



ऑयल एण्ड नैचुरल गैस कॉर्पोरेशन
लिमिटेड

कार्यालय महाप्रबंधक - प्रधान, कार्मिक सम्बंध
Oil and Natural Gas Corporation Limited,

OFFICE OF GM(HR)-HEAD, EMPLOYEE

RELATIONS,

ग्रीन हिल्स : Green

Hills,

तेल भवन, देहरादून : TEL BHAVAN, DEHRADUN
Tel. No. 01352792180,2792181 Fax No. 0135-
2754319

Applications are invited from Retired Civil Servants of the level of Director and above / Officers retired as General Manager or above from Schedule 'A' PSUs/ Retired Distt and Addl.Distt Judges for empanelment as Inquiry Officer (IOs) for conducting departmental inquiries in ONGC. The eligibility criteria is given in Annexure-I. The standard terms and conditions of ONGC are as given below:

The emoluments consist of an all-inclusive amount of ` . 12,000/- + ` . 1500/- as Secretarial Assistance for a case involving a single officer. Additionally ` . 10,000/- + ` . 1500/- as Secretarial Assistance is payable for each additional report/ charged officer in the same case. The honorarium is under revision. In addition outstation accommodation and transport facility is provided by ONGC for conducting the enquiry if it involves visit outside the Hqrs./place of residence of the Inquiry Officer.

Response along with curriculum vitae may be sent at the above mentioned address with 15 days.

Amarendra Sahu
GM(HR)-Head ER
17.06.2015

Annexure – I

Basic Criteria for Selection :

1. Qualification :

Degree in Science/Engineering from a recognized University. Candidates having Master Degree and other professional qualification like MBA, LLB will be given preference.

2. Experience :

Experience in Vigilance & D&A matters and of conducting at least three Departmental Enquiries. He should be conversant with the disciplinary procedures, conduct rules of the Central Govt./ any PSU. He should be conversant with the legal process, Indian Evidence Act and HR matters. In addition the applicant should also fulfill following criteria:

- i) Should be in sound health; physical and mental.
- ii) Should not have been punished departmentally while in service on charges of lack of integrity.
- iii) Should not be facing police/criminal case or trial in the Court.
- iv) Should not be engaged in any professional work which is likely to interfere with the performance of his /her duties as Enquiry Officer.

3. Age : **58-65 years** as on 30.06.2015

4. Computer Proficiency :

Excellent hand on experience with Computers including MS Office systems.

5. Empanelment Period :

Initially for 3 years, extendable up to 5 years (persons are allowed to work till the age of 70 years as per CVC guidelines).

Annexure – II

CURRICULUM VITAE

(I) PERSONAL DETAILS

- A. Full Name :
- B. Designation
(at the time of superannuation) :
- C. Name of Organisation last worked:
- D. Date of Birth & Age (Years) :
- E. Present Place of residence :
- (with complete postal address) :
- F. Mobile No. :
- G. Telephone No. (Residence) :
- H. E-mail address :

**(II) EDUCATIONAL QUALIFICATIONS
(Qualification starting from Graduation)**

Sl No.	Degree	University/ Institute	Year of Passing	Percentage/Grade/ Division	Remarks

(III) COMPUTER PROFICIENCY : (Please give brief details about)

Contd....(2)

(IV) DETAILS OF PROFESSIONAL EXPERIENCE :

Sl No.	Positions held/ designation	Work centre	Nature of work experience (*)	Nature of experience (vigilance/ D&A)	Approx. duration (yrs)

(*) kindly indicate experience of handling significant jobs in the past, skill in conducting **Disciplinary Enquiry** with respect to type and number of inquiries regarding Service matters/Hiring of services/Purchase of goods/LSTK Contracts etc. with copy of letter of appointment as IO from concerned organisations.

(V) Choice of place of working as **I.O.** :

- a).....
- b).....
- c).....
- d).....

(VI) Last pay drawn (with Basic Pay and Grade) :

.....
.....

NAME & SIGNATURE OF THE APPLICANT_____

Date

Place.....