant Director (Finance)   |
| 3 | Grade  | 'A/B' equivalent to IOC  |
| 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/ she will be required to look after regular finance and accounts jobs. The specific assignments involves the following major activities:-</p> <ul style="list-style-type: none"><li>i. Compilation, updation of Data and analysis of trend of international prices of crude oil and petroleum products.</li><li>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.</li><li>iii. Assist in drafting response to taxation matters referred to PPAC.</li><li>iv. Assist in preparation of Accounts and finalization of Balance Sheet for PPAC.</li></ul> |
| 8 | Experience   | Minimum 2 years of relevant experience in Finance and related areas of OMC   |