



**PETROLEUM CONSERVATION RESEARCH ASSOCIATION (NEW DELHI)**

[Form for Empanelment of External faculty/ NGO\* (NGO\* also required to fill up Form: Part-2)]

FOR APPLICANT'S USE ONLY				
1.Name:		2.Activities For Which Empanelment Proposed (Please put √ mark in box)		
3.Age:	4.Sex:	Sector	Activity	Already Empanelled By PCRA
5.Mailing Address:				
6.Telephone	Mobile:	Transport	Workshop	
	Land Line:		Model Depot Program	
7.Fax:	8.E-Mail:	Domestic	Driver Training Program	
9. Knowledge of Computers			Yes	No
MS Word	(Please put √ mark in box)		Youth Program	
Power Point	Agriculture	Workshop	Kisan Mela	
Other			Workshop	
10.Mother Tongue:		11.Other Languages Known:		
12.Education Qualification/Experience Details*: (Please enclose self attested copies of certificates)				
S.N.	Examination Passed*	University/Board/Institute/ Council of examination	Main Subjects	Year of Passing
1				
2				
3				
4				
13.Working Experience Details*:				
S.N.	Designation	Organization	Retired/ Employed	Period From To
1				
2				
3				
14.Any Major Activity conducted in the field of Energy Conservation/Efficiency*: (Please attach Supporting Documents)				
15.Current Employment Details:				
16.State/Union Territory/Districts For Conducting Activities*:				
S.N.	State/Union Territory	Districts		
1				
2				
3				
Signature (Applicant)		Date:	Place:	

For Office Use Only	
Remarks of (SRO/FE)	
Signature (SRO/FE)	Date:

Note: \* If required additional sheets can be used.

## CRITERIA FOR EMPANELMENT OF EXTERNAL FACULTY

SN	Activities	Educational Qualification	Experience
1	Model Depot Study	Graduate /Diploma in Engineering	Minimum 10/15 years of experience in depot Operation Maintenance in STUs Or Private fleet operation.
			Retired personnel from supervisory cadre with requisite experience in Depot maintenance/Operation
2	Transport work shop	Diploma in Engineering	Retired personnel in supervisory cadre or above from STUs
			Retired person from heavy vehicle manufacturer in Supervisory cadre or above
3	Industrial work shop	Graduate /Diploma in Engineering	Retired lecturer of engineering college
			Retired person with requisite industrial experience
4	Institutional Training Programme	Engineering graduate	Minimum 10 years of Industrial experience
		Energy Consultant	Minimum 10 years experience in energy related areas
5	Youth Programme	-	Retired teacher from recognized school / colleges
		-	Retired Oil company Officer with requisite knowledge and experience
		Graduation Degree in any discipline	1-5 years experience in social work from reputed organizations except NGOs
			Unemployed, with requisite experience
6	Domestic work shop	Graduation Degree in any discipline	1-5 years experience in social work from reputed Organizations except NGOs
		-	Retired oil company officer with requisite knowledge and experience
		Graduation Degree in any discipline	Unemployed with requisite experience
7	Agricultural work shop	-	Retired teacher from a recognized agricultural institute
		-	Retired Oil Company Officer with requisite knowledge and experience
		Graduate in Agriculture	Unemployed, with requisite experience
8	Driver Training Programme	Graduate in any discipline or Diploma in Engineering	Retired STU employees superannuated as driver instructor or foreman.
			Already short listed PCRA driver instructors with requisite knowledge.
		Diploma in Engineering	Retired oil company officer with requisite experience.
9	Kisan Mela	-	Retired teacher from recognized Agricultural College / University.
			Retired oil company officer with requisite knowledge and experience.
			10 Years of experience in social work.

**Note:** *The Educational Qualification & working Experience as specified above may be relaxed by PCRA, in case the applicant is found to be exceptional suitable for empanelment.*

To Send application Contact: Chief Regional Coordinator, PCRA (Details Below):			
PCRA Regional office	Telephone Numbers	Fax	E-mail
<b>PCRA Head Office</b>	<b>011-26198856</b>	<b>011-26109668</b>	<b>pcra@pcra.org</b>
Northern Region (Delhi)	011 - 26109603	011-26109668	crcnr@pcra.org
Eastern Region (Kolkata)	033 - 24145092	033-24145020	crцер@pcra.org
Western Region (Mumbai)	022 - 26592587	022-26590034	rcwr@pcra.org
Southern Region (Chennai)	044 - 28524772	044-28521662	selvamp@pcra.org

**Common Conditions for PCRA Activities Thru External Faculties  
Empanelled with PCRA:**

1. Only individuals will operate the scheme.
2. Not more than one programme to be conducted in a day to provide quality of the activity
3. Work order for above programmes shall not be awarded for more than Rs. 1.50 lac excluding cost of common items per individual in a financial year. However individual case on merit can be considered for award of job above this limit with prior approval of PS. Initially, number of programmes awarded shall be minimum to assess the performance of the individuals.
4. Random checking / monitoring of the activities will be done by PCRA engineers.
5. TAX will be deducted as per income tax rules.
6. Register shall be maintained by the party for comments / suggestions for each programme and a copy of the same be forwarded along with report on activities conducted. Proper records of centrally procured items consumed, programme wise, to be reported by external faculty to PCRA Regional/ sub Regional office.
7. In case the performance is found unsatisfactory regarding quality or quantity, the contract can be terminated at a short notice without assigning any reason. CRC shall be the final authority to decide on the same.
8. The activity carried out in institute/organization shall have to be endorsed by the same and a report of activity has to be submitted by party as prescribed by PCRA.
9. Please attach details, Bio Data giving details of qualification & experience relevant to PCRA activities along with self attested photocopies of certificates & please mention clearly
  - (a) Whether Retired Individuals / employed person. In case of employed, NOC by concerned employer is submitted
  - (b) States / districts where activities can be carried out

**I, the undersigned have read the PCRA conditions carefully and will carry out the activities as per PCRA guidelines.**

**Name of Applicant:**

**Date:**

**Signature:**

**Place:**



**PETROLEUM CONSERVATION RESEARCH ASSOCIATION  
NEW DELHI**

<b>For Use In Regional Office Only</b>		
<b>Remarks Of RC/CRC:(Please ✓ the relevant point)</b> (A). We recommend to empanel (for 03 months only) for MDP/ DTP /YP/ ITP /Kisan Mela Workshops (TPT/IND/AGR/DOM) (B). The duly certified documents in support of qualification & work experience are attached and found OK. (C). Upon approval of the empanelment of applicant for_____, _____ & _____. The total number of external faculty for_____, _____ & _____ in _____State shall be_____ . (D). Necessary documents like Copy of PAN, Copy of driving license of heavy vehicles (In case applied for DTP), Copy of appreciation letters are enclosed. (E). The applicant has enclosed The NOC from current employer (In case employed).		
<b>Signature</b>	<b>RC</b>	<b>CRC</b>

<b>For Use In H.O. Only</b>		
<b>Remarks of Addl. Dir. (FA) /Director (I/C):</b>		
<b>Signature</b>	<b>JD (FA) / AD (FA)</b>	<b>Director (I/C)</b>
<b>Region: NR/WR/ER/SR</b>	<b>Region Ref:</b>	<b>Date</b>
<b>Approval No.</b>	<b>Date</b>	<b>Approved for</b>

**Note:(To be furnished on the letterhead of NGO)**

**Sub: Registration of NGOs for PCRA activities**

- 1 Name of NGO :
- 2 Mailing Address :
- 3 Telephone Numbers :
- 4 Fax :
- 5 E-mail :
- 6 Web site :
- 7 **Registration particulars** :  
Regn. No. & date of registration
- 8 **Additional registrations \*** : *(See Note at Bottom)*  
(a). Sponsorship with reputed National /  
International bodies  
(b). State and central Govt. deptt.
- 9 **Registration particulars** :  
**With income tax deptt.**
- 10 **States / Districts in which** :  
**Presently operating**
- 11 **Administrative set up giving \*** : *(See Note at Bottom)*  
Name, mailing address,  
Designation, telephone  
numbers working for NGO.
- 12 **Chartered accountant's particulars** :  
Such as name, mailing address  
Telephone number, (Off & Res.) etc.
- 13 **Legal advisors, particulars** :  
such as name, mailing address, telephone  
numbers (Off. & Res.) etc.
- 14 **Main areas of operation / activities\*** : *(See Note at Bottom)*  
Carried out by NGO since inception  
till date Please attach details of  
specific projects related to  
PCRA activities.

**Note: \* [if any, Please attach typed details duly certified by chairman / secretary of NGO]**

**SIGN. OF AUTHORIZED SIGNATORY**

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**(WITH NAME & SEAL)**