



## ONGC Energy Centre

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New Delhi-110 092

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### **CALL FOR APPLICATION FOR THE POST OF SENIOR PROJECT FELLOW FOR BIOTECHNOLOGY IN ENERGY PROJECTS OF ONGC ENERGY CENTRE**

ONGC Energy Centre (OEC) invites applications from bright, young enthusiastic engineering/science graduates/postgraduates from reputed institutes in the country, for a fixed tenure assignment under "Biotechnology Programme" of ONGC Energy Centre. The details of the vacancy are as under:

**Position:** Senior Project Fellow

**No. of Vacancy:** 01

**Eligibility:**

**Essential Qualification:** M.Tech/ MS in Microbiology/ Biotechnology with minimum 60% marks or equivalent grade **OR**

M.Sc./ B.Tech in Microbiology/ Biotechnology with minimum 60% marks or equivalent grade and minimum 2 years of research experience

**The candidates who have completed the eligibility requirement as on the date of application will only be considered.**

**Job Description & Responsibilities:**

- Coordination with various academic/research institutions
- Screening and processing of R&D proposals
- Organizing seminars and procurement of capital and store items
- Study of progress reports and processing to make payments for contractual services
- Preparation of project related documents including agreements, approvals, etc.

**Terms of Engagement:** The Project Fellow will be initially engaged for a period of one year. The tenure of engagement may be extended on need basis for further period, subject to satisfactory individual performance and requirement of the Project. The total duration of engagement as a Project Fellow can be up to a maximum of four years.

**Place of Posting:** Delhi, Transferable to any other Project site of OEC

**Compensation:** Rs.42000/- per month which includes Fellowship Amount of Rs.30,000/- and HRA Amount of Rs.12,000/-. This amount may be increased to Rs. 46,000/- per month after successful completion of one year and to Rs. 49,000/- per month after successful completion of two years. Further, one time annual incentive of two month's fellowship amount may also be given to outstanding performers. Candidates holding/obtaining Ph.D

Degrees while directly selected as Project Fellows are eligible for an additional incentive of Rs. 10,000/- per month.

**Selection Process:** Applicants will be considered through a two tier selection procedure i.e. screening of Application Formats for shortlisting candidates, followed by Interview of Short listed candidates.

**Timeline:** Successful candidates will have to join duty within **30 days** from receipt of Engagement Letter, failing which the offer may be withdrawn.

**Reimbursement of Travel Fare:** The outstation candidates called for interview shall be paid 2nd A/C to & fro Rail fare on submission of rail tickets.

**Important Note:** The engagement as Project Fellow in ONGC Energy Centre Trust is temporary in nature and has no bearing with any employment with ONGC, which is a separate company. Interested candidates may visit the website <http://www.ongcindia.com/wps/wcm/connect/ongcindia/home/ongc-energy-centre> for further details about the activities of ONGC Energy Centre.

Interested candidates are requested to send their applications in the prescribed Format (in excel sheet), **along-with their latest photographs and CVs, Copy of latest Mark-sheets & Provisional/Final Degree of the qualifying examination**, etc. by e-mail with the subject line: **Senior Project Fellow-Biotechnology Project**, to [ongcenergycentre@ongc.co.in](mailto:ongcenergycentre@ongc.co.in). The last date for submitting application is **13.03.2018**. Incomplete Applications and applications received after the last date will be rejected.

ONGC Energy Centre reserves the right to reject/not consider any application without assigning any reason(s).

## Application Form

Please paste  
your recent  
photograph  
here

### Sr. Project Fellow

1	Name of the Candidate	
2	Highest Qualification (M.Tech/MS/ B.Tech/M.Sc.)	
3	Institute from which Degree obtained	
4	CGPA or % in Highest Qualification	
5	Year of Passing	
6	Additional Qualification (if any)	
7	Other Qualifications	
8	CGPA or % as applicable (Other Qualifications)	
9	Work Experience (No. of years)	
10	Details of Work Experience in Chronological Order	
11	Nature of Experience and relevance to OEC, if any	
12	Other Additional Knowledge (software etc.)	
13	Communication Address	
14	E-mail ID	
15	Contact Mobile No.	
16	Date of Birth (dd/mm/yyyy)	
17	Any other relevant Information	
18	<b>List of essential documents to be attached with the application:</b> 1. Copy of Marksheets 2. Copy of Degree 3. Proof of DoB 4. I.D. Proof 5. Proof of Address 6. Proof of Experience, if any 7. Any other document to support your candidature.	
I hereby declare that the above information given by me is true and complete to the best of my knowledge and belief. In the event, the information if found to be false, fabricated, incomplete or incorrect, my candidature may be cancelled/terminated at any stage.		
<b>Signature:</b>		
<b>Place &amp; Date:</b>		