

GUIDELINES FOR ENGAGING INTERN(S) IN PETROLEUM PLANNING AND ANALYSIS CELL (PPAC)

I. OBJECTIVE

- To familiarize interested and willing candidates who are (i) Post Graduate degree holders from Economics (ii) CA, ICWA or MBA with specialization in Finance, Petroleum related issues and (iii) Engineers with specialization in Petroleum / Chemical Engineering, about the Petroleum & Natural Gas (P&NG) sector in India, Pricing Mechanism and Subsidy Schemes of Petroleum Products of Government of India, PPAC Data Management Systems and Interface with Oil Marketing Companies, and various Studies being conducted by PPAC from time to time.

II. ELIGIBILITY CRITERIA

- The internship is open only to candidates who have a Post Graduate Degree/Professional Degree or equivalent as mentioned under Sl.No.III from a recognized University/Institute

III. EDUCATIONAL QUALIFICATIONS

Candidates with any of the following qualifications will be considered based on merit:

- MA/MSc (Economics). Weightage (pre-specified) will be given to candidates with M. Phil / PhD), or
- Degree in Engineering with specialization in Chemical / Petroleum Engineering, or
- Chartered Accountants/Cost Accountants/MBA with specialization in Finance or Oil & Gas

The candidate should have computer skills in Word Processing, Excel, Power point etc. and preferably with reasonable exposure to data analysis, software skills, and should have capability to analyze data, make projections (for economics and finance streams).

IV. ASSIGNMENTS TO BE HANDLED DURING INTERNSHIP

- The interns will primarily be required to work with senior officers of various divisions of PPAC's viz. Finance, Supply, Demand and Marketing Divisions. They would also be involved in various studies being conducted by the respective Divisions, from time to time.

- The Interns would be required to collect and collate data and prepare various analytical reports and projections in respect of petroleum products. Forecasting of Petroleum prices and demand estimates would also be one of the assignments to be handled by the Interns (from the Economics and Finance Streams).
- The interns may also be asked to participate in related activities like training and research in PPAC
- A senior officer of PPAC will be assigned to each intern as 'Guide'. The intern will assist the HoD and other officers of the Division in the respective project work/assignment.
- A detailed TOR for the internship programme with work module of 2/3 months would be prepared for each intern. The selected intern is expected to work on these specific modules and comply with the time schedule. The intern is expected to complete the module/project before completion of 4/10 months as the case may be depending on the duration of internship (six months or one year) otherwise the internship programme will be terminated.

V. **SCOPE AND DURATION**

- The appointment of Interns would be on Full-Time basis and he/she would not be permitted to take up any other assignment / study during the period of internship with PPAC. The appointment would be of purely temporary nature on contract basis.
- Candidates selected will be on internship for a period of 6 months which can be extended up to a maximum period of one year. Under no circumstances, interns would be engaged for more than one year.
- A candidate who was engaged as an Intern will not be engaged again as an intern under any circumstance.
- Interns will be governed by the normal discipline rules as applicable in PPAC, during the period of internship and observe its working hours. His/her internship may be terminated any time without payment of any honorarium if he/she is found to be in breach of discipline.
- At the end of the successful completion of internship, the interns will be awarded a 'Certificate' of internship.

VI. **AGE** : The maximum age limit for admission to internship shall be 25 years as on 1st July of year of recruitment (28 years as on 1st July of the year of recruitment in case of candidates with PhD Degree).

VII. **HONORARIUM** : The internship will be for a maximum period of one year, at an all inclusive lump sum payment of Rs.30,000/- (Rupees thirty thousand only) per month. Taxes as applicable will be deducted before making

payment on monthly basis. No other benefits such as Provident Fund, Medical facility etc. will be available.

VII. HOW TO APPLY AND SELECTION

- The number of interns proposed to be taken is 6. PPAC reserves the right to increase/decrease the number of interns to be taken.
- The details of interns proposed to be taken in 2013 are given below:
 - (a) Engineers (Chemical/Petroleum Engineering) : 2 Nos.
 - (b) CA/ICWA/MBA (Finance), Petroleum Management : 2 No.
 - (c) Economics : 2 Nos.
- Interested candidates may apply in the prescribed format given in Annexure-1. Applications on any other format will not be considered.
- The internship will commence from the date of joining of the intern in PPAC. The Intern must join PPAC within a maximum of four weeks of the receipt of intimation of his/her selection.
- There will be a short induction course covering aspects of PPAC. Every intern has to compulsorily attend the course after joining.
- Application in the prescribed format complete in all respects should reach in the sealed envelope super –scribing as “Application for Interns”, addressed to Additional Director(HR), Petroleum Planning and Analysis Cell, Core-8, 2nd floor, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi : 110 003 latest by 21st October, 2013.
- Selection of interns will be made on the basis of qualification (marks obtained in the qualifying examination). Additional weightage of 5% marks for MPhil and 12% marks for PhD will be given.
- The selection of the interns will be made by a committee consisting of Director General, PPAC, relevant HoD from PPAC, and HOD of HR Division based on the data tabulated from the applications received.
- Selection of interns would be made based on marks obtained in the qualifying examination. Candidates who have obtained maximum marks under each discipline would be selected as intern. Weightage will be given for additional qualification as indicated below. If the selected candidate does not join on or before the stipulated date then offer for internship would be given to the next candidate on the merit list.
- Candidates having PhD/MPhil degree will be given preference. Thus 12 (for PhD) and 5 (for MPhil) percent marks will be added to their qualifying degree marks.

VIII. OTHER TERMS OF INTERNSHIP

- The interns will work within the premises of PPAC and may utilize the reference books and other materials available in the PPAC library. PPAC may provide further intellectual support to the interns as the case may be.
- The result and the other output of the internship of the interns will be intellectual property of PPAC.
- The selected interns will have to give an undertaking as per Annexure-2 before joining, that “he/she has not been placed anywhere for job/employment”. The interns will also give an undertaking that “he/she” shall maintain confidentiality and secrecy in respect of any information/matter which is classified as confidential/secret by PPAC and with which he/she comes across as part of his/her internship programme with PPAC.
- Interns will be entitled to casual leave for 4 days and earned leave for 15 days for the completed period of six months. Encashment of earned leave will not be admissible.
- No TA/DA shall be admissible for joining the assignment or on its completion. Intern is not allowed foreign travel at PPAC’s expenses. However, they will be allowed TA/DA for their travel inside the country in connection with the official work as per rules of PPAC admissible to officials of the rank of Asstt. Director.
- The Interns are not entitled to any allowance whatsoever such as Dearness Allowance, Residential Telephone, Transport Facility, PF/ Residential Accommodation, Personal Staff, Medical Reimbursement etc.
- Interns will be required to work in PPAC, New Delhi.
- Any information/declaration forwarded by the interns being found incorrect at any stage would be his/her sole responsibility and he/she would be liable for any consequential action followed thereafter.
- An intern shall give notice of three months before leaving internship prematurely, or pay three months internship amount of Rs.90,000/- in lieu thereof.
- Certificate of Internship will not be issued unless at least six months of continuous internship has been completed.
- PPAC reserves the right to increase/decrease the number of interns to be taken during the year. In case of any dispute, the decision of PPAC shall be final and binding.

APPLICATION FOR INTERNSHIP IN THE PETROLEUM PLANNING & ANALYSIS CELL (PPAC), MINISTRY OF PETROLEUM & NATURAL GAS

Recent Passport
Size photograph

1. Name of the Applicant:
(In Block Letters)
2. Father's/Husband's Name:
3. Date of Birth (In Christian era):
(In figure and in words)
(Self-attested copy of proof of age to be attached)
4. Sex:
5. Nationality:
6. Permanent Address:
7. Address for Communication:
8. Telephone/Mobile No:
9. Languages Known:

Hindi

English

Other Language
(Specify Name)

Speak

Read

Write

10. Proficiency of Knowledge in IT:
11. Educational Qualification(from Matriculation onwards) (attach photocopies self-attested)

S. No.	Qualification	University/Board	Subject Studied	percentage marks obtained	Remarks

11. Particulars of previous and present employer (attach photocopies self-attested) if any:

12. Details of other academic achievements, extracurricular activities and professional achievements, if any:

13. Name and addresses and telephone number / email id of two distinguished persons who have known the candidate for the last two years. A certificate from one of these persons may be attached.

(a)

(b)

14. Any other information that is relevant for the candidature:

15. List of enclosures:

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 be summarily cancelled/terminated without notice or without any compensation whatsoever.

Date:

Signature of Candidate:

Place:

Name of Candidate:

UNDERTAKING

I, _____ son/daughter of _____ and
resident of _____
completed my Graduation/Post-Graduation Degree from
_____ (name of Institute/University) do
hereby solemnly affirm that I am currently not placed under any
job/employment.

Further, I shall maintain full confidentiality and secrecy in respect of any
information/matter which is classified as confidential/secret by Petroleum
Planning & Analysis Cell (PPAC) and with which I come across as part of my
internship programme with PPAC. My Identity Card* No. is
_____ and photocopy of the Identity Card is attached.

(Name and Signature of the candidate)

Address:

Place:

Date:

* Attach copy of any one of the following:

1. Voter ID Card
2. Ration Card
3. Aadhar Card
4. PAN Card

5. Passport
6. Driving License