



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

**Advertisement No. ASSAM/WS/MECH/CONSLT-2024-25**

ONGC Assam Asset invites qualified & experienced retired ONGC personnel from Mechanical disciplines to appear for Junior & Associate Consultants to be posted in Maintenance section in Well Services on contractual basis for an initial period of One year (which may be extended to second year as per ONGC requirement) as per following details:

**I. Details :**

| Sl. No. | Post  | Vacancies | Required Experience/ Age limit   | Monthly Remuneration / Emoluments  |
|---------|---|-----------|--|--|
| 1       | <b>Junior Consultant / Associate Consultant</b> | 4         | <b>Experience:</b><br>Retired ONGC persons at E1-E3 (for Junior Consultant) and E4-E6 (for Associate Consultant) level with at least 10 years of experience in Maintenance section in Work Over/Drilling operations.<br><b>Age limit:</b> Within 63 years (as on 31.12.2024).<br><br>(In case of non-availability of E1-E5 level, Retired ONGC Employees of E6 level will be considered for engagement with capping of remuneration to E5 level based on their consent). | <b>For Junior Consultant (E1-E3):</b><br>Total remuneration Rs. 40,000/- pm. (inclusive of all) + Rs. 2000/- (Maximum) for Communication facilities.<br><br><b>For Associate Consultant (E4/E5) &amp; E6:</b><br>Total remuneration Rs. 66,000/- pm. (inclusive of all) + Rs. 2000/- (Maximum) for Communication facilities. |

Note: Number of posts in each category (Junior Consultant and Associate Consultant) may vary depending on availability and requirement of ONGC.

**II. Application in the attached format may be sent to the following emails/address:**

1. basant\_varun2@ongc.co.in, mg\_krishna@ongc.co.in
2. Eligible candidate(s) can also submit the format in person in P&C Cell, Well Services at OT Complex, Assam Asset, respectively.

**III. Last date of receipt of application: 03.01.2025 at 16:30 hrs**

**IV. Date, Venue for test and personal interaction and other details:** To be intimated to the shortlisted candidates in due course of time through emails.

**V. Period of Engagement:** The engagement shall be purely on contract basis for an initial period of One year, which may be extended to 2<sup>nd</sup> year as per ONGC requirement and subject to satisfactory performance in the first year. Engagement on contract will be subject to medical fitness by ONGC Medical Authority.

**VI. Other Terms and 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) 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.

- 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 Assam Asset.
- vi) An annual increment of 5% on the monthly honorarium part only of the remuneration package be given if the tenure of the incumbent is extended on completion of one year to second year, as per ONGC requirement, subject to satisfactory performance in the first year.
- vii) He/She will have no right to claim for regular employment in ONGC later, by virtue of this contractual engagement.
- viii) The selected candidate will have to sign an agreement/contract with ONGC for the prospective period.
- ix) 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.
- x) 80% of the monthly honorarium along with the reimbursement towards phone charges 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.
- xi) 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.

**VII. Roles and responsibilities during duty/tenure:**

- A. Junior Consultants and Associate Consultants to be posted in Maintenance section (from Mechanical discipline) in Well Services

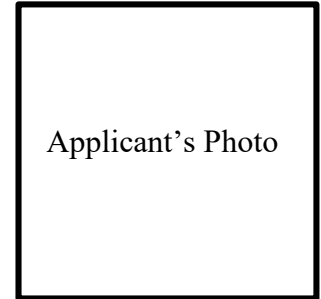
The Junior Consultant/ Associate Consultant shall be responsible to provide service for repair, maintenance and revamping of various equipment related to work over rigs, WSS and downhole units such as:

- a. Activities of maintenance and supervision of all type of mechanical, maintenance activities in well services
- b. Preparing and maintaining the spare requirement and managing mechanical store in the well services
- c. Maintaining the log books and reports of various maintenance operation in well services
- d. Planning and monitoring the work assigned to external agencies including record keeping and supervision
- e. To enforce requirements of Oil Mines Regulations, Compliance of Standard Operating Procedures (SOPs), Statutory guidelines and Mines Act

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**Applicant's Bio Data Form for the post of Junior Consultant/ Associate Consultant on contract basis (2024-25)**

1. Post applied for (Junior Consultant or Associate Consultant):.....
2. Name of Applicant: .....
3. ONGC CPF No.: .....
4. Father's Name: .....
5. Date of Birth: ...../...../.....
6. Age (as on 31.12.2024): .....years .....months .....days.
7. Category (SC/ST/OBC/GEN): .....



- 8.1 Designation at the time of Retirement: .....
- 8.2 Level of designation at the time of Retirement (E1/E2/E3/E4/E5/E6): .....
- 8.3 Discipline (Production/Drilling/Mechanical): .....
9. Date of Joining in ONGC:...../...../.....
10. Date of Retirement from ONGC: ...../...../.....
11. Total Service duration in Maintenance (Drilling or Work over Operation): .....years.....months.....days.
12. Contact No. (Mob. No.) :.....
13. Email ID: .....
14. Address for postal Correspondence: .....

.....  
 .....PIN Code:.....

15. Education Qualification level: Q1/Q2/Q3 :-.....

**16. Details of Educational/Technical Qualification(s):**

| Sl. NO. | Education Qualification (Highest / Latest) | Name of the Institute(s) |
|---------|--|--------------------------|
|         |  |                          |
|         |  |                          |
|         |  |                          |

**17. 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 :-