

Oil and Natural Gas Corporation Limited
Hazira Plant (Surat)
Advertisement No. 01/2023

ONGC, Hazira Plant seeks application from eligible retired persons of Railways from P-Way Section for ad-hoc engagement as consultants for supervision, monitoring and inspection of track maintenance of ONGC Railway siding at Hazira Plant (Surat) for three years period from the date of engagement as per following details:-

I. Details of vacancies:

Name of Post	Designation	No of Vacancy
Ex-Railway Permanent Way Inspector	Associate Consultant /Domain Expert	01

* Initial period of engagement for 1 year with provision of extension up to additional 2 years based on job performance and health condition of individual.

II. Qualification and remuneration:

Post	Required Experience/ Age limit	Monthly Remuneration / Emoluments
Associate Consultant	Experience: Retired Railway employee with minimum 5 years cumulative experience as PWI (Permanent Way Inspector) in Railways. Age Limit: Up to 70 years at the time of appointment.	For Associate Consultant (E4/E5): Total remuneration Rs. 66,000/- (Monthly honorarium of Rs 40,000/-, Conveyance reimbursement of Rs 13,000/- , Reimbursement for office at residence – Rs 13,000/-) pm. + Rs. 2000/- (Maximum) reimbursement for Communication facilities.

Note:

1. An annual increment of 5% on the monthly honorarium part only of the remuneration package will be given if tenure of the incumbent is extended on completion of one year.
2. Above compensation package is inclusive of applicable GST if any, which is to be borne by the individual.

III. Application in the attached format with relevant documentary proof in respect of experience as PWI may be sent to the following email/address:-

a. kumar4_rohit@ongc.co.in

b. Eligible candidate(s) can also submit the application by registered post at following address before closing date of application.

Rohit Kumar SE (Production)
Room No 8, Product Terminal

ONGC Hazira Plant
PO ONGC Nagar, Bhatpore.
Surat-394550

c. In case of any query, the candidates may contact Shri Rohit Kumar, SE (P) on 9427504546, 02612875801.

IV. Last date of receipt of application: - 29.08.2023 midnight.

V. Date, Venue for personal interview: To be intimated to the shortlisted candidates in due course of time through emails/ phone.

VI. Period of Engagement: The engagement shall be purely on contract basis, initially for a period of 01 (one) year, which may be extended for two more year, subject to satisfactory performance in the first year.

VII. Eligibility/Selection Criteria

- Retired Railway employee with minimum 5 years cumulative experience as PWI (Permanent Way Inspector) in Railways.
- Medically Fit.
- Age Less than 70 years of age at the time of engagement.

Following methodology is proposed for selection of consultants:-

- Screening of documents submitted by applicants shall be carried out by the technical team based on eligibility criteria.
- Applicants qualifying with prescribed minimum eligibility criteria shall be called for Personal Interview by the technical team.
- A fair & transparent methodology shall be worked out for engagement of consultants.

VIII. Other Terms and conditions of the engagement:

- Working time shall be from 09:00 hrs. to 18:00 hrs. However there shall not be any limitation of working hrs. during execution of emergency work.
- Weekly off of one day shall be provided on Sunday for every seven days week (Monday to Sunday). However, in case of emergency or demand of work on off day or during extended duty hour, the Domain Expert has to work without overtime claim. The compensatory off shall be given during normal working days for the work done on off days/holidays.
- In addition to weekly off, ten (10) days casual leave and leave on gazetted holidays, out of ONGC's list, shall be provided.
- In case, consultant desires, bachelor accommodation will be provided to him in ONGC bachelor colony.
- Suitable office accommodation shall be provided by ONGC.

- While on tour, AC 3 tier fare shall be reimbursed to Domain Expert at actuals against documentary evidence for journey outside place of base location i.e. ONGC Hazira Plant. The Domain Expert himself shall be responsible for arranging journey tickets.
- The Domain Expert shall pay all applicable taxes as per statutory norms. ONGC will reimburse the tax amount to Domain Expert on receiving the undertaking from Domain Expert that the applicable tax has been/ will be deposited by him to concerned department.

IX. Roles and responsibilities during duty/tenure:

1. Supervision and monitoring of track maintenance job (including maintenance and manning of level crossings) being carried out by the designated track maintenance contractor.
2. Inspection of ONGC siding.
3. Efficient execution of all incidental works other than regular track maintenance, including replacement/ re-laying of rails, sleepers etc.
4. Verification of the contractor's bill designated for track maintenance job of ONGC siding.
5. Assisting ONGC authority in preparation of specifications, bid package etc. for awarding the track maintenance job to the contractor.

The above work shall be performed by Domain Expert in accordance with the roles and responsibilities **as mentioned on Annexure-A**. However, the scope of work of Domain Expert shall not be limited to the above; he has to make all out efforts to make the ONGC siding operational through the designated track maintenance contractor in association with ONGC and Railway.

Annexure-A

Relevant Roles and responsibilities of Domain Expert in accordance with IRPW Manual.

- 1) **General Responsibility:** The Domain Expert is generally responsible for:-
 - 1.1) Maintenance and inspection of track in a satisfactory and safe condition for traffic.
 - 1.2) Efficient execution of all works incidental to track maintenance, including track renewal & re-laying works.
 - 1.3) Accounting and periodical verification of stores and tools.
- 2) **Knowledge of Railways Rules and Regulations.**
 - 2.1) The Domain Expert shall have in his possession up-to date copies of the following codes and manuals with all correction slips up-to date Indian Railways Permanent Way Manual, Bridge Manual and Works Manual.
 - (ii) Indian Railway General and Subsidiary Rules.
 - (iii) Indian Railway Track Manual,
 - (iv) Indian Railway Code for the Engineering Department.
 - (v) Schedule of Dimensions,

(vi) Circulars issued by the higher authorities.

2.2) He shall be well acquainted with the rules, regulations and procedures concerning his work and duties as enjoined in the above codes and manuals

3) The Domain Expert should keep close coordination with ONGC officer, contractual employees and Railway.

4) Keeping of Materials:

The Domain Expert shall see to the security of rails, chairs, sleepers and other materials and ensure that unused materials are stacked properly clear of the line, so as not to interfere with the safe running of trains.

5) The Domain Expert shall carry the required measuring devices during inspections.

6) **Testing of Running Qualities of Track**

6.1 The Domain Expert shall devote sustained attention to Permanent way as regards safety, smooth running, economy and neatness.

6.2 He should travel on the foot plate of the Engine of trains at least twice in a month and in the last vehicle once in a month and take down notes of bad running kilometrages, and get them rectified.

6.3) He should observe the behaviour of track under passing trains to detect inadequate packing during routine inspections.

7) **Routine inspection of Track:**

7.1) Inspection of Gangs

a) The Domain Expert should inspect the ONGC siding by push trolley at least once in a fortnight or more often as necessary.

b) During such inspections the Domain Expert should

(i) Check the work of gang done earlier and ensure prompt action on items requiring attention

(ii) Arrange to give the programme of work to the gang;

(iii) Record details of track maintenance work.

(iv) Check the attendance of gang;

(v) Instruct men in methods of maintenance.

(a) Once in a fortnight, he should examine the small machines tampers and once in a month he should examine the gang tools, particularly gauge cum level, and arrange for repair and replacement as necessary through the contractor.

(b) He should ensure that every man in the gang is aware of safety rules by examining them periodically.

7.2) Level Crossing Inspection

a) He should ensure that all the level crossings are opened out, as and when required, to examine the condition of rails, sleepers and fastenings and defects are rectified.

b) He shall see that the necessary stop boards, whistle boards, and other equipment's are provided as laid down.

- c) He shall check the equipment with the Gateman once' in a month.
 - d) He shall examine their knowledge of safety rules periodically.
- 7.3) Points and Crossing Inspection: The Domain Expert should carry out the inspection of points and crossings.
- 7.4) Curve Inspection: The Domain Expert should carry out checks of versions and super elevation of each curve once in six months. He should take action to correct the curves through contractor, as necessary, based on the readings recorded.
- 8) **The schedule of inspection:**
- 8.1) Push Trolley Inspection Once in a month
- 8.2) Foot Plate Inspection Once in a month
- 8.3) Curve Inspection shall be carried out once in six months.
- 8.4) Points & crossings once in every fortnight.
- 9) **Safety of Track**
- 9.1) The Domain Expert is directly responsible for the safety of the track. He shall be vigilant to locate faults in the Permanent Way and promptly remedy them.
- 9.2) Track defects which are beyond his powers to remedy should be immediately brought to the ONGC's Engineer In-charge notice by the Domain Expert.
- 9.3) Independent of detailed periodical inspections, the Domain Expert should watch for any signs of weakness in bridges and structures affecting track and promptly report any matter demanding the ONGC's Engineer in-charge attention.
- 9.4) Trees in proximity to and liable to foul the track during a storm should be felled.
- 10) Check on Patrolling
- He should arrange for patrolling of track as laid down, by deputing suitably selected men from gangs and arrange to supply them with Patrol books and equipment needed. The Domain Expert will check the track in night by trolley during monsoon as per the schedules laid down by the Engineer In-charge of ONGC.
- 11) **Execution of Works affecting Track**
- 11.1) Before commencing any work the Domain Expert shall ensure that he is in possession of all necessary materials and tools through the contractor. He shall ensure that Engineering Signals are exhibited at the specified distances according to rules and Flagmen are posted with necessary equipment.
- 11.2) He should programme the works by organising the contractual labour in an efficient manner. He should maintain detailed accounts of materials received and issued to the work. He should exercise frequent checks on quality and quantum of work and submit progress reports on works periodically as may be prescribed.
- 12) **Action in case of Emergency:**

On receipt of intimation of the occurrence of an accident (including breaches) affecting any part of track, restricting free passage of trains, the Domain Expert should proceed to site by the quickest available means. On the way he should collect information regarding the damage, the men and material requirement at site for restoration through the contractor and arrange for movement of men and materials and thereafter the restoration.

13) **Measurement of Ballast:**

The Domain Expert will measure the ballast if so directed by the Engineer In-charge and record the measurements. He will keep proper records of draining out and spreading of ballast in the track.

14) **Station Yards:** The Domain Expert shall ensure cleanliness of station yards. Undergrowth should be cleared through contractor every year, usually in the month of August, before the seed has ripened. At station, where it is proposed to stack engineering or contractor's materials, the stacking area should be carefully selected and clearly demarcated. The materials should be stacked methodically in a tidy manner.

15) The domain Expert shall assist ONGC officers in preparation of specifications, bid package etc. for tender process of track maintenance job of ONGC siding.

Applicant Bio Data Form for the post of Associate Consultant

- 1) - Post Applied For:-
- 2) - Name of Applicant:-
- 3)-Date of Birth:
- 4) - Age (as on date of advertisement):year,Months,.....Days.
- 5) - Category (SC/ST/OBC/GEN):-
- 6) - Designation in Railways at the time of retirement:
- 7)-Date of Joining Railways:
- 8)-Date of retirement from Railways:
- 9)-Total Service duration in Railways :year ,Months,.....Days.
- 10)-Mobile No:-
- 11)-Email Id:-
- 12) - Address for correspondence:

13)- Experience Details

Sl.	Name of Work Centre/Organisation	Designation/ Level	Nature of work	Attached Supporting Doc No. or Date	From	To

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 ineligible 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:

Signature of Candidate

Place:

Enclosure: