



CAPACITY BUILDING COMMISSION

**Ministry of Petroleum & Natural Gas: Annual
Capacity Building Plan**

November 2023

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1. Executive Summary

1.1 Context

The Union Government launched Mission Karmayogi, also referred to as the National Programme for Civil Services Capacity Building (NPCSCB) (the “Programme”), in September 2020. The programme aims to create a professional, competent, well-trained, and future ready civil service through guided capacity building, and is based on the philosophy of creating an ecosystem thriving on “competency driven training and human resource management” by transitioning from a 'rules-based' system to a 'roles-based' system”. Under this programme, the Capacity Building Commission (CBC) has been set up for functional supervision of civil services training institutions and is currently conceptualizing and developing Annual Capacity Building Plans (ACBPs) for different ministries, departments, and organizations of Government of India (GoI) - with Ministry of Petroleum & Natural Gas (MoP&NG) being one of them.

1.2 Introduction to Mission Karmayogi

The Indian economy is anticipated to be one of the fastest growing economies in the world International Monetary Fund (IMF) estimates India’s Gross Domestic Product (GDP) to grow at 7 per cent in CY23). This is a positive step towards realising its ambition of becoming a USD 5-trillion economy in the next few years. Major reforms are being introduced to achieve this target and to meet the aspirations of its growing youth. India is on the cusp of major transformation. The implementation of the planned transformations is being led by the civil services. The civil services are engaged in rendering a range of public services, welfare programs and core governance related functions that enable the government to serve its citizens efficiently and effectively. Hence, capacity building of civil service has been identified as one of the key pillars to meet the changing needs of the country, with a focus on molding a future ready civil service that can deliver to larger social and economic mandates.

However, the current civil services capacity building landscape was marred by various challenges. The capacity programmes were largely cadre, service and department driven leading to a silo-based approach disallowing consistent peer to peer learning across multiple services, thereby limiting collaborative learning environment. There is a non-availability of life-long and continuous training programmes for civil servants with the current ones having an inordinate high time lapse between them. The current capacity building landscape also lacked data-driven, robust monitoring and evaluation framework for better cognizance to achieved outcomes, milestones, key performance indicators of civil servants.

The National Programme for Civil Services Capacity Building (NPCSCB)- Mission Karmayogi was launched in 2020, keeping in mind the above challenges. Mission Karmayogi aims at a comprehensive reform of civil services capacity building mechanism at individual, organizational and institutional level for efficient public service delivery, capacity building and continuous learning for India’s most vital civil servants. The program believes in the philosophy that a suitable government workforce requires a dynamic, competency-driven capacity building approach, aligned to the demands of the rapidly changing world. Envisioned as one of the largest capacity building initiatives for government organizations globally, the programme envisages to train ~46 lakh officials at the centre and ~1.5 crore officials across states and local bodies.

NPCSCB proposes to leverage technology to offer world class learning to all the civil service officials across different hierarchies and geographies. For larger impact, the intervention aims to cover and address the capacity building requirements of all the employees of government ministries/departments/organisations. Mission Karmayogi aims to embark on a learning transformation programme that will address the capacity building requirements of civil service through a comprehensive online platform – i-GOT Karmayogi. iGOT Karmayogi aims to offer online, face-to-face and blending learning options, while managing and maintaining an extensive record of civil servants. i-GOT is an online learning platform that has been developed under Mission Karmayogi to specifically cater to the capacity building needs of the nation's administrators. The content can be created by different ministries, departments, in-house or

through knowledge partners. Carefully crafted and vetted content from leading government institutions, private content providers and individual resources have already been made available on the iGOT platform. Along with the iGOT platform, Mission Karmayogi aspires to enable all the officials to pursue anytime-anyplace-any-device learning at their own convenience. The officials will have access to round-the clock guidance by being able to refer to job-specific learning resources and collaborating with officials who have completed the training previously. This feature aims at enabling the officials to take charge of their own professional learning journey, using self-directed or guided learning paths, enabling continuous learning for all.



Figure 1: Institutional arrangement of Mission Karmayogi

The institutional arrangement for implementation and monitoring of programme comprises of the apex body, Prime Minister's Public Human Resource Council (PMHRC), Cabinet Secretariat Coordination Unit and Capacity Building Commission (CBC) and a Special Purpose Vehicle (SPV) to operate the digital assets created for NPCSCB. While the Cabinet Secretariat Coordination Unit will monitor the implementation of NPCSCB, align stakeholders and oversee the capacity building plans, the Capacity Building Commission (CBC) will be playing a critical role with respect to facilitating the preparation of annual capacity building plans.

Under this highly aspirational initiative, CBC aims to facilitate creation of Annual Capacity Building Plans (ACBPs) for all ministries, departments, and organisations of Government of India to enhance competency and efficacy at all the levels- individual, organizational, and institutional. Constituted in 2021, CBC is the custodian of the civil services capacity building initiative and hence oversees the planning and implementation of the Mission Karmayogi programme. Under the programme it is envisaged to prepare Annual Capacity Building Plans which would enable:

- A 21st century civil service machinery that is focused on delivering Ease of Living, East of Doing Business, Citizen Centricity, and governance reform at its core.
- A civil service which is aligned with national priorities, and is well appraised and equipped to respond to emerging technologies

- Aligning work allocation of civil servants by matching their competencies to the requirements of the post, enabling a transition from 'Rule-based' to 'Role-based' management framework
- Calibration of civil service positions to a Framework of Roles, Activities, and Competencies (FRAC) approach, to suggest learning content relevant to the identified FRAC for different positions
- An opportunity for civil servants to continuously build and strengthen their Behavioural, Functional and Domain competencies in their self-driven and guided learning path.

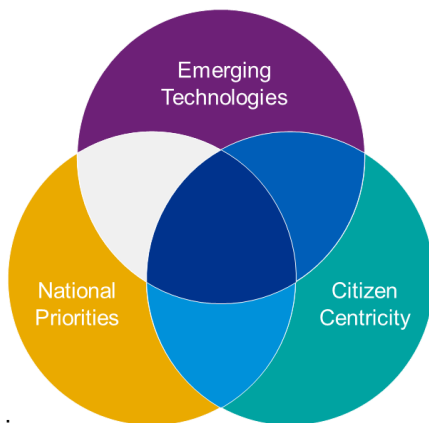


Figure 2: Three lenses of Capacity Building interventions

As highlighted above, 'national priorities', 'emerging technologies' and 'citizen centricity' remain the three key lenses of all the interventions planned by CBC, including the Annual Capacity Building Plans. As per the exercise of ACBP preparation under Mission Karmayogi, each MDO is expected to arrive at its capacity building goals, keeping in focus the mentioned three lenses. The same have been elaborated below.

- **National Priorities:** This lens examines how the MDO contributes to the national priorities now and in future. The national priority includes goals such as USD 5 Trillion economy for India, Ease of Living etc. The vision, mission, goals, and objectives of the MDO (whose ACBP

being prepared) are studied to assess how these contribute to national priorities in coming times. Gaps, if found any, would then be identified by ACBP. Addressing these gaps through training and organisation interventions would then become the key goal of ACBP.

- **Emerging Technologies:** The ACBP and the initiative overall should enhance the capacity of civil servants on emerging technologies. To prepare future-ready civil service, this focus area looks to understand the potential impact and challenges being posed by innovative technology trends in the sector in which the MDO is operating. The ACBP will also gauge the capacity MDO currently has and the need to have other emerging technology trends. Such gaps would be targeted by ACBP to propose relevant capacity building interventions for the MDO.
- **Citizen centricity:** The initiative should raise a set of civil service officers who promotes citizen centricity and customer serviceability as key focus areas. The ACBP exercise will involve examining MDO's key citizen centric initiatives such as – transparent and effective public delivery, customer focus, inclusion of citizen inputs during policy/scheme formulation, maintenance of effective grievance redressal system, participatory governance etc. Gaps in citizen centric initiatives, if identified for a MDO, will be targeted by ACBP to address using capacity building interventions at individual and organisational level.

1.3 Annual Capacity Building Plan (ACBP)

The Annual Capacity Building Plan (ACBP) is a strategic document that outlines key strategic and functional areas within the Ministry, Department, Organisation (MDO) and provides a macro picture of capacity building initiatives that would assist MDOs in effectively executing the work pertaining to these areas.

The plan is incremental in nature in that it identifies a few focus areas that demand immediate attention and will gradually evolve over time into a full-fledged plan. The plan follows a cyclical process of preparation as it involves working in tandem with all departments, divisions, and zonal/regional entities within the MDO. Usually, under the strategic direction of the leadership of the MDO, the plan is unfolded phase-wise wherein a few institutes/divisions are selected for capacity building in the first phase of the exercise.

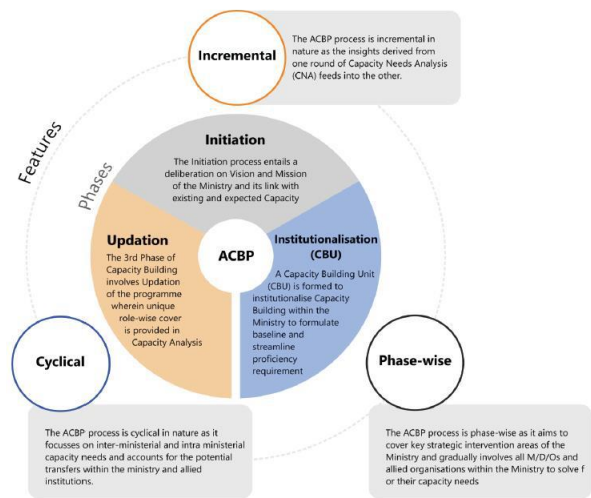


Figure 3: Characteristics of building an ACBP

1.4 ACBP for Ministry of Petroleum & Natural Gas

The ACBP preparation for the Ministry of Petroleum & Natural Gas (MoP&NG) began in December 2022 with the kick-off meeting held with Secretary, MoP&NG. As part of the process to prepare the ACBP, data collection and collation exercises were initially rolled out to conduct an As-is Assessment of the Ministry. The As-is Assessment aimed at capturing key data pertaining to Ministry, that would enable in building up a baseline for training and capacity building interventions at an institutional level. Roles and responsibilities of various divisions of the Ministry along with the existing capacity building interventions at Ministry level were studied. In-person consultations, spanning across different divisions of the Ministry were undertaken to complete the As-is Assessment. Ministry's mandate, vision, functions, key programmes, emerging focus areas were also studied as part of the secondary research to better understand the roles, responsibilities, and requirements of various divisions of the Ministry.

As-is assessment was further followed by a Capacity Need Assessment (CNA) exercise at both – individual (role/designation) level and organisation level. Using a consultative approach, discussions were held with the Joint Secretaries/Heads of the various divisions of the Ministry to identify the current competency needs or gaps in various divisions across the Ministry. For every unique role under MoP&NG, the competency needs identified were then grouped under one of the three buckets as discussed below -

- **Domain:** Knowledge and expertise related to the sector, division, and the respective focus areas.
- **Functional:** Cross-cutting needs across MDOs which are related to functional aspects of the division such as administration, financial planning, communication, legal, stakeholder management, technological know-how and other such broad areas of expertise.

- **Behavioural:** Pertaining to the learning and implementation of soft skills.

Post identification of competencies required at various levels, a detailed Annual Capacity Building Plan was developed wherein identified competency gap/ needs were mapped with various training or non-training interventions to assist in bridging these gaps.

The Ministry of Petroleum & Natural Gas, through the development of capacity of its officials intends to improve the coordination and implementation of various programmes aimed towards development of its beneficiary groups. Towards this broader goal, the Ministry intends to strengthen capacities of its current officials and incoming officials, making the Ministry more future ready.

1.5 CNA and Understanding of Domain, Functional and Behavioral Attributes

Capacity Needs Assessment (CNA) is a process of evaluating an organization's ability to effectively carry out its objectives and meet its goals. CNA is typically carried out to help organizations identify the gaps in their abilities to deliver on their mission, especially in areas where there are limitations in resources, technology, or human capital.

The Capacity of an individual is developed at three levels/pillars namely Domain, functional and Behavioral competencies.

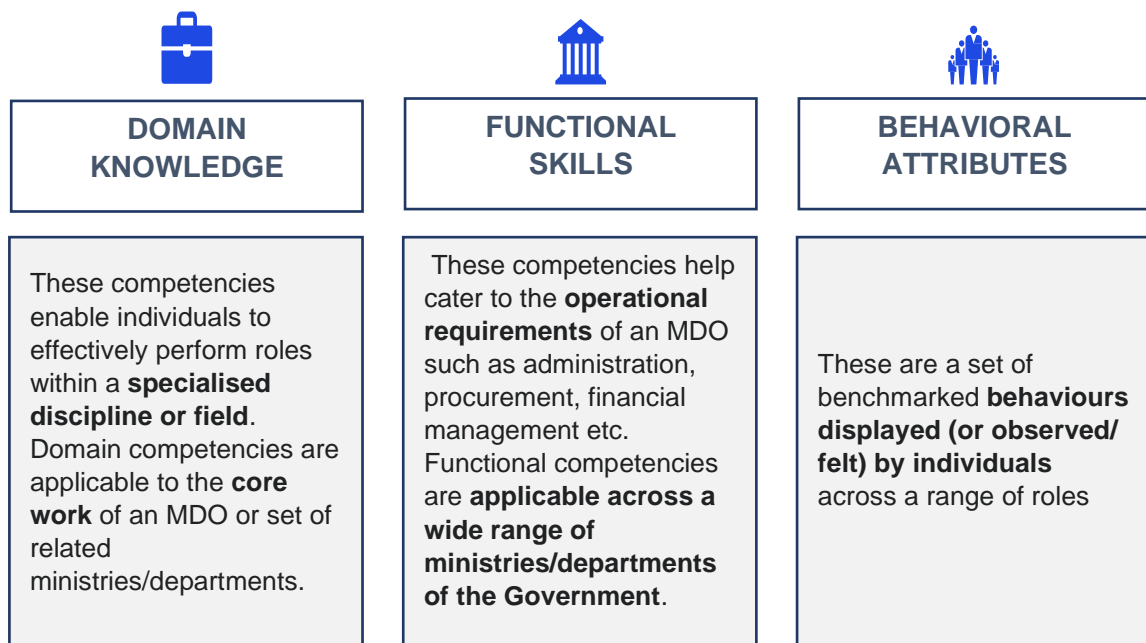


Figure 4: Three pillars of Capacity Building Interventions

A competency is generally defined as the combination of attitude, knowledge and skills that enable an individual to perform the task or job efficiently. Capacity building at individual level refers to the process of equipping the individual government officials with the competencies required to effectively perform their assigned roles. Capacity building at organization level refers to the process of equipping every employee across organization with common competencies such as the vision, mission, mandates, and emerging technologies.

The CNA format captured in tables below provides a comprehensive understanding of the Capacity Needs required at various levels. This format has been prepared keeping in mind three aspects:

1. Roles:

Role of Joint Secretary (JS), Director/Deputy Secretary (DS), Under Secretary (US), Section Officer (SO), and Assistant Section Officer (ASO) as per the Central Secretariat Manual of Office Procedure (CSMOP, 2022):

- a) **Joint Secretary:** A Joint Secretary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his/her wing, subject to the overall responsibility of the Secretary for the administration of the Department
- b) **Director/Deputy Secretary:** A Director/Deputy Secretary is an officer who acts on behalf of the Secretary, holds charge of a Secretariat Division and responsible for the disposal of Government business dealt with in the Division under his/her charge. He/she should ordinarily be able to dispose of the cases as per the powers delegated or as per the channel of submission of the Department.
- c) **Under Secretary:** An Under Secretary oversees a Branch in a Ministry /Department consisting of one or more Sections/ Units/ Cells and exercises control both regarding the disposal of business and maintenance of discipline. As Branch Officer, he disposes off as many cases as possible at his own level, but he/she takes the orders of Deputy Secretary or higher officers on important cases. He/she is inter-alia responsible for development and maintenance of aids to processing as tools of manual and electronic knowledge management.
- d) **Section Officer:** A Section Officer is in-charge of a Section, the primary unit of a Department in the Secretariat, comprising a team of Assistant Section Officers, Senior Secretariat Assistants as Dealing Officers and Junior Secretariat Assistants and MTS as supporting staff. Below mentioned are the board responsibilities of a Section Officer:
 - distribution of work among staff, training, helping, advising them in the matter of work, maintenance of discipline and team spirit in the Section;
 - monitoring of efficient and expeditious disposal of cases;
 - timely submission of reports and returns to higher officers and other concerned units and;
 - managing effective person-independent information management and records management in the Section.

- e) **Assistant Section Officer:** An Assistant Section Officer works as Dealing Officer under the supervision of the Section Officer. Each Dealing Officer is allocated subjects out of the subject areas allocated to the Section and he/she is expected to deal with all matters allocated or any other work assigned to him/her from time to time.

2. Channel of Submission and Work Allocation:

All types of cases undertaken by each Division/Section mentioned in the Table goes through a Channel of Submission of cases where in the file is put up at the ASO/SO level and goes up to the Secretary Level for approval. In some critical cases (for e.g., all policy matters related to CPSEs), the file is put up at the Director/Deputy Secretary and goes up to the Secretary Level for approval.

Hence, each case/activity in every division requires involvement of all officers from ASO up to JS level.

The Channel of Submission along with induction material are some of the documents that were referred to creating the Capacity Needs for the Ministry.

3. Level of Training Required:

All Capacity Needs identified below have been categorized into two categories:

- a) **Basic:** This training equips officials with the minimum competencies and proficiency levels within each competency, required to effectively perform their roles and fulfil their mandate in the MDO.
- b) **Advanced:** This training equips officials with the competencies that enable them to continually adapt and optimize their performance for all roles.

2. Annual Capacity Building Plan (ACBP) – Approach and Methodology

2.1 ACBP Scope and Approach

- The basic tenets of the ACBP flow from three lenses, alignment towards meeting national goals/priorities, citizen centricity aspects and use of technology for seamless and effective decision making, especially emerging technologies as a support function. The ACBP covers the following aspects:
 - Individual Level: Domain Knowledge, Functional skills, and Behavioural Attributes
 - Organizational Level: Knowledge Management, Process Improvement, Information Flow
 - Institutional Level: Capacity Building Unit, Rules, Norms, and Culture, Monitoring & Evaluation

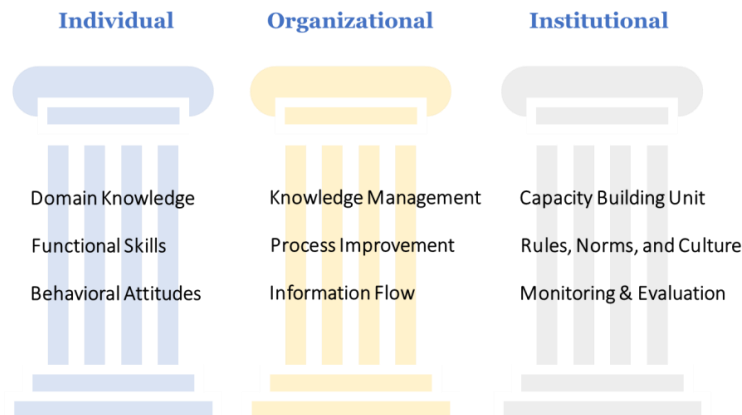


Figure 5: Scope of ACBP in a nutshell

- Preparation of the ACBP entailed interactions with several officers at various levels, covering department heads with appropriate tabulation of the role and function wise competency required, gaps thereof and training needs emanating from this exercise.
- Representatives of CBC and KPMG held multiple interactions with officers of MoP&NG over a period of less than 3 months to complete the tabulation exercise and to arrive at the priority initiatives to be taken on an annual basis and making it an institutional exercise. The competencies required have been identified into three categories namely:
 - Domain/sectoral knowledge requirements – Specific expertise related to various sectors of Oil & Gas industry – Upstream, Midstream, and Downstream.
 - Functional competency requirements – Covering functional aspects or operational requirements of the ministry like project management, financial management, knowledge of tools like e-office, file management, etc.
 - Behavioural competency requirements – Soft-skills and behavioural attributes like Team Development, Problem Solving, Innovative Thinking, etc.
- Level of training needs have been captured to cater to acclimatisation and sensitisation needs for officers entering the ministry, in-office needs to cater to ongoing requirements for smooth functioning, and for future readiness aspects. Level of training has been classified as Basic (B) or Advanced (A) to detail training needs across roles and functions.
- Trainings are targeted largely as online training to enable flexible and self-paced learning. However, based on varied needs and for specific requirements mixed andragogy methods have also been dovetailed into the training needs.
- Members and Secretary, CBC commenced the Annual CBP exercise in review meeting, outlining that instead of putting emphasis on training on routine jobs, focus should be on imparting domain skills in alignment with the mandate of the Ministry and with more futuristic training programs for functional and behavioural skills.
- Since the initial stages of our project, we have adopted a systematic and comprehensive approach to ensure a thorough understanding of the current state, challenges, and opportunities within the Ministry.

2.2 Methodology and Steps followed

The methodology has been carefully designed to combine various data collection and analysis techniques, including document review, surveys, interactions with key stakeholders, and Focused Group Discussions (FGDs). This multifaceted approach has allowed us to gain valuable insights, create a holistic understanding of the situation, and identify areas for improvement and growth.

The following are the steps undertaken for preparing ACBP thus far:

Steps	Details
<p>Step 1- Kickoff Meeting</p> <p>Step 2- Meeting with officials of the Ministry</p>	<ul style="list-style-type: none"> • A kick-off meeting was conducted with Secretary along with Joint Secretary (M&OR). • Introduction was provided to the initiative being undertaken for the preparation of the Annual Capacity Building Plan (ACBP). • Details for the formats/tools to be followed for data collection was shared along with identification of a nodal officer from the Ministry. • The current agenda which would focus on capacity building at – individual, organizational, and institutional level was shared along with the critical facets encompassing the same.
<p>Step 3 - Understanding the role and function of the Ministry</p>	<ul style="list-style-type: none"> • Following the meeting, team conducted a thorough secondary review of following areas: <ul style="list-style-type: none"> • Ministry’s mandate, roles, activities, policies, any recent developments/trends from Ministry’s website, annual reports, portals etc. • The current organizational structure, important stakeholders of the Ministry including its various attached offices/subordinate office, boards and committees, PSUs, and autonomous bodies under the Ministry. • Ministry’s key Programme, priorities, plan, and vision along with key activities from the lens of national priorities, citizen centricity and emerging technology. • Sectoral training institutes falling under the Ministry engaged in training of civil servants.

Steps	Details
Step 4 - As-is Assessment of the Ministry	<ul style="list-style-type: none"> • After conducting a thorough secondary review, we interacted with the senior stakeholders to understand the objective, mission, and vision of the Ministry. • Understood and mapped various roles/ functions/ capabilities of Ministry of Petroleum & Natural Gas (MoP&NG) by following survey-based approach wherein we also held multiple interactions such as one-on-one meetings (interviews, discussions and gathering feedbacks) with Division/Section officials gained the following insights: <ul style="list-style-type: none"> • Gathered inputs and resources such as employee list, Channel of Submission, annual report, etc. • Identified National Priorities, Citizen Centric Goals as well as Technology Roadmap for the Ministry by performing secondary research via studying MoP&NG's website, induction material, etc. • Finalized the AS-IS report basis the inputs/ feedback received from CBU and the Ministry.
Step 5: Data collection	<p><u>Primary Tools used for Data Collection</u></p> <p><i>I. Questionnaires</i></p> <ul style="list-style-type: none"> • Two sets of Questionnaires were devised for the purpose of: <ul style="list-style-type: none"> ○ Capturing comprehensive data across divisions and levels and to cover a larger set of audience ○ Gauging the actual level of proficiency for the set of competencies. ○ Enhancing the understanding/clarity of respondents and derive meaningful outcomes, the questionnaire was divided into sections and sub-sections. • The Questionnaires were developed for the following set of stakeholders:

Steps	Details
	<ul style="list-style-type: none"> ○ JS and Dir/DS – used during One-on-one Interactions ○ US, SO, and ASO – used during the Survey • To further refine the questionnaire, we incorporated the inputs/feedback received from internal industry experts, CBC, CBU and Ministry. • The questionnaires were finalized after post the approval from CBC and CBU. <p><i>II. One-on- Interactions and Focused Group Discussions</i></p> <ul style="list-style-type: none"> • We held 12+ Leadership One-on-one Interactions with JS Directors/Deputy Secretary, and their teams to understand the Ministry’s Vision, Mission, and Key Policies/Schemes. The interactions further helped us understand: <ul style="list-style-type: none"> ○ The roles and responsibilities undertaken by each division of the Ministry at respective levels in the hierarchy. ○ The current state of affairs within the Ministry/divisions in relation to existing & planned trainings. • We held 2 Focused Group Discussions (FGDs) with Under Secretaries, Section Officers, and Assistant Section Officers (ASO) to understand more deeply the challenges faced by the officials within the Ministry across divisions and how these can be overcome through training and non-training interventions. • Focused Group Discussions was done to identify the capabilities required for specific cadre (US/SO/ASO) along with thematic analysis of the responses <p><i>III. Survey</i></p> <ul style="list-style-type: none"> • We launched a survey for 78 Ministry officials at Under Secretary, Section Officer,

Steps	Details
	<p>and Assistant Section Officer level. We received 67 out of 78 responses which formed the basis of CNA explained below.</p> <ul style="list-style-type: none"> Survey was launched to capture and highlight the frequency of capabilities needs and training related challengers along with interventions. <p><u>Secondary Tools used for Data Collection</u></p> <p>Review and study of the following documents to derivate the capacity needs. These tools were also used in the preparation of the As-Is report mentioned above.</p> <ol style="list-style-type: none"> I. <i>Manual of Procedure</i> II. <i>Organisation Structure</i> III. <i>Work Allocation Order</i> IV. <i>Channel of Submission</i> V. <i>Annual Report</i>
<p>Step 6 – Capacity Needs Analysis (CNA)</p>	<ul style="list-style-type: none"> We analysed the data collected in Step 5. Using the inputs from As-Is Assessment and Data Collection stages, we conducted the Capacity Needs Analysis (CNA) exercise. To perform the Capacity Needs Analysis (CNA), we identified the required competencies at unique role level and segregated them into competencies at an Individual and Organizational level. Considering an individual possesses capabilities of varying types such as core/technical skills related to field of work, interpersonal skills, operational/procedural skills etc., we have divided Individual capabilities into three categories- Domain, Behavioral, Functional.
<p>Step 7 – Identification of Training Interventions, Non-training Interventions and Quick Wins</p>	<ul style="list-style-type: none"> Basis the competency gaps highlighted at individual and organizational level by the Capacity Need Analysis (CNA) exercise, we identified training and non-training capacity building interventions through which these gaps can be addressed. Quick Wins accounted for steps which the Ministry took immediately as part of ACBP to meet some of the Capacity Gaps

Steps	Details
<p>Step 8 – Drafting Annual Capacity Building Plan (ACBP) (Tabulating the Training Interventions)</p>	<ul style="list-style-type: none"> • The main purpose of this report is to highlight the annual capacity plan for officials at Ministry of Petroleum & Natural Gas along with the respective identified training institutes for Domain, Functional and Behavioral Competencies. • The previous 7 steps highlight the various methodologies used to analyze the data obtained via interactions, focused group discussions, questionnaire or by analyzing the various reports available. • The Domain, Functional and Behavioral Competencies identified in the CNA report (Annexure) for various divisions/ sections will help the officials in identifying the critical capabilities required to function more efficiently within the respective Divisions/ Sections. • The Annual Capacity Plan is devised basis the As-Is report, the CNA report. • The ACBP also highlights the recommended set of training institutes and courses for the capabilities. • This report also entails the proposed Table of Content (TOC) for the Induction module that needs to be created for the Ministry Officials.

3. AS-IS Assessment

The Ministry of Petroleum & Natural Gas (MoP&NG) is concerned with exploration and production of Oil & Natural Gas, refining, distribution and marketing, import, export, and conservation of petroleum products. Oil and Gas being the important import for our economy, many initiatives have been taken by the Ministry for increasing exploration and production of all domestic petroleum resources.

3.1 About the Ministry

The Ministry of Petroleum & Natural Gas (MoP&NG) is concerned with exploration and production of Oil & Natural Gas, refining, distribution and marketing, import, export, and conservation of petroleum products. Oil and Gas being the important import for our economy, many initiatives have been taken by the Ministry for increasing exploration and production of all domestic petroleum resources.

The Ministry administers the following Public Sector Undertakings (PSUs) and Attached Offices:

Table 1: Details of PSUs and Attached Offices

Public Sector Undertakings (PSUs)	Attached Offices
<ul style="list-style-type: none"> • Oil & Natural Gas Corporation Limited (ONGC) • Indian Oil Corporation Limited (IOCL) • Bharat Petroleum Corporation Limited (BPCL) • Hindustan Petroleum Corporation Limited (HPCL) • Gas Authority of India Limited (GAIL) • Oil India Limited (OIL) • Engineers India Limited (EIL) • Chennai Petroleum Corporation Limited (CPCL) • Numaligarh Refinery Limited (NRL) • Brahmaputra Cracker and Polymer Limited (BCPL) • Balmer Lawrie & Co. Limited • Mangalore Refinery and Petrochemicals Limited (MRPL) • ONGC Videsh Limited (OVL) • Bharat PetroResources Limited (BPRL) • Indian Strategic Petroleum Reserves Limited (ISPRL) 	<ul style="list-style-type: none"> • Directorate General Hydrocarbons (DGH) • Oil Industry Development Board (OIDB) • Oil Industry Safety Directorate (OISD) • Petroleum Planning and Analysis Cell (PPAC) • Centre for High Technology (CHT)

Important areas of work allocated to the Ministry are:

- Exploration of Petroleum resources, including Natural Gas and Coal Bed Methane, Gas Hydrates and Shale Gas.
- Production, Supply, Distribution, Marketing and Pricing of Petroleum, including Natural Gas, Coal Bed Methane and Petroleum products.
- Oil Refineries, including Condensate Plants and Lube Plants.
- Additives for Petroleum and Petroleum products.
- Overall coordination concerning Bio-fuels; National Policy on Biofuels; marketing, distribution and retailing of bio-fuels and its blended products; policy/scheme for supporting manufacturing of bio-fuels; blending and blending prescriptions for bio-fuels including laying down the standards for such blending; setting up of a National Bio-fuel Development Board and strengthening the existing institutional mechanism; and

- research, development and demonstration on transport, stationary and other applications of biofuels.
- Research & Development (R&D) activities pertaining to the sector.
- Lube Blending and greases.
- Conservation of Petroleum products.
- Planning, development and control of, and assistance to, all industries dealt with by the Ministry.
- Planning, development and regulation of oilfield services.
- Strengthening Energy Security by acquiring oil and gas equity abroad and participation in transnational oil and gas pipeline projects.
- Public sector project falling under the subject included in this list except such projects which are specifically allotted to any other Ministry/Department.
- Creation and administration of strategic petroleum reserve through Indian Strategic Petroleum Reserves Limited (ISPRL).
- Petroleum Planning and Analysis Cell (PPAC).
- All attached or subordinate offices or other organization concerned with any of the subjects specified in the list, including Directorate General of Hydrocarbons (DGH), Centre for High Technology (CHT), Oil Industry Development Board (OIDB), etc.
- Administration of Engineers India Limited (EIL)

3.2 Vision and Mission of the Ministry

Basis the Citizens'/Clients' Charter released by Ministry of Petroleum & Natural Gas, updated in 2021, following is the vision and mission of the Ministry:

- **Vision:**
Affordable and secure hydrocarbon energy for fueling India's growth.
- **Mission:**
 - To formulate conducive policies and provide effective regulatory framework for the growth of hydrocarbon sector.
 - To accelerate domestic Exploration & Production (E&P) of hydrocarbons as well as equity oil & gas abroad.
 - To develop the hydrocarbon sector through technology up-gradation and capacity in production, refining, transportation and marketing sectors.
 - To develop supply and distribution infrastructure for petroleum products, to serve the needs of the economy, including households.
 - To enhance service standards and to maximize customer satisfaction.
 - Promote fuel conservation, clean & green fuels and development of alternative sources of energy.

3.3 Organisation Structure of the Ministry

The Secretariat of Ministry of Petroleum and Natural Gas is headed by the Secretary, assisted by an Additional Secretary, one Additional Secretary & Financial Adviser (AS&FA), five Joint Secretaries, one Economic Adviser, one Officer on Special Duty (OSD) and Deputy Director General (DDG) along with their respective Directors and Deputy Secretaries.

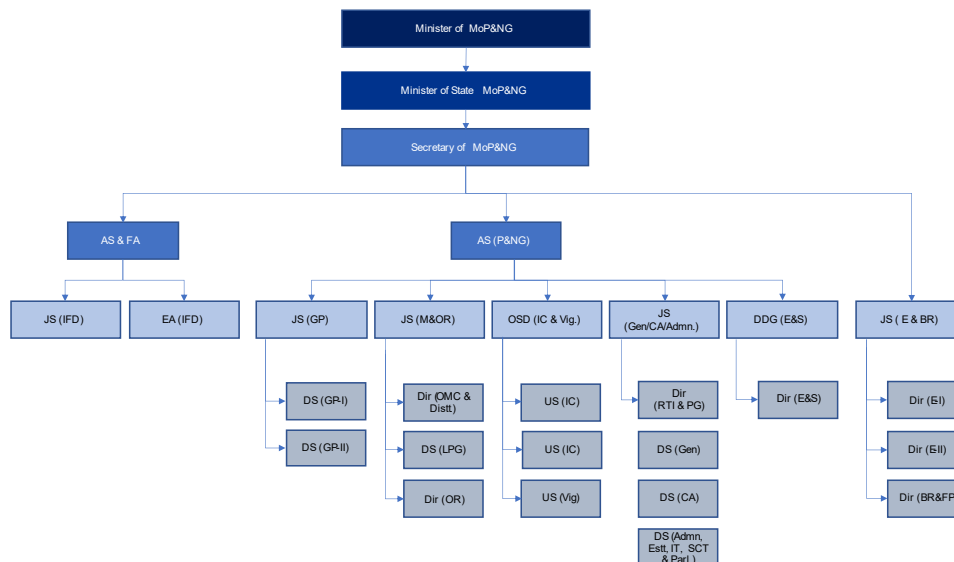


Figure 6: Organisation Structure of the Ministry

As suggested in Figure 6, the Organisation structure of MoP&NG has 7 Broad Divisions/Sections. Each of these divisions manages a specific portfolio of functions or responsibilities. The Ministry also has various entities under its purview that include PSUs and Attached Offices (mentioned above) each of them having a specific role which are jointly / independently administered by the key divisions.

3.4 National Priorities and Initiatives of the Ministry

The Ministry's national priorities include Energy Access, Energy Efficiency, Energy Sustainability and Energy Security. To meet these national priorities, the Ministry of Petroleum & Natural Gas has been taking a number of initiatives to strengthen the oil industries sector. Some of the notable initiatives taken by MoP&NG in recent times are explained below:

- **Hydrocarbon Exploration Licensing Policy (HELP)** – In the line with the vision of reducing hydrocarbon import dependency by 10% by 2022, Hydrocarbon Exploration and Licensing Policy (HELP) notified was formally launched in July 2017 with the clear objective of boosting the production of oil & gas in the Indian sedimentary basin. This policy is based on the new model of Revenue Sharing Contract (RSC). Under HELP Open Acreage Licensing (OAL) mechanism has been launched which allows the investors to carve out blocks of their choice by assessing E&P data available at NDR & by submitting an Expression of Interest (EoI). EoI can be submitted throughout the year without waiting for a formal bid round from the government. These blocks would be subsequently offered through biannual formal bidding process. OAL would be manifested through National Data Repository which will provide rapid jumpstart to E&P activities by providing seamless access to the country's entire G&G data for interpretation and analysis. Under Hydrocarbon Exploration & Licensing Policy (HELP), Government has awarded 94 exploratory blocks on Revenue Sharing basis.
- **Discovered Small Field Policy** – Discovered Small Field Policy (DSF) is aimed at monetizing hydrocarbon resources locked in for years in a time bound manner to boost domestic production of Oil and Gas. For early monetization of unmonetized discoveries of National Oil Companies (NoCs), Government in September 2015 approved 69 marginal fields/discoveries for offer under Discovered Small Fields Policy. These Contract Areas are awarded under the new regime of Revenue Sharing Model. First bidding round under the Discovered Small Field Policy was launched in May 2016, offering 67 discovered small fields/discoveries clubbed into 46 Contract Areas for international bidding followed by 30 contracts for 43 discovered small fields/discoveries signed in March 2017. It is expected that in-place locked hydrocarbons reserves of 40 Million Metric Tonnes (MMT) of oil and 22 Billion Cubic Metres (BCM) of gas will be monetised over a period of 15 years.
- **2D Seismic Survey** – National Seismic programme was launched in October 2016. Under the programme, the Government has approved the proposal for conducting 2D seismic survey for data Acquisition of entire unapprised areas. A two dimensional (2D) seismic survey is an exploration method used to create a map of the structures beneath Earth's surface (see image below). The method sends energy waves into the Earth. The different rock formations then reflect the waves back to the surface, where they are recorded over a period of time and converted into a seismic image.
- **National Data Repository** – National Data Repository (NDR) is a government-sponsored E&P data bank with state-of-the-art facilities and infrastructure for preservation, upkeep and dissemination of data to enable its systematic use for future exploration and development. It has been operational since July 2017. NDR is a turnkey project on Build, Populate and Operate basis. The data that is being stored in NDR are Seismic Data, Well & Log Data, Spatial Data, Other G&G data like Drilling, Reservoir, Production, Geological, Gravity & Magnetic etc., and other Reports and Documents. NDR primarily safeguard national E&P data asset for promoting and production activities in India. NDR also store and maintain hydrocarbon exploration & production data in a safe and reusable manner, in perpetuity. The data is preserved in accordance with

generally accepted NDR standards and made available to entitled users.

- **Natural Gas Grid and City Gas Distribution (CGD)** – A City Gas Distribution (CGD) network is the interconnected network of pipelines to make supply of natural gas to domestic, industrial or commercial premises and Compressed Natural Gas (CNG) stations situated in a specified Geographical Area (GA). CGD networks are being developed based on the availability of trunk gas pipeline connectivity or gas sources and techno-commercial feasibility in a GA. CGD network ensures the supply of environment friendly cooking fuel at the doorstep of domestic households in the form of Piped Natural Gas (PNG) as well as clean fuel to transport sector in the form of CNG. Usage of CNG in transport sector helps in curbing the vehicle emissions in urban area and it improves the air quality. Currently, India has a gas pipeline network of around 19,000 km of Natural Gas Pipeline (including Spur lines).
- **Auto Fuel Vision and Policy 2025** – Ministry of Petroleum and Natural Gas vide order dated December 2012 has constituted an Expert Committee for drafting Auto Fuel Vision and Policy-2025 with the following terms of reference:
 - Availability of infrastructure and logistics of fuel supplies
 - Processing economics of auto fuels
 - Improvement in quality of fuel vis-a-vis improvement in vehicle engine technology
 - In addition to this, recommendations like suitable roadmap for auto fuel quality till 2025 for the country, suitable mix of auto fuels including gas and its specifications, vehicular emission norms for various categories of vehicles and roadmap for their implementation, use of alternate fuels to minimize impact on environment, use of alternate fuels to minimize impact on environment, and fiscal measures for funding requisite upgradation of oil refineries, logistics and removal of inter fuel pricing distortions were made. The Committee has submitted its report in May 2014.
- **Implementation of BS-IV & BS-VI** – To combat the rising air pollution levels in India, the Central Pollution Control Board (CPCB) has established a set of regulations known as the Bharat Stage Emission Standards (BSES). These emission standards have been made compulsory by the Government of India for keeping pollution levels under control. These standards, namely BS-I, BS-II, BS-III, BS-IV and BS-VI, directly mandate controlling air pollutants emitted by the internal combustion engine of vehicles. The supply of BS-IV quality fuel across the entire country was completed in phases by April 2017. The Government has decided to leapfrog directly from BS-IV to BS-VI emission norms in the country from April 2020 and the same has been implemented.
- **Pradhan Mantri Ujjwala Yojana (PMUY)** – Pradhan Mantri Ujjwala Yojana (PMUY) was launched in May 2016 with an objective to safeguard the health of women and children by providing them with a clean cooking fuel – Liquefied Petroleum Gas (LPG). The scheme was aimed to provide 5 crore deposit free LPG connections to an adult woman belonging to poor Household, who were devoid of any LPG access. Under this scheme, the Government provides deposit free LPG connection to the adult woman member of a BPL family. Government bears the cost of security deposit towards cylinder and Pressure Regulator, DGCC Card, Suraksha Hose and administrative/ installation charges amounting to INR 1600 for each new connection. The

scheme also provided an optional loan facility to cover the cost of stove and first refill, recovery of which was to be made from the subsidy accruing to the consumer on LPG refills. PMUY has helped in Increasing LPG coverage as clean cooking fuel from 55% in 2014 to 99.8% in 2021.

- **Pratyaksh Hanstantrit Labh (PAHAL) or Direct Benefits Transfer for LPG (DBTL)** – With an objective to ensure better targeting of cash incentives, Government introduced subsidy delivery to LPG consumers through PAHAL. The scheme aims to rationalize subsidies and cut subsidy leakages. LPG consumers who join the PAHAL scheme, get their LPG refills at non-subsidized price and receive LPG subsidy (as per their entitlement) directly into their bank accounts. PAHAL is the largest Direct Benefit Transfer Scheme. Applicable subsidy is directly transferred into the bank accounts of the beneficiaries. More than 26.29 crore LPG consumers have joined the Scheme, and more than INR 1,31,814 crore has been transferred into the bank account of the consumers till March 2020.
- **Direct Benefit Transfer Kerosene** – The Government announced implementation of Direct Benefit Transfer (DBT) in Kerosene in April 2016 in 33 districts identified by 9 State Governments namely, Chhattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Maharashtra, Punjab, Rajasthan and Gujarat. Where the scheme for direct transfer of subsidy has been introduced, the consumer will pay the non-subsidized price of kerosene at the time of purchase. Subsequently, the amount of subsidy will be directly transferred to the bank account of the beneficiary. To avoid any inconvenience to the beneficiary during the initial purchase through payment of non-subsidized price, an initial amount of subsidy shall be credited to all eligible beneficiaries. As a part of this scheme, implementing States will be given fiscal incentives equivalent to 75 % of subsidy saved in the first two years, 50 % of subsidy saved in third year and 25 % of subsidy saved in 4th year. The Ministry is also in touch with other States for them to join the DBTK Scheme.
- **National Policy on Biofuels 2018** – The Government had notified the National Policy on Biofuels 2018 in June 2018, which envisaged an indicative target of 20% blending of ethanol in petrol and 5% biodiesel in diesel by 2030. This policy has been amended in 2022 due to various advancements in the field of Biofuels, decisions taken in the National Biofuel Coordination Committee (NBCC) meetings to increase biofuel production by allowing more feedstocks for production of biofuels, recommendations of the Standing Committee and the decision to advance the availability of Ethanol Blended Petrol with up to twenty per cent ethanol in the country from December 2022. This amendment will also attract and foster development of indigenous technologies which will pave the way for Make in India drive and thereby generate more employment, lead to reduction in import of petroleum products by generation of more and more biofuels. Since many more feedstocks are being allowed for production of biofuels, this will also promote the AatmaNirbhar Bharat and give an impetus to Prime Minister's vision of India becoming 'energy independent' by 2047. The goal of the policy is to be achieved by:
 - Reinforcing ongoing ethanol/biodiesel supplies through increasing domestic production
 - Setting up Second Generation (2G) bio refineries

- Development of new feedstock for biofuels
 - Development of new technologies for conversion to biofuels
 - Creating suitable environment for biofuels and its integration with the main fuels
-
- **Ethanol Blended Petrol (EBP) Programme** – Pilots for ethanol blending in petrol started in 2001 and this EBP Programme was extended to 9 States and 4 Union Territories (UTs) from January 2003 for sale of 5% ethanol blended Petrol. It is aimed at achieving multiple outcomes such as reducing import dependency, conserving foreign exchange, reducing carbon emissions and provide boost to agriculture sector. Now this Programme has been extended to whole of India wherein Oil Marketing Companies (OMCs) procure fuel grade ethanol from ethanol suppliers; blend UPTO 20% ethanol (as per availability) in petrol and sell this blended petrol from their marketing network. Over the last eight years this ethanol blending programme alone translates into forex impact of around INR 53,900 crore, reduced GHG emissions of 318 lakh MT and expeditious payment to farmers to a tune of over INR 49,000 crore. Ethanol blending has also aided in containing the petrol price increase by over INR 3 per litre. Encouraging results over last 8 years has prompted the Government to advance the target of 20% ethanol blending in petrol from 2030 to 2025 with phased roll out starting from February 2023. Government has also published a “Roadmap for ethanol blending in India 2020-25” which lays down the plan covering consolidated & synchronized efforts by all stakeholders to overcome the challenges with clear timelines.
 - **Bio-Jet (Bio-ATF)** – The first flight using 25% Bio-jet Fuel between Dehradun to Delhi operated by Spicejet was received by Minister, Petroleum and Natural Gas in August 2018. Bio jet Fuel used in the aforesaid flight had been developed by CSIR laboratory in IIP, Dehradun. MRPL has been asked to setup a Bio-ATF manufacturing facility integrated with Mangalore Refinery and Petrochemicals Ltd (MRPL). Recently, there have been new developments in the field of ATF like Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA), flights being flown by Indian Air Force on Bio- ATF blended ATF, need for reducing emissions, fuel efficiency, etc. Hence, to promote the use of clean fuel in aviation, a committee has been formed in June 2021 by the Ministry of Petroleum and Natural Gas. The Committee was asked to look into all the aspects of the Bio-ATF program in the country in a comprehensive manner so as to take ahead the Bio-ATF program. The report of the Committee has been circulated to all the stakeholders and the comments received are presently under examination.
 - **Biodiesel Blending Programme** - To encourage production of Biodiesel in the country, MoP&NG announced a Biodiesel Purchase Policy, in October 2005, which became effective January 2006. In August 2015, Government allowed direct sale of Biodiesel (B100) to Bulk Consumers such as Railways, State Road Transport Corporations, etc. which was amended in June 2017 to permit the direct sale of biodiesel to all consumers. OMCs blend biodiesel in diesel as per BIS Standards. Biodiesel procurement by OMCs increased from 1.19 crore litres during 2015-16 to 10.55 crore litres during 2019-20. After this there has been a decline due to COVID and high cost of raw material. Used Cooking Oil (UCO) has been identified as a potential source for biodiesel production. Hon’ble Minister P&NG flagged off the 1st supply of UCO-Biodiesel

blended Diesel on 04.05.2021 from Indian Oil's Tikrikalan terminal. OMCs have been regularly floating Expression of Interest (EoI) for procurement of Biodiesel produced from UCO across the country. Further, "Guidelines for sale of Biodiesel for blending with high-speed diesel for transportation purposes-2019" have been issued in April 2019. In pursuance of these Guidelines, "The Motor Spirit and High-Speed Diesel (Regulation of Supply, Distribution and Prevention of Malpractices) Order, 2005" has been amended in May 2019.

- **Compressed Biogas Plants** – MoP&NG had launched "Sustainable Alternative Towards Affordable Transportation (SATAT)" initiative in October 2018, with the aim of establishing an ecosystem for production of Compressed Biogas (CBG) from various waste/ biomass sources and for promoting its use along with Natural Gas. Under this initiative Oil and Gas Marketing Companies (OGMCs) are inviting Expression of Interest (EOI) to procure CBG from potential entrepreneurs. Till end of January 23, 41 CBG/biogas plants have been commissioned under SATAT initiative. Under this initiative various enablers like assured price for off-take of CBG with long term agreements by OGMCs, extension of Umbrella Scheme of National Bio Energy Programme of Ministry of New and Renewable Energy up to March 2026, inclusion of bio manure produced from CBG plants as Fermented Organic Manure and Liquid Fermented Organic Manure under Fertilizer Control Order 1985, inclusion of CBG projects under Priority Sector Lending by RBI, etc. have been provided to increase the production of CBG. Guidelines for co-mingling of domestic gas for supply for Compressed Natural Gas (Transport) & Piped Natural Gas (Domestic) segments of City Gas Distribution (CGD) Networks for synchronization of CBG with CNG in CGD Network have also been issued. Asia's largest CBG plant in Lehragaga, Sangrur, Punjab has been inaugurated in October 2022. This CBG Plant will reduce stubble burning and reduction of CO₂ emissions, which will not only ensure that the citizens of Sangrur, Punjab, breathe in cleaner air but also contribute towards India's COP26 Climate Change targets of achieving the target of net zero emissions by 2070.
- **Lakshya Bharat Portal** – Lakshya Bharat Portal has been launched in September 2021. This portal is accessible to all stakeholders, i.e., the Government of India, all Oil and Gas Public Sector Companies, the manufacturers/ traders. Oil and Gas organizations will upload details of various items procured by them including the future demand on this portal. This portal is planned to mature into a central information pool of sourcing of Capital Goods and MRO (Maintenance, Repair, and Overhaul) items by various Oil Companies. The portal will help in the indigenization of global technologies & manufacturing processes by offering the foreign manufacturers crucial information regarding the business potential for suppliers to the Indian hydrocarbon sector
- **Energy Diplomacy** - The Ministry has been engaging with MEA, Indian Missions abroad, Embassies of other countries, multilateral international organizations etc. to enhance cooperation in the field of hydrocarbon sector for strengthening India's energy Security. Over the years, Ministry has taken several initiatives to promote collaboration with partner countries and international organizations like by signing Memorandum of Understanding (MoUs)/ Letter of Intent (LoI) and facilitating regular energy dialogues including Bilateral / Multilateral / Joint Working Group (JWG)/ Inter-Governmental Commission (IGC)/ Joint Commission Meeting (JCM) at the level of Minister, Secretary and Joint Secretary.

In addition, MoP&NG also foster collaborating under various multilateral / trilateral cooperation frameworks like G20, QUAD, Shanghai Cooperation Organisation (SCO), South Asian Association for Regional Cooperation (SAARC), Association of South-East Asian Nations (ASEAN), Brazil-Russia-India-China-South Africa (BRICS), India-Brazil-South Africa (IBSA) etc.

MoP&NG has also been actively holding energy dialogues with various International Organizations viz. Organization of the Petroleum Exporting Countries (OPEC), International Energy Agency (IEA), and International Energy Forum (IEF) where India's voice can make a difference towards balancing the needs of producer and consumer nations.

Through these international dialogues, India's energy diplomacy is focused towards sustaining and promoting energy engagements with hydrocarbon rich countries and prominent international organizations dealing with energy matters in order to secure India's burgeoning energy needs.

- **Overseas E&P investments** - Since India is a net importer of Oil & Gas i.e. imports around 87% of its crude needs and 45% of its natural gas needs, investments into overseas Oil & Gas assets is a necessity to achieve an effective value chain and to ensure energy security. Indian companies have been encouraged by MoP&NG to invest in producing /near development stage oil & gas blocks, which have the option to bring equity oil to India or capable of giving early returns. Companies were encouraged to explore investments in politically more stable countries with reputed international companies as partners. Partnership with reputed international companies overseas would help Indian companies to replicate their experience successfully in domestic context. We have adopted whole of Government approach and has been working very closely with Ministry of External Affairs and our Embassies abroad, to not only ensure energy security for the country, but to safeguard and promote the interests of our oil and gas PSUs abroad.
- **Global Biofuels Alliance** – Global Biofuels Alliance (GBA) was launched by Hon'ble Prime Minister Shri Narendra Modi along with the leaders of Singapore, Bangladesh, Italy, USA, Brazil, Argentina, Mauritius and UAE on 9 September 2023, on the sidelines of the G20 Summit in New Delhi. GBA is a multi-stake holder alliance of Governments, International Organizations and Industries, an initiative by India as the G20 Chair, bringing together the biggest consumers and producers of biofuels to drive development and deployment of biofuels. GBA is intended to expedite the global uptake of biofuels through facilitating capacity-building exercises, technical support for national programs, policy lessons-sharing, technology advancements, and implementation of internationally recognized standards & codes for intensifying utilization of sustainable biofuels through the participation of a wide spectrum of stakeholders. The alliance will also act as a central repository of knowledge and an expert hub.

The initiative will be beneficial for India at multiple fronts and will help strengthen India's position globally. Moreover, the alliance will focus on collaboration and will provide additional opportunities to Indian industries in the form of exporting technology and equipment. It will help accelerate India's existing biofuels programs such as PM-JIVAN Yojna, SATAT, and GOBARdhan scheme,

thereby contributing to increased farmers' income, creating jobs and overall development of the Indian ecosystem.

The alliance has received enthusiastic appreciation from energy industry leaders worldwide with extensive media coverage, underscoring the importance of biofuels in global energy landscape. During the launch, the alliance had support from 19 countries and 12 International Organizations, is now continuously expanding with addition of additional member countries.

- **India Energy Week** - India Energy Week (IEW) is India's flagship energy event held under the patronage of the Ministry of Petroleum & Natural Gas, Government of India, and officially supported by the Federation of Indian Petroleum Industry (FIPI). IEW is the only and largest all-encompassing international energy event which provides a global pre-eminent platform for leaders from the integrated energy value chain, finance, government, think tanks including CEOs, policy makers, and academia to address the challenges and opportunities presented by a responsible energy transition that addresses security, affordability, access and sustainability.

IEW also showcases India's achievement as a catalyst for global economic growth with billions of dollars of investment needed to facilitate India's energy transition and achieve its net-zero goals. The various sessions, conferences and panel discussions under IEW are designed to address a wide spectrum of themes ranging from decarbonization, supply and price volatility, role of investment in E&P and integration of net zero goals with business strategies. Additionally, the technical conferences offer engineers and project managers access to latest industry expertise.

Inaugural edition of India energy week, held from 6th to 8th of February 2023 in Bengaluru, was inaugurated by Hon'ble prime Minister of India. IEW hosted over 40 Ministerial and Deputy Ministerial rank, 500 international speakers; over 30,000 energy professionals; 8000+ delegates and 700 exhibitors from more than 50 countries.

3.5 Citizen's Centric initiatives of the Ministry

The Ministry offers certain services to the Citizens as mentioned below:

- Issue of Petroleum Exploration License (PEL) for Offshore Blocks
- Issue of Petroleum Mining Leases (PML) for Offshore Field
- Sanction of Subsidy under Natural Gas
- Proposal of appointment of Chairperson, Members of Petroleum Appointment letter to and Natural Gas Regulatory Board Chairman, Members, PNGRB
- Release of Plan Funds to RGIPT/IIPE
- Proposal for appointment of Board-level Functional Directors, Chairman, Managing Directors/CMOs
- Prompt Grievances Redressal

3.6 Staff Strength – Sanctioned and In Position

Table 2: Details of Sanctioned Strength at the Ministry

No. of Employees in Position (at the end of the quarter)	Sanctioned Strength	In Position
Group-A	65	63
Group-B (Gazetted)	61	35
Group-B (Non-Gazetted)	67	38
Group-C	115	75
Total	308	211

4. Annual Capacity Building Plan – Training Calendar

Annual Capacity Building Plan (ACBP) serves as a pivotal tool for the Ministry of Petroleum & Natural Gas, ensuring that officials are equipped with the necessary knowledge and skills to effectively manage and regulate the work done within the Ministry.

The significance of training cannot be understated, as the Oil & Gas sector is dynamic, characterized by evolving technologies, legal frameworks, and environmental concerns. The Capacity Building Plan aids in systematically identifying critical training needs by performing a need analysis of the capabilities. By mapping these training needs with appropriate institutes, the Ministry can assure that its officials receive tailored and high-quality trainings. This plan not only enhances their individual proficiencies but also strengthens the Ministry's capability to make informed decisions, promote sustainable practices (energy transition, energy security, etc.), and foster economic growth and development.

The Annual Capacity Building Plan (ACBP) has been prepared in lines with the competency requirements identified in CNA exercise – at individual level is presented below. Separate Training plans are prepared for each of the three individual competency categories – Domain, Functional and Behavioural. This is done to further assist the Ministry to demarcate and identify their training priorities across all the three competency categories.

Training Calendar 2023-24 for Joint Secretaries (JS) and Economic Advisers (EA)

Table 3: ACBP for JS and EA

Competency Category	Name of Course / Training / Module	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
F	Stay safe in Cyber Space	1h 16m	Indian Cybercrime Coordination Centre - I4C	iGOT	L1	Q3
B	Self-Leadership	1h 26m	The Art of Living	iGOT	L1	Q3
B	Data Driven Decision Making For Government	2h 30m	Capacity Building Commission	iGOT	L1	Q3
B	Problem Solving and Decision Making	1h 45m	Department of Personnel and Training DoPT	iGOT	L1	Q3
F	Right to Information Act Part – 1	55m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q3
F	Public Procurement Framework of GOI	1h 55m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Government E Marketplace	1h 9m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Right to Information Act Part – 2	41m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
B	Motivation	1h 8m	Department of Personnel and Training DoPT	iGOT	L1	Q4
B	Gender Sensitisation - I	1h 10m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
B	Team Building	1h 25m	Department of Personnel and Training DoPT	iGOT	L1	Q4
B	Conflict Resolution and Negotiation	1h 35m	Department of Personnel and Training DoPT	iGOT	L1	Q4
F	PowerPoint Advanced	2h 18m	Microsoft	iGOT	L2	Q4
F	Excel Advanced	3h 44m	Microsoft	iGOT	L2	Q4
B	Innovation & Improvement	Upcoming	IIM	iGOT	L1	Q1
B	Design Thinking	Upcoming	IIT Delhi	iGOT	L2/L3	Q1
F	Financial Management	Upcoming	ICAI	iGOT	L1	Q1
F	Preventive Vigilance	1h 33m	Ministry of Steel	iGOT	L1	Q1

Competency Category	Name of Course / Training / Module	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
B	Effective Communication	5h 34m	IIM B	iGOT	L1	Q1
D	Overview of Oil and Gas Industry	Upcoming	IIPE	iGOT	L1	Q1
D	Ministry of Petroleum & Natural Gas (MoP&NG)	Upcoming	RGIPT	iGOT	L1	Q1
D	Legal & Regulatory Framework	Upcoming	RGIPT	iGOT	L1	Q1
D	Key Government Initiatives and Policies	Upcoming	RGIPT	iGOT	L1	Q1
F	Fundamentals of Public Policy	Upcoming	Indian School of Public Policy (ISPP)	iGOT	L1/L2	Q2
F	Word Advanced	2h 49m	Microsoft	iGOT	L1	Q2
F	Project Management	1h 59m	Indian Institute of Public Administration	iGOT	L1	Q2
B	Time Management	1h 15m	Department of Personnel and Training DoPT	iGOT	L1	Q2
D	Value Chain of Oil	Upcoming	IIPE	iGOT	L1	Q2
D	Value Chain of Gas	Upcoming	IIPE	iGOT	L1	Q2
D	Energy Transition	Upcoming	IIPE	iGOT	L1	Q2

Training Calendar 2023-2024 for Directors (Dir) and Deputy Secretaries (DS)

Table 4: ACBP for Dir and DS

Competency Category	Name of Course / Training / Module	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
F	Excel Advanced	3h 44m	Microsoft	iGOT	L2	Q3
F	PowerPoint Advanced	2h 18m	Microsoft	iGOT	L2	Q3
F	Word Advanced	2h 49m	Microsoft	iGOT	L2	Q3
B	Motivation	1h 8m	Department of Personnel and Training DoPT	iGOT	L1	Q3
F	Government E Marketplace	1h 9m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q3
B	Self-Leadership	1h 26m	The Art of Living	iGOT	L1	Q4
F	Public Procurement	1h 55m	Institute of Secretariat Training	iGOT	L1	Q4

Competency Category	Name of Course / Training / Module	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
	Framework of GOI		and Management (ISTM)			
F	Right to Information Act Part – 1	55m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Right to Information Act Part – 2	41m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Stay safe in Cyber Space	1h 16m	Indian Cybercrime Coordination Centre - I4C	iGOT	L1	Q4
B	Gender Sensitisation - I	1h 10m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
B	Team Building	1h 25m	Department of Personnel and Training DoPT	iGOT	L1	Q4
B	Conflict Resolution and Negotiation	1h 35m	Department of Personnel and Training DoPT	iGOT	L1	Q4
B	Design Thinking	Upcoming	IIT Delhi	iGOT	L2/L3	Q1
F	Financial Management	Upcoming	ICAI	iGOT	L1	Q1
B	Data Driven Decision Making For Government	2h 30m	Capacity Building Commission	iGOT	L1	Q1
B	Effective Communication	5h 34m	IIM B	iGOT	L1	Q1
B	Problem Solving and Decision Making	1h 45m	Department of Personnel and Training DoPT	iGOT	L1	Q1
D	Overview of Oil and Gas Industry	Upcoming	IIPE	iGOT	L1	Q1
D	Ministry of Petroleum & Natural Gas (MoP&NG)	Upcoming	RGIPT	iGOT	L1	Q1
D	Legal & Regulatory Framework	Upcoming	RGIPT	iGOT	L1	Q1
F	Fundamentals of Public Policy	Upcoming	Indian School of Public Policy (ISPP)	iGOT	L1/L2	Q2
F	Preventive Vigilance	1h 33m	Ministry of Steel	iGOT	L1	Q2
D	Key Government Initiatives and Policies	Upcoming	RGIPT	iGOT	L1	Q2

Competency Category	Name of Course / Training / Module	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
F	Project Management	1h 59m	Indian Institute of Public Administration	iGOT	L1	Q2
B	Time Management	1h 15m	Department of Personnel and Training DoPT	iGOT	L1	Q2
D	Value Chain of Oil	Upcoming	IIPE	iGOT	L1	Q2
D	Value Chain of Gas	Upcoming	IIPE	iGOT	L1	Q2
D	Energy Transition	Upcoming	IIPE	iGOT	L1	Q2

Training Calendar 2023-2024 for Under Secretaries (US) and Deputy Directors (DD)

Table 5: ACBP for US and DD

Competency Category	Name of Course / Training / Module	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
F	MS Excel for Beginners	7h	Microsoft	iGOT	L1	Q3
F	MS Powerpoint for Beginners	2h 15m	Microsoft	iGOT	L1	Q3
F	MS Word for Beginners	2h 26m	Microsoft	iGOT	L1	Q3
B	Motivation	1h 8m	Department of Personnel and Training DoPT	iGOT	L1	Q3
F	Government E Marketplace	1h 9m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q3
F	Stay safe in Cyber Space	1h 16m	Indian Cybercrime Coordination Centre - I4C	iGOT	L1	Q3
B	Gender Sensitisation - I	1h 10m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q3
B	Stress Management	2h 17m	Indian Institute of Public Administration (IIPA)	iGOT	L1	Q4
F	Public Procurement Framework of GOI	1h 55m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Right to Information Act Part – 1	55m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
B	Team Building	1h 25m	Department of Personnel and	iGOT	L1	Q4

Competency Category	Name of Course / Training / Module	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
			Training DoPT			
B	Time Management	1h 15m	Department of Personnel and Training DoPT	iGOT	L1	Q4
F	Parliamentary Procedures	2h	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Excel Advanced	3h 44m	Microsoft	iGOT	L1	Q4
F	PowerPoint Advanced	2h 18m	Microsoft	iGOT	L1	Q4
F	Public Grievance Handling and CPGRAM 7.0	2h	Institute of Secretariat Training and Management	iGOT	L1	Q4
F	Preparation of Cabinet Notes	5h 10m	Institute of Secretariat Training and Management	iGOT	L1	Q4
F	Annual Performance Appraisal Report (APAR)	38m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Budget	1h 40m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
B	Communication for Citizen Centricity	1h 35m	Department of Personnel and Training DoPT	iGOT	L1	Q4
B	Self-Leadership	1h 26m	The Art of Living	iGOT	L1	Q4
B	Stakeholders in Governance	1h 43m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Preparation of Cabinet Notes	5h 10m	Institute of Secretariat Training and Management (ISTM)	iGOT	L2	Q1
F	Contract Management	Upcoming	Under development	IGOT	L1/L2	Q1
F	Financial Management	Upcoming	ICAI	iGOT	L1	Q1
F	Preventive Vigilance	1h 33m	Ministry of Steel	iGOT	L1	Q1
F	Right to Information Act Part – 2	41m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q3
B	Effective Communication	5h 34m	IIM B	iGOT	L1	Q1
B	Problem Solving and Decision Making	1h 45m	Department of Personnel and Training DoPT	iGOT	L1	Q1
D	Overview of Oil and Gas Industry	Upcoming	IIPE	iGOT	L1	Q1

Competency Category	Name of Course / Training / Module	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
D	Ministry of Petroleum & Natural Gas (MoP&NG)	Upcoming	RGIPT	iGOT	L1	Q1
D	Legal & Regulatory Framework	Upcoming	RGIPT	iGOT	L1	Q1
D	Key Government Initiatives and Policies	Upcoming	RGIPT	iGOT	L1	Q1
B	Conflict Resolution and Negotiation	1h 35m	Department of Personnel and Training DoPT	iGOT	L1	Q2
D	Value Chain of Oil	Upcoming	IIPE	iGOT	L1	Q2
D	Value Chain of Gas	Upcoming	IIPE	iGOT	L1	Q2
D	Energy Transition	Upcoming	IIPE	iGOT	L1	Q2

Training Calendar 2023-2024 for Section Officers (SO) and Assistant Section Officer (ASO)

Table 6: ACBP for SO and ASO

Competency Category	Name of Course / Training / Module/Intervention	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
B	Complete Journey to Stress Management	6h 8m	The Art of Living	iGOT	L1	Q3
F	MS Excel for Beginners	7h	Microsoft	iGOT	L1	Q3
F	MS Powerpoint for Beginners	2h 15m	Microsoft	iGOT	L1	Q3
F	MS Word for Beginners	2h 26m	Microsoft	iGOT	L1	Q3
B	Motivation	1h 8m	Department of Personnel and Training DoPT	iGOT	L1	Q3
F	Noting & Drafting	2h	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Government E Marketplace	1h 9m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Public Procurement	1h 55m	Institute of	iGOT	L1	Q4

Competency Category	Name of Course / Training / Module/Intervention	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
	Framework of GOI		Secretariat Training and Management (ISTM)			
F	Right to Information Act Part – 1	55m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Right to Information Act Part – 2	41m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Parliamentary Procedures	2h	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Leave Rules	55m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Office Procedure	2h 17m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Pay Fixation	43m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Annual Performance Appraisal Report (APAR)	30m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
B	Code of Conduct for Government Employees	35m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q4
F	Preparation of Cabinet Notes	5h 10m	Institute of Secretariat Training and Management (ISTM)	iGOT	L2	Q1
F	Preventive Vigilance	1h 33m	Ministry of Steel	iGOT	L1	Q1
B	Effective Communication	5h 34m	IIM B	iGOT	L1	Q1
B	Time Management	1h 15m	Department of Personnel and Training DoPT	iGOT	L1	Q1
D	Overview of Oil and Gas Industry	Upcoming	IIPE	iGOT	L1	Q1
D	Ministry of Petroleum & Natural Gas	Upcoming	RGIPT	iGOT	L1	Q1

Competency Category	Name of Course / Training / Module/Intervention	Duration (Hours)	Training Institute/ Partner Organization	Platform/ Location	Level of Course	Timeline
	(MoP&NG)					
D	Legal & Regulatory Framework	Upcoming	RGIPT	iGOT	L1	Q1
D	Key Government Initiatives and Policies	Upcoming	RGIPT	iGOT	L1	Q1
F	Financial Management	Upcoming	ICAI	iGOT	L1	Q1
F	Word Advanced	2h 49m	Microsoft	iGOT	L1	Q2
F	Excel Advanced	3h 44m	Microsoft	iGOT	L1	Q2
F	Powerpoint Advanced	2h 18m	Microsoft	iGOT	L1	Q2
F	Stay safe in Cyber Space	1h 16m	Indian Cybercrime Coordination Centre - I4C	iGOT	L1	Q2
B	Gender Sensitisation - I	1h 10m	Institute of Secretariat Training and Management (ISTM)	iGOT	L1	Q2
D	Value Chain of Oil	Upcoming	IIPE	iGOT	L1	Q2
D	Value Chain of Gas	Upcoming	IIPE	iGOT	L1	Q2
D	Energy Transition	Upcoming	IIPE	iGOT	L1	Q2

5. Key Modules for Domain Knowledge - Table of Contents

An essential component of Domain Knowledge competencies is the Table of Contents. It serves as an organized roadmap to the multifarious elements that the program encapsulates. This section of the report outlines the content that will be covered in the Induction Program as for an official who joins MoP&NG, and a Refresher course for an official who would like to upgrade his/her domain knowledge. It acts as a reference point, allowing stakeholders to easily navigate through the program's content, recognize its scope, and evaluate its comprehensiveness in covering pertinent topics. This is particularly beneficial for assessing the program's alignment with the objectives that were intended to be achieved.

Module 1: Overview of Oil and Gas Industry (Module Owner: IIPE)

- Showcase of Indian Basins and Hydrocarbon reserves (26)
- Hydrocarbons
 - Types of Hydrocarbons
 - Crude Oil
 - Natural Gas
 - Coalbed Methane (CBM)
 - Condensate

- Shale Oil and Shale Gas
- Gas Hydrates
 - Formation of Crude Oil and Natural Gas from Hydrocarbons
- World History of Oil and Gas, and formation of OPEC
- History of Oil and Gas in India

Module 2A: Value Chain of Oil (Module Owner: IIPE)

- Upstream Operations for Oil (Exploration and Production)
 - Seismic Survey and Interpretation (2D and 3D)
 - Exploration plan
 - Drilling of Wildcat/Exploratory Wells
 - Discovery of Hydrocarbons
 - Appraisal of Discoveries
 - Development Plan and Production
- Midstream Operations (Transportation and Storage)
 - Transportation of Oil (pipelines and tankers)
 - Storage facilities
- Downstream Operations (Refining)
 - Refining of Crude oil
 - Refinery products
 - Liquefied Petroleum Gas (LPG)
 - Sales and Distribution of finished products

Module 3A: Global Context: Dynamics of Oil Markets (Module Owner: RGIPT)

- Criticality of Oil in Global Scenario
- Demand & Supply of Crude Oil
 - Impact of key Geopolitical events
 - Role of OPEC, OPEC+ and Non-OPEC Members
- Types of Crude Oil Indices
 - Brent Index (Qatar)
 - Dubai
 - Indian Crude Basket
- International Commercial Terms
 - F.O.B
 - CIF
 - DES
- Transportation Contacts (Shipping)
- International Regulatory Framework (IRF)
 - FERC
 - Ofgem
 - International Chamber of Commerce (ICC)
- International Taxation
- FTAs, CEPA, PSR etc.

Module 3B: Global Context: Dynamics of Gas Markets (Module Owner: RGIPT)

- Liquid Natural Gas Overall Scenario
- Liquid Natural Gas as a sustainable/green fuel (Criticality)
- Demand & Supply of Liquid Gas
 - Impact of key Geopolitical events
 - Role of OPEC, OPEC+ and Non-OPEC Members
- Types of Liquid Natural Gas Indices
 - Henry Hub (US)
 - Brent Index (Qatar)
 - JCC Index (Japan)
 - Alberta (Canada)
- International Commercial Terms
 - F.O.B (Free on Board)
 - CIF (Cost, Insurance, and Freight)
 - DES (Delivered ex-ship)
- Transportation Contracts (Shipping)
- International Regulatory Framework (IRF)
 - Federal Energy Regulatory Commission (FERC)
 - Ofgem
 - International Chamber of Commerce (ICC)
- International Taxation
- FTAs, CEPA, PSR etc.

Module 4A: Indian Context: Industry Analysis of Oil (Module Owner: RGIPT)

- Overall Crude Oil Scenario
 - Shipping of Crude Oil
 - Storage of Crude Oil
 - Sector-wise consumption of Crude Oil
 - Key players in the industry – Private and Public sector
 - Private – Reliance, Vedanta, HOEC, Sun Petro
 - Public – National Oil Companies (NOCs) - ONGC, Oil India
- Management of Heavy Oil (ONGC and Vedanta)
- Production, Demand and Supply of Crude Oil
 - Import of Crude Oil
- Criticality of Oil Industry for Indian economy
- Bidding policies of Hydrocarbon acreages
- Oil Pricing Regimes
 - Marketing and pricing freedom
 - Pricing policy for Crude produced from NOCs

Module 4B: Indian Context: Industry Analysis of Gas (Module Owner: RGIPT)

- Overall Gas Scenario
 - Liquid Natural Gas (LNG) (Import)
 - Natural Gas (Domestic)
 - Sector-wise consumption of Natural Gas
 - Key players in the industry – Private and Public sector
 - Private – Reliance, Shell, AG&P
 - Public – Oil Gas Mining & Chemicals (OGMC)– BPCL, IOCL, GAIL, HPCL
- GOI Vision of Gas-Based Economy (Criticality)
- Production, Demand and Supply
 - Liquid Natural Gas (LNG) – Demand & Supply Assessment
 - Natural Gas – Production, Demand & Supply Assessment
- Natural Gas under OGL (Open General License)
- Gas-based Infrastructure in the country
 - City Gas Distribution (CGD)
 - Natural Gas Pipelines
 - LNG
- Gas Pricing Regime in India
 - APM/Non-APM
 - HPHT/DW Fields
 - Nomination Fields

Module 5: Energy Transition (Module Owner: IIPE)

- Meaning of Energy Transition
- Impact of Energy Transition on the Economy and Society
- Peripheral challenges related to Energy Transition

Module 6: Challenges for Indian Oil & Gas Industry (Module Owner: RGIPT)

- Impact of energy security on the citizens
- Carbon Emission Impact Assessment
- Inclusion of Petroleum and Natural Gas under GST
- Gas-based Economy
 - Increasing the share of NG from 6.3% to 15% in India's primary energy mix
- (E&P Operations)
 - Statutory Approvals and Clearances
 - Forest clearances, environmental Clearances
 - Inviting international major players in Indian E&P Operations
 - Improving prospectively of Indian Basins in international markets

Module 7: Biofuels (Module Owner: IIPE)

- Introduction to Biofuels
- Types of Biofuels
 - 1G Ethanol
 - 2G Ethanol
 - Biodiesel
 - Compressed Biogas (CBG)
 - Introduction to CBG
 - SATAT Initiative
 - Various enablers and policy intervention under SATAT
 - MNRE
 - Central Financial Assistance
 - Govardhan Portal
 - Unified portal for reporting and monitoring
 - Department of Agriculture and Farmers' Welfare
 - Biomass supply chain
 - Fertilizer control order
 - FOM/LFOM promotion and research
 - Department of Fertilizer (market development assistance for FOM)
 - Issues and Challenges

Module 8: Industry 4.0 and Emerging Technologies in the sector (Module Owner: IIPE)

Module 9: Ministry of Petroleum & Natural Gas (MoP&NG) (Module Owner: RGIPT)

- MoP&NG as the Nodal Ministry
- Divisions/Sections under MoP&NG
- Subordinate Offices under MoP&NG
- PSUs governed by MoP&NG
 - Role of PSUs in Oil & Gas Industry

Module 10: Legal & Regulatory Framework (Module Owner: RGIPT)

- Petroleum Act 1934
- Petroleum & Minerals Pipelines Act, 1962
- Petroleum and Natural Gas Regulatory Board (PNGRB) Act
- Control Orders under Essential Commodities (EC) Act, 1955
- Disaster Management Plan of MoP&NG, 2021

Module 11: Key Government Initiatives and Policies (Module Owner: RGIPT)

- Exploration:
 - Hydrocarbon Exploration Licensing Policy (HELP)
 - Discovered Small Field Policy (DSF)
 - National Data Repository (NDR)
 - Appraisal of Indian Basins - National Seismic Program (NSP) and Exclusive Economic Zone (EEZ) Survey
- Gas Projects:
 - Natural Gas Grid and City Gas Distribution (CGD)
 - Compressed Biogas Plants – SATAT
 - LNG as a Fuel
- Marketing, LPG & Pricing:
 - Direct Benefits Transfer for LPG (DBTL) -
 - Pradhan Mantri Ujjwala Yojana (PMUY)
 - Pratyaksh Hanstantrit Labh (PAHAL)
- Refineries:
 - Energy Transition
 - COP 26- NET Zero, Renewal Energy, SCOPE I & II Emissions, Green Hydrogen
 - Environment related Acts & Regulations
- Biofuels:
 - National Policy on Biofuels 2018
 - Ethanol Blended Petrol (EBP) Programme
 - Bio-Jet (Bio-ATF)
 - Biodiesel Blending Programme
 - PM-JIVAN Yojana
- National Land Management System (NLMS)
- 2D Seismic Survey
- Lakshya Bharat Portal
- Major policies and guidelines for E&P operations:
 - Early Discovery monetization
 - Deallocation of crude oil
 - Enhancing E&P operations Policy, February 2019

6. Quick Wins

MoP&NG has achieved the below milestones in the ACBP journey:

- **Training Interventions Implemented**
 - Initiation of courses on iGOT:
 - Introduction to Emerging Technologies
 - Prevention of Sexual Harassment of Women at Workplace
 - Code of Conduct for Government Employees
 - Yoga Break at Workplace
 - Stay Safe in Cyber Space
 - Orientation Module on Mission LiFE
- **Non-Training Interventions Implemented**
 - Industry Immersion Program with IOCL, Panipat on 28th -29th April 2023
 - Industry Immersion Program with BPCL, Kochi on 14th – 16th June 2023
 - Facilitated curation of domain training content from 2 Institutes – IIFE and RGIPT
 - Capacity Building suggestions as mentioned below, to be added to Ministry's Domain Knowledge Management base
- **Ted Talks**

Sr. No.	Ted Talks with link	Speaker
1	How to Realistically Decarbonize the Oil and Gas Industry	Bjorn Otto Sverdrup
2	From black oil to green gas	Torgeir Straand
3	An incredible tale of innovations in the Oil Industry	Rabi Bastia
4	How Green Hydrogen Could End The Fossil Fuel Era	Vaitea Cowan
5	The Dual Challenge: Energy and Environment	Scott Tinker

- **Books**

Sr. No.	Books to be referred	Author/Publisher
1	The World For Sale	Jack Farchy and Javier Blas
2	Petrochemicals in Nontechnical Language	Donald L. Burdick, William L. Leffler
3	Energy and Civilization – A History (The MIT Press)	Vaclav Smil
4	The Prize: The Epic Quest for Oil, Money & Power	Daniel Yergin
5	Oil and Gas Company Analysis: Petroleum Refining and Marketing	Alfonso Colombano, Alberto Colombano
6	Oil & Gas Company Analysis: Upstream, Midstream & Downstream	Alfonso Colombano, Alberto Colombano
7	The Global Oil & Gas Industry: Management, Strategy and Finance	Andrew Inkpen, Michael H. Mofett

- **Databases and Reports**

Databases for Reference

- [S&P Global](#)
- [S&P Global Platts](#)
- [IHS Markit](#)
- [Baker Hughes Rig Counts](#)
- [Orbital Insight](#)
- [Bloomberg Energy Markets](#)

Monthly Reports

- [OPEC Monthly Oil Market Report](#)
- [eia Short-term Energy Outlook](#)
- [iea Oil Market Report](#)
- [PPAC - India's Oil & Gas Ready Reckoner](#)

Primers on Oil & Gas

- Deutsche Bank [Microsoft Word - Compiled \(wallstreetoasis.com\)](#)
- Credit Suisse [Ext Use Main title \(22 pt\) Subtitle \(22 pt\) \(credit-suisse.com\)](#)

Division wise databases and reports for reference

- **Upstream:**
 - IHS markit/ S&P ([Upstream Oil and Gas | Connect | S&P Global \(ihsmarkit.com\)](#))
 - Rystad [Upstream Solution \(rystadenergy.com\)](#) [Rystad Energy - Navigating the future of energy](#)
 - Wood Mackenzie [Upstream Oil & Gas Analysis | Wood Mackenzie Upstream Oil & Gas Research | Wood Mackenzie](#)
 - Bloomberg [Energy - Bloomberg](#) [Energy Inside Look | Bloomberg Professional Services](#)
 - Platts [Shaping the Future of Energy, Together - Platts Live](#)

- **Midstream & Downstream (Refining, Marketing, Petrochemicals)**
 - Bloomberg [Energy - Bloomberg](#) [Energy Inside Look | Bloomberg Professional Services](#)
 - Platts [Shaping the Future of Energy, Together - Platts Live](#)
 - S&P Platts [Latest Oil, Energy & Metals News, Market Data and Analysis | S&P Global Commodity Insights \(spglobal.com\)](#) [Oil Markets and Downstream Oil Data and Analysis | S&P Global \(spglobal.com\)](#)
 - Argus [Crude oil prices, forecasts & analysis | Argus Media](#) [Repsol's 1Q profit supported by strong downstream | Argus Media](#)
 - ICIS [Independent Chemical & Energy Market Intelligence | ICIS](#) [Global Petrochemical Index | IPEX | ICIS](#) [Chemicals squeezed between feedstock price hikes and downstream malaise | ICIS](#) [PODCAST: European downstream phenol and acetone markets face ongoing uncertainty | ICIS](#)

7. Way Forward

The way forward for enhancing the skill sets and capabilities of the ministry officials is multifaceted. As next steps, it is imperative that the officials undertake and complete the range of courses that have been shared with them at Division and Ministry level. These courses are tailored to address the specific needs of the different Divisions within the Ministry, as highlighted by the Capacity Needs Assessment (CNA) which is available in Annexure, Division-wise.

The next crucial step is to ensure that the capacity building activities are in alignment with the Ministry's objectives. Concurrently, it is of paramount importance to embark on the curation and digitization of the induction module. This should be built on the foundation of the Key Modules for Domain knowledge -Table of Contents (TOC) that has been shared above in Section 5, which provides a structure and direction for domain training including the Refresher training course and Induction process.

As Way Forward or Next Steps, Ministry of Petroleum & Natural Gas is advised to:

- Ensure ~100% registration of iGOT for all MoP&NG officials
- RGIPT and IPE to share the domain knowledge content by November 15, 2023. A pilot run session to be conducted with the Secretary, MoP&NG to review and validate the content.
- Ensure all SOs and ASOs to undergo DAKSHTA course both online (iGOT) and offline within the next 2.5 months
- Ensure all US and DS undergo VIKAS course
- Ensure minimum 6 hrs. of mandatory online training completion by each official within 30-45 days – target to complete all Q3 trainings by all officials
- Institutionalize Immersion Programs for MoP&NG. 1 Immersion Program to be conducted each quarter by MoP&NG in collaboration with other ministries.
- Allocate 1 Hour as Learning Hour every week. Conduct learning sessions facilitated by industry experts during the Learning Hour on relevant Domain, Functional, and Behavioural competencies
- Monitor and track the status of all trainings and learning hours
- 1 week in person training program for MoP&NG officials shared by RGIPT and IPE to be revised. Day 1 to be common for officials from all divisions. Day 2, Day 3, etc. to be division specific.
- CBU to ensure creation of Online Training Module to be prepared on the following topics:
 - Noting & Drafting: Half-margin notes, DO Letter, Briefing Note
 - Audit Paras (Compliance, Financial, and Performance Audit)
 - PIB note

8. Annexure

8.1 Capacity Needs Analysis at Individual Level

Table 7: CNA at Individual Level

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
1	Joint Secretary	Gas Projects	Oversee the following: <ul style="list-style-type: none"> All matters related to GAIL, GAIL Gas Ltd., IGGL, BCPL and PLL - MoU, Board Meeting /agenda and AGM 	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
			Oversee the following: <ul style="list-style-type: none"> All issues pertaining to commercial utilization of APM, Non APM, NELP, Pre-NELP Natural gas CGD Network including CNG & PNG Issues relating to natural gas pipeline connectivity and availability of natural gas for fertilizer sector Matter relating to LNG SATAT/CBG; Multilateral and bilateral funding 	Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Natural Gas Grid and City Gas Distribution (CGD) Compressed Biogas Plants – SATAT 	D
				Value Chain of Gas <ul style="list-style-type: none"> Upstream Operations for Gas (Exploration and Production) Midstream Operations (Distribution and Storage) Downstream Operations 	D
			Understanding of Gas Industry: <ul style="list-style-type: none"> Import of Gas (a) Liquefied Natural Gas (LNG) (b) Liquefied Petroleum Gas (LPG) 	D	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				<ul style="list-style-type: none"> Gas Pricing regime 	
			Oversee matters relating to: <ul style="list-style-type: none"> RTI Appeal RTI application Public grievances CPGRAM and- VIP reference 	Right to Information Act, 2005 (RTI)	F
			Oversee matters relating to: <ul style="list-style-type: none"> Parliament Questions Parliament Assurance Standing Committee meeting 	Knowledge of Parliamentary procedures	F
			Oversee release of grants	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Oversee the following matters: <ul style="list-style-type: none"> Preparation of Annual Report Laying of Annual Report of GAIL and PNGRB in the Parliament 	Knowledge about preparation of Annual Report	F
				Strategic Thinking	B
				Analytical Thinking	B
			Review of Audit paras	Knowledge about Audit paras	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
1	Joint Secretary	Exploration	Design Policy/formulate Policy changes regarding the following: <ul style="list-style-type: none"> Policy related to HELP and Reforms in E&P Sector CBM Policy and Bidding of CBM Blocks EOR/IOR policy Policy matters on domestic gas pricing ORDA Act, P&NG Rules and all Royalty/Cess Policy Issues Reforms related to NOCs DSF Policy and monitoring of DSF contracts National Data Repository (NDR) related matters 	Policy Making	F
				Strategic Thinking	B
				Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Hydrocarbon Exploration Licensing Policy (HELP) Discovered Small Field Policy (DSF) National Data Repository (NDR) 	D
			Familiarity with Legal & Regulatory Framework	SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
Advanced knowledge of	Energy Transition – its	D			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Emerging Trends in the Manufacturing Industry	impact and challenges	
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
Stress Management	B				
Motivation	B				
Time Management	B				
Work Ethics	B				
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	Corporate Affairs	Overseeing the following matters:	Knowledge of Companies Act, 2013 (incl. BOD related matters)	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Finalization of job description (Chairman, CMD, MD, and Functional Directors on the Boards of CPSEs) Selection and appointment of Independent Directors Appointment of Government Directors on the Boards of CPSEs Issue of appointment orders for Functional Directors Process recommendations of the PESB for appointment of Functional Directors (including CMD/MD) Fixation of pay and finalization of terms and conditions of Functional Directors 	Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Stakeholder management	B
				Strategic Thinking	B
			<ul style="list-style-type: none"> Appointment of Government Directors on the Boards of CPSEs Issue of appointment orders for Functional Directors Process recommendations of the PESB for appointment of Functional Directors (including CMD/MD) Fixation of pay and finalization of terms and conditions of Functional Directors 	Overview of Ministry: Organisation Structure, roles & responsibilities of each Division/Section	D
			Oversee the following: <ul style="list-style-type: none"> All policy matters relating to CPSEs and OIBD, Implementation of OIBD Act All matters relating to MoUs for oil CPSEs Disinvestment of oil PSUs; Examination of proposals received from D/o Investment & Public Asset Management (DIPAM) relating to disinvestment Matters related to Acquisition & Mergers of 	Knowledge of CPSEs related matters	F
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			CPSEs <ul style="list-style-type: none"> Grant of Maharatna/Navratna/Miniratna status Categorization of CPSEs in categories A, B, C & 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Storage, etc.	
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
Interpersonal skills	B				
1	Joint Secretary	Vigilance	Oversee the following matters: <ul style="list-style-type: none"> Examination and disposal of vigilance references received from CBI, CVC, PMO, etc. Examination and further action related to complaints against Board level Officers of Oil Sector PSUs Processing of vigilance related complaints of staff/officers of the Ministry Grant of vigilance clearance to Board level officers of PSUs in connection with additional charge/confirmation of 	Knowledge of Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Awareness about the functioning and guidelines of Central Vigilance Commission (CVC)	D
				Understanding of Preventive vigilance, Punitive vigilance, and Surveillance and detection	D
				Knowledge of Disciplinary proceedings - Prosecution, Appeals, Petitions	D
				Knowledge of Vigilance	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			service tenure/superannuation etc. • Recommendation of disciplinary action against Board level officers in PSUs under the Ministry • Monthly/Annual/Quarterly Reports to CVC/CET/PMO	Manual	
				Knowledge of Vigilance Rules 14 and 16	D
				Customer/Citizen Focus	B
			Gender Sensitivity		B
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Interpersonal skills	B
1	Joint Secretary	Oil Refinery (OR)	<p>Oversee the following matters:</p> <ul style="list-style-type: none"> Refinery projects and matter relating to Refineries operations of all PSUs Refineries Matters relating to private refineries in India Expansion proposals relating to refining operations Joint Venture refinery projects Foreign technology collaboration agreements for refineries (JVs, MOUs, Agreements, proposals) Approval for foreign visits related to CMD/MD of EIL, MRPL, CPCL & NRL Process of MOU of EIL, Review of Annual Report and laying in the parliament Understanding of Refinery operations and view of Refinery upgradation Matters relating to: <ol style="list-style-type: none"> Ordinary Matters Meeting of safety council (OISD)/ GC 	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
				Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Energy Transition COP 26- NET Zero, Renewal Energy, SCOPE I & II Emissions, Green Hydrogen Environment related Acts & Regulations 	D
				Value Chain of Oil <ul style="list-style-type: none"> Upstream Operations for Oil (Exploration and Production) Midstream Operations (Transportation and Storage) Downstream Operations 	D
				Understanding of Oil Industry: <ul style="list-style-type: none"> Import of Crude Oil Indian basket of Crude 	D
				Understanding of safety norms and guidelines	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			meeting (CHT) c) Appointment of ED of CHT and OISD <ul style="list-style-type: none"> All ROU cases of petroleum pipeline projects (excluding natural gas pipeline projects), Oil PSUs, and private entities Administrative matters relating to MRPL, EIL, CPCL, NRL, CHT and OISD Administration of PMP Act, 1962 All R&D activities of all Oil PSUs under MoP&NG 		
			Oversee review of Audit paras relating to: <ul style="list-style-type: none"> Refinery matters of IOCL, BPCL, and HPCL Matters of CPCL, NRL, MRPL, and EIL 	Knowledge related to Audit paras	F
			Oversee the following: <ul style="list-style-type: none"> Parliament Questions relating to Refineries of Oil PSUs Parliamentary matters viz. preparation of ATN on Consultative Committee Report, Standing Committee Reports regarding Refinery matters of IOCL, CPCL and NRL 	Knowledge related to Parliamentary procedures	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				including Litigation, Arbitration & Conciliation, paperwork, etc.	
				Cybersecurity	F
				Right to Information Act, 2005 (RTI)	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
1	Joint Secretary	Biorefinery	<p>Oversee strategic and policy matters relating to:</p> <ul style="list-style-type: none"> National Policy on Bio-fuels Marketing, Distribution and retailing of bio-fuels and its blended products. Policy/scheme for supporting manufacturing of bio-fuels All matters relating to Renewable Energy All administrative and policy matters relating to PCRA Environmental issues relating to petroleum products and bio-fuels /alternate fuels. Matters relating to Fuel economy/efficiency of automobiles <p>Oversee R&D for the following:</p> <ul style="list-style-type: none"> Research, development and demonstration on transport, stationery and other application of 	Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
				Policy Making	F
				Strategic Thinking	B
				Planning & Decision Making	B
				Knowledge about Schemes & Policies:	D
				<ul style="list-style-type: none"> National Policy on Biofuels 2018 Ethanol Blended Petrol (EBP) Programme Bio-Jet (Bio-ATF) Biodiesel Blending Programme PM-JIVAN Yojana 	
				Understanding of Biofuels:	
				<ul style="list-style-type: none"> 1G Ethanol 2G Ethanol Biodiesel Compressed Biogas (CBG) 	D
Knowledge of Renewable energy, Environment issues, and International guidelines	D				
Research & Development	F				

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			biofuels <ul style="list-style-type: none"> Alternative fuels; Methanol blending, hydrogen fuel, H-CNG Evaluation of additives 		
			Oversee the following: <ul style="list-style-type: none"> Energy Conservation issues, conservation of petroleum products Climate change East Asia Summit-ECTF, International Solar Alliance, India-EU Conference on Biofuels 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	Supply	Oversee strategic and policy matters relating to: <ul style="list-style-type: none"> • Import of Crude Oil and other Petroleum Products • Policy matters relating to import of Crude Oil and Petroleum Products and import substitution • Policy Matters 	Policy Making	F
				Strategic Thinking	B
				Knowledge of Schemes and Policies	D
				Knowledge of public procurement policy and process	D
				Understanding of Petrochemicals & OPAL	D
				Understanding of International market and	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			relating to Shipping of Crude Oil and Petroleum Products with reference to engagement of Ships for procurement of oil by CIF/C&F basis <ul style="list-style-type: none"> • Allocation of Domestic Crude Oil • Export of Crude Oil and Petroleum Products • Policy matters relating to export /re-export of surplus products 	domestic market of crude oil and petroleum product	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Matters	
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
Work Ethics	B				
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	Flagship Programme	Oversee strategic and policy matters relating to: <ul style="list-style-type: none"> • Make in India and Atmanirbhar Bharat • Purchase Preference Policies: Public Procurement (Preference to Make in India) Order, 2017 	Policy Making	F
				Strategic Thinking	B
				Knowledge of Schemes and Policies	D
				Knowledge of public procurement policy and process	D
				Understanding of International market and domestic market of crude	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> • Providing preference to Domestically Manufactured Iron and Steel Products (DMI&SP) of M/o Steel • MSMEs Public Procurement Policy, 2012 of M/o MSME • Skill Council/skilling and educational issues including the work related to IIPE, RGIPT and Centre of Excellence in Oil, Gas and Energy etc. • Apprenticeship • Monitoring the progress of Start-Up initiative of Oil and Gas sector undertaken by the Oil and Gas PSUs under MoP&NG • Petroleum Economic Zones 	oil and petroleum product	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of	Energy Transition – its	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Emerging Trends in the Manufacturing Industry	impact and challenges	
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
Time Management	B				
Work Ethics	B				
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	OMC	Oversee strategic and policy matters relating to:	Policy making	F
				Companies Act, 2013 (incl. BOD related matters)	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> All administrative matters of IOCL/BPCL/HPCL (excluding Refinery / Depot / Terminal matters) Policy guidelines for selection/allotment of retail outlets Policy guidelines for reconstitution/ resitement/ revival of retail outlet dealerships/ SKO-LDO dealerships 	Knowledge of CPSEs related matters	F
				Strategic Thinking	B
				Knowledge of relevant Schemes and Policies of MoP&NG	D
			Oversee strategic and policy matters relating to: <ul style="list-style-type: none"> Corpus Fund Scheme for RO dealers Release of Grant-in-aid to SFPL 	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of	Energy Transition – its impact and challenges	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Emerging Trends in the Oil & Gas Industry	Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
Motivation	B				
Time Management	B				
Work Ethics	B				
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	PP	Oversee strategic and policy matters relating to: <ul style="list-style-type: none"> Pricing Policy of sensitive 	Policy Making	F
				Strategic Thinking	B
				Knowledge of relevant Schemes and Policies of	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			petroleum products i.e., Subsidized Domestic LPG & PDS Kerosene <ul style="list-style-type: none"> Matters relating to issue of cash assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) Administration of Direct Benefit Transfer in Kerosene (DBTK) Scheme, 2016 	MoP&NG	
			Oversee the following matters: <ul style="list-style-type: none"> Payment of Subsidy claims under DBTL (PAHAL) Scheme and DBTK Scheme Matters relating to Excise Duties and Customs Duties on petroleum products excluding disputes Sales Tax and Local levies in respect of petroleum products excluding disputes Dealers'/Distributors' commission on PDS Kerosene & Subsidized domestic LPG 	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
1	Joint Secretary	LPG	<p>Oversee strategic and policy matters relating to:</p> <ul style="list-style-type: none"> Policy matters relating to LPG cylinders, valves, regulators, tank wagons etc. Marketing/Distribution of LPG Matters relating to LPG distributorships policy, LPG logistics and marketing Implementation of Pradhan Mantri Ujjwala Yojana Pradhan Mantri Garib Kalyan Yojana matters Policy matters of PAHAL Scheme (DBTL) and 'Give it up' Guidelines related to Reconstitution / Revival of LPG Distributorships Policy matters and government directions of Public Sector Undertakings (PSUs) 	Policy Making	F
				Strategic Thinking	B
				Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge about Corporate policies and Government directions of Public Sector Undertakings (PSUs) especially in relation to duties of Government Nominated Directors	D
				Knowledge of Schemes and Policies:	D
				<ul style="list-style-type: none"> Direct Benefits Transfer for LPG (DBTL) - Pratyaksh Hanstantrit Labh (PAHAL) Pradhan Mantri Ujjwala Yojana (PMUY) 	
<ul style="list-style-type: none"> Oversee matters related to safety and crisis management: LPG Control Order 	Knowledge of <ul style="list-style-type: none"> Control Orders under Essential Commodities (EC) Act, 1955 	D			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Accident reports of LPG Crisis Management Plan (CMP) and Contingency Plan related to Marketing/Distribution of LPG. 	<ul style="list-style-type: none"> Disaster Management Plan of MoP&NG, 2021 	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, Disha, Pragati, DBT – Bharat,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				CLDP, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	Distribution	Oversee matters related to safety and crisis management:	Knowledge of <ul style="list-style-type: none"> Control Orders under Essential Commodities Act, 1955 Disaster Management Plan of MoP&NG, 2021 	D
			<ul style="list-style-type: none"> Issue of Central orders under the Essential Commodities Act, in regard to the supply and distribution of POL products handled by the Distribution Section Prevention of adulteration of petroleum products 		
			Oversee strategic and policy		
				Policy Making	F
				Strategic Thinking	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			matters relating to: <ul style="list-style-type: none"> • Policy matters with regards to the supply of petroleum products (other than LPG, Paraffin wax, specialty oils, mineral turpentine oil) • Issues relating to scarcity of petroleum products and dry-out of retail outlets • Petroleum Act, 1934 and Petroleum Rules made thereunder • Allocation of kerosene to States/ Union Territories • Supply of POL products [Motor Spirit (MS), High speed Diesel (HSD), Naptha, Light Diesel Oil (LDO), Aviation Turbine Fuel (ATF)] to Defence, Railways and other various users 	Knowledge of relevant Schemes and Policies of MoP&NG	D
			Oversee all matters relating to Electric Vehicles and charging infrastructure at ROS	e-mobility and trends in hybrid EV automotive sector	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
1.	Joint Secretary	International Cooperation (IC)	Oversee strategic and policy matters relating to: <ul style="list-style-type: none"> Bilateral and Multi-lateral cooperation in the oil & gas sector with foreign countries. Coordinate Institutional Dialogues such as Joint Commission Meeting (JCM), Joint Working Group (JWG), and Inter-Governmental Commission meeting with important partner countries. Engagements with organisations like Organization of the Petroleum Exporting Countries (OPEC), International Energy Agency (IEA), International Energy Forum (IEF), etc. Formulation of global strategy for the country with respect of Oil & Gas Provide policy matters relating to Private/ Public Participation in Exploration & Production of Oil and Gas 	Interpersonal skills	B
				Policy Making	F
				Strategic Thinking	B
				Negotiation Skills	B
			Knowledge of relevant Schemes and Policies of MoP&NG	D	
			Oversee R&D regarding the following matters: <ul style="list-style-type: none"> Monitoring of World Oil situation Explore potential 	Research & Development	F
				Data Monitoring & Analysis	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			investment opportunities in E&P Assets abroad <ul style="list-style-type: none"> Evaluation of Overseas Oil and Gas Assets abroad 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Knowledge of various statutory acts, taxes & regulations	Negotiating Trade Agreements including FTAs, CEPA, PSR etc.	
				Commercial Agreements	
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	Admin	Oversee the following administrative matters: <ul style="list-style-type: none"> Government Accommodation Allocation of Staff Cars and deployment of Staff Car Driver House Keeping office accommodation/space Official land lines (MTNL Telephone) – Complaints, Bills, shifting etc. Office Automation 	Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Procurement of duplicating machines, stationery, etc Hospitality (Refreshment bills in respect of office of Minister and Officers). Air Travel bills Domestic/ International (submitted by M/s BL & Co.) in respect of official tours in this Ministry Budgeting and control of Expenditure in respect of the Admn. Section 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	Library	Oversee the following administrative matters: <ul style="list-style-type: none"> Development and proper maintenance of adequate and up-to-date collection of books, periodicals, reports, maps and other items Selection, acquisition, processing, classification and cataloguing of documents. Circulation of books and periodicals to all officers/officials of 	Knowledge of retrieving, managing, and preserving e resources	D
				Stakeholder Management	B
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
				Establishment Rules & General Administration Matters	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Ministry. <ul style="list-style-type: none"> Maintenance of an effective and responsive reference service. Cooperation with other Government Libraries – Lending books to and borrowing books from other Libraries for the use of readers Payment of bills of the books, newspapers etc purchased and subscription of magazines/journals 		
			Use of Functional Skills	Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Time Management	B
				Interpersonal skills	B
1	Joint Secretary	Establishment	Oversee the following establishment matters relating to:	Project Management	F
				Stakeholder Management	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Service matters of (a) All Officers/Staff of MoP&NG (b) personal staff of Minister(s) (c) All India and Central Services Officers posted in the MoP&NG under CSS All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/Departments/C PSEs will be done by the Section itself 		
			Oversee Staff welfare including: <ul style="list-style-type: none"> Medical Reimbursement claim of staff/officers. Framing of Recruitment Rules for Ex-cadre posts in MoP&NG. Creation of posts Staff Councils and Joint Consultative Machinery 	Knowledge of staff welfare activities, benefits and reimbursements applicability	D
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
				Strategic Thinking	B
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				including Litigation, Arbitration & Conciliation, paperwork, etc.	
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
Motivation	B				
Time Management	B				
Work Ethics	B				
Gender Sensitivity	B				
Interpersonal skills	B				
1	Joint Secretary	SCT cell	Oversee the following matters: <ul style="list-style-type: none"> Issue of Presidential Directives, monitoring, progress and implementation of Reservation of posts in the Ministry and PSUs 	Knowledge of: <ul style="list-style-type: none"> Reservation provisions and implementation of reservation provisions in ministry and CPSEs Matters relating to reservation policies of SC/ST/OBC/Disabled 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Ensure implementation of reservation of posts for Scheduled Castes and Scheduled tribes and Other Backwards Classes, Persons with Disabilities & Ex-Serviceman in the Ministry. Examination of the Recommendations made by the Parliamentary Committee on the Welfare of SC, ST & OBC and submission of action taken note thereon Circulation of all orders relating to reservation of SC, ST and OBC, PwD and Ex- Serviceman in the services received from the Ministry of Home Affairs, Deptt. of Public Annual Inspection of Reservation Rosters for Direct Recruitment and Promotion for SC/ST/PWD/OBC/Ex-Serviceman in the oil PSUs. Parliament Questions relating to representation of Scheduled Castes and Scheduled Tribes and Other Backwards Classes and physically handicapped in the Services of the Ministry as well as in PSUs 	persons	
				Gender Sensitivity	B
				Customer/Citizen Focus	B
				Policy making and implementation	F
				Knowledge of Parliamentary procedures	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Project Management (incl. Project monitoring)	F
				Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
			Adeptness with Tools & Technology	NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
				Problem Solving	B
			Leadership attributes required	Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Time Management	B
				Interpersonal skills	B
			1	Joint Secretary	Public Grievance (PG) and RTI
Stakeholder Management	B				

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			PMO, Minister's Office, Cabinet Secretariat, etc.		
			<p>Overview of the following:</p> <ul style="list-style-type: none"> Analyse/upload RTI Applications on RTI Request & Appeal Management System (RTI-MIS) received under RTI Act, 2005 and forward the same to the concerned Central Public Information Officers (CPIOs) within the stipulated time limit. Analyse/upload RTI Appeals on RTIMIS received under Section 19 of the RTI Act, 2005 and forward the same to the concerned (First Appellate Authorities) FAAs within the stipulated time Circulate all the important instructions / orders pertaining to RTI Act, 2005 from various Ministries / Departments including nodal Ministry Prepare material / Data for Annual Report to General Coordination Section 	Knowledge of Right to Information Act, 2005 (RTI)	D
				Data Analysis and Interpretation	F
				Customer/Citizen Focus	B
				Use of Functional Skills	Establishment Rules & General Administration Matters
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools &	Government Portals:	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Technology	eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
1	Joint Secretary	General	Oversee the following administrative matters: <ul style="list-style-type: none"> Labour Legislation Acts/ Rules related to PSUs Examination of Cabinet/ CoS Notes of other Ministries Preparation, printing, laying and distribution of Annual Report of the Ministry Parliament Question involving more than two Divisions of the Ministry Forwarding the proposal of PSUs personnel to MHA/Defence and other Ministry for President fire 	Knowledge of Establishment Rules & General Administration Matters	D
				Knowledge of Labour Legislation Acts/ Rules related to PSUs	D
				Stakeholder Management	B
				Strategic Thinking	B
				Effective writing skills and presentations	F
				Knowledge of Parliamentary procedures	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			service meritorious & gallantry and other awards		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
				Stakeholder Management	B
1	Joint Secretary	Parliament	<p>Oversee the following matters:</p> <ul style="list-style-type: none"> Track the status of Assurances with the Sections concerned for timely implementation and seeking extension of time in due course All administrative matters relating to Parliamentary Committee meetings Monitor the matters relating to Rule-377 in Lok Sabha and Special Mention in Rajya Sabha Preparation of compiled reply relating to issues likely to be raised during the Parliament Session 	Knowledge of Parliamentary Procedures	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
				Use of Functional Skills	Establishment Rules &

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				General Administration Matters	
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
			Interpersonal skills	B	
1	Joint Secretary	Hindi	Oversee the following matters: <ul style="list-style-type: none"> Implementation of Hindi in the Central Govt. Office Implementation of official Language Act, 1963 and Official Language Rules, 1976 and Govt. orders and instructions issued from time to time in the Ministry as well as in the PSUs/Organizations/Offices under the Ministry's administrative control 	Policy making and implementation	F
				Stakeholder Management	B
				Understanding of Official Language Act 1963 and various Initiatives within Ministry and CPSEs	D
				Effective Writing skills: Cabinet note, Email, etc.	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Organize Hindi workshop and Hindi Pakhwara, Hindi Day Constitute and arrange meeting of Ministry's Hindi Advisory Committee and Official Language Implementation Committee and monitor action taken Co-ordination with the Parliamentary Committee on Official Language. Review and Certify the questionnaire of PSUs offices to be inspected by Parliamentary Committee on Official Language. 		
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Making Ownership & Accountability	B
				Effective Communication	B
				Time Management	B
				Work Ethics	B
				Interpersonal skills	B
1	Joint Secretary	Integrated Finance Division (IFD)	<p>Oversee the following financial matters:</p> <ul style="list-style-type: none"> • Formulation and finalization of Main Budget of the Ministry • Formulation, finalization and Printing of Demands for Grants and laying in the Parliament - Output Outcome Framework • Coordination and consolidation of approved budget and Revised Estimates • Examination of Expenditure Finance Committee (EFC) Notes • Examination of Voluntary Retirement scheme in PSUs as received from Admin Divisions • Examination of proposals received from Admin Divisions related to Investment and other proposals of Oil PSUs which require Ministry's approval • Examination/Vetting of the Post Retirement Welfare Scheme of PSUs 	<p>Knowledge of Finance:</p> <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) • Budgeting (Plan & Non-plan) • Re-appropriation of funds • Taxation (Direct & Indirect) 	D
				Knowledge of CPSEs related matters	F
				Stakeholder Management	B
				Knowledge of Parliamentary procedures	F
				Understanding of Voluntary Retirement Scheme (VRS) and other types of welfare schemes	D
				Knowledge of relevant Schemes & Policies of MoP&NG	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			as per DPE guidelines under 1.5% quota <ul style="list-style-type: none"> Matters related to the Standing Audit Committee and Convening of the SAC meeting Examination of subsidy claims of Oil PSUs for giving financial concurrence Examination of Financial Parameters in respect of MOUs of Oil PSUs Examination and financial concurrence on the flagship schemes like DBTL, DBTK etc as received from Marketing Division 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
			Interpersonal skills	B	
1	Joint Secretary	Economics & Statistics (E&S)	Oversee the following matters: <ul style="list-style-type: none"> Monitoring of Performance of infrastructure parameters and Action Taken reports on points emanating from review of Prime Minister Monitoring of Infrastructure Projects of all Oil CPSEs and furnishing status report to PMO (PMG), PMO, DEA and MoS&PI. Monitoring Demand/consumption and production levels of crude oil, petroleum 	Knowledge of Project management: <ul style="list-style-type: none"> Project monitoring Project financing Project Coordination 	D
				In-dept understanding of procurement and Tender writing	D
				Stakeholder Management	B
				Strategic Thinking	B
				Knowledge of CPSEs related matters	F
				Contract Management**	D
				Advanced knowledge of Data Analysis	D
				Research & Development	D
				Knowledge of Schemes	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>products and natural gas in the country.</p> <ul style="list-style-type: none"> • Matters relating to Goods & Service Tax (GST) • Matters relating to FIPB, Foreign Investment, FDI Cell • Oil Imports dependency / reducing import dependency and Task force under Cabinet secretary on identifying items/policy interventions for reducing import dependency and import substitution • Monthly Performance review of Oil & Gas sector CPSEs • Energy Data Management – NITI • Έντυπο οφ ΜοΠΝΓ φορ Εχ ονομιχ Συρπεψ βρουγητ ο υτ βψ Μνιστρψ οφ Φιναν χε 	and Policies of MoP&NG	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Compliances to be adhered by MoP&NG***	F
				Use of Functional Skills	Establishment Rules & General Administration

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Adeptness with Tools & Technology	Matters	
				Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
			Leadership attributes required	MS Office: Excel, PPT, Word	F
				Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Interpersonal skills	B
Empathy	B				
2	Director/Deputy Secretary	Gas Projects	Oversee Implementation of the following: All matters related to GAIL, GAIL Gas Ltd., IGGL, BCPL and PLL - MoU, Board Meeting /agenda and AGM	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
			Oversee the implementation of the following: <ul style="list-style-type: none"> All issues pertaining to commercial utilization of APM, Non APM, NELP, Pre-NELP Natural gas CGD Network including CNG & PNG Issues relating to natural 	Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Natural Gas Grid and City Gas Distribution (CGD) Compressed Biogas Plants – SATAT 	D
				Value Chain of Gas <ul style="list-style-type: none"> Upstream Operations 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			gas pipeline connectivity and availability of natural gas for fertilizer sector <ul style="list-style-type: none"> Matter relating to LNG SATAT/CBG; Multilateral and bilateral funding 	for Gas (Exploration and Production) <ul style="list-style-type: none"> Midstream Operations (Distribution and Storage) Downstream Operations Understanding of Gas Industry: <ul style="list-style-type: none"> Import of Gas (a) Liquefied Natural Gas (LNG) (b) Liquefied Petroleum Gas (LPG) Gas Pricing regime 	D
			Oversee implementation of the matters relating to: <ul style="list-style-type: none"> RTI Appeal RTI application Public grievances CPGRAM and- VIP reference 	Right to Information Act, 2005 (RTI)	F
			Oversee implementation of the matters relating to: <ul style="list-style-type: none"> Parliament Questions Parliament Assurance Standing Committee meeting 	Knowledge of Parliamentary procedures	F
			Oversee implementation of release of grants	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Oversee implementation of	Knowledge about	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			the following matters:	preparation of Annual Report	
			<ul style="list-style-type: none"> Preparation of Annual Report Laying of Annual Report of GAIL and PNGRB in the Parliament 	Strategic Thinking	B
				Analytical Thinking	B
			Review the Audit paras	Knowledge about Audit paras	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Messenger, Cloud Storage, etc.	
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
Interpersonal skills	B				
2	Director/Deputy Secretary	Exploration	<p>Oversee implementation of Policy/ Policy changes regarding the following:</p> <ul style="list-style-type: none"> Policy related to HELP and Reforms in E&P Sector CBM Policy and Bidding of CBM Blocks EOR/IOR policy Policy matters on domestic gas pricing ORDA Act, P&NG Rules and all Royalty/Cess Policy Issues Reforms related to NOCs DSF Policy and monitoring of DSF contracts National Data Repository 	Policy Making	F
				Strategic Thinking	B
				<p>Knowledge about Schemes & Policies:</p> <ul style="list-style-type: none"> Hydrocarbon Exploration Licensing Policy (HELP) Discovered Small Field Policy (DSF) National Data Repository (NDR) 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			(NDR) related matters		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Possess Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
2	Director/Deputy Secretary	Corporate Affairs	<p>Overseeing the Implementation of the following matters:</p> <ul style="list-style-type: none"> Finalization of job description (Chairman, CMD, MD, and Functional Directors on the Boards of CPSEs) Selection and appointment of Independent Directors Appointment of Government Directors on the Boards of CPSEs Issue of appointment orders for Functional Directors Process recommendations of the PESB for appointment of Functional Directors (including CMD/MD) Fixation of pay and finalization of terms and conditions of Functional 	Knowledge of Companies Act, 2013 (incl. BOD related matters)	D
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Stakeholder management	B
				Strategic Thinking	B
				Overview of Ministry: Organisation Structure, roles & responsibilities of each Division/Section	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Directors <ul style="list-style-type: none"> Grant of Maharatna/Navratna/Miniratna status Categorization of CPSEs in categories A, B, C & 		
			Oversee the implementation of the following matters: <ul style="list-style-type: none"> All policy matters relating to CPSEs and OIDB, Implementation of OIDB Act All matters relating to MoUs for oil CPSEs Disinvestment of oil PSUs; Examination of proposals received from D/o Investment & Public Asset Management (DIPAM) relating to disinvestment Matters related to Acquisition & Mergers of CPSEs 	Knowledge of CPSEs related matters	F
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
				Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
			Familiarity with Legal & Regulatory Framework	Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Possess Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
Stress Management	B				
Motivation	B				
Time Management	B				
Work Ethics	B				
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
2	Director/Deputy Secretary	Vigilance	Oversee the implementation of the following matters:	Knowledge of Companies Act, 2013 (incl. BOD	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Examination and disposal of vigilance references received from CBI, CVC, PMO, etc. Examination and further action related to complaints against Board level Officers of Oil Sector PSUs Processing of vigilance related complaints of staff/officers of the Ministry Grant of vigilance clearance to Board level officers of PSUs in connection with additional charge/confirmation of service tenure/superannuation etc. Recommendation of disciplinary action against Board level officers in PSUs under the Ministry Monthly/Annual/Quarterly Reports to CVC/CET/PMO 	related matters)	
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Awareness about the functioning and guidelines of Central Vigilance Commission (CVC)	D
				Understanding of Preventive vigilance, Punitive vigilance, and Surveillance and detection	D
				Knowledge of Disciplinary proceedings - Prosecution, Appeals, Petitions	D
				Knowledge of Vigilance Manual	D
				Knowledge of Vigilance Rules 14 and 16	D
				Customer/Citizen Focus	B
				Gender Sensitivity	B
				Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*
			SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.		F
			Cybersecurity		F
			Social Media usage & guidelines		F
			Right to Information Act,		F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				2005 (RTI)	
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
Work Ethics	B				
Conflict Management	B				
Interpersonal skills	B				
2	Director/Deputy Secretary	Oil Refinery (OR)	Oversee the implementation of the following matters: <ul style="list-style-type: none"> Refinery projects and matter relating to Refineries operations of all PSUs Refineries Matters relating to private refineries in India Expansion proposals relating to refining operations 	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
				Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Energy Transition COP 26- NET Zero, Renewal Energy, SCOPE I & II Emissions, Green Hydrogen 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Joint Venture refinery projects Foreign technology collaboration agreements for refineries (JVs, MOUs, Agreements, proposals) Approval for foreign visits related to CMD/MD of EIL, MRPL, CPCL & NRL Process of MOU of EIL, Review of Annual Report and laying in the parliament Understanding of Refinery operations and view of Refinery upgradation Matters relating to: <ul style="list-style-type: none"> d) Ordinary Matters e) Meeting of safety council (OISD)/ GC meeting (CHT) f) Appointment of ED of CHT and OISD All ROU cases of petroleum pipeline projects (excluding natural gas pipeline projects), Oil PSUs, and private entities Administrative matters relating to MRPL, EIL, CPCL, NRL, CHT and OISD Administration of PMP Act, 1962 All R&D activities of all Oil PSUs under MoP&NG 	<ul style="list-style-type: none"> Environment related Acts & Regulations 	
				Value Chain of Oil <ul style="list-style-type: none"> Upstream Operations for Oil (Exploration and Production) Midstream Operations (Transportation and Storage) Downstream Operations 	D
				Understanding of Oil Industry: <ul style="list-style-type: none"> Import of Crude Oil Indian basket of Crude 	D
				Understanding of safety norms and guidelines	D
			Review the Audit paras	Knowledge related to Audit	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			relating to: <ul style="list-style-type: none"> Refinery matters of IOCL, BPCL, and HPCL Matters of CPCL, NRL, MRPL and EIL 	paras	
			Oversee the implementation of the following matters: <ul style="list-style-type: none"> Parliament Questions relating to Refineries of Oil PSUs Parliamentary matters viz. preparation of ATN on Consultative Committee Report, Standing Committee Reports regarding Refinery matters of IOCL, CPCL and NRL 	Knowledge related to Parliamentary procedures	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Right to Information Act, 2005 (RTI)	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Matters	
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
Work Ethics	B				
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
2	Director/ Deputy Secretary	Biorefinery	Oversee the implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> National Policy on Bio-fuels Marketing, Distribution and retailing of bio-fuels and its blended products. 	Policy Making	F
				Strategic Thinking	B
				Planning & Decision Making	B
				Knowledge about Schemes & Policies: <ul style="list-style-type: none"> National Policy on Biofuels 2018 Ethanol Blended Petrol 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Policy/scheme for supporting manufacturing of bio-fuels All matters relating to Renewable Energy All administrative and policy matters relating to PCRA Environmental issues relating to petroleum products and bio-fuels /alternate fuels Matters relating to Fuel economy/efficiency of automobiles 	(EBP) Programme <ul style="list-style-type: none"> Bio-Jet (Bio-ATF) Biodiesel Blending Programme PM-JIVAN Yojana 	
				Understanding of Biofuels: <ul style="list-style-type: none"> 1G Ethanol 2G Ethanol Biodiesel Compressed Biogas (CBG) 	D
				Knowledge of Renewable energy, Environment issues and International guidelines	D
			Undertake R&D for the following: <ul style="list-style-type: none"> Research, development and demonstration on transport, stationery and other application of biofuels Alternative fuels; Methanol blending, hydrogen fuel, H-CNG Evaluation of additives 	Research & Development	F
			Oversee the implementation of reforms in the following areas: <ul style="list-style-type: none"> Energy Conservation issues, conservation of petroleum products Climate change East Asia Summit-ECTF, International Solar Alliance, India-EU Conference on Biofuels 		

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Making	
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
				Policy Making	F
				Strategic Thinking	B
				Knowledge of Schemes and Policies	D
				Knowledge of public procurement policy and process	D
				Understanding of Petrochemicals & OPAL	D
2	Director/ Deputy Secretary	Supply	<p>Oversee the implementation of following strategic and policy matters relating to:</p> <ul style="list-style-type: none"> • Import of Crude Oil and other Petroleum Products • Policy matters relating to import of Crude Oil and Petroleum Products and import substitution • Policy Matters relating to Shipping of Crude Oil and Petroleum Products with reference to engagement of Ships for procurement of oil by CIF/C&F basis • Allocation of Domestic Crude Oil • Export of Crude Oil and Petroleum Products • Policy matters relating to export /re-export of 	Understanding of International market and domestic market of crude oil and petroleum product	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			surplus products		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
2	Director/Deputy Secretary	Flagship Programme	<p>Oversee the execution of strategic and policy matters relating to:</p> <ul style="list-style-type: none"> • Make in India and Atmanirbhar Bharat • Purchase Preference Policies: Public Procurement (Preference to Make in India) Order, 2017 • Providing preference to Domestically Manufactured Iron and Steel Products (DMI&SP) of M/o Steel • MSMEs Public Procurement Policy, 2012 of M/o MSME • Skill Council/skilling and educational issues including the work related to IIPE, RGIPT and Centre of Excellence in Oil, Gas and Energy etc. • Apprenticeship 	Policy Making	F
				Strategic Thinking	B
				Knowledge of relevant Schemes and Policies of MoP&NG	D
				Understanding of Petrochemicals & OPAL	D
				Knowledge of public procurement policy and process	D
				Understanding of International market and domestic market of crude oil and petroleum product	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Monitoring the progress of Start-Up initiative of Oil and Gas sector undertaken by the Oil and Gas PSUs under MoP&NG Petroleum Economic Zones 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
Gender Sensitivity	B				
Interpersonal skills	B				
2	Director/ Deputy Secretary	OMC	Oversee the implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> All administrative matters of IOCL/BPCL/HPCL (excluding Refinery / Depot / Terminal matters) Policy guidelines for selection/allotment of retail outlets Policy guidelines for reconstitution/ resitement/ revival of retail outlet dealerships/ SKO-LDO dealerships 	Policy making and implementation	F
				Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
				Strategic Thinking	B
			Knowledge of relevant Schemes and Policies of MoP&NG	D	
		Oversee the implementation	Knowledge of Finance:	F	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			of strategic and policy matters relating to: <ul style="list-style-type: none"> Corpus Fund Scheme for RO dealers Release of Grant-in-aid to SFPL 	<ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Oil & Gas Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
Interpersonal skills	B				
2	Director/Deputy Secretary	PP	Oversee the implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Pricing Policy of sensitive petroleum products i.e., Subsidized Domestic LPG & PDS Kerosene Matters relating to issue of cash assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) Administration of Direct Benefit Transfer in Kerosene (DBTK) Scheme, 2016 	Policy Making	F
				Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
				Strategic Thinking	B
			Oversee the implementation	Knowledge of Finance:	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			of strategic and policy matters relating to: <ul style="list-style-type: none"> • Payment of Subsidy claims under DBTL (PAHAL) Scheme and DBTK Scheme • Matters relating to Excise Duties and Customs Duties on petroleum products excluding disputes • Sales Tax and Local levies in respect of petroleum products excluding disputes • Dealers'/Distributors' commission on PDS Kerosene & Subsidized domestic LPG 	<ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
Work Ethics	B				
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
2	Director/Deputy Secretary	LPG	Oversee the implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> All administrative matters 	Policy Making and implementation	F
				Strategic Thinking	B
				Companies Act, 2013 (incl. BOD related matters)	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			of Balmer Lawrie & Company Ltd. And Brecco Lawrie Limited <ul style="list-style-type: none"> • Policy guidelines for selection/allotment of LPG distributorship • Policy guidelines for reconstitution/ revival of LPG distributorships 	Knowledge about Corporate policies and Government directions of Public Sector Undertakings (PSUs) especially in relation to duties of Government Nominated Directors	D
			<ul style="list-style-type: none"> • Policy matters and government directions of Public Sector Undertakings (PSUs) • Pricing policy of sensitive petroleum products i.e., Domestic LPG • Matters relating to issue of cash assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) 	Knowledge of Rules, Schemes and Policies: <ul style="list-style-type: none"> • Direct Benefits Transfer for LPG (DBTL) - Pratyaksh Hanstantrit Labh (PAHAL) • Pradhan Mantri Ujjwala Yojana (PMUY) 	D
			<ul style="list-style-type: none"> • Corpus Fund Scheme for LPG Distributors • Payment of Subsidy claims under DBTL (PAHAL) Scheme • Matters relating to Excise Duties and Custom Duties on petroleum products excluding disputes • Sales Tax and Local levies in respect of petroleum products excluding disputes • Budget proposals in the petroleum sector 	Knowledge of Finance: <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Familiarity with Legal &	Acts applicable to	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Regulatory Framework	MoP&NG*	
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, Disha, Pragati, DBT-Bharat, CLDP, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
2	Director/Deputy Secretary	Distribution	Oversee the implementation of matters related to safety and crisis management: <ul style="list-style-type: none"> Issue of Central orders under the Essential Commodities Act, in regard to the supply and distribution of POL products handled by the Distribution Section Prevention of adulteration of petroleum products 	Knowledge of <ul style="list-style-type: none"> Control Orders under Essential Commodities (EC) Act), 1955 Disaster Management Plan of MoP&NG, 2021 	D
			Oversee the implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Policy matters with regards to the supply of petroleum products (other than LPG, Paraffin wax, specialty oils, mineral turpentine oil) 	Policy Making and implementation	F
				Strategic Thinking	B
				Knowledge of Schemes and Policies	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Issues relating to scarcity of petroleum products and dry-out of retail outlets Petroleum Act, 1934 and Petroleum Rules made thereunder Allocation of kerosene to States/ Union Territories Supply of POL products [Motor Spirit (MS), High speed Diesel (HSD), Naptha, Light Diesel Oil (LDO), Aviation Turbine Fuel (ATF)] to Defence, Railways and other various users 		
			Oversee all matters relating to Electric Vehicles and charging infrastructure at ROS	e-mobility and trends in hybrid EV automotive sector	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Use of Functional Skills	Industry 4.0 and its application	D
				Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
Time Management	B				
Work Ethics	B				
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
2	Director/Deputy Secretary	International Cooperation (IC)	Oversee the implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Bilateral and Multi-lateral cooperation in the oil & gas sector with foreign 	Policy Making and implementation	F
				Strategic Thinking	B
				Negotiation Skills	B
				Knowledge of Schemes & Policies	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>countries.</p> <ul style="list-style-type: none"> Coordinate Institutional Dialogues such as Joint Commission Meeting (JCM), Joint Working Group (JWG), and Inter-Governmental Commission meeting with important partner countries. Engagements with organisations like Organization of the Petroleum Exporting Countries (OPEC), International Energy Agency (IEA), International Energy Forum (IEF), etc. Formulation of global strategy for the country with respect of Oil & Gas Provide policy matters relating to Private/ Public Participation in Exploration & Production of Oil and Gas 		
			Undertake R&D regarding the following matters:	Research & Development	F
			<ul style="list-style-type: none"> Monitoring of World Oil situation Explore potential investment opportunities in E&P Assets abroad Evaluation of Overseas Oil and Gas Assets abroad 	Data Monitoring & Analysis	F
			Familiarity with Legal &	Acts applicable to	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Regulatory Framework	MoP&NG*	
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Knowledge of various statutory acts, taxes & regulations	Negotiating Trade Agreements including FTAs, CEPA, PSR etc.	
				Commercial Agreements	
			Advanced knowledge of Emerging Trends in the Manufacturing Industry	Energy Transition – its impact and challenges	D
				Impact of Energy security on the citizens in India	D
				Industry 4.0 and its application	D
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Word	
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
			Interpersonal skills	B	
2	Director/Deputy Secretary	Admin	<p>Oversee the implementation of following administrative matters:</p> <ul style="list-style-type: none"> Government Accommodation Allocation of Staff Cars and deployment of Staff Car Driver House Keeping office accommodation/space Official land lines (MTNL Telephone) – Complaints, Bills, shifting etc Office Automation Procurement of duplicating machines, stationery, etc Hospitality (Refreshment bills in respect of office of Minister and Officers). Air Travel bills Domestic/ 	<p>Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)</p>	D
				<p>Knowledge of Finance:</p> <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			International (submitted by M/s BL & Co.) in respect of official tours in this Ministry <ul style="list-style-type: none"> Budgeting and control of Expenditure in respect of the Admn. Section 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
Interpersonal skills	B				
2	Director/ Deputy Secretary	Library	<p>Oversee the implementation of the following administrative matters:</p> <ul style="list-style-type: none"> Development and proper maintenance of adequate and up-to-date collection of books, periodicals, reports, maps and other items Selection, acquisition, processing, classification and cataloguing of documents Circulation of books and periodicals to all officers/officials of Ministry Maintenance of an effective and responsive reference service. Cooperation with other Government Libraries 	Knowledge of retrieving, managing and preserving e resources	D
				Stakeholder Management	B
				<p>Knowledge of Finance:</p> <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs		
				Area	Type B/D/F	
			<ul style="list-style-type: none"> – Lending books to and borrowing books from other Libraries for the use of readers • Payment of bills of the books, newspapers etc purchased and subscription of magazines/journals 			
				Use of Functional Skills	Project Management (incl. Project monitoring)	F
					Establishment Rules & General Administration Matters	F
				Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
					NIC applications: Email, Messenger, Cloud Storage, etc.	F
					MS Office: Excel, PPT, Word	F
				Leadership attributes required	Problem Solving	B
					Planning & Decision Making	B
					Ownership & Accountability	B
					Effective Communication	B
Time Management	B					
Oversee the implementation of establishment matters relating to:	Interpersonal skills	B				
	Stakeholder Management	B				
	Project Management	F				
2	Director/ Deputy Secretary	Establishment	<ul style="list-style-type: none"> • Service matters of (a) All Officers/Staff of MoP&NG (b) personal staff of Minister(s) (c) All India and Central Services 			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>Officers posted in the MoP&NG under CSS</p> <ul style="list-style-type: none"> All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/Departments/C PSEs will be done by the Section itself 		
			<p>Ensure Staff welfare including</p> <ul style="list-style-type: none"> Medical Reimbursement claim of staff/officers. Framing of Recruitment Rules for Ex-cadre posts in MoP&NG. Creation of posts Staff Councils and Joint Consultative Machinery 	<p>Knowledge of staff welfare activities, benefits and reimbursements applicability</p>	D
				<p>Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)</p>	D
				<p>Knowledge of Finance:</p> <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
				<p>Strategic Thinking</p>	B
			<p>Familiarity with Legal & Regulatory Framework</p>	<p>Acts applicable to MoP&NG*</p>	F
				<p>SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.</p>	F
				<p>Cybersecurity</p>	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs		
				Area	Type B/D/F	
				Social Media usage & guidelines	F	
				Contract Management**	F	
				Compliances to be adhered by MoP&NG***	F	
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F	
				MS Office: Excel, PPT, Word	F	
			Leadership attributes required	Problem Solving	B	
				Planning & Decision Making	B	
				Ownership & Accountability	B	
				Effective Communication	B	
				Customer/Citizen Focus	B	
				Stress Management	B	
				Motivation	B	
				Time Management	B	
Work Ethics	B					
Gender Sensitivity	B					
Interpersonal skills	B					
2	Director/Deputy Secretary	SCT cell	Oversee the implementation of the following matters: <ul style="list-style-type: none"> Issue of Presidential Directives, monitoring, progress and implementation of Reservation of posts in the Ministry and PSUs Ensure implementation of reservation of posts for Scheduled Castes and 	Knowledge of: <ul style="list-style-type: none"> Reservation provisions and implementation of reservation provisions in ministry and CPSEs Matters relating to reservation policies of SC/ST/OBC/Disabled persons 	D	
				Gender Sensitivity		B
				Customer/Citizen Focus		B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>Scheduled tribes and Other Backwards Classes, Persons with Disabilities & Ex-Serviceman in the Ministry.</p> <ul style="list-style-type: none"> Examination of the Recommendations made by the Parliamentary Committee on the Welfare of SC, ST & OBC and submission of action taken note thereon Circulation of all orders relating to reservation of SC, ST and OBC, PwD and Ex- Serviceman in the services received from the Ministry of Home Affairs, Deptt. of Public Annual Inspection of Reservation Rosters for Direct Recruitment and Promotion for SC/ST/PWD/OBC/Ex-Serviceman in the oil PSUs. Parliament Questions relating to representation of Scheduled Castes and Scheduled Tribes and Other Backwards Classes and physically handicapped in the Services of the Ministry as well as in PSUs 	<p>Policy making and implementation</p>	F
				<p>Knowledge of Parliamentary procedures</p>	F
			<p>Use of Functional Skills</p>	<p>Establishment Rules & General Administration Matters</p>	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs				
				Area	Type B/D/F			
			Adeptness with Tools & Technology	Project Management (incl. Project monitoring)	F			
				Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F			
				NIC applications: Email, Messenger, Cloud Storage, etc.	F			
				MS Office: Excel, PPT, Word	F			
			Leadership attributes required	Problem Solving	B			
				Innovative Thinking	B			
				Planning & Decision Making	B			
				Ownership & Accountability	B			
				Effective Communication	B			
				Time Management	B			
			Interpersonal skills	B				
			2	Director/ Deputy Secretary	Public Grievance (PG) and RTI	Oversee implementation of the following matters: <ul style="list-style-type: none"> Monitor/review all public grievances periodically till the grievances are redressed Analyse all the Public Grievances and forward them to the concerned division for its resolution/redressal Analyse/forward/monitor public grievances received through President Secretariat, PMO, Minister's Office, Cabinet Secretariat, etc. 	Policy implementation	F
							Stakeholder Management	B
			Oversee the implementation of the following:	Knowledge of Right to Information Act, 2005 (RTI)	D			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs		
				Area	Type B/D/F	
			<ul style="list-style-type: none"> Analyse/upload RTI Applications on RTI Request & Appeal Management System (RTI-MIS) received under RTI Act, 2005 and forward the same to the concerned Central Public Information Officers (CPIOs) within the stipulated time limit. Analyse/upload RTI Appeals on RTIMIS received under SECTION 19 of the RTI Act, 2005 and forward the same to the concerned (First Appellate Authorities) FAAs within the stipulated time Circulate all the important instructions / orders pertaining to RTI Act, 2005 from various Ministries / Departments including nodal Ministry Prepare material / Data for Annual Report to General Coordination Section 	Data Analysis and Interpretation	F	
				Customer/Citizen Focus	B	
				Use of Functional Skills	Establishment Rules & General Administration Matters	F
					Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
Interpersonal skills	B				
2	Director/ Deputy Secretary	General	Oversee the implementation of following administrative matters: <ul style="list-style-type: none"> • Labour Legislation Acts/ Rules related to PSUs • Examination of Cabinet/ CoS Notes of other Ministries • Preparation, printing, laying and distribution of Annual Report of the Ministry • Parliament Question involving more than two Divisions of the Ministry • Forwarding the proposal of PSUs personnel to MHA/Defence and other Ministry for President fire service meritorious & gallantry and other 	Knowledge of Establishment Rules & General Administration Matters	D
				Knowledge of Labour Legislation Acts/ Rules related to PSUs	D
				Stakeholder Management	B
				Strategic Thinking	B
				Effective writing skills and presentations	F
				Knowledge of Parliamentary procedures	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			awards		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
			Conflict Management	B	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs				
				Area	Type B/D/F			
				Gender Sensitivity	B			
				Interpersonal skills	B			
				Stakeholder Management	B			
2	Director/ Deputy Secretary	Parliament	Oversee the implementation of following matters: <ul style="list-style-type: none"> Track the status of Assurances with the Sections concerned for timely implementation and seeking extension of time in due course All administrative matters relating to Parliamentary Committee meetings Monitor the matters relating to Rule-377 in Lok Sabha and Special Mention in Rajya Sabha Preparation of compiled reply relating to issues likely to be raised during the Parliament Session 	Knowledge of Parliamentary Procedures	D			
						Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
							SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
			Cybersecurity	F				
			Social Media usage & guidelines	F				
			Contract Management**	F				
			Compliances to be adhered by MoP&NG***	F				
			Use of Functional Skills	Establishment Rules & General Administration Matters	F			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Adeptness with Tools & Technology	Project Management (incl. Project monitoring)	F
				Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
			Interpersonal skills	B	
2	Director/ Deputy Secretary	Hindi	Oversee the implementation of: <ul style="list-style-type: none"> Hindi in the Central Govt. Office The Official Language Act, 1963 and Official Language Rules, 1976 and Govt. orders and instructions issued from time to time in the Ministry as well as in the PSUs/Organizations/Offices under the Ministry's administrative control Hindi workshops and Hindi Pakhwara, Hindi 	Policy making and implementation	F
				Stakeholder Management	B
				Understanding of Official Language Act 1963 and various Initiatives within Ministry and CPSEs	D
				Effective Writing skills: Cabinet note, Email, etc.	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Day <ul style="list-style-type: none"> Meeting of Ministry's Hindi Advisory Committee and Official Language Implementation Committee and monitor action taken Co-ordination with the Parliamentary Committee on Officials Language. Review and Certify the questionnaire of PSUs offices to be inspected by Parliamentary Committee on Official Language 		
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Time Management	B
				Work Ethics	B
				Interpersonal skills	B
2	Director / Deputy Secretary	Integrated Finance Division (IFD)	<p>Oversee the implementation of following financial matters:</p> <ul style="list-style-type: none"> • Formulation and finalization of Main Budget of the Ministry • Formulation, finalization and Printing of Demands for Grants and laying in the Parliament - Output Outcome Framework • Coordination and consolidation of approved budget and Revised Estimates • Examination of Expenditure Finance Committee (EFC) Notes • Examination of Voluntary Retirement scheme in PSUs as received from Admin Divisions • Examination of proposals received from Admin Divisions related to Investment and other proposals of Oil PSUs which require Ministry's approval • Examination/Vetting of the Post Retirement Welfare Scheme of PSUs as per DPE guidelines under 1.5% quota • Matters related to the Standing Audit Committee 	<p>Knowledge of Finance:</p> <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) • Budgeting (Plan & Non-plan) • Re-appropriation of funds • Taxation (Direct & Indirect) 	D
				Knowledge of CPSEs related matters	F
				Stakeholder Management	B
				Knowledge of Parliamentary procedures	F
				Knowledge of Schemes and Policies of MoP&NG	D
				Understanding of Voluntary Retirement Scheme (VRS) and other types of welfare schemes	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			and Convening of the SAC meeting <ul style="list-style-type: none"> • Examination of subsidy claims of Oil PSUs for giving financial concurrence • Examination of Financial Parameters in respect of MOUs of Oil PSUs • Examination and financial concurrence on the flagship schemes like DBTL, DBTK etc. as received from Marketing Division 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
Interpersonal skills	B				
2	Director/ Deputy Secretary	Economics & Statistics (E&S)	<p>Oversee the implementation of the following matters:</p> <ul style="list-style-type: none"> Monitoring of Performance of infrastructure parameters and Action Taken reports on points emanating from review of Prime Minister Monitoring of Infrastructure Projects of all Oil CPSEs and furnishing status report to PMO (PMG), PMO, DEA and MoS&PI. Monitoring Demand/consumption and production levels of crude oil, petroleum products and natural gas in the country. Matters relating to Goods & Service Tax (GST) 	<p>Knowledge of Project management:</p> <ul style="list-style-type: none"> Project monitoring Project financing Project Coordination 	D
				In-dept understanding of procurement and Tender writing	D
				Stakeholder Management	B
				Strategic Thinking	B
				Knowledge of CPSEs related matters	F
				Contract Management**	D
				Advanced knowledge of Data Analysis	D
				Research & Development	D
				Knowledge of Schemes and Policies of MoP&NG	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Matters relating to FIPB, Foreign Investment, FDI Cell Oil Imports dependency / reducing import dependency and Task force under Cabinet secretary on identifying items/policy interventions for reducing import dependency and import substitution Monthly Performance review of Oil & Gas sector CPSEs Energy Data Management – NITI Inputs of MoPN&G for Economic Survey brought out by Ministry of Finance		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Messenger, Cloud Storage, etc.	
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Interpersonal skills	B
				Empathy	B
3	Under Secretary/ Deputy Director	Gas Projects	Implementation of the following: All matters related to GAIL, GAIL Gas Ltd., IGGL, BCPL and PLL - MoU, Board Meeting /agenda and AGM	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
			Implementation of the following: <ul style="list-style-type: none"> All issues pertaining to commercial utilization of APM, Non APM, NELP, Pre-NELP Natural gas CGD Network including CNG & PNG Issues relating to natural gas pipeline connectivity and availability of natural gas for fertilizer sector Matter relating to LNG SATAT/CBG; Multilateral and bilateral funding 	Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Natural Gas Grid and City Gas Distribution (CGD) Compressed Biogas Plants – SATAT 	D
				Value Chain of Gas <ul style="list-style-type: none"> Upstream Operations for Gas (Exploration and Production) Midstream Operations (Distribution and Storage) Downstream 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Operations	
				Understanding of Gas Industry: <ul style="list-style-type: none"> • Import of Gas (a) Liquefied Natural Gas (LNG) (b) Liquefied Petroleum Gas (LPG) • Gas Pricing regime 	D
			Implementation of the matters relating to: <ul style="list-style-type: none"> • RTI Appeal • RTI application • Public grievances CPGRAM and- VIP reference 	Right to Information Act, 2005 (RTI)	F
			Implementation of the matters relating to: <ul style="list-style-type: none"> • Parliament Questions • Parliament Assurance • Standing Committee meeting 	Knowledge of Parliamentary procedures	F
			Implementation of release of grants	Knowledge of Finance: <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Implementation of the following matters: <ul style="list-style-type: none"> • Preparation of Annual Report • Laying of Annual Report of GAIL and PNGRB in 	Knowledge about preparation of Annual Report	F
				Strategic Thinking	B
				Analytical Thinking	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			the Parliament		
			Coordination for review of Audit paras	Knowledge about Audit paras	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
				Use of Functional Skills	Establishment Rules & General Administration Matters
			Procurement and Tender Writing		F
			Coordination Skills		F
			Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc		F
			File & Record Management		F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership &	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Accountability	
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
3	Under Secretary/ Deputy Director	Exploration	Implementation of Policy/ Policy changes regarding the following: <ul style="list-style-type: none"> Policy related to HELP and Reforms in E&P Sector CBM Policy and Bidding of CBM Blocks EOR/IOR policy Policy matters on domestic gas pricing ORDA Act, P&NG Rules and all Royalty/Cess Policy Issues Reforms related to NOCs DSF Policy and monitoring of DSF contracts National Data Repository (NDR) related matters 	Policy Implementation	F
				Strategic Thinking	B
				Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Hydrocarbon Exploration Licensing Policy (HELP) Discovered Small Field Policy (DSF) National Data Repository (NDR) 	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
	Social Media usage &	F			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				guidelines	
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
			Adeptness with Tools & Technology	File & Record Management	F
				Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
			Leadership attributes required	MS Office: Excel, PPT, Word	F
				Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
			Conflict Management	B	
			Gender Sensitivity	B	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
3	Under Secretary/ Deputy Director	Corporate Affairs	Implementation of the following matters: <ul style="list-style-type: none"> Finalization of job description (Chairman, CMD, MD, and Functional Directors on the Boards of CPSEs) Selection and appointment of Independent Directors Appointment of Government Directors on the Boards of CPSEs Issue of appointment orders for Functional Directors Process recommendations of the PESB for appointment of Functional Directors (including CMD/MD) Fixation of pay and finalization of terms and conditions of Functional Directors Grant of Maharatna/Navratna/Miniratna status Categorization of CPSEs in categories A, B, C & 	Interpersonal skills	B
				Knowledge of Companies Act, 2013 (incl. BOD related matters)	D
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Stakeholder management	B
				Strategic Thinking	B
				Overview of Ministry: Organisation Structure, roles & responsibilities of each Division/Section	D
				Knowledge of CPSEs related matters	F
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> MoUs for oil CPSEs Disinvestment of oil PSUs; Examination of proposals received from D/o Investment & Public Asset Management (DIPAM) relating to disinvestment Matters related to Acquisition & Mergers of CPSEs 	<ul style="list-style-type: none"> Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
Interpersonal skills	B				
3	Under Secretary/ Deputy Director	Vigilance	Implementation of the following matters: <ul style="list-style-type: none"> Examination and disposal of vigilance references received from CBI, CVC, PMO, etc. Examination and further action related to complaints against Board level Officers of Oil Sector PSUs Processing of vigilance related complaints of staff/officers of the Ministry Grant of vigilance clearance to Board level officers of PSUs in 	Knowledge of Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Awareness about the functioning and guidelines of Central Vigilance Commission (CVC)	D
				Understanding of Preventive vigilance, Punitive vigilance, and Surveillance and detection	D
				Knowledge of Disciplinary proceedings - Prosecution, Appeals,	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			connection with additional charge/confirmation of service tenure/superannuation etc. • Recommendation of disciplinary action against Board level officers in PSUs under the Ministry • Monthly/Annual/Quarterly Reports to CVC/CET/PMO	Petitions	
				Knowledge of Vigilance Manual	D
				Knowledge of Vigilance Rules 14 and 16	D
				Customer/Citizen Focus	B
			Familiarity with Legal & Regulatory Framework	Gender Sensitivity	B
				Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
			Use of Functional skills required	Compliances to be adhered by MoP&NG***	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
			Adeptness with Tools & Technology	File & Record Management	F
				Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				MS Office: Excel, PPT, Word	F
				Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Interpersonal skills	B
3	Under Secretary/ Deputy Director	Oil Refinery (OR)	Implementation of the following matters: <ul style="list-style-type: none"> Refinery projects and matter relating to Refineries operations of all PSUs Refineries Matters relating to private refineries in India Expansion proposals relating to refining operations Joint Venture refinery projects Foreign technology collaboration agreements for refineries (JVs, MOUs, Agreements, proposals) Approval for foreign visits related to CMD/MD of EIL, MRPL, CPCL & NRL Process of MOU of EIL, Review of Annual Report and laying in the parliament 	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
				Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Energy Transition COP 26- NET Zero, Renewal Energy, SCOPE I & II Emissions, Green Hydrogen Environment related Acts & Regulations 	D
				Value Chain of Oil <ul style="list-style-type: none"> Upstream Operations for Oil (Exploration and Production) Midstream Operations (Transportation and Storage) Downstream Operations 	D
				Understanding of Oil	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Understanding of Refinery operations and view of Refinery upgradation Matters relating to: <ul style="list-style-type: none"> g) Ordinary Matters h) Meeting of safety council (OISD)/ GC meeting (CHT) i) Appointment of ED of CHT and OISD All ROU cases of petroleum pipeline projects (excluding natural gas pipeline projects), Oil PSUs, and private entities Administrative matters relating to MRPL, EIL, CPCL, NRL, CHT and OISD Administration of PMP Act, 1962 All R&D activities of all Oil PSUs under MoP&NG 	Industry: <ul style="list-style-type: none"> Import of Crude Oil Indian basket of Crude Understanding of safety norms and guidelines	D
			Coordination for review the Audit paras relating to: <ul style="list-style-type: none"> Refinery matters of IOCL, BPCL, and HPCL Matters of CPCL, NRL, MRPL, and EIL 	Knowledge related to Audit paras	F
			Implementation of the following matters: <ul style="list-style-type: none"> Parliament Questions relating to Refineries of IOCL, CPCL, NRL Parliamentary matters viz. preparation of ATN on Consultative Committee 	Knowledge related to Parliamentary procedures	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Report, Standing Committee Reports regarding Refinery matters of IOCL, CPCL and NRL		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Right to Information Act, 2005 (RTI)	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
			Interpersonal skills	B	
3	Under Secretary/ Deputy Director	Biorefinery	Implementation of the strategic and policy matters relating to: <ul style="list-style-type: none"> National Policy on Bio-fuels Marketing, Distribution and retailing of bio-fuels and its blended products. Policy/scheme for supporting manufacturing of bio-fuels All matters relating to Renewable Energy All administrative and policy matters relating to PCRA Environmental issues relating to petroleum products and bio-fuels /alternate fuels Matters relating to Fuel economy/efficiency of automobiles 	Policy Implementation	F
				Knowledge about Schemes & Policies: <ul style="list-style-type: none"> National Policy on Biofuels 2018 Ethanol Blended Petrol (EBP) Programme Bio-Jet (Bio-ATF) Biodiesel Blending Programme PM-JIVAN Yojana	D
				Understanding of Biofuels: <ul style="list-style-type: none"> 1G Ethanol 2G Ethanol Biodiesel Compressed Biogas (CBG) 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Assistance in undertaking R&D for the following: <ul style="list-style-type: none"> • Research, development and demonstration on transport, stationery and other application of biofuels • Alternative fuels; Methanol blending, hydrogen fuel, H-CNG Evaluation of additives	Research & Development	F
			Implementation of reforms in the following areas: <ul style="list-style-type: none"> • Energy Conservation issues, conservation of petroleum products • Climate change • East Asia Summit-ECTF, International Solar Alliance, India-EU Conference on Biofuels 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
			Interpersonal skills	B	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
3	Under Secretary/ Deputy Director	Supply	Implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> • Import of Crude Oil and other Petroleum Products • Policy matters relating to import of Crude Oil and Petroleum Products and import substitution • Policy Matters relating to Shipping of Crude Oil and Petroleum Products with reference to engagement of Ships for procurement of oil by CIF/C&F basis 	Policy Implementation	F
				Knowledge of relevant Schemes and Policies of MoP&NG	D
				Understanding of Petrochemicals & OPAL	D
				Knowledge of public procurement policy and process	D
				Understanding of International market and domestic market of crude oil and petroleum product	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
Contract Management**	F				

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs		
				Area	Type B/D/F	
				Compliances to be adhered by MoP&NG***	F	
				Use of Functional Skills	Establishment Rules & General Administration Matters	F
					Procurement and Tender Writing	F
					Coordination Skills	F
					Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
					File & Record Management	F
					Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.
				NIC applications: Email, Messenger, Cloud Storage, etc.		F
				MS Office: Excel, PPT, Word		F
				Leadership attributes required	Problem Solving	B
					Planning & Decision Making	B
					Ownership & Accountability	B
					Effective Communication	B
					Customer/Citizen Focus	B
					Stress Management	B
					Motivation	B
Time Management	B					
Work Ethics	B					
Conflict Management	B					
Gender Sensitivity	B					
Interpersonal skills	B					
3	Under Secretary/ Deputy	Flagship Programme	Implementation of strategic and policy matters relating to:	Policy Implementation	F	
				Knowledge of relevant Schemes and Policies of	D	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
	Director		<ul style="list-style-type: none"> • Make in India and Atmanirbhar Bharat • Purchase Preference Policies: Public Procurement (Preference to Make in India) Order, 2017 • Providing preference to Domestically Manufactured Iron and Steel Products (DMI&SP) of M/o Steel • MSMEs Public Procurement Policy, 2012 of M/o MSME • Skill Council/skilling and educational issues including the work related to IIFE, RGIPT and Centre of Excellence in Oil, Gas and Energy etc. • Apprenticeship • Monitoring the progress of Start-Up initiative of Oil and Gas sector undertaken by the Oil and Gas PSUs under MoP&NG • Petroleum Economic Zones 	MoP&NG	
				Knowledge of public procurement policy and process	D
				Understanding of International market and domestic market of crude oil and petroleum product	D
				Acts applicable to MoP&NG*	F
			Familiarity with Legal & Regulatory Framework	SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage &	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				guidelines	
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
			Adeptness with Tools & Technology	File & Record Management	F
				Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
			Leadership attributes required	MS Office: Excel, PPT, Word	F
				Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
			Conflict Management	B	
			Gender Sensitivity	B	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
3	Under Secretary/ Deputy Director	OMC	Implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> All administrative matters of IOCL/BPCL/HPCL (excluding Refinery / Depot / Terminal matters) Policy guidelines for selection/allotment of retail outlets Policy guidelines for reconstitution/ resitement/ revival of retail outlet dealerships/ SKO-LDO dealerships 	Interpersonal skills	B
				Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
				Knowledge of relevant Schemes and Policies of MoP&NG	D
			Implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Corpus Fund Scheme for RO dealers Release of Grant-in-aid to SFPL Budget proposals of the petroleum sector 	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
Contract Management**	F				
	Compliances to be	F			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				adhered by MoP&NG***	
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
			Interpersonal skills	B	
3	Under Secretary/ Deputy Director	PP	Implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Pricing Policy of sensitive petroleum products i.e., 	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
				Policy Implementation	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Subsidized Domestic LPG & PDS Kerosene <ul style="list-style-type: none"> Matters relating to issue of cash assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) Administration of Direct Benefit Transfer in Kerosene (DBTK) Scheme, 2016 	Knowledge of relevant Schemes and Policies of MoP&NG	D
			Implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Payment of Subsidy claims under DBTL (PAHAL) Scheme and DBTK Scheme Matters relating to Excise Duties and Customs Duties on petroleum products excluding disputes Sales Tax and Local levies in respect of petroleum products excluding disputes Dealers'/Distributors' commission on PDS Kerosene & Subsidized domestic LPG 	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
				Acts applicable to MoP&NG*	F
			Familiarity with Legal & Regulatory Framework	SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
			Time Management	B	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
				Policy Implementation	F
3	Under Secretary/ Deputy Director	LPG	Implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> All administrative matters of Balmer Lawrie & Company Ltd. And Brecco Lawrie Limited Policy guidelines for selection/allotment of LPG distributorship Policy guidelines for reconstitution/ revival of LPG distributorships Pricing Policy of sensitive petroleum products i.e., Domestic LPG Matters relating to issue of cash assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) Corpus Fund Scheme for LPG Distributors Payment of Subsidy claims under DBTL (PAHAL) Scheme Matters relating to Excise Duties and Custom Duties on petroleum products excluding disputes Sales Tax and Local levies in respect of petroleum products excluding disputes 	<ul style="list-style-type: none"> Knowledge of Rules, Schemes and Policies: Direct Benefits Transfer for LPG (DBTL) - Pratyaksh Hanstantrit Labh (PAHAL) Pradhan Mantri Ujjwala Yojana (PMUY) 	D
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
				Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge about Corporate policies and Government directions of Public Sector Undertakings (PSUs) especially in relation to duties of Government Nominated Directors	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Budget proposals in the petroleum sector 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, Diksha, Pragati, DBT-Bharat, CLDP, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
3	Under Secretary/ Deputy Director	Distribution	Implementation of matters related to safety and crisis management: <ul style="list-style-type: none"> Issue of Central orders under the Essential Commodities Act, in regard to the supply and distribution of POL products handled by the Distribution Section Prevention of adulteration of petroleum products 	Knowledge of <ul style="list-style-type: none"> Control Orders under Essential Commodities (EC) Act), 1955 Disaster Management Plan of MoP&NG, 2021 	D
			Implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Policy matters with regards to the supply of petroleum products (other than LPG, Paraffin wax, specialty oils, mineral turpentine oil) Issues relating to scarcity 	Policy Implementation Knowledge of Schemes and Policies	F D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			of petroleum products and dry-out of retail outlets <ul style="list-style-type: none"> Petroleum Act, 1934 and Petroleum Rules made thereunder Allocation of kerosene to States/ Union Territories Supply of POL products [Motor Spirit (MS), High speed Diesel (HSD), Naptha, Light Diesel Oil (LDO), Aviation Turbine Fuel (ATF)] to Defence, Railways and other various users 		
			Implement all matters relating to Electric Vehicles and charging infrastructure at ROS	e-mobility and trends in hybrid EV automotive sector	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination skills	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Adeptness with Tools & Technology	Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
Gender Sensitivity	B				
Interpersonal skills	B				
3	Under Secretary/ Deputy Director	International Cooperation (IC)	Implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Bilateral and Multi-lateral cooperation in the oil & gas sector with foreign countries. Coordinate Institutional Dialogues such as Joint Commission Meeting (JCM), Joint Working Group (JWG), and Inter-Governmental Commission meeting with 	Policy Implementation	F
				Negotiation Skills	B
				Knowledge of Schemes & Policies	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>important partner countries.</p> <ul style="list-style-type: none"> Engagements with organisations like Organization of the Petroleum Exporting Countries (OPEC), International Energy Agency (IEA), International Energy Forum (IEF), etc. Formulation of global strategy for the country with respect of Oil & Gas Provide policy matters relating to Private/ Public Participation in Exploration & Production of Oil and Gas 		
			<p>Assistance for undertaking R&D regarding:</p> <ul style="list-style-type: none"> Monitoring of World Oil situation Explore potential investment opportunities in E&P Assets abroad Evaluation of Overseas Oil and Gas Assets abroad 	Research & Development	F
				Data Monitoring & Analysis	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Knowledge of various statutory acts, taxes & regulations	Negotiating Trade Agreements including FTAs, CEPA, PSR etc.	
				Commercial Agreements	
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
3	Under Secretary/ Deputy Director	Admin	Implementation of following administrative matters: <ul style="list-style-type: none"> • Government Accommodation • Allocation of Staff Cars and deployment of Staff Car Driver • House Keeping • office accommodation/space • Official land lines (MTNL Telephone) – Complaints, Bills, shifting etc • Office Automation • Procurement of duplicating machines, stationery, etc • Hospitality (Refreshment bills in respect of office of Minister and Officers). • Air Travel bills Domestic/ International (submitted by M/s BL & Co.) in respect of official tours in this Ministry • Budgeting and control of Expenditure in respect of the Admn. Section 	Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Knowledge of Finance: <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				paperwork, etc.	
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Procurement and Tender Writing	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
			Gender Sensitivity	B	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
3	Under Secretary/ Deputy Director Under Secretary/ Deputy Director	Library	Implementation of the following administrative matters: <ul style="list-style-type: none"> Development and proper maintenance of adequate and up-to-date collection of books, periodicals, reports, maps and other items Selection, acquisition, processing, classification and cataloguing of documents Circulation of books and periodicals to all officers/officials of Ministry Maintenance of an effective and responsive reference service. Cooperation with other Government Libraries – Lending books to and borrowing books from other Libraries for the use of readers Payment of bills of the books, newspapers etc purchased and subscription of magazines/journals 	Interpersonal skills	B
				Knowledge of retrieving, managing and preserving e resources	D
				Stakeholder Management	B
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
				File & Record Management	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
	Coordination skills	F			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs		
				Area	Type B/D/F	
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F	
				Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
					NIC applications: Email, Messenger, Cloud Storage, etc.	F
			MS Office: Excel, PPT, Word		F	
			Leadership attributes required		Problem Solving	B
				Planning & Decision Making	B	
				Ownership & Accountability	B	
				Effective Communication	B	
				Time Management	B	
				Interpersonal skills	B	
3		Establishment	Implementation of establishment matters relating to: <ul style="list-style-type: none"> Service matters of (a) All Officers/Staff of MoP&NG (b) personal staff of Minister(s) (c) All India and Central Services Officers posted in the MoP&NG under CSS All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/Departments/C PSEs will be done by the Section itself 	Stakeholder Management	B	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Ensure Staff welfare including <ul style="list-style-type: none"> • Medical Reimbursement claim of staff/officers. • Framing of Recruitment Rules for Ex-cadre posts in MoP&NG. • Creation of posts • Staff Councils and Joint Consultative Machinery 	Knowledge of staff welfare activities, benefits and reimbursements applicability	D
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Knowledge of Finance: <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional skills	Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Gender Sensitivity	B
Interpersonal skills	B				
3	Under Secretary/ Deputy Director	SCT cell	Implementation of the following matters: <ul style="list-style-type: none"> Issue of Presidential Directives, monitoring, progress and implementation of Reservation of posts in the Ministry and PSUs Ensure implementation of reservation of posts for Scheduled Castes and Scheduled tribes and Other Backwards Classes, Persons with Disabilities & Ex-Serviceman in the Ministry. Examination of the Recommendations made 	Knowledge of: <ul style="list-style-type: none"> Reservation provisions and implementation of reservation provisions in ministry and CPSEs Matters relating to reservation policies of SC/ST/OBC/Disabled persons 	D
				Gender Sensitivity	B
				Customer/Citizen Focus	B
				Policy implementation	F
				Knowledge of Parliamentary procedures	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>by the Parliamentary Committee on the Welfare of SC, ST & OBC and submission of action taken note thereon</p> <ul style="list-style-type: none"> • Circulation of all orders relating to reservation of SC, ST and OBC, PwD and Ex- Serviceman in the services received from the Ministry of Home Affairs, Deptt. of Public • Annual Inspection of Reservation Rosters for Direct Recruitment and Promotion for SC/ST/PWD/OBC/Ex-Serviceman in the oil PSUs. • Parliament Questions relating to representation of Scheduled Castes and Scheduled Tribes and Other Backwards Classes and physically handicapped in the Services of the Ministry as well as in PSUs 		
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs				
				Area	Type B/D/F			
				GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.				
				NIC applications: Email, Messenger, Cloud Storage, etc.	F			
				MS Office: Excel, PPT, Word	F			
			Leadership attributes required	Problem Solving	B			
				Planning & Decision Making	B			
				Ownership & Accountability	B			
				Effective Communication	B			
				Time Management	B			
			3	Under Secretary/ Deputy Director	Public Grievance (PG) and RTI	Implementation of the following matters: <ul style="list-style-type: none"> Monitor/review all public grievances periodically till the grievances are redressed Analyse all the Public Grievances and forward them to the concerned division for its resolution/redressal Analyse/forward/monitor public grievances received through President Secretariat, PMO, Minister's Office, Cabinet Secretariat, etc. 	Policy implementation	F
							Stakeholder Management	B
Knowledge of Right to Information Act, 2005 (RTI)	D							
Data Analysis and Interpretation	F							
Customer/Citizen Focus	B							
Implementation of the following: <ul style="list-style-type: none"> Analyse/upload RTI Applications on RTI Request & Appeal Management System (RTI-MIS) received under 								

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>RTI Act, 2005 and forward the same to the concerned Central Public Information Officers (CPIOs) within the stipulated time limit.</p> <ul style="list-style-type: none"> Analyse/upload RTI Appeals on RTIMIS received under Section 19 of the RTI Act, 2005 and forward the same to the concerned (First Appellate Authorities) FAAs within the stipulated time Circulate all the important instructions / orders pertaining to RTI Act, 2005 from various Ministries / Departments including nodal Ministry Prepare material / Data for Annual Report to General Coordination Section 		
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Project Management (incl. Project monitoring)	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Time Management	B
				Work Ethics	B
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
3	Under Secretary/ Deputy Director	General	Implementation of following administrative matters: <ul style="list-style-type: none"> Labour Legislation Acts/ Rules related to PSUs Examination of Cabinet/ CoS Notes of other Ministries Preparation, printing, laying and distribution of Annual Report of the Ministry Parliament Question involving more than two Divisions of the Ministry Forwarding the proposal of PSUs personnel to MHA/Defence and other Ministry for President fire service meritorious & gallantry and other 	Knowledge of Establishment Rules & General Administration Matters	D
				Knowledge of Labour Legislation Acts/ Rules related to PSUs	D
				Stakeholder Management	B
				Strategic Thinking	B
				Effective writing skills and presentations	F
				Knowledge of Parliamentary procedures	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			awards		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
				Stakeholder Management	B
3	Under Secretary/Deputy Director	Parliament	<p>Implementation of following matters:</p> <ul style="list-style-type: none"> Track the status of Assurances with the Sections concerned for timely implementation and seeking extension of time in due course All administrative matters relating to Parliamentary Committee meetings Monitor the matters relating to Rule-377 in Lok Sabha and Special Mention in Rajya Sabha Preparation of compiled reply relating to issues likely to be raised during the Parliament Session 	Knowledge of Parliamentary Procedures	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs		
				Area	Type B/D/F	
				Compliances to be adhered by MoP&NG***	F	
				Use of Functional Skills	Establishment Rules & General Administration Matters	F
					Project Management (incl. Project monitoring)	F
					Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
					File & Record Management	F
					Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.
				NIC applications: Email, Messenger, Cloud Storage, etc.		F
				MS Office: Excel, PPT, Word		F
				Leadership attributes required	Problem Solving	B
					Planning & Decision Making	B
					Ownership & Accountability	B
					Effective Communication	B
					Stress Management	B
					Motivation	B
Time Management	B					
Work Ethics	B					
3	Under Secretary/ Deputy Director	Hindi	Implementation of: <ul style="list-style-type: none"> Hindi in the Central Govt. Office The Official Language Act, 1963 and Official Language Rules, 1976 	Policy implementation	F	
				Stakeholder Management	B	
				Understanding of Official Language Act 1963 and various Initiatives within Ministry and CPSEs	D	
				Effective Writing skills:	F	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>and Govt. orders and instructions issued from time to time in the Ministry as well as in the PSUs/Organizations/Offices under the Ministry's administrative control</p> <ul style="list-style-type: none"> Hindi workshops and Hindi Pakhwara, Hindi Day Meeting of Ministry's Hindi Advisory Committee and Official Language Implementation Committee and monitor action taken Co-ordination with the Parliamentary Committee on Officials Language. Review and Certify the questionnaire of PSUs offices to be inspected by Parliamentary Committee on Official Language 	Cabinet note, Email, etc.	
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Coordination skills	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Storage, etc.	
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Time Management	B
				Work Ethics	B
			Interpersonal skills	B	
			3	Under Secretary/ Deputy Director	Integrated Finance Division (IFD)
Knowledge of CPSEs related matters	F				
Knowledge of Parliamentary procedures	F				
Knowledge of relevant Schemes and Policies of MoP&NG	D				
Understanding of Voluntary Retirement Scheme (VRS) and other	D				

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			which require Ministry's approval <ul style="list-style-type: none"> • Examination/Vetting of the Post Retirement Welfare Scheme of PSUs as per DPE guidelines under 1.5% quota • Matters related to the Standing Audit Committee and Convening of the SAC meeting • Examination of subsidy claims of Oil PSUs for giving financial concurrence • Examination of Financial Parameters in respect of MOUs of Oil PSUs • Examination and financial concurrence on the flagship schemes like DBTL, DBTK etc. as received from Marketing Division 	types of welfare schemes	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Matters	
				Procurement and Tender Writing	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
Time Management	B				
Work Ethics	B				
Interpersonal skills	B				
3	Under Secretary/ Deputy Director	Economics & Statistics (E&S)	Implementation of the following matters: <ul style="list-style-type: none"> Monitoring of Performance of infrastructure parameters and Action Taken reports on points emanating from review of Prime Minister Monitoring of 	Knowledge of Project management: <ul style="list-style-type: none"> Project monitoring Project financing Project Coordination 	D
				In-dept understanding of procurement and Tender writing	D
				Stakeholder Management	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>Infrastructure Projects of all Oil CPSEs and furnishing status report to PMO (PMG), PMO, DEA and MoS&PI.</p> <ul style="list-style-type: none"> Monitoring Demand/consumption and production levels of crude oil, petroleum products and natural gas in the country. Matters relating to Goods & Service Tax (GST) Matters relating to FIPB, Foreign Investment, FDI Cell Oil Imports dependency / reducing import dependency and Task force under Cabinet secretary on identifying items/policy interventions for reducing import dependency and import substitution Monthly Performance review of Oil & Gas sector CPSEs Energy Data Management – NITI Inputs of MoP&NG for Economic Survey brought out by Ministry of Finance 	Knowledge of CPSEs related matters	F
				Contract Management**	D
				Advanced knowledge of Data Analysis	D
				Research & Development	D
				Knowledge of Schemes and Policies of MoP&NG	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				paperwork, etc.	
				Cybersecurity	F
				Social Media usage & guidelines	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
Work Ethics	B				
Interpersonal skills	B				
Empathy	B				
4	Section Officer/	Gas Projects	Undertake administration related matters for	Companies Act, 2013 (incl. BOD related matters)	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
	Assistant Section Officer		implementation of the following: All matters related to GAIL, GAIL Gas Ltd., IGGL, BCPL and PLL - MoU, Board Meeting /agenda and AGM	Knowledge of CPSEs related matters	F
Undertake administration related matters for implementation of the following:			Knowledge about Schemes & Policies:	D	
<ul style="list-style-type: none"> All issues pertaining to commercial utilization of APM, Non APM, NELP, Pre-NELP Natural gas CGD Network including CNG & PNG Issues relating to natural gas pipeline connectivity and availability of natural gas for fertilizer sector Matter relating to LNG SATAT/CBG; Multilateral and bilateral funding 			Value Chain of Gas	D	
			Understanding of Gas Industry:	D	
			Undertake administration related matters for implementation of the matters relating to:	Right to Information Act, 2005 (RTI)	F
			<ul style="list-style-type: none"> RTI Appeal RTI application Public grievances CPGRAM and- VIP reference 		

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Undertake administration related matters for implementation of the matters relating to: <ul style="list-style-type: none"> Parliament Questions Parliament Assurance Standing Committee meeting 	Knowledge of Parliamentary procedures	F
			Undertake administration related matters for implementation of release of grants	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
			Undertake administration related matters for implementation of the following matters: <ul style="list-style-type: none"> Preparation of Annual Report Laying of Annual Report of GAIL and PNGRB in the Parliament 	Knowledge about preparation of Annual Report	F
			Undertake administration related matters for review of Audit paras	Knowledge about Audit paras	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage &	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				guidelines	
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
Conflict Management	B				
Gender Sensitivity	B				
Interpersonal skills	B				
4	Section	Explorati	Undertake administration	Knowledge about	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
	Officer/ Assistant Section Officer	on	<p>related matters for implementation of Policy/ Policy changes regarding the following:</p> <ul style="list-style-type: none"> • Policy related to HELP and Reforms in E&P Sector • CBM Policy and Bidding of CBM Blocks • EOR/IOR policy • Policy matters on domestic gas pricing • ORDA Act, P&NG Rules and all Royalty/Cess Policy Issues • Reforms related to NOCs • DSF Policy and monitoring of DSF contracts • National Data Repository (NDR) related matters 	<p>Schemes & Policies:</p> <ul style="list-style-type: none"> • Hydrocarbon Exploration Licensing Policy (HELP) • Discovered Small Field Policy (DSF) • National Data Repository (NDR) 	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
Time Management	B				
Work Ethics	B				
Gender Sensitivity	B				
Interpersonal skills	B				
4	Section Officer/ Assistant Section Officer	Corporate Affairs	Undertake administration related matters for implementation of the following matters: <ul style="list-style-type: none"> Finalization of job description (Chairman, CMD, MD, and Functional Directors on the Boards of CPSEs) 	Knowledge of Companies Act, 2013 (incl. BOD related matters)	D
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Overview of Ministry:	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> • Selection and appointment of Independent Directors • Appointment of Government Directors on the Boards of CPSEs • Issue of appointment orders for Functional Directors • Process recommendations of the PESB for appointment of Functional Directors (including CMD/MD) • Fixation of pay and finalization of terms and conditions of Functional Directors • Grant of Maharatna/Navratna/Miniratna status • Categorization of CPSEs in categories A, B, C & 	Organisation Structure, roles & responsibilities of each Division/Section	
			Undertake administration related matters for implementation of the following matters: <ul style="list-style-type: none"> • All policy matters relating to CPSEs and OIDB, Implementation of OIDB Act • All matters relating to MoUs for oil CPSEs • Disinvestment of oil PSUs; Examination of proposals received from D/o Investment & Public Asset Management 	Knowledge of CPSEs related matters	F
				Knowledge of Finance: <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			(DIPAM) relating to disinvestment • Matters related to Acquisition & Mergers of CPSEs		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Gender Sensitivity	B
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	Vigilance	Undertake administration related matters for implementation of the following matters: <ul style="list-style-type: none"> Examination and disposal of vigilance references received from CBI, CVC, PMO, etc. Examination and further action related to complaints against Board level Officers of Oil Sector PSUs Processing of vigilance related complaints of staff/officers of the Ministry Grant of vigilance clearance to Board level officers of PSUs in connection with additional charge/confirmation of service tenure/superannuation etc. 	Knowledge of Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Awareness about the functioning and guidelines of Central Vigilance Commission (CVC)	D
				Understanding of Preventive vigilance, Punitive vigilance, and Surveillance and detection	D
				Knowledge of Disciplinary proceedings - Prosecution, Appeals, Petitions	D
				Knowledge of Vigilance Manual	D
				Knowledge of Vigilance Rules 14 and 16	D
				Customer/Citizen Focus	B
				Gender Sensitivity	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Recommendation of disciplinary action against Board level officers in PSUs under the Ministry Monthly/Annual/Quarterly Reports to CVC/CET/PMO 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional skills required	Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	Oil Refinery (OR)	Undertake administration related matters for implementation of the following matters: <ul style="list-style-type: none"> Expansion proposals relating to Refining operations Joint venture Refinery projects Foreign Technology Collaboration Agreements for Refineries (JVs, MOUs, agreements, proposals) Approval for foreign visits related to Board Level Executives of Refinery Process of MoU of CPCL and NRL Understanding of Refinery operations and review of Refinery up-gradation Matters relating to – (a) Ordinary Matters (b) Meeting of Safety Council/GC Meeting (c) Appointment of ED 	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
				Knowledge about Schemes & Policies: <ul style="list-style-type: none"> Energy Transition COP 26- NET Zero, Renewal Energy, SCOPE I & II Emissions, Green Hydrogen Environment related Acts & Regulations 	D
				Value Chain of Oil <ul style="list-style-type: none"> Upstream Operations for Oil (Exploration and Production) Midstream Operations (Transportation and Storage) Downstream Operations 	D
				Understanding of Oil Industry: <ul style="list-style-type: none"> Import of Crude Oil Indian basket of Crude 	D
				Understanding of safety norms and guidelines	D
				Undertake administration	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			related matters for review of the Audit paras relating to: <ul style="list-style-type: none"> Refinery matters of IOCL, CPCL and NRL Matters of HPCL, BPCL and MRPL Matters pertaining to EIL 	paras	
			Undertake administration related matters for implementation of the following matters: <ul style="list-style-type: none"> Parliament Questions relating to Refineries of IOCL, CPCL, NRL Parliamentary matters viz. preparation of ATN on Consultative Committee Report, Standing Committee Reports regarding Refinery matters of IOCL, CPCL and NRL 	Knowledge related to Parliamentary procedures	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Right to Information Act, 2005 (RTI)	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Matters	
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
Time Management	B				
Work Ethics	B				
Gender Sensitivity	B				
Interpersonal skills	B				
4	Section Officer/ assistant Section Officer	Biorefinery	Undertake administration related matters for implementation of the strategic and policy matters relating to: <ul style="list-style-type: none"> National Policy on Bio-fuels Marketing, Distribution 	Knowledge about Schemes & Policies: <ul style="list-style-type: none"> National Policy on Biofuels 2018 Ethanol Blended Petrol (EBP) Programme Bio-Jet (Bio-ATF) Biodiesel Blending Programme PM-JIVAN 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			and retailing of bio-fuels and its blended products. <ul style="list-style-type: none"> • Policy/scheme for supporting manufacturing of bio-fuels • All matters relating to Renewable Energy • All administrative and policy matters relating to PCRA • Environmental issues relating to petroleum products and bio-fuels /alternate fuels • Matters relating to Fuel economy/efficiency of automobiles 	Yojana Knowledge about Schemes & Policies: <ul style="list-style-type: none"> • National Policy on Biofuels 2018 • Ethanol Blended Petrol (EBP) Programme • Bio-Jet (Bio-ATF) • Biodiesel Blending Programme PM-JIVAN Yojana 	D
			Assistance in undertaking R&D for the following: <ul style="list-style-type: none"> • Research, development and demonstration on transport, stationery and other application of biofuels • Alternative fuels; Methanol blending, hydrogen fuel, H-CNG • Evaluation of additives 	Understanding of Biofuels: <ul style="list-style-type: none"> • 1G Ethanol • 2G Ethanol • Biodiesel Compressed Biogas (CBG) 	D
			Undertake administration related matters for implementation of reforms in the following areas: <ul style="list-style-type: none"> • Energy Conservation issues, conservation of petroleum products • Climate change • East Asia Summit-ECTF, International Solar 	Research & Development	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Alliance, India-EU Conference on Biofuels		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Gender Sensitivity	B
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	Supply	Undertake administration related matters for implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> • Import of Crude Oil and other Petroleum Products • Policy matters relating to import of Crude Oil and Petroleum Products and import substitution • Policy Matters relating to Shipping of Crude Oil and Petroleum Products with reference to engagement of Ships for procurement of oil by CIF/C&F basis • Allocation of Domestic Crude Oil • Export of Crude Oil and Petroleum Products • Policy matters relating to export /re-export of surplus products 	Knowledge of relevant Schemes and Policies of MoP&NG	D
				Understanding of Petrochemicals & OPAL	D
				Knowledge of public procurement policy and process	D
				Understanding of International market and domestic market of crude oil and petroleum product	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Gender Sensitivity	B
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	Flagship Programme	Undertake administration related matters for implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> • Make in India and Atmanirbhar Bharat • Purchase Preference Policies: Public Procurement (Preference to Make in India) Order, 2017 • Providing preference to Domestically Manufactured Iron and Steel Products (DMI&SP) of M/o Steel • MSMEs Public Procurement Policy, 2012 of M/o MSME • Skill Council/skilling and educational issues including the work related to IIPE, RGIPT and Centre of Excellence in Oil, Gas and Energy etc. • Apprenticeship • Monitoring the progress of Start-Up initiative of Oil and Gas sector undertaken by the Oil and 	Knowledge of relevant Schemes and Policies of MoP&NG	D
				Knowledge of public procurement policy and process	D
				Understanding of International market and domestic market of crude oil and petroleum product	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Gas PSUs under MoP&NG • Petroleum Economic Zones		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Gender Sensitivity	B
				Interpersonal skills	B
				4	Section Officer/ Assistant Section Officer
Knowledge of CPSEs related matters	F				
Knowledge of relevant Schemes and Policies of MoP&NG	D				
Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F				
			Familiarity with Legal &	Acts applicable to	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Regulatory Framework	MoP&NG*	
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
4	Section Officer/Assistant Section Officer	PP	Undertake administration related matters for implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Pricing Policy of sensitive petroleum products i.e., Subsidized Domestic LPG & PDS Kerosene Matters relating to issue of cash assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) Administration of Direct Benefit Transfer in Kerosene (DBTK) Scheme, 2016 	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge of CPSEs related matters	F
			Knowledge of relevant Schemes and Policies of MoP&NG	D	
			Undertake administration related matters for implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> Payment of Subsidy claims under DBTL (PAHAL) Scheme and DBTK Scheme Matters relating to Excise Duties and Customs Duties on petroleum products excluding disputes 	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Sales Tax and Local levies in respect of petroleum products excluding disputes Dealers'/Distributors' commission on PDS Kerosene & Subsidized domestic LPG 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Project Management (incl. Project monitoring)	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	LPG	Undertake administration related matters for implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> All administrative matters of Balmer Lawrie & Company Ltd. And Brecco Lawrie Limited Policy guidelines for selection/allotment of LPG distributorship Policy guidelines for reconstitution/ revival of LPG distributorships Policy matters and government directions of Public Sector Undertakings (PSUs) Pricing policy of sensitive petroleum products i.e., Domestic LPG Matters relating to issue of cash assistance, sharing of under-recoveries of PSU Oil Marketing Companies (OMCs) Corpus Fund Scheme for LPG Distributors Payment of Subsidy claims under DBTL 	Companies Act, 2013 (incl. BOD related matters)	F
				Knowledge about Corporate policies and Government directions of Public Sector Undertakings (PSUs) especially in relation to duties of Government Nominated Directors	D
				Knowledge of Rules, Schemes and Policies: <ul style="list-style-type: none"> Direct Benefits Transfer for LPG (DBTL) - Pratyaksh Hanstantrit Labh (PAHAL) Pradhan Mantri Ujjwala Yojana (PMUY) 	D
				Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			(PAHAL) Scheme <ul style="list-style-type: none"> Matters relating to Excise Duties and Custom Duties on petroleum products excluding disputes Sales Tax and Local levies in respect of petroleum products excluding disputes Budget proposals in the petroleum sector 		
			Familiarity with Legal & Regulatory Framework Leadership attributes required	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Shakti, eSamiksha, Disha Pragati, DBT-Bharat, CLDP, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Gender Sensitivity	B
Interpersonal skills	B				
4	Section Officer/ Assistant Section Officer	Distribution	Undertake administration related matters for implementation of matters related to safety and crisis management: <ul style="list-style-type: none"> Issue of Central orders under the Essential Commodities Act, in regard to the supply and distribution of POL products handled by the Distribution Section Prevention of adulteration of 	Knowledge of <ul style="list-style-type: none"> Control Orders under Essential Commodities (EC) Act), 1955 Disaster Management Plan of MoP&NG, 2021 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			petroleum products		
			Undertake administration related matters for implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> • Policy matters with regards to the supply of petroleum products (other than LPG, Paraffin wax, specialty oils, mineral turpentine oil) • Issues relating to scarcity of petroleum products and dry-out of retail outlets • Petroleum Act, 1934 and Petroleum Rules made thereunder • Allocation of kerosene to States/ Union Territories Supply of POL products [Motor Spirit (MS), High speed Diesel (HSD), Naptha, Light Diesel Oil (LDO), Aviation Turbine Fuel (ATF)] to Defence, Railways and other various users 	Knowledge of Schemes and Policies	D
			Implement all matters relating to Electric Vehicles and charging infrastructure at ROS	e-mobility and trends in hybrid EV automotive sector	D
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
			Gender Sensitivity	B	

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
4	Section Officer/ Assistant Section Officer	International Cooperation (IC)	Undertake administration related matters for implementation of strategic and policy matters relating to: <ul style="list-style-type: none"> • Bilateral and Multi-lateral cooperation in the oil & gas sector with foreign countries. • Coordinate Institutional Dialogues such as Joint Commission Meeting (JCM), Joint Working Group (JWG), and Inter-Governmental Commission meeting with important partner countries. • Engagements with organisations like Organization of the Petroleum Exporting Countries (OPEC), International Energy Agency (IEA), International Energy Forum (IEF), etc. • Formulation of global strategy for the country with respect of Oil & Gas • Provide policy matters relating to Private/ Public Participation in Exploration & Production of Oil and Gas 	Interpersonal skills	B
				Knowledge of relevant Schemes and Policies of MoP&NG	D
				Negotiation Skills	B
				Assistance for undertaking R&D regarding: <ul style="list-style-type: none"> • Monitoring of World Oil situation 	Research & Development
				Data Monitoring & Analysis	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Explore potential investment opportunities in E&P Assets abroad Evaluation of Overseas Oil and Gas Assets abroad 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Knowledge of various statutory acts, taxes & regulations	Negotiating Trade Agreements including FTAs, CEPA, PSR etc.	
				Commercial Agreements	
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination Skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS,	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Gender Sensitivity	B
Interpersonal skills	B				
4	Section Officer/ Assistant Section Officer	Admin	Undertake administration related matters for implementation of the following administrative matters: <ul style="list-style-type: none"> • Government Accommodation • Allocation of Staff Cars and deployment of Staff Car Driver • House Keeping • office accommodation/space • Official land lines (MTNL Telephone) – Complaints, Bills, shifting etc • Office Automation • Procurement of 	Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Knowledge of Finance: <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			duplicating machines, stationery, etc <ul style="list-style-type: none"> Hospitality (Refreshment bills in respect of office of Minister and Officers). Air Travel bills Domestic/ International (submitted by M/s BL & Co.) in respect of official tours in this Ministry Budgeting and control of Expenditure in respect of the Admn. Section 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Right to Information Act, 2005 (RTI)	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Procurement and Tender Writing	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Conflict Management	B
				Gender Sensitivity	B
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	Library	Undertake administration related matters for implementation of the following administrative matters: <ul style="list-style-type: none"> • Development and proper maintenance of adequate and up-to-date collection of books, periodicals, reports, maps and other items • Selection, acquisition, processing, classification and cataloguing of documents • Circulation of books and periodicals to all 	Knowledge of retrieving, managing and preserving e resources	D
				Knowledge of Finance: <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, P&L, Cash flow statements) 	F
				File & Record Management	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			officers/officials of Ministry <ul style="list-style-type: none"> Maintenance of an effective and responsive reference service. Cooperation with other Government Libraries – Lending books to and borrowing books from other Libraries for the use of readers Payment of bills of the books, newspapers etc purchased and subscription of magazines/journals 		
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Time Management	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	Establishment	Undertake administration related matters for implementation of establishment matters relating to: <ul style="list-style-type: none"> • Service matters of (a) All Officers/Staff of MoP&NG (b) personal staff of Minister(s) (c) All India and Central Services Officers posted in the MoP&NG under CSS • All the coordination work related to the subject matter assigned to the Section with other Sections/Divisions in the Ministry or with other Ministries/Departments/C PSEs will be done by the Section itself 	Coordination Skills	F
			Undertake administration related matters for Staff welfare including: <ul style="list-style-type: none"> • Medical Reimbursement claim of staff/officers. • Framing of Recruitment Rules for Ex-cadre posts in MoP&NG. • Creation of posts Staff Councils and Joint Consultative Machinery 	Knowledge of staff welfare activities, benefits and reimbursements applicability	D
				Knowledge of Establishment Rules & General Administration Matters (incl. Pay Fixation, Leave Rules, APAR, etc.)	D
				Knowledge of Finance: <ul style="list-style-type: none"> • General Financial Rules, 2017 (GFR) • Government Accounting • Financial Accounting (incl. Balance sheet, 	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				P&L, Cash flow statements	
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional skills	Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
				Time Management	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Work Ethics	B
				Gender Sensitivity	B
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	SCT cell	Undertake administration related matters for implementation of the following matters: <ul style="list-style-type: none"> Issue of Presidential Directives, monitoring, progress and implementation of Reservation of posts in the Ministry and PSUs Ensure implementation of reservation of posts for Scheduled Castes and Scheduled tribes and Other Backwards Classes, Persons with Disabilities & Ex-Serviceman in the Ministry. Examination of the Recommendations made by the Parliamentary Committee on the Welfare of SC, ST & OBC and submission of action taken note thereon Circulation of all orders relating to reservation of SC, ST and OBC, PwD and Ex- Serviceman in the services received from the Ministry of Home Affairs, Deptt. of Public Annual Inspection of Reservation Rosters for Direct Recruitment and 	Knowledge of: <ul style="list-style-type: none"> Reservation provisions and implementation of reservation provisions in ministry and CPSEs Matters relating to reservation policies of SC/ST/OBC/Disabled persons 	D
				Gender Sensitivity	B
				Customer/Citizen Focus	B
				Knowledge of Parliamentary procedures	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Promotion for SC/ST/PWD/OBC/Ex-Serviceman in the oil PSUs. <ul style="list-style-type: none"> Parliament Questions relating to representation of Scheduled Castes and Scheduled Tribes and Other Backwards Classes and physically handicapped in the Services of the Ministry as well as in PSUs 		
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Time Management	B
				Interpersonal skills	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
4	Section Officer/ Assistant Section Officer	Public Grievance (PG) and RTI	Undertake administration related matters for implementation of the following matters: <ul style="list-style-type: none"> Monitor/review all public grievances periodically till the grievances are redressed Analyse all the Public Grievances and forward them to the concerned division for its resolution/redressal Analyse/forward/monitor public grievances received through President Secretariat, PMO, Minister's Office, Cabinet Secretariat, etc. 	Coordination skills	F
			Undertake administration related matters for implementation of the following: <ul style="list-style-type: none"> Analyse/upload RTI Applications on RTI Request & Appeal Management System (RTI-MIS) received under RTI Act, 2005 and forward the same to the concerned Central Public Information Officers (CPIOs) within the stipulated time limit. Analyse/upload RTI Appeals on RTIMIS received under Section 19 of the RTI Act, 2005 and forward the same to the 	Knowledge of Right to Information Act, 2005 (RTI)	D
				Data Analysis and Interpretation	F
				Customer/Citizen Focus	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>concerned (First Appellate Authorities) FAAs within the stipulated time</p> <ul style="list-style-type: none"> Circulate all the important instructions / orders pertaining to RTI Act, 2005 from various Ministries / Departments including nodal Ministry Prepare material / Data for Annual Report to General Coordination Section 		
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Time Management	B

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Work Ethics	B
				Gender Sensitivity	B
				Interpersonal skills	B
4	Section Officer/ Assistant Section Officer	General	Undertake administration related matters for implementation of following administrative matters: <ul style="list-style-type: none"> Labour Legislation Acts/ Rules related to PSUs Examination of Cabinet/ CoS Notes of other Ministries Preparation, printing, laying and distribution of Annual Report of the Ministry Parliament Question involving more than two Divisions of the Ministry 	Knowledge of Establishment Rules & General Administration Matters	D
				Knowledge of Labour Legislation Acts/ Rules related to PSUs	D
				Stakeholder Management	B
				Strategic Thinking	B
				Effective writing skills and presentations	F
			Forwarding the proposal of PSUs personnel to MHA/Defence and other Ministry for President fire service meritorious & gallantry and other awards	Knowledge of Parliamentary procedures	F
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
Use of Functional Skills	Procurement and Tender Writing	F			

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Project Management (incl. Project monitoring)	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Customer/Citizen Focus	B
				Stress Management	B
				Motivation	B
Time Management	B				
Work Ethics	B				
Gender Sensitivity	B				
Interpersonal skills	B				
4	Section Officer/ Assistant Section Officer	Parliament	Undertake the administrative matters related to implementation of the following matters: <ul style="list-style-type: none"> Track the status of Assurances with the Sections concerned for timely implementation and seeking extension 	Stakeholder Management	B
				Knowledge of Parliamentary Procedures	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<p>of time in due course</p> <ul style="list-style-type: none"> All administrative matters relating to Parliamentary Committee meetings Monitor the matters relating to Rule-377 in Lok Sabha and Special Mention in Rajya Sabha Preparation of compiled reply relating to issues likely to be raised during the Parliament Session 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Project Management (incl. Project monitoring)	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
				Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
Work Ethics	B				
Interpersonal skills	B				
4	Section Officer/ Assistant Section Officer	Hindi	Undertake administrative matters relating to the implementation of: <ul style="list-style-type: none"> Hindi in the Central Govt. Office The Official Language Act, 1963 and Official Language Rules, 1976 and Govt. orders and instructions issued from time to time in the Ministry as well as in the PSUs/Organizations/Offices under the Ministry's administrative control Hindi workshops and Hindi Pakhwara, Hindi Day Meeting of Ministry's Hindi Advisory Committee and Official Language 	Coordination Skills	F
				Understanding of Official Language Act 1963 and various Initiatives within Ministry and CPSEs	D
				Effective Writing skills: Cabinet note, Email, etc.	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Implementation Committee and monitor action taken <ul style="list-style-type: none"> Co-ordination with the Parliamentary Committee on Officials Language. Review and Certify the questionnaire of PSUs offices to be inspected by Parliamentary Committee on Official Language 		
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				File & Record Management	F
			Adeptness with Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Effective Communication	B
				Time Management	B
				Work Ethics	B
				Interpersonal Skills	B
4	Section Officer/ Assistant Section Officer	Integrated Finance Division (IFD)	Undertake administration related matters for implementation of following financial matters: <ul style="list-style-type: none"> Formulation and finalization of Main Budget of the Ministry 	Knowledge of Finance: <ul style="list-style-type: none"> General Financial Rules, 2017 (GFR) Government Accounting Financial Accounting (incl. Balance sheet, 	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			<ul style="list-style-type: none"> Formulation, finalization and Printing of Demands for Grants and laying in the Parliament - Output Outcome Framework Coordination and consolidation of approved budget and Revised Estimates Examination of Expenditure Finance Committee (EFC) Notes Examination of Voluntary Retirement scheme in PSUs as received from Admin Divisions Examination of proposals received from Admin Divisions related to Investment and other proposals of Oil PSUs which require Ministry's approval Examination/Vetting of the Post Retirement Welfare Scheme of PSUs as per DPE guidelines under 1.5% quota Matters related to the Standing Audit Committee and Convening of the SAC meeting Examination of subsidy claims of Oil PSUs for giving financial concurrence Examination of Financial Parameters in respect of 	P&L, Cash flow statements <ul style="list-style-type: none"> Budgeting (Plan & Non-plan) Re-appropriation of funds Taxation (Direct & Indirect) 	
				Knowledge of CPSEs related matters	F
				Knowledge of Parliamentary procedures	F
				Knowledge of relevant Schemes and Policies of MoP&NG	D
				Understanding of Voluntary Retirement Scheme (VRS) and other types of welfare schemes	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			MOUs of Oil PSUs <ul style="list-style-type: none"> Examination and financial concurrence on the flagship schemes like DBTL, DBTK etc. as received from Marketing Division 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Contract Management**	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Procurement and Tender Writing	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools & Technology	Government Portals: eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	F
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Leadership attributes required	Problem Solving	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
			Interpersonal skills	B	
4	Section Officer/ Assistant Section Officer	Economics & Statistics (E&S)	Undertake administration related matters for implementation of following financial matters: <ul style="list-style-type: none"> Monitoring of Performance of infrastructure parameters and Action Taken reports on points emanating from review of Prime Minister Monitoring of Infrastructure Projects of all Oil CPSEs and furnishing status report to PMO (PMG), PMO, DEA and MoS&PI. Monitoring Demand/consumption and production levels of crude oil, petroleum products and natural gas in the country. Matters relating to Goods & Service Tax (GST) Matters relating to FIPB, Foreign Investment, FDI 	Knowledge of Project management: <ul style="list-style-type: none"> Project monitoring Project financing Project Coordination 	D
				In-dept understanding of procurement and Tender writing	D
				Knowledge of CPSEs related matters	F
				Contract Management**	D
				Basic knowledge of Data Analysis	D
				Knowledge of Schemes and Policies of MoP&NG	D

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Cell <ul style="list-style-type: none"> Oil Imports dependency / reducing import dependency and Task force under Cabinet secretary on identifying items/policy interventions for reducing import dependency and import substitution Monthly Performance review of Oil & Gas sector CPSEs Energy Data Management – NITI Inputs of MoP&NG for Economic Survey brought out by Ministry of Finance 		
			Familiarity with Legal & Regulatory Framework	Acts applicable to MoP&NG*	F
				SOP on Court proceedings including Litigation, Arbitration & Conciliation, paperwork, etc.	F
				Cybersecurity	F
				Social Media usage & guidelines	F
				Compliances to be adhered by MoP&NG***	F
			Use of Functional Skills	Establishment Rules & General Administration Matters	F
				Coordination skills	F
				Writing skills: Noting, Drafting, Cabinet note, Email, Office order, etc.	F
				File & Record Management	F
			Adeptness with Tools &	Government Portals:	F

No.	Designation, as applicable to your organization/ Wing/ Division/ Section	Division	Attitudes, Skills Knowledge Required	Capacity Needs	
				Area	Type B/D/F
			Technology	eOffice, eHRMS, PFMS, GeM, CPGRAMS, Gati Shakti, eSamiksha, etc.	
				NIC applications: Email, Messenger, Cloud Storage, etc.	F
				MS Office: Excel, PPT, Word	F
			Leadership attributes required	Problem Solving	B
				Innovative Thinking	B
				Planning & Decision Making	B
				Ownership & Accountability	B
				Effective Communication	B
				Stress Management	B
				Motivation	B
				Time Management	B
				Work Ethics	B
				Interpersonal skills	B
				Empathy	B

8.2 Training Interventions, Non-Training Interventions

Basis the competency gaps highlighted at individual and organizational level by the Capacity Need Analysis (CNA) exercise, we identified training and non-training capacity building interventions through which these gaps can be addressed.

8.2.1. Training interventions identified

- **Induction training** - to enable new officers assuming a new role in the Division/Section to get a holistic understanding about the working of the sector and the ministry. The training is aimed at orienting the officials by providing them with:
 - Overview of Ministry - Mission, Vision, Org. Structure, Acts, Policies, Schemes, Key Initiatives, Division/Section wise roles & responsibilities
 - Overview of Oil & Gas Industry

- **Refresher Training** – to enable the officers to re-learning certain competencies that are already acquired by them and to stay updated with changes & use it as a reference document as and when required
- **Knowledge Management (KM)** – A single platform or database in the form of a KM System for e-filing documents. This will act as compendium of SOPs, circulars, updated rules (APAR, medical, leave, etc.)
- Inclusion of **videos, case studies, gamified elements** (e.g., leaderboards) in Training modules to make learning a more engaging experience
- Completion of training to be linked to **performance/promotion**
- Glossary for the technical terms/nomenclature used across MoP&NG

8.2.2 Non-Training interventions identified

- **Industry Immersion/field visits** – to be incorporated on a regular basis to meet the objectives mentioned below:
 - To provide exposure of how enterprises may use Industry 4.0 to oversee the entire value chain, across life cycle of products
 - To understand the changing business scenarios, technology, and operating environment for manufacturing and automobile industry
 - To broaden officials' perspective towards innovative practices and how it can further equip them to solve ground-level challenges
 - To help officials get a holistic view when working on policy, procedural and administrative reforms once back in office
- **SOPs and Checklists** – to be designed for bringing a structural reform to systems and processes and increasing organizational effectiveness.
- **Rewards & Recognition (R&R)** - to be introduced to motivate the officers to learn more and perform better in their day-to-day jobs.
- **Employee Engagement (EE)** – EE initiatives (like Annual retreats, Picnics, and other recreational activities) to be incorporated to improve organizational culture and a sense of belongingness'
- Circulate **Daily news snippets** for all three divisions and subscribe to Newsletters/Magazines to the Ministry officials.

8.3 Snapshots of Immersion Programs for Ministry officials at MoP&NG



Figure 7: Immersion Program with IOCL, Panipat



Figure 8: Immersion Program with BPCL, Kochi