



ONGC Energy Centre

8th Floor, Core-3 & 4, SCOPE Minar, Laxmi Nagar
New Delhi-110 092, Ph. No. 011-2240 6842

CALL FOR APPLICATION FOR THE POST OF JUNIOR PROJECT ASSOCIATES FOR BIOTECHNOLOGY IN ENERGY PROJECTS OF ONGC ENERGY CENTRE

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

Position: Junior Project Associates- Biotechnology in Energy Projects

No. of Vacancy: 02

Eligibility Criteria: M.Sc./ equivalent in Microbiology/ Biotechnology + 4 years' experience in Bioenergy domain **OR** M.Tech./ equivalent in Biotechnology + 2 years' experience in Bioenergy domain.

Preference shall be given to candidate who have done work on bio-methanation, biofuels

Job Description & Responsibilities:

- Handling the projects under Biotechnology programme for achieving the target deliverables.
- Planning, arrangement and execution of field related jobs.
- Effective co-ordination with various academic/ research institutions and various Assets of ONGC.
- Preparation of project related documents including agreement, approval notes, documents for IPR protection, research publication etc.
- Procurement of lab equipment/consumable items, organizing seminars, review meetings, etc.
- Screening and processing of R&D proposals for taking up new projects in the line with the OEC vision.
- Preparation of monthly/quarterly project status reports, annual reports, study/review of the collaborative project reports and processing of milestone based payments.
- Preparation of budget related documents, Agenda items for official meetings, minutes of meeting and presentations.
- Proficiency in computer and written & oral communication skills.
- Skills for handling of patent applications/related documentation process.

Place of Posting: Delhi

Compensation: Total remuneration on CTC Basis will be Rs. 9.0 Lakhs per annum. The CTC may be enhanced to Rs. 9.9 Lakh per annum on successful completion of 2 years. Candidates holding/obtaining Ph.D. Degrees while directly selected as Junior Project Associate are eligible for an additional incentive of Rs. 10,000/- per month.

Terms of Engagement: The Junior Project Associate will be initially engaged for a period of two years. The tenure of engagement may be extended by another two years on yearly basis, subject to satisfactory performance and requirement of the Project. The total duration of engagement as a Junior Project Associate can be up to a maximum of four years.

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

Timeline: Successful candidates will have to join duty within 30 days from the date of receipt of Engagement Letter, failing which the offer of engagement shall automatically and without further reference stands cancelled.

Important Note: The engagement as Junior Project Associate 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](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, Copies of latest Mark-sheets & Provisional/Final Degree of the qualifying examination, experience certificate etc. by e-mail with the subject line: **Junior Project Associate- Biotechnology in Energy Projects**, to oechr@ongc.co.in. The last date for submitting application is **07.03.2022**. 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

Junior Project Associate

1	Name of the Candidate	
2	Highest Qualification	
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	<p>List of essential documents to be attached with the application:</p> <ol style="list-style-type: none">1. Copy of Marksheets2. Copy of Degree3. Proof of DoB4. I.D. Proof5. Proof of Address6. Proof of Experience, if any7. Any other document to support your candidature.	
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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.

Signature:

Place & Date: