



Sub : Filling up the posts of Director (Project Secretariat) and Director (Research & Development)
in PCRA on deputation basis.

Appended herewith is letter seeking applications for the post of Director (Project Secretariat) and Director (Research & Development) in PCRA on deputation basis.

In view of the above, interested candidates may submit application along with their Bio-data directly to the office of DGM(HR), Corporate Establishment, ONGC, Tel Bhawan, Dehradun latest by 31.12.2015.

HRP-TS



पी सी आर ए

पेट्रोलियम संरक्षण अनुसंधान संघ
PETROLEUM CONSERVATION RESEARCH ASSOCIATION
(तेल एवं प्राकृतिक गैस मंत्रालय, भारत सरकार)
(MINISTRY OF PETROLEUM & NATURAL GAS, GOVT. OF INDIA)
दूरभाष/ Tel. : बोर्ड/ EPABX : 26198856 फैक्स/ Fax : 26109668
ई-मेल/ E-mail : pcra@pcra.org वेबसाइट/ Website : www.pcra.org



Ref.: PCRA/P&A/CFD-30/ONGC

Date: 20.11.2015

Shri Sachin Sain,
GGM-Chief HRD,
Oil and Natural Gas Corporation Limited,
9th Floor, B.S. Negi Bhavan,
Tel Bhavan, Dehradun-248003 (Uttarakhand)

Subject: Manpower Requirement in PCRA.

Dear Sir,

We have reviewed our manpower requirement at Director level positions in PCRA for deputation posting, considering the superannuation/repatriation of existing officers. The status of vacancies for the FY 2016-17, is indicated hereunder:

Sl.	Position	Qualification	No. of Positions	Gr.	Place of Posting
1	Director (Project Secretariat)	As per attached Job Description	1	'H'	New Delhi (1)
2	Director (Research & Development)	As per attached Job Description	1	'G'	New Delhi (1)
	Total		2		

You are requested to forward nomination of atleast 2 officers against each position for further action at our end. Tentative job descriptions for the above indicated positions are enclosed.

It is requested to ensure that nomination of officers, against whom disciplinary / vigilance / CBI / police enquiry or any case is pending or contemplated, may not be sent.

Your early response for suitable nominations is solicited. We would be thankful for your co-operation in this matter.

Thanking you,

Yours sincerely,

Rashmi Dhingra
23/11/15
(Rashmi Dhingra)
Director (EC & HR)

Encl.: as above

Inviting Nomination(s) for various positions in PCRA on Deputation Basis

1. Nominations are invited for the following positions in PCRA on deputation basis as per the grades mentioned against each position for placement in PCRA in 2016.

Sl.	Post	Grade	Tentative No. of Positions	Location
1	Director (Project Secretariat)	'H'	1	New Delhi (1)
2	Director (Research & Development)	'G'	1	New Delhi (1)

2. Certified Energy Auditors / Energy Managers from BEE would be given preference for posting in PCRA subject to meeting other qualification / eligibility criteria.
3. Officer(s) having technical qualification and being eligible for appearing in Energy Auditor / Energy Manager examination conducted by BEE are expected to acquire certification of Energy Auditor or Energy Manager within a period of two years from the date of joining PCRA.
4. All officers shall be governed by the General Terms & Conditions of deputation in PCRA.
5. No. of positions are indicative only and PCRA reserves the right to modify (increase / decrease / cancel) the vacancy / position in due course.
6. Candidates / Officers, against whom Disciplinary / Vigilance / CBI / Police enquiry / any case Pending or Contemplated, need not apply.

Encl. : (i) Details of job description for each post advertised.

**Tentative Job Description for the position of
Director (PS)**

1	Name of Post	Director (PS)
2	Tentative No. of Positions	One
3	Place of posting	New Delhi
4	Grade	Grade 'H' equivalent to IOCL
5	Age limit	Below 55 years
6	Education & other qualification required for the post	BE / B. Tech. / MBA
7	Desirable Experience	25 years of relevant experience
8	Period of deputation	Initially for a period of 3 years extendable for another 2 years.
9	Method of recruitment	Deputation from Oil & Gas PSUs
10	Brief Job requirement / job description	<p>She/He will report to Executive Director, PCRA.</p> <p>She/he will be heading all PCRA activities of Regional Offices including business generation, energy audits, Fuel oil studies, SSIs, Transport Sector and liaison with Govt. agencies and institutions and coordination with Regional Offices.</p> <p>She/He will also be co-ordinating PCRA activities with Parliament, MoPNG, Other Ministries, Oil PSUs etc.</p>

**Tentative Job Description for the position of
Director (Research & Development)**

1	Name of Post	Director (R&D)
2	Tentative No. of Positions	One
3	Place of posting	New Delhi
4	Grade	Grade 'G' equivalent to IOCL
5	Age limit	Below 55 years
6	Education & other qualification required for the post	BE / B.Tech.
7	Desirable Experience	20-25 years of relevant experience
8	Period of deputation	Initially for a period of 3 years extendable for another 2 years.
9	Method of recruitment	Deputation from Oil & Gas PSUs
10	Brief Job requirement / job description	<p>She/He will report to Executive Director, PCRA.</p> <p>She/He would be posted as Director (R&D) looking after all the Research and Development related activities of PCRA. He would be responsible for coordinating and holding screening committee meetings, developing, sponsoring and monitoring of R&D projects, preparation of minutes and communications to all sponsoring bodies, Bio-fuel., guiding and coordinating with engineers and other related activities.</p>