



ONGC Energy Centre
6th Floor, Core- 3, SCOPE Minar, Laxmi Nagar
New Delhi-110 092, Ph. No. 011-2240 6624

**CALL FOR APPLICATION FOR THE POST OF PROJECT ASSOCIATE FOR
BIOTECHNOLOGY PROJECT 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: Project Associate

No. of Vacancy: 01

Place of Posting: Delhi

Eligibility Criteria:

M.Sc./ equivalent in Microbiology/ Biotechnology + 6 years' experience in Bioenergy domain.

Desirable- Preference will be given to the candidates having work experience in the following areas:

- a) Development/implementation of bioprocess in the Coal/Oil field.
- b) Handling of patent applications/related documentation.

Job Description & Responsibilities: To assist the Project Manager in execution of the R&D Projects of Biotechnology programme includes:

- Scrutinizing, reviewing and processing of R&D proposals received by Biotechnology programme of OEC.
- Handling the projects under Biotechnology programme for achieving the target deliverables.
- Interpretation of experimental data and reviewing of project related documents including periodic reports, etc. for in-house and collaborative projects.
- Preparation of project related documents including Project agreements, approval notes, documents for IPR protection, research publications, project status reports, annual reports and processing of milestone based payments for successful implementation of collaborative R&D projects.
- Planning, arrangement and execution of developed bioprocess for bioenergy generation in Oil & Gas field.
- Preparation and review of patent application and further processing for filing and maintenance of patent in coordination with collaborative institutes.
- Effective co-ordination with various academic/research Institutions and various Assets of ONGC.

- Preparation of Agenda items for OEC Trust/Expert Advisory Committee (EAC) meetings, minutes of meeting presentations, organizing seminars, review meetings, etc.
- Preparation of Technical specification and tender documents for the procurements of Equipment's/Consumables in coordination with OEC-MM.
- Preparation of OEC budget related documents in coordination with OEC-Finance.

Compensation: Total remuneration on CTC Basis will be Rs. 11.88 Lakhs per annum. The CTC may be enhanced to Rs. 13.06 Lakh per annum on successful completion of 2 years. Candidates holding/obtaining Ph.D. Degrees while directly selected as Project Associate are eligible for an additional incentive of Rs. 10,000/- per month.

Terms of Engagement: The 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 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 receipt of Engagement Letter, failing which the offer may be withdrawn.

Important Note: The engagement as 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, Copy of latest Mark-sheets & Provisional/Final Degree of the qualifying examination**, etc. by e-mail with the subject line: Project Associate- Biotechnology Project, to oechr@ongc.co.in.

The last date for submitting complete application is **31.03.2025**. 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

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	

List of essential documents to be attached with the application:

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.

Signature:

Place & Date: