



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**HR/ER DEPARTMENT, Cauvery Asset, Karaikal**  
**Advt. No. HRD/2/2022 (R&P)**

ONGC Cauvery Asset, Karaikal invites qualified & experienced retired ONGC personnel from Production disciplines to appear for **Associate Consultants** for Surface Team and Well Services, on contractual basis for a period of Two years as detailed under:

**Details:**

<b>Section</b>	<b>Discipline</b>	<b>No. of posts</b>	<b>Required Experience</b>
Surface Department	Production	10	Retired ONGC executives at E4 to E5 level of Production discipline with knowledge in Surface installations.
Well Services	Production	08	Retired ONGC executives at E4 to E5 level of Production discipline with respect to Well services

**Note:**

The retired executive of E6 level can also apply for the post of Associate Consultant. They will be considered with capping of remunerations to Associate Consultant (E4 to E5), only in case of non-availability of E4 – E5 level retired executives.

**Age Criteria:** Less than 65 years of age at the time of engagement.

**2. How to Apply:**

Eligible interested candidates are required to send the scanned copy of Application duly signed in the format given at **Annexure- I to the E Mail address:** hrd\_cauvery@ongc.co.in as non- editable file on or before **30.09.2022** OR send by post to CGM(HR)-I/c HR-ER, ONGC, Cauvery Asset, Neravy, Karaikal, Pin code: 609604.

3. Date, Venue and reporting time for interview will be intimated to shortlisted candidates in due course, through e-mails.

**4. Monthly Remuneration / Emoluments:**

Associate Consultant (E4 & E5 Level) : Rs 66,000/- (Inclusive of all) + Rs 2000 (maximum) communication facilities against submission of invoice. In case of non availability of E4 & E5 Level officers, E-6 may be engaged, with capping of remuneration to E-5 level based on their consents.

**5. Eligibility Criteria:**

- a. **Posting in Well Services:** Retired ONGC executives with at least 05 years experience in the management or supervision of operations in O&M Work over Rigs

or Charter Hired Work over Rigs or Well Completion & Testing Operations of Cauvery Asset and less than 63 years of age at the time of engagement with relevant qualification and experience.

**Posting in Surface Group:** Retired ONGC executives with at least 05 years experience in the management or supervision of operations in oil mines and less than 63 years of age at the time of engagement with relevant qualification and experience.

- b. Qualification: Degree or Diploma in Engineering.
- c. Medically fit.
- d. Period of engagement: 02 years (initial 01-year contract to be extended by another year if required).
- e. In case more numbers of candidates qualify than the required numbers in any Asset, following Screening criteria shall be applied:
  - i. Discipline preference: Production/Well services/other relevant discipline.
  - ii. Qualification
  - iii. Length of experience in Production/Well services/other relevant discipline.
  - iv. Age

#### **6. Methodology for selection:**

- All applicants shall be awarded marks based on pre-defined parameters and screening criteria (Max. 80 marks)
- Applicants qualifying with prescribed minimum marks shall be called for Personal Interview (Max. 20 marks)

#### **7. Roles and Responsibility:**

**Well services:** The Associate Consultants are expected to provide complete supervision of all activities associated with work over operations at O&M Work over Rigs, Charter Hired Work over Rigs and Drilling Rigs engaged in Work over Jobs of Cauvery Asset such as:

- a. Thorough supervision of all operations at the installation.
- b. Adequate inspection of the installation and the equipment thereof.
- c. Installation, running and maintenance, in safe working order, of all machinery in the mine.
- d. To ensure compliance of SOPs, statutory guidelines and requirements of Mines Act & its regulations.
- e. Any other responsibility required as per DGMS & other statutory authorities.

**Surface Group:** The Consultant is expected to provide complete supervision of all activities associated with safety of production installations in 14 days ON/OFF shift pattern such as

- a. Inspect, as often as may be necessary, the installations of the mine with a view to identify the dangers which may cause bodily injury or impair health of any person or environment;
- b. Advise the mines manager or deputy mines manager on measures necessary to prevent dangerous situations;
- c. Enquire into the circumstances and causes of all accidents whether involving persons or not and advise the mines manager or deputy mines manager on measures necessary to prevent recurrence of such accidents;
- d. Collect, compile and analyse information in respect of accidents and dangerous occurrences with a view to promote safe practices and improvement of working environment;
- e. Organise regular safety education programmes and safety campaigns to promote safety awareness amongst persons employed in the mine;
- f. Ensure that all new workers and workers transferred to new jobs receive adequate training in safety, fire-fighting and first aid;
- g. Maintain a detailed record of work performed by him every day.
- h. To ensure compliance of SOPs, statutory guidelines and Mines Act.
- i. Any other responsibility required as per DGMS & other statutory authorities.

#### **8. Terms & Conditions of the Engagement:**

- i. He / She will not be eligible for any other Benefits/Allowance/ Facilities/Incentives etc. as admissible to regular/tenure employees of the Corporation.
- ii. Engaged personnel shall be required to work at any Installation/ Work Centre in General / Round the Clock shift duty, as per requirement. However, in case of exigency, he/she shall work for extended hours/holidays to complete the work without any additional payment. Duty pattern may also change at the discretion of the ONGC management.
- iii. He / She shall be eligible for one day paid leave for every completed month of duty. The leave shall be calculated on pro-rata basis and would lapse upon completion of tenure. No encashment of leave shall be allowed.
- iv. ONGC shall have the right to cancel the engagement at any time without assigning any reason thereof. However, in the normal course, engagement may be terminated from either side, without assigning any reason, by giving one month's notice.
- v. The engaged personnel will not have any financial power.
- vi. The engaged personnel will have to make his/ her own arrangements of stay in Karaikal and around location of posting.

- vii. Government guidelines in respect of Covid- 19 in vogue at the time of engagement and during the tenure will be applicable.
  - viii. He / She will have no right to claim for regular employment in ONGC later, by virtue of this contractual engagement.
  - ix. The selected candidate will have to sign an agreement/contract with ONGC for the prospective period.
  - x. Terms and conditions of this engagement shall be subject to change(s) from time to time based on Company's latest policy. In case of any conflict, guidelines published by the company through different circulars / office orders or through its official portal shall be considered as binding.
  - xi. 80% of the monthly honorarium along with the reimbursement towards conveyance and expenses towards office at residence would be paid on monthly basis. The remaining amount of 20% of the monthly honorarium shall be paid after assessment of the performance at the end of the engagement period and on completion of assigned tasks.
  - xii. The reimbursement of Mobile Bill up to maximum ₹ 2000.00 per month shall be made upon submission of bill/invoice.
  - xiii. In case of absenteeism, deduction @ (Monthly Honorarium payable / Days of respective month) per day for the entire period of absence shall be applicable from the monthly payment due to him.
- iii. Any other responsibilities required as per DGMS and other statutory authorities.
  - iv. Maintaining daily activity report and submit the same to Installation Manager.

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**APPLICATION FORMAT**

<b>NAME OF POST APPLIED</b>	<b>ASSOCIATE CONSULTANT: Surface (Production) <input type="checkbox"/></b>  <b>ASSOCIATE CONSULTANT: Well Services (Production) <input type="checkbox"/></b>
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1. **NAME (ONGC Executive) :**
2. **FATHER's NAME :**
3. **ADDRESS for Communication:**
4. **Date of Birth :**
5. **Date Of Joining ONGC :**
6. **Date of Retirement from ONGC:**
7. **Mobile /Contact No. :**
8. **E Mail ID :**
9. **CPF (ONGC service) :**
10. **ONGC Designation and Level at Superannuation :**
11. **EDUCATIONAL QUALIFICATIONS:**

<b>SL. NO.</b>	<b>Education Qualification (Highest / Latest)</b>	<b>Name of Institute(s)</b>
1.		

**12. EXPERIENCE :**

<b>Sl. No</b>	<b>Name of Work Centre / Section</b>	<b>Designation /Level)</b>	<b>Nature of Work</b>	<b>Duration (From to )</b>	<b>Period (Yrs/ Months)</b>
1					
2					
3					
4					
5					

**Declaration:**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false / incorrect or ineligibility being detected before or after interview or after joining the post, my candidature / engagement is liable to be rejected / terminated at any stage without informing me.

**PLACE:**

**DATE :**

**SIGNATURE OF CANDIDATE**

**Name \_**

**CPF No.: \_**