

# **PETROLEUM CONSERVATION RESEARCH ASSOCIATION**

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

### **Guidelines for Engagement of Sector Experts on full time (Temporary Basis)**

*“A scheme to provide for the engagement of Sector Experts on temporary basis in Petroleum Conservation Research Association and to provide guidelines in this respect.”*

#### **1. Purpose and Scope**

- 1.1. In the aftermath of 1973 world oil crisis, Government of India gave high importance to conservation and efficient utilization of Petroleum products in India. Ministry of Petroleum and Natural Gas, Govt. of India constituted “Petroleum Conservation Action Group (PCAG)” in 1976 to take measures towards conservation and efficient utilization of these scarce products. Subsequently PCAG was reconstituted as Petroleum Conservation Research Association (PCRA) as a registered society set up under the aegis of Ministry of Petroleum & Natural Gas, Government of India on 10<sup>th</sup> August 1978. It is a national government agency engaged in promoting energy efficiency in various sectors of economy. It helps the government in proposing policies and strategies for petroleum conservation, aimed at reducing excessive dependence of the country on oil requirement. Over the years, PCRA has enlarged its role in improving productivity in use of various sources of energy. Hence it is essential to have the sector experts who possess the requisite skill set in promoting energy efficiency. These experts are expected to deliver in such areas where in-house expertise is not readily available within framework of PCRA. They should be high quality professional, capable of lending their expertise in the fields of energy efficiency and conservation of petroleum products as per requirement of PCRA.
  - 1.2. The General conditions of contracts for the services of Sector Experts on Contract will be incorporated into their individual contracts.
  - 1.3. The engagement of Sector Experts will purely on a temporary basis for a limited tenure and it will confer no rights for permanence in any case.
2. **Evaluation Committee** - The Evaluation Committee shall be constituted to assess the suitability of candidate for engagement for the specific project. The Evaluation Committee shall be convened with the approval of Competent Authority, PCRA for personal interaction and selection process of the candidate(s) for engagement.

The composition of Evaluation Committee shall be:

- (a) Executive Director - Chairperson of Evaluation Committee
- (b) Director (Project Secretariat)
- (c) Head of Concerned Department
- (d) Head of Finance Department
- (e) Head of HR Department\*

\*Currently being handled by Director (PS)

The composition of committee may be changed, with the approval of the Competent Authority, PCRA.

**2.1 Criteria for evaluation:** The suitability of candidate for engagement for the specific project shall be assessed on following parameters:-

- a. Qualification – Higher qualification than the prescribed qualification in the subject field will be preferred
- b. Candidates having AEA, EA and EM will be given preference in the same order
- c. Experience in relevant Sector/Industries
- d. Willingness to work in the field
- e. Any other parameter, as committee considers fit, with reason of the same to be recorded by committee

**3. Screening Committee:** Screening committee shall be constituted to scrutinize and shortlist applications of Sector Experts for the engagement to be called for the Interview with Evaluation Committee. It may consist of following two (02) members

- (a) One Officers from Concerned Department – Coordinator of Screening Committee
- (b) One Officer from Other department

The officers of screening committee will be nominated in consultation with Concerned HODs.

**4. Full Time Sector Experts –** This would consist of Sector Expert having B.E./B.Tech./MBA/CA/Diploma or equivalent qualification having post qualification experience of 10 years in case of B.E./B.Tech./MBA/CA or equivalent and 15 years in case of Diploma. For very bright candidates, the evaluation committee would be competent to relax the post qualification experience requirement up to 1 year, with reasons in writing.

Those Sector Experts having experience in Government/ PSU/ PCRA or similar organization would be given preference.

These Sector Experts shall be engaged on full time and would not be permitted to take up any other assignment during the period of engagement with PCRA.

4.1 Based on requisition received from Department as on date, it is proposed to engage Sector Experts as detailed below: -

Department/ Domain	No.	Regions	Place of Posting	Tenure
Industry	01	Northern Region	New Delhi	3 Yrs
	01	Southern Region	Chennai	
	02	Eastern Region	Kolkata	
Transport	01	Northern Region	New Delhi	3 Yrs
	01	Southern Region	Chennai	
	01	Western Region	Mumbai	
	01	Eastern Region	Kolkata	
	01	Head Quarter	New Delhi	
Agriculture	01	Head Quarter	New Delhi	3 Yrs

5. **Fee:** - In accordance with Delegation of Authority of PCRA, a lump sum monthly payment of Rs. 80,000/- will be paid by PCRA to sector experts.

However in such case of where sector expert is retired/separated from full time Service, the payable fee shall be reduced to such extent that the total of fee and pension should not exceed the last pay drawn by him.

6. **Leave:-** Sector Experts shall be entitled to leave of 8 days in a year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.

7. **Travelling Allowance (TA) / Daily Allowance (DA)** – No TA/DA shall be admissible for joining the assignment or on its completion. Sector Experts shall be allowed TA/DA for their travel inside the country, only, in connection with the official work as detailed below:-

- Travel Entitlement – 2nd AC/ Air by Economy Class
- Daily Allowance – Rs. 1000/- per day for outstation travel as per travel rules of IOCL

Sector Expert shall also be allowed to and from reimbursement of fare for appearance in Personal interaction subject to ceiling of 2nd AC train fare or Air by Economy Class for appearing in personal interaction, restricted to 2<sup>nd</sup> AC train fare.

8. **Tenure of engagement** - The tenure of engagement of such Sector Experts will be 3 Years. However, the term may be extended subject to approval of Competent Authority, PCRA. The initial term of appointment and subsequent extension(s), if any, shall be decided on case-to-case basis, by the competent Authority, PCRA.

9. **Maximum Age-limit** - Upon attaining the age of 60 years or end of tenure, whichever is earlier.

10. **Evaluation of performance** - The performance of each Sector Expert engaged under these regulations, with reference to the tasks assigned and output delivered shall be reviewed periodically, within such time and manner, as may be specified by PCRA.

11. **Conflict of Interest** – The sector expert shall be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case the services of the sector expert are not found satisfactory or found in conflict with the interests of the PCRA/the Government, his/her services will be liable for discontinuation without assigning any reason.
12. **Procedure of selection:** Following procedure shall be followed for selecting candidates for engagement as Sector Experts:-
  - 12.1. PCRA may decide, from time to time, preferably once in 6 months, the number of such sector experts to be engaged, subject to approval by the Competent Authority, PCRA.
  - 12.2. The Department desirous to engage such Sector Experts as per the requirement shall prepare Terms of Reference for the specific work to be done in the format prescribed at **Annexure-I**. While finalizing the requirement, the concerned Department will ensure that equitable work is assigned to such experts (Format can be modified by the concerned department based on their specific requirement).
  - 12.3. The requirement of Sector Expert will be advertised from time to time on the website of PCRA as well in at least two newspaper – one in English and One in Major local languages - in New Delhi, Kolkata, Mumbai, Chennai. The advertisement shall also be published in newspaper of all State capital - in English, Hindi and Major/Prime State Vernacular Language of State, for wider broadcasting as per the draft advertisement in the format outlined at **Annexure-II**. Applications are invited for engagement of such sector experts, the details/ formats as per **Annexure – III** are available on PCRA website. Applications alongwith these filled form clearly mentioned the category for which application is being made should be submitted with supporting documents.
  - 12.4. All the applications received in response to the vacancies advertised shall be scrutinized and shortlisted by Screening Committee constituted in this regards, in accordance with these regulations and list(s) of eligible candidates in this respect, shall be prepared.
  - 12.5. After shortlisting eligible candidates, Co-ordinator of Screening Committee will put up a proposal through HOD of concerned department for the approval of Competent Authority regarding scheduling of Personal Interaction of Evaluation Committee with Sector Expert.

Upon approval, the Co-ordinator of Screening Committee shall intimate eligible Sector Expert(s) for interaction with evaluation committee, in advance. The Evaluation Committee shall also be informed, suitably, by Co-ordinator of Screening Committee.
  - 12.6. The Evaluation Committee (EC) shall be convened with the approval of the Competent Authority on scheduled date and venue. Evaluation Committee would recommend name of candidate to be engaged, as per

number approved by Competent Authority, which would include wait-listed candidates, per vacancy specialization / sector wise.

12.7. Upon recommendations of the Evaluation Committee regarding engagement, the HR Department shall obtain administrative approval of the Competent Authority/ Executive Committee, as per DOA.

12.8. Upon approval of engagement as mentioned above, the HOD (HR) shall issue offer of appointment as per recommendation of Evaluation Committee, by giving not less than Thirty (30) working days time to accept the offer and join, provided that the joining time may be extended by HOD (HR) with the approval of ED, PCRA on being satisfied that extension is sought on circumstances beyond the control of the individual candidate.

**13. Terms and conditions of engagement :-**

13.1. The tenure of engagement of such Sector Experts will be 3 Years. However, the term may be extended/ curtailed subject to approval of Competent Authority, PCRA. The initial term of appointment and subsequent extension(s), if any, shall be decided on case-to-case basis, by the competent Authority, PCRA.

13.2. Sector Experts on having accepted the offer of appointment, shall be issued a letter, (draft format outlined at **Annexure-IV**) by Head of Department (HR), detailing the terms and conditions of appointment, before being assigned any work.

13.3. The terms and conditions of appointment may be modified, in any specific case, where PCRA deems it necessary.

13.4. Without prejudice and in addition to the legal remedies available to the PCRA, the breach of agreement executed under guideline 12.2 by or on behalf of any Sector Expert shall be considered a sufficient ground for termination of the appointment and may further debar such Sector Expert from any future engagement or appointment by PCRA.

**14. Debar / Holiday listing**

In case, if a Sector Expert is not performing satisfactorily or his/her conduct is detrimental in the interest of PCRA, the appointment shall be cancelled with a notice of fifteen (15) days. Such Sector Expert shall also be liable to be debarred from any future engagement or appointment by PCRA.

**15. Power to relax**

ED, PCRA in consultation with Director (PS), Head of Concerned Department and Head of HR Department, may relax such restrictions imposed in these guidelines as may be deemed necessary in the discharge of its functions under the Guidelines.

**16. Removal of difficulties**

In the matter of implementation of these regulations, if any doubt or difficulty arises, the same shall be placed before the ED, PCRA and her/his decision shall be final.

## **Annexure I**

Terms of Reference for engagement of Sector Expert(s):-

**(i) Precise statement of Objectives:-**

(Disciplines or the domains where engagement is required should be indicated)

**(ii) Outline of the tasks to be carried out:-**

(Details of work required to be carried out/ specific tasks/activities to be assigned should be indicated)

**(iii) The support or inputs to be provided by PCRA to facilitate the Consultancy:-**

(Officer who will provide guidance to the Sector Expert(s) and to whom reporting is to be done should be specified here)

**(iv) The final outputs that will be required of the Sector Expert(s) at the end of the appointment tenure should be specified.**



**PETROLEUM CONSERVATION RESEARCH ASSOCIATION**

Ministry of Petroleum and Natural Gas  
Government of India

**Engagement of Sector Experts on Full Time (Temporary Basis)**

Applications are invited from eligible applicant for engagement of 10 Nos. of Sector Experts in Industry, Transport & Agriculture Department of PCRA on payment of consolidated monthly fee of Rs. 80,000/-. For details, please visit **[www.pcra.org](http://www.pcra.org)**. Last date of receipt of application is 06.03.2020. The applicant should fulfil prescribed eligibility criteria as on 12.02.2020. Application received after due date shall be summarily rejected. PCRA reserves right to reject any or all applications without assigning any reason what so ever.

Sd/-

**Executive Director - PCRA**

## Annexure III

No.

### **PETROLEUM CONSERVATION RESEARCH ASSOCIATION**

Ministry of Petroleum and Natural Gas  
Government of India

PCRA requires services of Sector Experts on full time (temporary basis) as detail below:

#### **1. Vacancy Details:**

Department/ Domain	Post Name	Regions	Place of Posting	No.of Position

#### **2. General Eligibility Criteria:**

S.I.	Job Requirement	Essential Qualification
(i)	Essential Qualifications	(a) Professionals having Bachelors Degree (BE/B.Tech or equivalent) with minimum 10 yrs experience/ Diploma with minimum 15 yrs experience in relevant subjects/field. (b) Knowledge of computer applications, MS Office including Word, Excel, Power Point etc.
(ii)	Desirable	<ul style="list-style-type: none"><li>• Good Academic Record.</li><li>• Strong communication skills, both oral and written.</li><li>• Analytical and presentation skills.</li><li>• Experience in collection, compilation and analysis of data, computer skills and preparation of Project Reports / Reviews / Notes / Briefs etc.</li></ul>
(iii)	Duration	Candidates selected will be appointed on contract basis for an initial period of three months or as per the project timeline. This term can be extended upto three years depending on the performance of the candidate/need of the PCRA.
(iv)	Fee	Full Time – Rs. 80,000/- per month
(v)	Age Limit	55 years or below as on 12.02.2020

3. Interested candidates may send their CV in the enclosed format by e-mail/ land- mail at the following address:

**Director (Project Secretariat)**

Sanrakshan Bhawan,  
10, Bhikaji Cama Place,  
New Delhi - 110 066  
Tel.: 011-26198856  
Email address: [pcra@pcra.org](mailto:pcra@pcra.org)

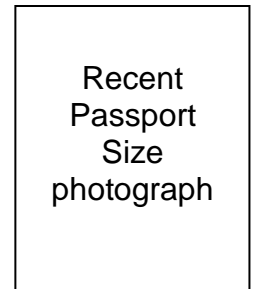
4. In the e-mail, subject line must contain Post Name, while in land mail, Post Name must be mentioned at top of envelope, failing which applications are liable to be rejected.

5. Last date of receipt of application in PCRA is **06.03.2020**.



**APPLICATION FOR {JOB TITLE} IN PETROLEUM CONSERVATION RESEARCH ASSOCIATION ON FULL TIME (TEMPORARY BASIS)**

1. Name of the Applicant: (IN BLOCK LETTERS)
2. Father's/ Husband's Name:
3. Date of Birth (DD/MM/YY) :
4. Gender:
5. Marital Status:
6. Nationality:
7. Permanent Address:
  
8. Address for Communication:
  
  
9. Telephone/ Mobile No:
  
10. E-Mail (IN BLOCK LETTERS):
  
11. Languages Known:



Language	Read	Write

12. Computer Knowledge:

**13. Educational Qualification (After XII) (attach self-attested photocopies)**

<b>S.No.</b>	<b>Qualification</b>	<b>University/Board</b>	<b>Subject Studied</b>	<b>% age of marks obtained</b>	<b>Remarks</b>

**14. Experience/ particulars (details may be given in separate sheet as per the format) of previous and present employer (attach self-attested photocopies if any):**

<b>S.No.</b>	<b>Position</b>	<b>Office/ Institution</b>	<b>Duration (From-To)</b>	<b>Scale of Pay and Basic Pay</b>	<b>Nature of Duties (in details)</b>

**15. Nature of Present Employment – Ad Hoc/ Temporary/ Permanent / Other**

**16. Total Emoluments per month drawn (At present/last drawn)**

17. **Details and amount of Pension (please enclose Proof/Pension Order), if any -**
  
18. **Details of other academic achievements, extra-curricular activities and professional achievements, if any:**
  
19. **Additional information, if any, which you would like to mention in support of your suitability for the post:**
  
20. **List of enclosures:**
  
21. **References (with complete address and contact numbers):**
  - (i)
  - (ii)

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

Date:

Signature of Candidate:

Place:

**PETROLEUM CONSERVATION RESEARCH ASSOCIATION  
NEW DELHI**

**No.**

**Dated:**

**Subject: Engagement of Ms./Mr. ....on contract basis as Full  
Time Sector Expert- (NAME OF SECTOR).**

Approval of the competent authority is hereby conveyed to engage (Ms./ Mr. .... as Full Time Sector Expert – (name of sector) in the Petroleum Conservation Research Association (PCRA) on contract basis on the following terms & conditions:

1. The engagement is on contract basis initially for a period of three months, extendable upto three years from the date of joining on a lump sum payment of Rs. .... /- (Rs. .... Only) per month.
2. You will be placed on probation for 3 months period. After successful completion of above period, further extension can be granted on the basis of performance assessment primarily done by the respective controlling officer.
3. PCRA will have no other liability like Medical Allowance, accommodation, Insurance or any other commitment over and above the consolidated amount to be paid on monthly basis.
4. You shall insure yourself at your own cost against accidents and any damages, loss or injury due to fire, accidents, thefts and all other risks including flood, storms, earthquakes, riots, malicious damages etc. PCRA or its client shall not be liable for any damages or compensation payable by law in respect of or in consequence of any accident or injury to the consultant / Expert. No claim for any type of loss shall be entertained by PCRA or its client.
5. You may be called upon to attend office on holidays/Sundays in the interest of office work and to sit during extended hours for which no extra compensation shall be payable.
6. In case of outstation travel, stay arrangement shall be provided by PCRA and outstation travel charges (including local travel from residence to railway station and back) shall be reimbursed on actual basis.
7. You will be entitled to leave of 8 days in a year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.
8. Though you will be posted at ..... Region and you are required to work mainly in that region only, however, you may be posted anywhere in India as per the requirements of PCRA.
9. TA/DA on tour shall be admissible as per provisions of guidelines for engagement of Sector Experts.

10. Since your engagement is on contract basis, you cannot claim any regularization or any appointment in PCRA, during the contract or after expiry of the contract.
11. You are required to maintain absolute integrity towards work and other activities of the PCRA and maintain proper conduct.
12. You shall maintain strict confidentiality, during and after completion of engagement and will not disclose to any other person/ party regarding work related to PCRA or any of its party, without prior written permission of PCRA. There shall be no conflict of interest with PCRA/the Government.
13. Your antecedents may be subject to police verification. In case of adverse finding, the contract shall be terminated.
14. You will be provided ICT tools in the office to perform assigned duties in the form of personal computer, computer accessories, phone, internet connection, etc. However, it is expected that you shall use own personal communication devices such as mobile phone, laptop etc. for effective discharge of duties.
15. No other work/assignment to be undertaken outside during posting as sector expert in PCRA.
16. The contract can be terminated by either side by giving a notice of 1 month in writing.
17. Your contract of engagement shall also be governed by General Condition of Contract of PCRA.
18. Any part of this contract may be amended by mutual agreement of both the parties.
19. You are required to report to duty at New Delhi (Petroleum Conservation Research Association, Sanrakshan Bhavan, 10, Bhikaji Cama Place, New Delhi – 110066) within 30 days of receipt of this offer letter failing which it would be assumed you have declined the offer.
20. You are requested to return a copy of this letter as token of acceptance of above terms and conditions.

Signature  
HOD (HR)

Ms./Mr. ....  
Address .....Tel.: .....