

PETROLEUM PLANNING & ANALYSIS CELL
(Ministry of Petroleum & Natural Gas)

Guidelines for Engagement of Experts and Professionals

New Delhi, the Twenty Seventh Day of June, 2017

1. Engagement of experts and professionals

The Petroleum Planning & Analysis Cell (PPAC) may decide to engage such number of experts and professionals in the fields of economics, statistics or other disciplines related to petroleum and natural gas, as it may deem fit, subject to approval of the Chairman of the Governing Body and concurrence of Ministry of Petroleum and Natural Gas (MoP&NG).

2. Functions of experts and professionals

The experts and professionals engaged by PPAC shall discharge such functions as directed by the Director General (DG), in assisting PPAC as per scope of work mentioned in Schedule-IV* and tentatively planned work break down structure and its timeframe for completion depicted in Schedule-V*. Consultant shall be provided with necessary support and input as approved by DG, PPAC in facilitating the work assigned to them.

3. Qualifications, experience and classification of experts and professionals

Details as mentioned in Schedule-I & Schedule-III*

4. Remuneration payable to experts and professionals

The remuneration and allowances to be paid by PPAC to different categories of experts and professionals shall be in accordance with Schedule I and II.

Provided that PPAC may, for reasons to be recorded in writing, agree to pay higher remuneration than those given in Schedule-II, in specially deserving cases, based on the decision of a Committee constituted for the purpose in PPAC including a representative of Ministry of Petroleum and Natural Gas and with the approval of the Chairman of the Governing Body.

** Schedule III, Schedule IV and Schedule V would be assignment specific*

5. Evaluation of performance

The performance of each expert and professional engaged under these regulations, with reference to the tasks assigned and output delivered, shall be reviewed periodically, within such time and manner, as may be specified by PPAC.

6. Procedure of selection of experts and professionals

- (1) The experts and professionals shall ordinarily be engaged by PPAC on contractual basis for not less than three months and not more than one year.
- (2) PPAC may decide, from time to time, the number of the experts and professionals to be engaged, subject to approval by the Chairman of the Governing Body.
- (3) After the number of the experts and professionals to be engaged is decided, as mentioned in clause 6 (1) and (2), Joint/Additional Director (HR) shall publish the number of experts and professionals to be engaged with details of qualifications, experience needed and the remuneration payable, on the official website of the PPAC and invite applications for each category and level of expert and professional, giving a stipulated last date for the receipt of the applications for each category and level:

Provided that the Joint/Additional Director (HR) may also invite the applications by suitable public notice, for each category and level of expert and professional separately.

- (4) DG, PPAC shall constitute a selection board for selection of experts including a representative of the Ministry of Petroleum and Natural Gas (MoP&NG). PPAC may invite eminent experts having special knowledge and experience in the relevant field to join the selection boards
- (5) Joint/Additional Director (HR) shall scrutinize the applications in accordance with these regulations and prepare lists of eligible candidates for each category to be called for interview and submit a report to DG.

- (6) The selection board mentioned in clause 6 (4) shall be convened with the approval of the DG and PPAC shall notify the date and the venue of the interview to the short listed eligible candidates 10 days in advance.
- (7) The recommendations of the selection board regarding engagement shall be placed by Joint/Additional Director (HR) before the Senior Officers of PPAC at the level of Additional Directors and above, chaired by DG for decision. Subsequently, concurrence of MoP&NG shall be obtained.
- (8) On approval of the engagements by the group of Senior Officers as mentioned in clause 6 (7) and after obtaining the concurrence from MoP&NG, Joint/Additional Director (HR) shall inform each candidate in writing by an offer letter of engagement giving not less than ten days' time to accept the offer of engagement.
- (9) After receipt of acceptance from the selected candidates as per clause 6 (8), the Joint/Additional Director (HR) shall issue letter of engagement to each candidate giving not less than thirty days' time to join.

Provided that the joining time may be extended by Joint/Additional Director (HR) with the approval of DG on being satisfied that extension is sought on circumstances beyond the control of the individual candidate.

- (10) Joint/Additional Director (HR) shall inform the number of selected candidates who have joined, in the next meeting of Senior Officers and obtain approval of the DG to restart the process of selection to fill up the shortfalls, if any, in the total number of experts and professionals decided to be engaged as per clause 6(2).

7. Terms and conditions of engagement of experts and professionals

- (1) The experts and professionals on having accepted the offer of engagement, shall enter into a contract, also having the confidentiality clause, with

Joint/Additional Director (HR), acting on behalf of the DG, detailing the terms and conditions of engagement, before being assigned any work.

- (2) The terms and conditions of engagement may be modified, in any specific case, where PPAC deems it necessary.
- (3) Without prejudice and in addition to the legal remedies available to the PPAC, the breach of agreement executed under clause 7(1) by or on behalf of any expert or professional shall be considered a sufficient ground for termination of the engagement made under contract and may further debar such expert or professional from future engagement by PPAC.

8. Power to relax

DG, in consultation with Senior Officers as defined in clause 6 (7) above in formal meeting may relax such restrictions imposed in these guidelines as may be deemed necessary in the discharge of its functions under the Guidelines, subject to approval of the same by the Chairman of the Governing Body of PPAC.

9. Removal of difficulties

In the matter of implementation of these regulations, if any doubt or difficulty arises, the same shall be placed before the Senior Officers as defined in clause 6 (7) above chaired by DG and the decision of this group will be referred to the Chairman of the Governing Body, whose decision shall be final.

Schedule I

(See Guideline 3)

| Category of expert and professional | Preferred experience in years |
|--|--|
| Level I | Ten to fifteen years |
| Level II | Fifteen years and above |
| Level III | Professionals with exceptional expertise in the specific area of work required |

Schedule II

(See Guideline 4)

| Level of expert and professional | Lump sum monthly remuneration* |
|---|---------------------------------------|
| I | Rs. 75,000 |
| II | Rs. 100,000 |
| III | Rs. 125,000 |

* Note:

1. Service tax/GST, if applicable, shall be paid extra at actual against proof of payment.
2. Monthly remuneration will be paid after deducting applicable taxes (TDS) etc. as per applicable prevailing law.

Allowances

Consultants would be allowed TA/DA for travel inside the country in connection with the official work as per follows:

| Level of expert and professional | TA/DA (on tour) entitlement |
|---|---|
| I | TA – Reimbursement of 2nd AC Train fare DA – Reimbursement for hotel accommodation of Rs. 1500/- per day; reimbursement upto Rs. 150/- per day for travel within city and reimbursement of food bills not exceeding Rs. 200/- per day. |
| II | TA – Reimbursement of Air fare (Economy Class) |
| III | DA – Reimbursement for hotel accommodation of Rs. 3000/- per day; reimbursement upto Rs. 500/- per day for travel within city and reimbursement of food bills not exceeding Rs. 500/- per day. |

Schedule III

(See Guideline 3)

ECONOMIST - Consultant's qualification and experience

| Class of Expert and professional | Qualifications | Experience |
|---|---|---|
| Economist | <p>Essential – Post Graduate degree in Economics/ Applied Economics/ Energy Planning or equivalent from a recognized University in India or abroad, with specialization in Economics research/ Econometrics/ and knowledge of energy market conditions.</p> <p>Desirable – (i) A doctoral degree, from a reputed University/ Institution in India or from a University or Institution duly recognized in India, in Economics with research, preferably in the area of petroleum and natural gas or related areas. (ii) Published papers in reputed national / international economic journals on the oil and gas sector or related areas.</p> | <p>Minimum 10 years of experience in analysis of economic problems, international trade, industry, investment, economic regulation using quantitative economic techniques including minimum 5 years of experience in the oil and gas sector in government, public sector, private sector, non-governmental organizations or regulatory authorities or regional/ international/ multilateral organization(s).</p> <p>Or,</p> <p>Minimum 10 years of experience in universities/ reputed research institutions, as Professor/ Reader/ Lecturer of Economics/ Quantitative Economic methods or closely related subjects including having worked on oil and gas related issues for a minimum of 5 years.</p> |

Schedule III

(See Guideline 3)

STATISTICIAN - Consultant's qualification and experience

| Class of Expert and professional | Qualifications | Experience |
|---|--|---|
| Statistician | <p>Essential – Post Graduate degree in Statistics/ Mathematical Statistics /Mathematical Economics/ Econometrics or equivalent from a recognized University/ Institution in India or abroad.</p> <p>Desirable –</p> <p>(i) A doctoral degree, from a reputed University/ Institution in India or from a foreign University or Institution duly recognized in India, in applied statistics/ modern statistical/ econometric models etc. with research, preferably in the area of petroleum and natural gas or energy related areas.</p> <p>(ii) Published papers in reputed national/ international statistical journals.</p> <p>(iii) Working knowledge of SAS Enterprise Data Warehouse Solution, Enterprise BI and SAS Visual Analytics.</p> | <p>Minimum 10 years of experience in using statistical computing software packages, research and applying mathematical statistical techniques and theories in the collection, processing, analysis, evaluation and dissemination of pricing, production, supply, and distribution data, preferably of the oil and gas sector in government, public sector, private sector, Non-Governmental Organizations or regulatory authorities or regional/ international/ multilateral organization(s) including minimum 5 years of experience in handling and maintaining large databases.</p> <p>Or,</p> <p>Minimum 10 years of experience in universities/ reputed research institutions, as Lecturer of Statistics/ modern statistical methods or closely related subjects, having worked on data quality and statistical analysis related issues.</p> |

Schedule-IV

(See guideline 2)

ECONOMIST - Consultant's scope of work

1. Monitor and analyze main trends of energy prices and policies in major consuming and producing countries and regions with particular focus on India.
2. Carry out studies related to the impact of major energy policy developments on oil and gas supply and demand in the medium to long-term under various scenarios.
3. Compile, analyze, report data and forecast market trends, applying econometric/mathematical models and statistical techniques.
4. Forecast production, demand and consumption of oil and gas in the country.
5. Study economic and statistical data in oil and gas sector.
6. Work in a coordinated way with other Divisions in PPAC, especially those working on economic, statistical, data and pricing related issues.
7. Any other related work that may be assigned by PPAC from time to time.

Schedule-IV

(See guideline 2)

STATISTICIAN - Consultant's scope of work

1. Collect, collate, stabilize and maintain the database across the entire value chain of midstream and downstream oil and gas sector using PPAC's legacy computer systems and the proposed SAS platform which includes the Enterprise Data Warehouse Solution, Enterprise BI and Visual Analytics.
2. Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency and accuracy.
3. Apply statistical techniques and methods in the processing and analysis of data.
4. Analyze and interpret statistical data in order to identify significant differences in relationships among sources of information.
5. Prepare and publish statistical and technical reports and research papers related to the oil and gas sector.
6. Any other related work that may be assigned by PPAC from time to time.

Schedule-V

(See guideline 2)

Work breakdown structure and timeframe

ECONOMIST:

- Would assist PPAC in:
 - Providing technical inputs for demand/ consumption/ supply/ pricing and import-export trend analysis
 - Preparing weekly/ fortnightly/ monthly/ annual reports of the Demand, Supply, Marketing, Finance and Gas Divisions of PPAC
 - Analyzing recent economic and price trends
 - Analyzing policies related to the energy sector
 - Analyzing domestic & global energy trends
 - Any other job that may be assigned

- The consultant shall carry out the above jobs within the stipulated timeframe for preparation and publication of all reports.

Schedule-V

(See guideline 2)

Work breakdown structure and timeframe

STATISTICIAN:

- Would assist PPAC in:
 - Liaising with oil and gas companies for collection of regular data and also assist them in improving their data input systems
 - Maintaining the PPAC database
 - Evaluating the statistical methods and procedures used to obtain data
 - Preparing weekly/ fortnightly/ monthly/ annual reports from the database
 - Analyzing the data trends
 - Studying the existing mechanism of collection of data and identifying areas of improvement
 - Developing input formats of data collection for generation of new reports/ analysis

- The consultant shall carry out the above jobs within the stipulated timeframe for preparation and publication of all reports.

**APPLICATION FOR CONSULTANT AND EXPERT (ECONOMIST/STATISTICIAN)
IN PETROLEUM PLANNING & ANALYSIS CELL ON CONTRACT/DEPUTATION BASIS**



- 1. Name of the Applicant:
(In Block Letters)
- 2. Father's/ Husband's Name:
- 3. Date of Birth (In Christian era):
(in figure and in words)
- 4. Sex:
- 5. Nationality:
- 6. Address for Communication:

7. Telephone/ Mobile No

Email:

8. Languages Known:

English Hindi Others

Speak _____

Read _____

Write _____

9. Extent of Computer Knowledge:

10. Educational Qualification (from Post-Graduation onwards) (attach self-attested photocopies)

| S. No. | Qualification (PG degree/ Doctoral Degree in subject to be mentioned) | University/Board | Subject Studied | % age of marks obtained | Remarks |
|--------|---|------------------|-----------------|-------------------------|---------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

11. Details of papers published in reputed National/ International Economic Journals on Oil & Gas Sector or related areas (if required details may be given in a separate sheet in the given format):

| S. No. | Details of paper published on Oil & Gas/ related Sector | Name of National/ International Economic Journals | Year of Publication | Remarks |
|--------|---|---|---------------------|---------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

12. Experience/ particulars (details may be given in separate sheet as per the format) of previous and present employer (attach self-attested photocopies if any) (minimum 10 years of experience required including 5 years of experience in oil and gas sector for Economists and 5 years of experience in handling and maintaining large databases for Statistician):

| S. No. | Position | Name of Employer | Duration | Details of experience |
|--------|----------|------------------|----------|-----------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

13. Details of specific experience (if any) in areas of analysis of economic problems, international trade, industry, investment, energy (for Economists) and using statistical computing software packages, research, and applying mathematical statistical techniques and theories in the collection, processing, analysis, evaluation, and dissemination of distribution data, preferably of the oil and gas sector (for Statistician).

14. Details of other academic achievements, extra-curricular activities and professional achievements, if any:

15. Any other information:

16. List of enclosures:

17. References (with complete address and contact numbers):

(i)

(ii)

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be summarily cancelled/ terminated without notice and without any compensation in lieu thereof.

Date:

Signature of Candidate:

Place:

Name of Candidate: