



**Oil and Natural Gas Corporation Limited  
Well Services, Tripura Asset**

**Advertisement No. TPR /WS-CONSLT-2023(1)**

ONGC Tripura Asset invites application from qualified & experienced personnel retired from ONGC from Production / Drilling disciplines with at least 5 years of experience in Work Over/Drilling field operations to apply for Associate Consultants (for posting as competent persons in shift / general shift on charter hired and O&M operated Work over Rigs of Tripura Asset for round the clock supervision of Work-over Operations) on contractual basis for a period of two year as per following details:

**1. Details :**

Sl. No.	Post	No. of posts & Discipline(s)	Required Experience
1.	Associate Consultant (E4 to E5)	12 (Production discipline)	Retired ONGC executives at E4 to E5 level for Associate consultants from Production/ Drilling discipline with at least 5 years of experience in Work Over/Drilling field operations.

**Note:** Nos. of posts may vary depending on availability and requirement of ONGC.

**2. Monthly Compensation package/ Remuneration / Emoluments (including GST to be borne by consultants): For Associate Consultant (E4 & E5) :**

Tenure	Monthly Honorarium (Rs)	Conveyance Reimbursement (Rs/Month)	Reimbursement for office at Residence (Secretary, peon etc.) (Rs/Month)	Monthly charges on communication facilities	Total Compensation Rs/ Month)
1 <sup>st</sup> year	40000/-	13000/-	13000/-	2000/-	68000/-
2 <sup>nd</sup> year	42000/-	13000/-	13000/-	2000/-	70000/-

NOTE: 20% of the monthly honorarium shall be paid after assessment of the performance at the end of the engagement period.

- 3. Age Criteria:** Less than 65 years of age as on date of advertisement (i.e date of publication of advertisement in ONGC portals).
- 4.** Scanned copy of ONGC Identity Card (both sides) to be submitted by the candidates along with application/ Bio Data form.
- 5.** Scanned copy of application in the attached format along with the required documents may be sent to well services department through the following email/address:

- AGTWS@ONGC.CO.IN
- Eligible candidate(s) can also submit in person in Planning & Contract Cell, Room No-6, Well Services, Tripura Asset, Agartala.

**6. Last date of receipt of application: 21 Days from the date of publication of advertisement on ONGC portals.**

**7. Date & Venue for written test and personal interaction and other details:**

- i) Venue : At ONGC, Tripura Asset, Agartala.
- ii) Date & other details: To be intimated to the shortlisted candidates in due course of time through email.

**8. Selection Criteria:**

The following eligibility/ selection criteria have been proposed:

- i) The Selection committee will adopt the following selection criteria for awarding the marks to the candidates for selection :-

Criteria	Marks
a. Written Test	80
b. Interaction/ interview	20
Total Marks	100

- a) The written test shall be conducted in pen paper format. Question paper will be bilingual (English and Hindi) having Objective Type -Multiple Choice Questions. Total of 20 questions to be answered in 60 minutes duration. Each question shall carry four marks and there will be no negative marking for wrong answers.
- b) Qualifying marks in written test will be 24 (out of total marks 80), i.e. 30% of total marks. Candidates qualifying the written test will be shortlisted and called for Interaction/Interview.
- c) Qualifying marks for Interaction/Interview will be 12 (out of total marks 20), i.e. 60% of the total marks.
- d) Offer of engagement will be issued to the selected candidate as per overall merit.

**9. No TA/DA/accommodation shall be paid for written test/Interview.**

**10. Period of Engagement:** The engagement shall be purely on contract basis for a period of 02 (two) years from the date of joining. (Initial tenure shall be for a period of 01 year, which may be extended based on their performance of 1st year). Engagement on contract basis will be subject to medical fitness certified by ONGC Medical Authority.

**11. Other Terms and conditions of the engagement includes but not limited to following:**

- 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 in any charter hired/ O&M operated work over rigs operating in Tripura as competent person in shift duty/ general shift duty. 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 management.
- iii) 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.
- iv) The engaged personnel will not have any financial power.
- v) The engaged personnel will have to make his/her own arrangements of stay in Tripura.
- vi) He/ She will have no right to claim for regular employment in ONGC later, by virtue of this contractual engagement.

- vii) The selected candidate will have to sign an agreement/contract with ONGC for the prospective period.
- viii) 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.
- ix) 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 20% of the monthly honorarium shall be paid after assessment of the performance at the end of the engagement period and completion of assigned tasks.
- x) Self-Certification towards conveyance and expenses towards office at residence to be submitted on monthly basis for reimbursement.
- xi) The reimbursement of Mobile Bill up to maximum ₹ 2000.00 per month shall be made upon submission of documentary evidence.
- xii) Payment shall be on the basis of actual duty performed during the period of engagement.
- xiii) He/She shall be eligible for one day leave for every completed month of duty. The leaves cannot be cashed.

## 12. Roles and responsibilities during duty/ tenure:

The Consultant shall be posted in **shift / general shift duty pattern** and shall be responsible for complete supervision of all activities associated with Work Over operation such as:

- i) Adequate inspection of the installation and the equipment thereof;
- ii) A thorough supervision of all operations at the installation;
- iii) The installation, running and maintenance, in safe working order, of all machinery in the mine;
- iv) To enforce requirements of Oil Mines Regulations, Compliance of Standard Operating Procedures (SOPs), Statutory guidelines and Mines Act.
- v) Regular update of QHSE documentation.
- vi) Site inspection and supervision of site preparation, rig deployment at site, smooth execution of work over operations in co-ordination with Installation Manager and other departments, preparation of pipe tally and completion report etc..
- vii) Any other responsibilities requires as per DGMS and other statutory authorities.
- viii) Maintaining daily activity report and submit the same to Installation Manager.
- ix) Duties of consultant working as competent person as per Regulation 33 of OMR-2017:
  - a) Every competent person shall be subject to the orders of superior officials and shall perform his duty assigned to him in accordance with the provisions of the Act and of the regulations or the orders made thereunder.
  - b) Competent person shall not
    - i. Depute another person to perform his work without the approval of ONGC;
    - ii. Absent himself without having previously obtained permission from such official for the period of his absence or without having been relieved by a duly competent person; and
    - iii. Without permission from such official, perform during his shift, any duties other than those for which he has been appointed.
  - c) The competent person shall, on the occurrence at his place of work any hazardous condition, take prompt corrective measures to eliminate the hazard.

**Applicant's Bio Data Form for the post of Associate Consultants on contract basis -2023(1)**

1. Post applied for (Associate Consultants):.....
2. Name of Applicant :.....
3. ONGC CPF No. :.....
4. Father's Name :.....
5. Date Of Birth :...../...../.....
6. Age (as on date of Advertisement) : .....years,.....months.....days.
7. Category (SC/ST/OBC/GEN) : .....
8. (i) ONGC Designation at the time of Retirement:.....  
(ii) Level of ONGC designation at the time of Retirement (E4/E5): .....
- (iii) Discipline (Production /Drilling) :.....
9. Date of Joining in ONGC. :...../...../.....
10. Date of Retirement from ONGC :...../...../.....
11. Total Service duration in Drilling / Work Over Rig : .....years.....months.....days.
12. Mob. No. :.....
13. E-Mail ID: .....
14. Address for postal Correspondence: .....  
.....  
.....PIN Code:.....
15. Details of Educational/Technical Qualification(s):

SL. NO.	Education/Technical Qualification (Highest / Latest)	Name of the Institute(s)

16. Experience details:

Sl. No.	Name of Work Centre / Section	Designation /Level)	Nature of Work	Duration (From to )	Period (Yrs/ Months)

**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.

Date: .....

Place: .....

.....  
(Signature of the Candidate)  
Name of the candidate.....

CPF No. :.....

Enclosure:-