

**Oil and Natural Gas Corporation Limited**  
**Surface Team, Mehsana Asset**  
**1<sup>st</sup> Floor, KDM BHAVAN, Palavasana**  
**Mehsana – 384003**

**ADVERTISEMENT NO.:**

ONGC Mehsana Asset invites application from retired ONGC executive from Production/Electrical disciplines for engagement as Junior Consultants for Surface Team for a period of **two years** as per following details:

1. **Details:**

Section	Discipline	Junior Consultant (Up to E3 level)	Required Experience
Surface Team	Production	04	Retired ONGC executives from Production/Electrical discipline at E1 to E3 level having in line experience of minimum 05 years in operations in ONGC.
Surface Team	Electrical	02	Retired ONGC executives from Electrical discipline at E1 to E3 level having in line experience of minimum 05 years in electrical operation in ONGC.  <b>## Electrical supervisory certificate:</b> Applicants who are applying in electrical discipline shall possess “ <b>Electrical Supervisory Certificate</b> ” at the time of interview.
<b>Total</b>		<b>06</b>	

2. **Last date of application:** within 10 days from the date of advertisement.
3. **Age Criteria:** Less than 65 years as on date of publication.
4. **Educational qualification:** ITI or diploma or degree or higher.
5. **Period of Engagement:** The engagement shall be purely on contract basis for a period of two (02) years. Engagement on contract will be subject to medical fitness by ONGC Medical Authority.

## 6. Monthly Honorarium

Header	Junior Consultant (Up to E3 Level) (INR)
Monthly Honorarium for 1st year	27,000.00
Monthly Honorarium for 2nd year	28,350.00
Other payments (Monthly)	15,000.00

## 7. How to Apply:

7.1 Eligible candidates are required to send the scanned copy of duly filled and signed Application form in the format given at Annexure-I of this advertisement to the email address: **GUPTA\_SOURAV@ONGC.CO.IN** or **METHANI\_SUNNY@ONGC.CO.IN** as non-editable file/pdf (within 10 days from the date of advertisement).

7.2 Eligible candidate(s) can also submit the Application form in physical form in sealed envelope to Office of Surface Manger, 1st floor, KDM Bhavan, Palavasana Chowkri Mehsana-384003 (within 10 days from the date of advertisement).

8. **Written Test and personal interview:** Date, Venue and reporting time for written test and interview will be intimated to shortlisted candidates in due course through e-mails only.

1. There are three parameters vis. working experience in ONGC (10 marks), Educational qualification (10 marks) and written test (60 marks) for screening of candidates in first round.

2. **Written test (Maximum marks-60)**

1. Written test of 60 marks (15 questionX4 marks) shall be conducted in pen paper format. Question paper will be bilingual (English and Hindi) having 15 Multiple choice questions (MCQ) covering topics like general awareness about ONGC, operational safety and question related to surface production process.

2. Candidates have to attempt the paper in 1 hour duration.

3. Each question shall carry four marks and there will be no negative marking for wrong answers.

3. **Qualifying marks for Personal Interview (Maximum marks-20):** Those candidate who will qualify the 1<sup>st</sup> round of screening shall be called for personal interview (PI). **Please note that written test and personal interview shall be conducted on same day.**

9. **Kindly provide following documents along with the submission of Application form:**

1. **ONGC's I card**
2. Aadhar Card
3. PAN Card
4. Photograph
5. Copy of certificates of educational qualification
6. Copy of merit certificates received during service period (If Any)

## 10. **Role & Responsibility:**

### 10.1 **Junior Consultant (Production Discipline)**

The **Junior Consultant** shall be responsible for complete supervision of activities associated with Surface installations in General / Round the Clock shift duty pattern such as:

- I. To carry out the O&M activities of CTF/GGS/ETP as assigned by the IM/In charge
- II. If required, may have to handle responsibility of Shift In charge as per the decision of ONGC management.
- III. Coordination in PMS jobs/Artificial lift jobs
- IV. To coordinate with IM/Area Manager for the day-to day activities.
- V. Involvement in other activities related to operation and maintenance of surface facilities as may be decided by IM/In charges.

### 10.2 **Junior Consultant (Electrical Discipline)**

- I. O&M of all types of Electrical system of the installation on day-to day basis
- II. To ensure maintenance of electrical equipments, system as specified in the maintenance schedule based on OISD 137 and other relevant guidelines and requirements.
- III. Smooth execution of surface operations in co-ordination with Installation Manager and other departments.

### 10.3 **Common for all discipline (Junior Consultant)**

- I. Multi discipline work approach to be followed by all the consultants of all the disciplines.

- II. Cross discipline work to be performed as instructed by installation manager (IM)/Inchages/Surface Area Manager (SAM).
- III. Role of production operation may also be assigned to electrical discipline consultants.
- IV. To help in complying the requirements of Oil Mines Regulations, Compliance of Standard Operating Procedures (SOPs), Statutory guidelines and Mines Act.

## 11. 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 employee 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. The place of posting shall vary within Surface Team, Mehsana Asset from time to time, as per the requirement, during the tenure. The postings shall be decided by Surface Manager.
- 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 Mehsana.
- VII. MHA 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.

12. For Further clarification may please contact Shri Sourav Gupta SE (E), M: 9428008254 & Shri Sunny Methani, EE (P), M: 7574834174.