


OIL AND NATURAL GAS CORPORATION LIMITED

Office of CGM (MM), Incharge Material Management Department,
ONGC Central Stores, Near ONGC KDM Bhavan, Palavasana, Mehsana - 384003

WRITTEN TEST AND INTERVIEW FOR ENGAGING ONGC RETIRED OFFICIALS (E1 TO E3 LEVEL), AS JUNIOR CONSULTANT FOR MM DEPARTMENT, ONGC MEHSANA ASSET

ONGC Mehsana Asset, Mehsana invites qualified and experienced ONGC retired E1 to E3 level officers to appear for written test and interview for engagement as Junior Consultant in ONGC on contract basis for a period of **One (01) year**, with provision of extension up to additional one year based on first year performance and subsequent approval from Asset Manager, ONGC Mehsana Asset.

Designation of Retired MM Discipline Officials (on Contract basis)	Number of posts	Required Qualification & experience/ Age limit	Monthly Compensation/ Emoluments
Junior Consultant	02 (Two)	<p>Experience: Retired ONGC persons at E1 to E3 level with minimum 05 years of experience of working in MM Department/ Stores.</p> <p>Minimum Qualification: Bachelor's degree in any discipline</p> <p>Age limit: within 65 years (as on date of advertisement)</p>	<p>Monthly Honorarium : Rs 27,000.00, Conveyance Reimbursement : Rs 6500.00 pm, Reimbursement for Office at Residence: Rs 6500.00 pm, Total Compensation: Rs 40,000.00 pm plus Reimbursement for Communication facility: Rs 2000.00 pm/ As per the instruction on subject issued from time to time by ONGC.</p> <p>* The aforesaid compensation package is inclusive of GST, which is to be borne by the Individual</p>

Date, Venue and reporting time for written test and interview shall be intimated to shortlisted candidates in due course of time through **email only**.

The candidates are required to submit duly filled in application form along with photocopy of requisite documents as enlisted in application form within ten days starting from the date of advertisement by 17:30 hours to **Office of CGM (MM), Incharge Material Management Department, ONGC Central Stores, Near ONGC KDM Bhavan, Palavasana, Mehsana - 384003**. If required, ONGC Mehsana may seek additional documents after this date also. Application in the attached format along with scanned documents (in single file of pdf format only) can also be sent to the following email address: Manglani_JR@ongc.co.in

Terms & Conditions:

- 1) Engagement is purely on contract basis.
- 2) Notice period of one month would be required to be given from either side for termination of contractual engagement, if terminated prior to stipulate period.
- 3) 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.
- 4) 80% of the monthly honorarium along with the full amount of 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.

- 5) The reimbursement of Mobile Bill up to maximum Rs 2000.00 per month shall be made upon submission of bill/invoice.
- 6) In case of unauthorized absence from duty, deduction @ (Monthly Honorarium payable/ days of respective month) per day for the period of absence shall be applicable from the monthly payment due to him.
- 7) Contract tenure will commence from the date of joining/ assumption of charge.
- 8) No claim for regularization in ONGC will be entertained by virtue of this contractual engagement.
- 9) No TA/DA will be paid for attending written test and interview.
- 10) Only Indian Nationals are eligible for the engagement.
- 11) The Candidate should be in good health condition & medically fit to perform the duties with adequate knowledge of local language & English language.
- 12) The selected candidate (s) may be allowed to join the post only after confirmation of medical fitness by Government Health Officer/ Civil Surgeon declaring that 'candidate is in good health condition and medically fit to perform duties'.

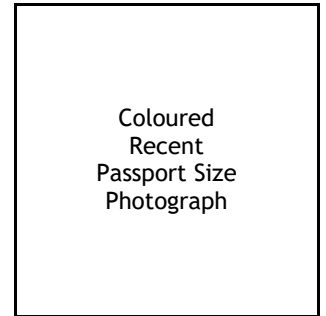
Roles and responsibilities of Junior Consultant during deployment in ONGC Mehsana: The proposed work assignment of Junior Consultant shall be supervision of activities of stock holders/ Inventory management and infrastructural development of warehouse.

**CGM (MM), Incharge MM,
Central Stores, ONGC Mehsana Asset, Mehsana**

APPLICATION FORM for engagement of Retired ONGC **Material Management (MM)** Discipline Executives (E1-E3 level) as Junior Consultant on contract basis at ONGC Mehsana Asset

- 1 Name & CPF Number _____
- 2 Fathers Name _____
- 3 Full Postal Address _____

- 4 Telephone/ Mobile No _____
- 5 Email address _____
- 6 Date of Birth (DD-MM-YYYY) _____
- 7 Qualification



SN	Qualification	School/ College/ Institute/ University	Year of Passing	Class/ Division

8 Details of Experience

SN	Name of Organization/ Department	Designation	From (Date)	To (Date)

- 9 Category, as per rules of Govt. of India (General/ SC/ ST/ OBC) _____
- 10 Level of designation at the time of Retirement (E1/E2/E3): _____
- 11 Date of retirement /DD-MM-YYYY _____
- 12 Age as on date of Advertisement (Year, Months, Days) _____

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 of Junior Consultant, my candidature/ engagement is liable to be rejected/ terminated at any stage.

Date : _____

(Signature of the Candidate)

Place : _____

Name of the Candidate

Designation: Retired-

Following documents are required to be attached **a)** Scanned copy of any one Photo identity proof like PAN Card, Aadhar Card **b)** Class 10th Board Certificate/ Mark sheet containing Date of Birth (DOB) **c)** Trade Certificate and may be sent via post to **Office of CGM (MM), Incharge Material Management Department, ONGC Central Stores, Near ONGC KDM Bhavan, Palavasana, Mehsana - 384003**. Application in the attached format along with scanned documents (**in single file of pdf format only**) can also be sent to the following email address: Maglani_JR@ongc.co.in