

Oil and Natural Gas Corporation Limited
Surface Team, Mehsana Asset
1st Floor, KDM BHAVAN, Palavasana
Mehsana – 384003

Advertisement No: Consultants/2025/2

ONGC Mehsana Asset invites application from retired ONGC executive from Production /Instrumentation /chemistry disciplines for engagement as Junior Consultants and Associate Consultants for Surface Team for a period of **One year** as per following details:

1. Details:

Section	Discipline	Junior Consultant (E1 to E3 level)	Associate Consultant (E4 level / E5 level)	Total	Required Experience
Surface Team	Production	45#	01	46	Retired ONGC executives from Production/Mechanical discipline at E1 to E5 level having 10 years in line experience in Surface Team Operations.
Surface Team	Instrumentation	04 #	NIL	04	Retired ONGC executives from Instrumentation discipline at E1 to E3 level having 10 years in line experience in Surface Team Operations.
Surface Team	Chemistry	02 #	NIL	02	Retired ONGC executives from chemistry discipline at E1 to E3 level having 10 years in line experience in Surface Team Operations.
Total		51	01	52	

Engagement of retired E4-E5 level executives: In case of non-availability of retired E1-E3 level executives, E4-E5 level retired employees be considered for engagement as Junior Consultants, with capping of remunerations to that of E3 level consultants based on the consent of applicant.

2. Last date of application: on or before **07.08.2025**

3. Age Criteria: Age - 64 years or less at the time of engagement (as the engagement period is of One year).

4. **Educational qualification:** ITI or diploma or degree or higher

5. **Period of Engagement:** The engagement shall purely be on contract basis for a period of One (01) year. Engagement on contract will be subject to medical fitness by ONGC Medical Authority.

6. **Monthly Honorarium**

Header	Junior Consultant (Up to E3 Level) (INR)	Associate Consultant (E4 & E5 Level) (INR)
Monthly Honorarium	27,000.00	40,000.00
Reimbursement for office at Residence (Secretary, (Rs. / p.m.)	6500.00	13000.00
Conveyance Reimbursement (Rs. / p.m)	6500.00	13000.00
Total compensation Rs. / p.m.	40000.00	66000.00
Monthly charges on communication Facilities (Cell Phone, Landline & Internet connectivity	2000.00	2000.00

Note 1: Reimbursement for communication facilities is to be paid in addition to the total compensation.

Note 2: Above compensation package is inclusive of service tax, which is to be borne by the individual.

7. **How to Apply:**

7.1 Eligible candidates are required to send the scanned copy of duly filled and signed Application form in the given format to the email address:

vyas_hardik@ongc.co.in (or) **kanse_bhupal@ongc.co.in** as non-editable file/pdf on or before 07.08.2025.

7.2 Eligible candidate(s) can also submit the Application form in physical form(By post or By hand) in sealed envelope to Office of Surface Manger, 1st floor, KDM Bhavan, Palavasana Circle Mehsana-384003 on or before 07.08.2025 (17:00 hrs).

Note: Applications received in physical form at given address till (17:00 hrs) on 07.08.2025 will only be considered.

8. **Selection Criteria:** Date, Venue and reporting time for written test and interview will be intimated to shortlisted candidates in due course **through e-mails only**.

8.1 There are three parameters vis. working experience in ONGC (10 marks), Educational qualification (10 marks) and written test (60 marks) for screening of candidates in first round. Candidate who secure minimum 27 marks (33.33%) out of total 80 marks shall be called for personal interview (PI).

Minimum qualifying marks in the interview for final selection will be 33.33% of maximum marks (i.e. 7 out of 20).

8.2 **Written test (Full marks-60)**

8.2.1 Written test of 60 marks (15 question X 4 marks) shall be conducted in pen paper format. Question paper will be different for different disciplines. Question paper will be bilingual (English and Hindi) having 15 Multiple choice questions (MCQ) covering topics like general awareness about ONGC, operational safety and question related to surface production process.

8.2.2 Candidates have to attempt the paper in 1 hour duration.

8.2.3 Each question shall carry four marks and there will be no negative marking for wrong answers.

8.3 Three parameters viz. Working Experience in ONGC, Educational qualification and written test shall be adopted as screening criteria for the evaluation of candidates, their respective marks break up is shown below:

1. Working Experience in ONGC:

Year of experience in ONGC	Marks allotted
More than 30 years	10
More than 20 & upto 30 years	7.5
From 10 & upto 20 years	5

2. Educational qualification

Educational qualification	Marks allotted
Degree or higher	10
Diploma	7.5
ITI or equivalent	5

3. Written test: 60 marks

3.1 Selection board has deliberated that a set of fifteen (15) multiple choice questions (MCQ) to be prepared in bilingual (English and Hindi) for written test covering topics like general awareness about ONGC, operational safety and question related to surface production process .

3.2 Candidates have to attempt the paper in 1 hour duration.

3.3 Each question shall carry four marks and there will be no negative marking for wrong answers.

4. Other conditions:

In case more numbers of candidates qualify than the required numbers, following Screening criteria shall be applied in order as given below:

- Qualification (Higher Qualification will be preferred)
- Length of experience (More no of Years of Experience)
- Age (Lower age will be preferred)

Please note that written test and personal interview shall be conducted on same day.

9. Kindly provide following documents along with the submission of Application form:

1. Copy of ONGC's ID-card
2. Copy of Aadhar Card
3. Copy of PAN Card
4. Photograph
5. Copy of certificates of educational qualification

10. Role & Responsibility:

10.1 Junior/Associate Consultant (Production/Mechanical Discipline)

- I. To hold the responsibility of Shift in charge/Shift Operator in RTC/General Shift.
- II. To carry out O&M activities in RTC/General Shift operations of CTF/GGS/ETP.
- III. Coordination in PMS jobs/Artificial lift jobs.
- IV. To coordinate with the IM/Area Manager for the day-to-day activities.
- V. To carry out Preventive/breakdown maintenance activities/ trouble shooting on day to day basis.
- VI. Recordkeeping of DPR, static/rotary equipment log books, HSD, POL status etc.
- VII. Any other activities as may be decided by the IM/Incharges.

10.2 Junior Consultant (Instrumentation Discipline)

- I. Predictive/Breakdown maintenance of all instruments & control systems like
- II. PTs/ TTs, flow measurement devices, Remote ignition system, GCP system etc. of the installation on day-to-day basis.
- III. Installation & commissioning of instruments provided for the installation.
- IV. Communicating and co-ordination with field maintenance parties for resolving major faults and maintenance activities.
- V. Ensuring availability of essential stores/spares/consumables through co-ordination with base office and central stores.
- VI. Any other activities as may be decided by the IM/Incharges.

10.3 Junior Consultant (Chemistry Discipline)

- I. To hold the responsibility of Chemistry Lab Shift In/charge in RTC/General Shift (like Monitoring of emulsion processing and chemical dosing in CTF/GGS).
- II. To carry out O&M activities (Quality Check parameters Chemistry wise) in RTC/General Shift operations of CTF/GGS/ETP.
- III. To coordinate with the Chemistry Area Managers for the day-to-day activities.
- IV. Cross checking of polymer solution parameters and water quality parameters in polymer flooding projects as per Contract conditions.
- V. Designing, executing and monitoring of flow assurance formulations for waxy as well as asphaltic wells of Mehsana asset.
- VI. Monitoring of various jobs like exothermic chemical reaction jobs, Water shut-off jobs which are being executed frequently at Different wells in Mehsana Asset.
- VII. Monitoring of Oil, Gas and Water for assessment of in-situ combustion EOR process in EOR area.
- VIII. Maintaining and updating of Chemistry related records (DPR, MPR, dosing data) as per the requirement of the installation.
- IX. Any other activities as may be decided by the ST-Chemistry In/charge.

10.4 Common for all discipline (Junior/Associate Consultant)

- I. Multi discipline work approach to be followed by all the consultants of all the disciplines.
- II. Cross discipline work to be performed as instructed by installation manager (IM)/Inchages/Surface Area Manager (SAM).
- III. Role of production operation may also be assigned to electrical/mechanical/instrumentation discipline consultants.
- IV. To help in complying the requirements of Oil Mines Regulations, Compliance of Standard Operating Procedures (SOPs), Statutory guidelines and Mines Act.

11. Terms & 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. Engaged personnel shall be required to work at any Installation/ Work Centre in General / Round the Clock shift duty, as per requirement. However, in case of exigency, he/she shall work for extended hours/holidays to complete the work without any additional payment. Duty pattern may also change at the discretion of the ONGC management. The place of posting shall vary within Surface Team, Mehsana Asset from time to time, as per the requirement, during the tenure. The postings shall be decided by Surface Manager.
- III. 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.
- IV. 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.
- V. The engaged personnel will not have any financial power.
- VI. The engaged personnel will have to make his/ her own arrangements of stay in Mehsana.
- 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. The full amount of reimbursement towards conveyance, office at residence and communication facilities and 80% of the monthly honorarium as mentioned above would be paid on monthly basis, the balance amount of 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. 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.

12. For Further clarification may please contact Shri. Hardik Vyas EE (P), M: 8866199670 & Shri. Bhupal Kanse, EE (P) M:7574837501.