



**Oil and Natural Gas Corporation Limited**  
**Well Services, CBM Asset, Bokaro**

**Advertisement No. CBM/CONSULT-2023**

ONGC CBM Asset Bokaro invites application from experienced personnel retired from ONGC from Production/Drilling/Mechanical disciplines to apply for Junior Consultant and Associate Consultants (For posting as competent persons in round the clock shift in Chartered Hired and O&M operated Work Over Rigs of CBM Asset Bokaro for supervision of Work over operations on contractual basis for a period of two years as per following details:

**1. Details:**

Sl. No.	Post	No. of Posts & Eligible Discipline(s)	Required Experience
1	Junior Consultant (E1 to E3 Level)	04 (Production/ Drilling/Mechanical discipline)	ONGC Executives who retired at E1 to E3 level for Junior Consultant Posts & at E4 to E5 level for Associate Consultant posts with at least 5 years experience in Workover / Well stimulation / Well completion and testing / Drilling / Cementing operations.
2	Associate Consultant (E4 to E5 Level) <b>** E6 level Executives can also apply</b>	04 (Production/ Drilling/Mechanical Discipline)	<b>(** In case of Non-availability of E4 to E5 level candidates in required numbers, E6 level candidates will also be considered for engagement with capping of remuneration to E5 level)</b>

**2. Monthly Compensation package/Remuneration /Emoluments (Including GST to be borne by consultants).**

**i) For Junior Consultant (E1 to E3 Level)**

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	27,000/-	6500/-	6500/-	2000/-	42,000/-
2 <sup>nd</sup> Year	28,350/-	6500/-	6500/-	2000/-	43,350/-

**ii) For Associate Consultant (E4 to E5 Level)**

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	40,000/-	13,000/-	13,000/-	2000/-	68,000/-
2 <sup>nd</sup> Year	42,000/-	13,000/-	13,000/-	2000/-	70,000/-

**3. Age Criteria:** Less than 65 Years of age as on date of publication in newspaper/ONGC website.

**4.** Scanned Copy of ONGC Identity Card (both sides) is 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 the following email/Address:

**i. Email ID:** [wscon2023@ongc.co.in](mailto:wscon2023@ongc.co.in)

**ii. Eligible candidates can also submit the applications in person at the office of GM (HR), ONGC CBM Asset Bokaro, 1<sup>st</sup> Floor HSCL Building, Near Nayamore, B.S. City, Bokaro-Jharkhand-827001.**

**6. Last date of receipt of application:** 14 days from the date of newspaper/website publication.

**7. Date & Venue for Written Test and Personal Interaction and other details:**

**i. Venue:** Main Conference Hall, ONGC CBM Asset Bokaro, 1<sup>st</sup> Floor HSCL Building, Near Nayamore, B.S. City, Bokaro-Jharkhand-827001.

**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 board will adopt the following selection criteria for awarding the marks to the candidates for selection:

Criteria	Full Marks
a. Written Test	80
b. Personal Interaction/Interview	20
Total	100

a. The written test shall be conducted in pen paper format. Question paper will be bilingual (English & Hindi) having objective type- Multiple choice Questions. Total of 20 questions to be answered in 60 minutes duration. Each question shall carry 4 marks and there will be no negative marking for wrong answers.

b. Qualifying marks in written test will be 28 (out of total marks 80), i.e. 35% of total marks. Candidates qualifying the written test will be shortlisted and called for Personal Interaction/Interview.

c. Qualifying marks in Personal Interaction/Interview will be 12 (out of total marks 20), i.e. 60% of total marks.

d. Offer of engagement will be issued to the selected candidates as per overall merit.

**9. No TA/DA/Accommodation shall be provided to the candidates appearing for written test/ Personal Interaction/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. Engagement on Contract basis will be subject to medical fitness by ONGC Medical Authority as per Mines Rule 1955.

**11. Other terms & Conditions of the engagement includes but not limited to following:**

**i.** He/ She will not be eligible for any additional benefits/ Allowances / facilities / Incentives etc. as admissible to regular employees of the Corporation.

- ii. Engaged personnel shall be required to work in any Chartered hired/O&M operated work over rigs operating at CBM Asset Bokaro as competent person in Shift duty/General shift duty. Duty pattern may also change at the discretion of Well Services Management. Rest period shall be provided in line with the Mines rule 1955.
- 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 months' 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 Bokaro.
- vi. MHA guidelines in respect of COVID-19 in vogue at the time of engagement and during the tenure will be applicable.
- 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.
- x. 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.
- xi. Self-certification towards conveyance and expenses towards office at residence to be submitted on monthly basis for reimbursement.
- xii. The reimbursement of Mobile bill up to Rs. 2000/- per month shall be made upon submission of bill/invoice.
- xiii. Payment shall be on the basis of actual duty performed during the period of engagement.

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

The consultant shall be posted in shift duty pattern and shall be responsible for complete supervision of all activities associated with work over operations 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 the 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 as assigned by Installation Manager required 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 Oil Mines Regulations-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/her work without the approval of ONGC.

ii. Absent himself without having previously obtained permission from such official for the period of absence or without having been relieved by a competent person and

iii. Without permission from such official perform during his/her shift, any duties other than those for which he/she has been appointed.

**c.** The competent person shall on the occurrence at his/her place of work any hazardous condition take prompt corrective measures to eliminate the hazard.

Annexure-I

Latest  
Photograph, With  
Candidate  
Signature

**Applicant's Bio Data Form for the post of Junior Consultant/Associate Consultant-2023**

1. Post applied for (Junior Consultant / Associate Consultant):.....
2. Name of Applicant :.....
3. ONGC CPF No. :.....
4. Father's Name :.....
5. Mother's Name :.....
6. Date of Birth : ...../...../.....
7. Age (as on date of Advertisement) : .....years.....months.....days.
8. (i) Designation at the time of Retirement :.....  
(ii) Level of designation at the time of Retirement (E3/E4/E5/E6): .....  
(iii) Discipline (Production/ Drilling / Mechanical):.....
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. Contact No. (Mob. No.) :..... E-Mail ID: .....
13. Address for postal Correspondence: .....
- .....  
.....PIN Code:.....
14. Education Qualification level: Q1/Q2/Q3 :-.....

15. Details of Educational/Technical Qualification(s):

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

16. Experience details:

Sl. No.	Name of Work Centres / Section	Designation /Levels	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 :-