



Oil and Natural Gas Corporation Limited

Well Services, MBA Basin

3rd Floor, Technoplish, Block-BP Sector-V
Salt lake , Kolkata 700091

Advertisement No. MBA /WS-CONSLT-2024(1)

ONGC, MBA Basin invites application from experienced personnel retired from ONGC from Production disciplines with at least 5 years of experience in Work Over/Drilling field operations to apply for Junior Consultants and Associate Consultants (for posting as competent persons in shift on charter hired and O&M operated Work over Rigs/ Drilling Rig for supervision of Testing/ Work-over/ Stimulation Operations) on contractual basis for a balance period one year as per following details:

1. Details

Sl. No.	Post	No. of posts & Discipline(s)	Required Experience
1.	Junior Consultant (E3 level)	04 (Production discipline)	Retired ONGC executives who retired at E3 level for Junior consultant posts & at E4 to E5 level for Associate consultant posts from Production discipline with at least 05 years of experience in Work Over/Drilling field operations.
2.	Associate Consultant (E4 to E5) *E6 level Executives can also apply.	04 (Production discipline)	(*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 based on their consent.)

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

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

i) For Junior Consultant (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 remunerations (Rs/Month)
1 st year	27000/-	6500/-	6500/-	2000/-	42000/-

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 remunerations (Rs/Month)
1 st year	40000/-	13000/-	13000/-	2000/-	68000/-

NOTE: 20% of the monthly honorarium shall be paid after assessment of the performance at the end of the engagement period. * Monthly compensation package/ Remuneration/ Emoluments are inclusive of GST. Applicable GST is to be borne by consultant

3. **Age Criteria:** Maximum age allowed shall be 65 years during their tenure as consultant(s). Within 64 years (as on 30.09.2024).
4. Scanned copy of ONGC Identity Card issued on retirement (both sides) is to be submitted by the candidates along with application/ Bio Data form.
5. Scanned copy of the application in the attached format along with the required documents may be sent to Head Well Services, MBA Basin to the following email/address:
 - choudhury.arunava@ongc.co.in, ws_mba@ongc.co.in
 - Eligible candidate(s) can also submit the applications in person at Office of Head well Services, 3rd Floor, Technopolis Building, Block-BP, Salt Lake, Sector-V, Kolkata 700091, West Bengal
6. **Last date of receipt of application:** Within 10 days from the date of the publication of this advertisement in ongcindia.com / reports.ongc.co.in.
7. **Date & Venue for written test and Personal Interaction and other detail:**
 - i) Venue : At ONGC, MBA Basin
 - 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:

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. 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 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 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 candidates as per overall merit.
9. No TA/DA/Accommodation shall be paid for written test/Interview/ interaction.
10. **Period of Engagement:** The engagement shall be purely on contract basis for one year from the date of joining or upto the age of 65 years whichever is earlier. Engagement on contract basis will be subject to medical fitness certified by ONGC Medical Authority as Mines Rules 1955.
11. **Other Terms and Conditions of the engagement includes but not limited following**
- i) He/ She will not be eligible for any additional 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 or in Drilling rig operating under MBA Basin or in Installation or in Production Tools yard as competent person in shift duty (ON-OFF pattern)/ General shift. At the time of testing / workover operation/ stimulation job at drilling rig/ workover rig, the person will be deployed in ON-OFF pattern with 12 hrs shift duty (day or night). In case if there will be no rig In operation, person will be deployed in Installation / PTYS in 08 hrs general shift with a weekly off. Duty pattern may also change at the discretion of Well Services management. Rest period shall be in line with labour laws.
 - 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 own arrangements of stay in Kolkata. No boarding & lodging facility will be provided by ONGC during engagement.
 - 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 maximum ₹ 2000.00 per month shall be made upon submission of documentary evidence.
 - 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** (ON-OFF pattern or in General shift) and shall be responsible for complete supervision of all activities associated with Production Testing with drilling rig / Work Over operation / well maintenance/ Stimulation 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 the 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 as assigned by Installation Manager required as per DGMS and other statutory authorities.
- viii) Selected Candidates may be deployed at Charter-Hired / mixed crew operated O&M Drilling/ work over rigs. However their services may be utilized as per requirement at other workplaces of Well Services in the interest of the company.
- ix) When there will be no rig operation he will be deployed at production installation/ EPS/ PTYS either in ON-OFF pattern or in 08 hrs shift duty.
- x) He should take the responsibilities of maintenance of all critical items like BOP, Choke Manifold, Valves, pumps etc and he should look after the maintenance of all surface units like Separator, SRP, PC pump etc.. Periodic maintenance of all tubular, downhole tools for completion, well head, X-Mass tree etc. are to be taken care by him.
- xi) Maintaining daily activity report and submit the same to Installation Manager.
- xii) Duties of consultant working as competent person as per Regulation 33 of OMR2017:
 - 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 Junior Consultant/Associate Consultants on contract basis (2024)

1. Post applied for (Junior Consultant or 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) Designation at the time of Retirement :.....
 (ii) Level of designation at the time of Retirement (E3/E4/E5/E6):
- (iii) Discipline (Production) :.....
9. Date of Joining in ONGC. :...../...../.....
10. Date of Retirement from ONGC :...../...../.....
11. Total Service duration in Work Over Rig :years.....months.....days.
12. Contact No. (Mob. No.) :..... 10. 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 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.....