



पेट्रोलियम संरक्षण अनुसंधान संघ

PETROLEUM CONSERVATION RESEARCH ASSOCIATION

Ministry of Petroleum and Natural Gas, Government of India

Engagement of Sector Experts on Full Time (Temporary Basis)

PCRA invites applications from eligible candidates for engagement of 8 Nos. of Sector Experts for **Industry** (1 each at New Delhi, Mumbai, Kolkata), **Transport** (1 each at New Delhi, Mumbai, Chennai, Kolkata) & 1 for "Awareness Campaign" at New Delhi. on a consolidated monthly remuneration of Rs. 80,000/-. For details, please visit **www.pcr.org**. The last date of receipt of the application is 04.04.2022. The applicant should fulfill prescribed eligibility criteria as on 04.04.2022. Application received after the due date shall be summarily rejected. PCRA reserves the right to reject any or all applications without assigning any reason whatsoever.

Sd/-

Executive Director - PCRA

Vacancy Details

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 detailed below:

1. Vacancy Details:

Department/ Domain	Post Name	Place of Posting	No. of Position
Industry	Sector Expert	New Delhi	1
		Kolkata	1
		Mumbai	1
Transport	Sector Expert	New Delhi	1
		Mumbai	1
		Kolkata	1
		Chennai	1
EC / Awareness Campaign	Sector Expert	New Delhi	1

2. Eligibility Criteria:

For Eligibility Criterion/Educational Qualification, Job Description and Roles and Responsibilities refer to **Annexure-I**

Age Limit – 62 years or below as on the last date of receipt of application as defined in the advertisement

3. Duration of Engagement - Candidates selected will be appointed on contract basis for an initial probation period of three months. After this, his/her term can be extended upto three years depending on the performance of the candidate/need of the PCRA. This tenure of Three years can be further extended, maximum by another two years, subject to the evaluation of performance, requirement and approval of the competent authority in PCRA.

4. Remuneration - A lump sum monthly payment of Rs. 80,000/-

5. Interested candidates may send their CV in the enclosed application format by e-

mail/ post at the following address:

Director (Project Secretariat)

Sanrakshan Bhawan,
10, Bhikaji Cama Place,
New Delhi - 110 066
Tel.: 011-26198856

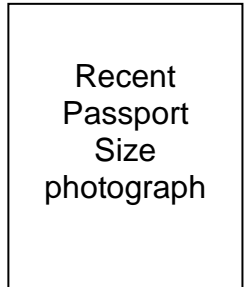
Email address: pcra@pcra.org

- i) 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.
- ii) Last date of receipt of application in PCRA is **04.04.2022**.

APPLICATION FORM

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)

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

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):

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

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:

Annexure-I

Job Description and Eligibility Criteria for Engagement of Sector Experts on full time (Temporary Basis)

1. SECTOR EXPERT FOR INDUSTRY

(i) **Details of Post and Position :**

Sl. No.	Post	Region	No. of Position
1	Sector Expert for Industry	Northern Region, New Delhi	1
2		Western Region, Mumbai	1
3		Eastern region, Kolkata	1

(ii) **Educational Qualification/Experience:**

- a. B.E./ B.Tech or equivalent Engineering Graduate having industry experience of at least 10 years .
- b. Individuals having experience of working in Government sector or serving in Industry sectors covered by PAT scheme will be preferred.
- c. Individuals residing in NCR, Mumbai and Kolkata will be preferred for respective assignments.
- d. Preference will be given to BEE certified Accredited Energy Auditor or Energy Auditor

(iii) **Roles & Responsibilities:** The person should be able to think and work independently striving to achieve the vision & mission of PCRA for the industry sector. Brief job responsibilities include:

1. To organize/supervise/participate in the works of Industry Department, including undertaking Energy Audits and ISO 50001 consultancy assignments.
2. To represent PCRA at government, semi government and multilateral forums/meetings.
3. To organise seminars/workshops/webinars for specific Industry sectors with focus on improving energy efficiency of that sector.
4. To provide consultancy for alternate sources of energy with focus on replacing fossil fuels with primarily renewable energy sources.
5. To compile energy efficiency related information to bring out brochures, pamphlets and publications.
6. Any others work assigned by PCRA.

2. SECTOR EXPERT FOR TRANSPORT

(i) **Details of Post and Position :**

Sl.	Post	Region	No. of
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No.			Position
1	Sector Expert for Transport	Southern Region, Chennai	1
2		Eastern Region, Kolkata	1
3		Western Region, Mumbai	1
4	Sector Expert for Transport	PCRA HQ, New Delhi	1

(a) Sector Expert for Transport (Kolkata / Chennai / Mumbai)

(i) Educational Qualification/Experience:

1. B.E./ B.Tech or equivalent Engineering Graduate or Diploma in Engineering having industry experience of at least 10 years in case of B.E./B.Tech. or equivalent and at least 15 years in case of Diploma.
2. Experience – It is desired to have working experience in **Managerial Position in any of the following**
 - i) With reputed OEMs in Automobile Industry
 - ii) Accredited Driving Training Institute
 - iii) State Transport Undertaking
 - iv) Transport sector with operation, maintenance of heavy duty vehicles with fleet operators
 - v) Working experience (15 years or more) in Oil Marketing Companies

Preference will be given to BEE certified Energy Auditor or Energy Manager

(ii) Roles & Responsibilities :

1. To coordinate & follow up with STUs/ depots for smooth conducting of fuel efficiency improvement program (FEIP).
2. Facilitating training of PCRA faculty on Maintenance protocol and Driving Training.
3. Coordinating locations for data collection from STUs Depot/ Private Operator depots.
4. Coordinating locations for deployment of Driving Training Instructor & Maintenance Engineer.
5. Monitoring and evaluation of drivers' training conducted and maintenance protocol implemented at depots.
6. Monitoring & ensuring timely completion of all activities of the project.
7. Report writing after completion of the project.
8. Any others work assigned by PCRA.

(b) Sector Expert for Transport Department in New Delhi

(i) Educational Qualification/Experience:

1. BE/B.Tech or equivalent engineering graduate having industry experience of at least 10 years
2. Minimum 10-year experience in leading research and consultancy firms handling projects for governments and private sector in the area of road transport.

3. Expertise in vehicle technologies, alternative fuels, transport-related environmental policies, green freight and logistics, economic analysis and stakeholder engagement etc.
4. Expertise includes support to OEMs and fuel suppliers in the design and development of a wide range of high efficiency, low emission technology solutions to improve the sustainability of transport systems.
5. Preference will be given to
 - a. BEE Certified Energy Auditor or Energy Manager or
 - b. Candidate having Experience of serving in reputed OEMs in Automobile Industry / State Transport Undertaking/ Fleet Operation
 - c. Working experience (15 years or more) in Oil Marketing Companies

(ii) Roles & Responsibilities:

1. Support & periodically review implementation of transport related policies such as fuel economy norms of Light, Medium and Heavy Commercial Vehicles, fuel economy norms for two/three wheelers, Standard and labelling of tractors, Standard and labelling of tyres etc.
2. Support in development of reports, procedures for various policy development programmes for government.
3. To suggest ways & means for improving Fuel efficiency in transport sector
4. To study international practices in energy saving in transport sector & methods to implement such measures in Indian conditions.
5. Support in ensuring smooth functioning of transport department through coordination among ministries / stakeholders / departments / regions and timely deliverance of information sought by them.
6. Preparing Action Plans, Project Reports, Concept Papers, Articles, Power Point Presentation & Minutes of Meetings etc. related to job assigned.
7. Coordination with delegates, arrangement of meetings and workshops etc.
8. Coordinate & follow up with STU depots for smooth conducting of Fuel efficiency improvement program (FEIP) and facilitating training of PCRA faculty on maintenance protocol and Drivers Training.
9. Monitoring & ensuring timely completion of all activities of the FEIP.
10. Ensuring all FEIP activities are conducted/executed as per Contract/ MOU terms & conditions with STUs etc.
11. Ensure proper reports after completion of the FEIP project.
12. Any other responsibility as assigned by PCRA.

3. Sector Expert for Education Campaign department in New Delhi

Sl. No.	Post	Region	No. of Position
1	Sector Expert for Education Campaign	PCRA HQ, New Delhi	1

i) Educational Qualification/Experience:

1. Graduate Degree in Journalism/Mass Communication
2. Minimum 10 years of relevant experience in managing Mass Media on Pan India Scale.
3. Candidates having a flair for writing in Hindi/English or Having experience/exposure of Mega Media Campaign across all media Platforms will be preferred.

However preference will be given to candidates having extensive social media experience

ii) **Roles & Responsibilities:**

Sector Expert for EC department has to plan, coordinate, manage and perform efficiently to carry out the following:

1. Social media campaigns carried out by EC department.
2. Essay, painting, quiz, crossword and other competitions (Online/offline)
3. Mega Media Campaign during Saksham or any other occasion including
 - a. Coordination with the Public Relation agencies
 - b. Coordination with the Govt. agencies
 - c. Coordination with the Creative agencies
4. Budgeting exercise
5. Compilation, Planning, rationalization, printing, packing and dispatch of PCRA literature and reports
6. Conducting of different studies for EC department
7. Coordination with the public relation (PR) agencies
8. Outdoor activities related to EC department
9. Write articles on contextual issues relevant to PCRA
10. Create write-ups on various subjects related to PCRA and also draft speech/messages for various events and occasions
11. Prepare PCRA brochures and leaflets
12. Development of Creatives for PCRA
13. Event management on behalf of EC department for any official program like International Yoga day, Swachhata Pakhwada etc.
14. Registration of Trademarks for use of PCRA
15. Any other responsibility as assigned by PCRA.

In addition to above, following attributes are desirable in candidates appearing for any of the above positions

- ✓ Good Academic Record.
- ✓ Strong communication skills, both oral and written.
- ✓ Analytical and presentation skills.
- ✓ Experience in collection, compilation and analysis of data, computer skills and preparation of Project Reports / Reviews / Notes / Briefs etc.