

Advertisement No. Assam/SDC/Consultant/PMIS/Mentor-2024-25

ONGC Assam Asset invites application from qualified & experienced personnel retired from ONGC from Mechanical, Electrical, Production, Instrumentation, Electronics, Chemistry, Geo-Sciences and Finance disciplines to apply for Junior Consultants, and Associate Consultants posts for mentoring Interns under Prime Minister Internship Scheme (PMIS) for a period till **30th November, 2025** as per the details mentioned below:

1. Details of Vacancy:

Name of Post*	Level	Discipline & Vacancies								Total
		Mechanical	Electrical	Instru- mentation	Production	Electronics	Finance	Chemistry	Geo Sciences	
Junior Consultant	E2- E3	1	1	1	1	1				5
Associate Consultant	E4- E5	1	1				1	1	1	5
Total		2	2	1	1	1	1	1	1	10

* **Note:** No. of posts may vary depending on availability of Interns and requirement of ONGC.

2. Experience and Remuneration:

SI No	Name of Post	Required Experience	Monthly Remuneration
1	Junior Consultant	Retired ONGC executives with in line experience in respective operations and with relevant qualification such as: a) For Electrical/Electronics/ Instrumentation Posts: Retired ONGC persons at E2 to E3 level for Junior Consultants & E4 to E5 level for Associate Consultants from Electrical/Electronics/Instrumentation discipline with at least 5 years of experience in Maintenance Section in Work over/Drilling field Operations/Surface Installations. b) For Mechanical/Production Posts: Retired ONGC persons at E2 to E3 level for Junior Consultants and E4 to E5 level for Associate Consultants from Mechanical/Production discipline with atleast 5 years of experience in Work over/Drilling field Operations/Surface Installations.	For Junior Consultant (E2 to E3 level): Total remuneration Rs. 40,000/- pm. (Additional Rs. 2000/- for Communication facilities against the submission of invoice).
2	Associate Consultant	c) For Chemistry Posts: Retired ONGC persons at E4 to E5 level for Associate Consultants from Chemistry discipline with atleast 5 years of experience in Mud Services/Surface Chemistry. d) For Finance & HR post : Retired ONGC persons at E4 to E5 level for Associate Consultants from Finance discipline . e) For Geo-Sciences post : Retired ONGC persons at E4 to E5 level as Associate Consultants from Geology, Reservoir, discipline. (In Case of non-availability of E4 & E5 level applicant for Geo-Science post, Retired ONGC Employees of E6 level will be considered for engagement with capping of remuneration to E5 level based on their consent).	For Associate Consultant (E4 to E5 Level) & E6: Total remuneration Rs. 66,000/pm. (inclusive of all) + (Additional Rs. 2000/- for Communication facilities against the submission of invoice).

3. **Age Criteria:** Less than 64 years of age at the time of engagement.
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 the following email/ address:
 - gaur_naveen@ongc.co.in
 - Eligible candidates can also submit application in person at following address: Incharge HR/ER, ONGC, Sivasagar.
6. **Last date of receipt of application:** 11th Dec 2024 (Tuesday) at 16.30hrs.
7. **Date & Venue for test and personal interaction and other details:** Exact details to be intimated to the shortlisted candidates in due course of time through emails/phone.
8. No TA/DA/accommodation shall be paid for test/interview.

9. Period of Engagement:

The engagement shall be purely on contractual basis from the date of joining till **30th November, 2025 or completion of 65 years of age whichever is earlier**. Duration of engagement may extend further subject to satisfactory performance and the requirement of ONGC. Engagement on contract will be subject to medical fitness by ONGC Medical Authority.

10. 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 mentor/work at assigned location. However, in case of exigency, he/she shall work for extended hours/holidays to complete the mentoring/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 Assam.
- 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) The reimbursement of Mobile Bill up to maximum ₹2000.00 per month shall be made upon submission of bill/invoice.
- xi) Candidates shall join for duty within 10 working days from receipt of letter of offer.
- xii) Candidates to sign an undertaking at the time of joining, as per extant guidelines.

11. Roles and Responsibilities during duty/tenure:

- To impart training/mentoring/monitoring/assessment to/of the Interns engaged through PMIS assigned to him/her.
- To record attendance of the interns on a daily basis, and submit reports, as and when required by competent authority.
- To arrange for PPE kits (Helmet, Dungaree, Safety shoes, Gloves) meeting minimum prescribed specifications of DGMS for field going interns on reimbursement basis, from ONGC.
- Any other assignment related to smooth execution of PMIS will be communicated to the consultants including, but not limited to coordinating for arrangements for stay of out station interns and arrangements for food/tea to all interns, coordinating for logistics arrangements of the interns.