

## **PETROLEUM PLANNING & ANALYSIS CELL**

**(Ministry of Petroleum & Natural Gas)**

### **Guidelines for engagement of consultants**

Pursuant to dismantling of the Administered Pricing Mechanism (APM) in the petroleum sector and abolition of the erstwhile Oil Coordination Committee (OCC), Petroleum Planning & Analysis Cell (PPAC) was created effective 1.4.2002, to be attached to the Ministry of Petroleum & Natural Gas.

The guidelines are meant for engaging consultants in the fields of economics, statistics or other disciplines related to petroleum and natural gas on contract basis. Evaluation of the requirement of Consultants by PPAC would be inter-alia a function of need for a particular skillset, specialized knowledge, number of vacancies and budget availability.

The consultants engaged by PPAC shall discharge such functions as directed by the Director General (DG) in assisting PPAC as per the scope of work enclosed as annexure.

The engagement will be purely on a temporary basis and it will confer no right on the consultant for permanence in any case. The consultant will be initially engaged for a period of one year which may be extended by two more years depending upon the annual review of the performance of the candidate and requirements of PPAC, after approval of Chairman, Governing Body.

#### **1. Classification of consultant according to experience**

The consultant will be classified into two categories based on the post degree experience. The relevant experience in the field will only be counted. Part time experience will not be considered. The maximum age should be 60 years as on the last date of the application.

<b>Category of consultant (1)</b>	<b>Experience in years (2)</b>	<b>Experience in oil &amp; gas sector (3)</b>
<b>Level I</b>	>6	Minimum half of the experience stipulated in column 2 should be in the oil and gas sector
<b>Level II</b>	>15	

## 2. Essential and desirable qualifications

The essential and desirable qualifications as envisaged for Economists and Statisticians are given below. For other disciplines, as need arises, approval will be sought from MoP&NG for finalizing the qualifications.

<b>Economist</b>	<p><b>Essential –</b> Post Graduate degree in Economics/ Applied Economics/ Energy Planning or equivalent from a recognized University in India or from a University or Institution abroad duly recognized in India, with specialization in Economics research/ Econometrics/ and knowledge of energy market conditions.</p> <p><b>Desirable –</b> (i) A doctoral degree in Economics, from a reputed University/ Institution in India or from a University or Institution abroad duly recognized in India. (ii) Published papers in reputed national/ international economic journals on the oil and gas sector or related areas.</p>	<p>Relevant experience in analysis of economic problems, international trade, investment, economic regulations using quantitative economic techniques.</p> <p><b>Or</b></p> <p>Experience in universities/ reputed research institutions, as Professor/ Reader/ Lecturer of Economics/ Quantitative Economic methods.</p>
------------------	--	---

<b>Statistician</b>	<p><b>Essential –</b> Post Graduate degree in Statistics/ Mathematical Statistics /Mathematical Economics/ Econometrics or equivalent from a recognized University/ Institution in India or from a University or Institution abroad duly recognized in India.</p> <p><b>Desirable –</b> (i) A doctoral degree in applied statistics/ modern statistical/ econometric models, from a reputed University/ Institution in India or from a University or Institution abroad duly recognized in India.</p>	<p>Relevant 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 including minimum 5 years of experience in handling and maintaining large databases.</p> <p><b>Or</b></p>
---------------------	---	---

(ii) Published papers in reputed national/ international statistical journals.	Experience in universities/ reputed research institutions, as Professor/ Reader/ Lecturer of Statistics/ modern statistical methods.
(iii) Working knowledge of SAS Enterprise Data Solution, Enterprise BI and SAS Visual Analytics.	

### 3. Remuneration payable to consultants

The consolidated remuneration to be paid by PPAC to different categories of full time consultants on a monthly basis is as per details given below. The remuneration will be lump sum and no other allowances will be payable. The full-time consultant will however be provided in office with official email address, a computer/ laptop, network/ internet connection, telephone, seating space with standard furniture, library facility, canteen facility etc.

#### Remuneration

Category of consultant	Experience in years	Lump sum monthly remuneration* in Rs. (Lakhs)
Level I	>6	Rs.1.50
Level II	>15	Rs.2.00

\* Note:

1. GST, if applicable, shall be paid extra at actuals by the PPAC.
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 official work as follows:

Category of consultant (Level)	TA/ DA entitlement (on tour)
I & II	<i>As per entitlement for corresponding level of officer in Government.</i>

### 4. Procedure of selection of consultants

- (i) The selection of Consultants shall be made in accordance with the provisions contained as per General Financial Rules (GFR) 2017 (Rule 177 to 196).
- (ii) DG, PPAC may decide, from time to time, the number of consultants to be engaged, keeping in view the budget and the existing vacancies, as on the reference date,

subject to the approval of Chairman, Governing Body, PPAC. Concurrence of MoP&NG is required after recommendations of the Selection Committee and before issuance of the offer of engagement letter to the incumbent.

- (iii) Additional Director (HR) shall publish the requirement on the official website of the Ministry and PPAC and PPAC shall invite applications by suitable public notice in the newspapers. The candidates should apply only in the format prescribed by PPAC.
- (iv) An evaluation committee of PPAC officials (HR Head, Finance Head, HoD concerned for whom consultant is advertised) 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, PPAC.
- (v) DG, PPAC shall constitute a selection board (including a representative of MoP&NG) for selection of consultant. PPAC may invite eminent experts having special knowledge and experience in the relevant field to join the selection board.
- (vi) After obtaining the concurrence from MoP&NG, 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.
- (vii) The consultants, on having accepted the offer of engagement, shall enter into a 'Non-Disclosure cum Confidentiality Agreement', with Additional Director (HR), acting on behalf of DG, detailing the terms and conditions of engagement, before being assigned any work.
- (viii) Police & document verification of the selected candidates may be considered, keeping in view of fact that they would be dealing with sensitive documents and /or information available with PPAC.

#### **5. Terms and conditions of engagement of consultants**

- i) The terms and conditions of engagement may be modified by Chairman, GB.
- ii) The consultant shall be entitled to 8 days leave in a calendar year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.
- iii) If the consultant goes on long leave or extension of leave, says more than 15 days, without having obtained any prior approval of the Competent Authority in PPAC, PPAC would reserve the right to cancel the appointment in such cases, if considered necessary.

- iv) The tenure of the Consultant may be extended beyond one year on satisfactory performance by maximum two years, one year at a time, based on annual performance review, after approval of Chairman, Governing Body of PPAC i.e. Secretary (PNG).
- v) The consultant may have to work on Saturdays, Sundays and other gazetted holidays or may be asked to work beyond regular office hours, in case of exigencies of work. No extra allowances will be permissible for the same.
- vi) The consultant would be appointed on a full time basis and would not be permitted to take up any other assignment during the period of engagement with PPAC.
- vii) Issues, if any not covered above, shall be in accordance with PPAC Rules, GFR and Manual for Procurement of Consultancy & Other Services, 2017.

#### **6. Evaluation of Performance**

The performance of consultant engaged with reference to the tasks assigned and output delivered shall be reviewed periodically within such time and manner as may be specified by PPAC.

#### **7. Conflict of Interest**

The consultant shall be expected to follow all the rules and regulations of the Govt. of India. He/ She will be expected to display utmost honesty, secrecy of office and sincerity while discharging the duties.

In case the services of the consultant are not found satisfactory or found to be in conflict with the interest of the Government, his/ her services will be liable for discontinuation without assigning any reasons.

#### **8. Publication of subject matter**

The consultant shall not, except with the previous sanction of PPAC or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspaper or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him/ her by PPAC.

**9. Termination Notice**

PPAC can cancel the appointment at any time without providing any reasons. However, in the normal course it will give one month's notice to the consultant. The consultant can also seek for termination of the contract by giving one month's notice to PPAC or salary in lieu thereof.

**These guidelines supercede all earlier guidelines.**

## SCOPE OF WORK FOR CONSULTANTS

### ECONOMIST

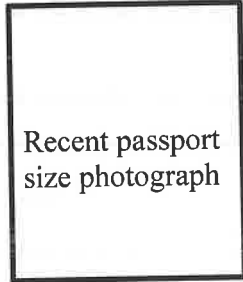
1. Monitor and analyze main trends of energy prices and policies in major consuming and producing countries and regions with particular focus on India.
2. Carry out studies related to the impact of major energy policy developments in oil & gas supply and demand in the medium to long-term under various scenarios.
3. Study, compile, analyze, report data and forecast market trends, applying econometric/ mathematical models and statistical techniques. Providing technical inputs for demand/ consumption/ supply/ pricing and import-export trend analysis.
4. Preparing weekly/ fortnightly/ monthly/ annual reports of the Demand, Supply, Marketing, Finance and Gas Divisions of PPAC.
5. Work in a coordinated way with other Divisions in PPAC, especially those working on economic, statistical, data and pricing related issues.
6. Any other related work that may be assigned by PPAC from time to time.

### STATISTICIAN

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 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. Studying the existing mechanism of collection of data and apply statistical techniques and methods in the processing and analysis of data.
4. Prepare and publish statistical and technical reports and research papers related to the oil and gas sector. Liaising with oil and gas companies for collection of regular data and also assist them in improving their data input systems.
5. Developing input formats of data collection for generation of new reports/ analysis and preparing weekly/ fortnightly/ monthly/ annual reports from the database.
6. Any other related work that may be assigned by PPAC from time to time.

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

1. Name of the Applicant :  
(In Block Letters)
2. Father's/ Husband's Name :
3. Date of Birth (dd/mm/yyyy) :  
(in words) :
4. Sex :
5. Nationality :
6. Address for Communication :
7. Telephone/ Mobile No :  
Email :
8. Languages Known :
9. Computer Knowledge :
10. Educational Qualifications (Graduation onwards) (attach self-attested photocopies)



Sr. No.	Qualifications (Stream to be mentioned)	University/ Board	Subjects	% age of marks obtained	Remarks
1.					
2.					
3.					
4.					



11. Details of papers published in reputed National/ International Journals on Oil & Gas Sector or related areas (separate sheet may be attached):

Sr. No.	Details of paper published	Name of Journal	Year of Publication	Remarks
1.				
2.				
3.				
4.				

12. Experience particulars (attach self-attested photocopies if any) (separate sheet may be attached)

Sr. No.	Position	Name of Employer	Duration	Details of experience
1.				
2.				
3.				
4.				

13. Any other relevant information :

14. List of enclosures :

15. 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 or any compensation in lieu thereof.


Date:

Signature of Candidate:


Place:

Name of Candidate:

## Version of advertisement in English

	<p>Petroleum Planning &amp; Analysis Cell (PPAC) (Ministry of Petroleum and Natural Gas) SCOPE Complex, Core-8, 2<sup>nd</sup> floor, 7 Institutional Area, Lodhi Road, New Delhi-110003 Tel. 91-11-24361314, 24306191, 24306192</p>
<p><b>Engagement of Consultants on contract basis (One Statistician and one Economist)</b></p>	
<p>PPAC invites applications for engagement of consultants with minimum experience of 6 years for a contract period of one year extendable by another two years to assist in various energy related studies. The lump sum monthly remuneration shall be Rs.1.5 Lakh. The number of consultants required is subject to change. Further details for hiring of consultants are available at <a href="http://www.ppac.gov.in">www.ppac.gov.in</a>.</p>	
<p>Applications along with copies of supporting documents in desired format may be sent to PPAC's address so as to reach latest by 17:30 hrs of 03.03.2020.</p> <p style="text-align: right;">Additional Director (HR&amp;C)</p>	

## Version of advertisement in Hindi



**Petroleum Planning & Analysis Cell (PPAC)**  
(Ministry of Petroleum and Natural Gas)  
SCOPE Complex, Core-8, 2<sup>nd</sup> floor, 7 Institutional  
Area, Lodhi Road, New Delhi-110003  
Tel. 91-11-24361314, 24306191, 24306192

**अनुबंध आधार पर परामर्शदाताओं की नियुक्ति**  
(एक सांख्यिकीविद और एक अर्थशास्त्री)

पेट्रोलियम योजना एवं विश्लेषण प्रकोष्ठ द्वारा अनुबंध के आधार पर विभिन्न प्रकार की ऊर्जा संबंधित अध्ययन करने के लिए योग्य उम्मीदवारों के प्रार्थना पत्र परामर्शदाता हेतु आमंत्रित किए जा रहे हैं। उन्हें कम से कम छः वर्ष का अनुभव हो। परामर्शदाता शुरुआत में एक वर्ष की अवधि के लिए रखे जाएंगे, जिसे दो और वर्षों तक बढ़ाया जा सकता है। परामर्शदाता को रु. 1.5 लाख मासिक की एकमुश्त राशि देय होगी। परामर्शदाताओं की संख्या में बदलाव हो सकता है। अधिक जानकारी के लिए PPAC की वेब साइट [www.ppac.gov.in](http://www.ppac.gov.in) का अवलोकन करें।

प्रार्थना पत्र निर्धारित फॉर्म में सभी तरह के वांछनीय दस्तावेजों के साथ PPAC के कार्यालय में 03 मार्च 2020, सायं 5:30 बजे तक स्वीकृत किये जायेंगे।  
अपर निदेशक (मानव संसाधन एवं समन्वय)