



## **ONGC Energy Centre**

**Office of Head Administrative Support Unit**  
2<sup>nd</sup> Floor, Core-2, SCOPE Minar, Laxmi Nagar  
New Delhi-110 092  
Ph -011-2240 6089 Fax-22011783

---

No. ONGC/OEC/3-54/2/2014

Dated: October 22, 2014

---

### **SUB: Guidelines for Engagement of Domain Experts for OEC**

ONGC Energy Centre (OEC) has been set up by ONGC with the objective of making an impact on the nation's energy scene by developing marketable solutions in the field of alternate energy. The Centre is run by the OEC Trust, which is chaired by CMD, ONGC.

OEC has launched research projects in several new and alternative sources of energy, through In-house research as well as in collaboration with various leading academic and research Institutes and some of the International agencies. These Projects are in various stages of development, and have potential as far as sustainable energy solutions are concerned. In order to seek expert advice to manage and coordinate the technical activities in some of the projects, ONGC Energy Centre (OEC) has decided to engage specialists as Domain Experts. The following guidelines have been evolved for engagement of the Domain Experts by OEC:-

#### **1.0 Eligibility Criteria**

##### **Experience**

- 1.1 Any Expert with at least 25 years of overall experience and preferably 10 years of experience in the relevant field will be eligible to be considered. (At the time of inviting applications for engagement of 'Domain Expert' on Contract Basis, the Scope of Work, specific deliverables, and milestones to be achieved during the period of contract engagement will be specified. This will become a part of the eligibility criterion.)
- 1.2 The following category of Experts, with above requisite experience and expertise shall be considered for this purpose:
  - i. Former employees of ONGC/Group companies who have served at E6 and above Levels.

- ii. Teaching & Non-Teaching Technical Experts from Institutions of higher education like IIT/ IIM/ IISC/ Central Universities/National Labs/other reputed institutes in that particular field etc.
- iii. Scientists/Research Officers in Central/State Government, PSUs and other research institutions/organizations of repute, in the pay scale equivalent to CTC for E6 and above Level Employees of ONGC.
- iv. Suitable Experts with requisite experience and expertise from Private industry.

## 2.0 Tenure of Engagement

'Domain Experts' may be engaged initially for a period up-to one year. However, if the requirement for Domain Expert in any particular activity continues for a longer duration and the performance of the individual, who has been engaged as 'Domain Expert' is found satisfactory, his/her tenure may be extended on need basis, by another 6 months or one year, as the case may be. However, the total duration of engagement of an Expert as 'Domain Expert' shall be limited to a maximum of three years.

## 3.0 Compensation Structure

SI No.	Component	Amount
A	Consolidated Monthly Pay	Rs. 80,000/-
	Conveyance Reimbursement	Rs. 20,000/-
B	Monthly charges on Communication facilities (Cell Phone, Landline & Internet Connectivity)	Rs. 10,000/-
<b>Total Compensation per month</b>		<b>Rs. 1,10,000/-</b>

Besides this, they shall also be entitled to-

- TA/DA and traveling facilities, outside accommodation on official tours, as admissible to E-6 and above level executives of ONGC (This will be specified/ decided on case to case basis, depending upon the experience and the level of previous/last position held by the Candidate).



- Addl. Consolidated Monthly Pay of Rs.10,000/- may be considered for executives who have held E9 & above or equivalent posts in ONGC or equivalent PSUs.

#### 4.0 How to Apply

Interested candidates fulfilling the above eligibility criteria may mail their resumes (in the attached format) directly to OEC at [ongcenergycentre@ongc.co.in](mailto:ongcenergycentre@ongc.co.in). The email should be addressed to the Head TRU, ONGC Energy Centre Trust, 2<sup>nd</sup> Floor, Core-II, SCOPE Minar, Laxmi Nagar, Delhi 110092. The resume should mention inter-alia date of birth, qualification, experience, Awards/recognition/papers published, last pay scale drawn etc. Former Employees' of ONGC/Group Companies, fulfilling the above criteria can also write to ONGC Retired Employees' Cell expressing their interest in the position along with detailed resume.

The above candidates may be considered by OEC Committee and contacted as and when the requirement of the particular expertise arises.

  
22/10/14  
(Bina Prasad)

DGM(HR)-Head ASU

Encl: As above

#### Distribution:

Retired Employees' Cell, ONGC

ONGC Website

## Curriculum Vitae

Name:

Nationality:

Sex :

Date of Birth:

Contact Address:

Contact No:

Email ID :

### ACADEMIC QUALIFICATIONS:

Examination/Degree Passed	Year of Passing	University/Institute	Division (% Marks)	Main Subjects

### EXPERIENCE DETAILS:

Total \_\_\_ years' experience in \_\_\_\_\_

Total \_\_\_ years' experience relevant to OEC activities

Superannuated from \_\_\_\_\_ in \_\_\_\_\_ (If applicable)

Last Pay Drawn \_\_\_\_\_ (Please provide a copy of Last Salary Certificate)

Date of Joining ONGC & Designation at the time of superannuation (If Applicable):

The organization wise details of experience, major achievements and responsibilities in various assignments handled /projects executed to be given in a separate annexure. Please also specify the details of experience relevant to OEC activities.

**LIST OF PAPERS PUBLISHED / PRESENTED**

Published/presented \_\_\_\_\_papers in national/international journals/  
seminars/conferences till date

(Please give the list in a separate annexure)

**AWARDS AND OTHER ACHIEVEMENTS:**

**PATENTS :**

Sr. No	Patent title	Filed date	Patent Number	Remarks

**OTHER PROFESSIONAL ACTIVITIES/MEMBERSHIPS:**

\*Please send a scanned copy of recent passport size photograph along with the resume.