



ONGC
HR/ER DEPARTMENT, Cauvery Asset, Karaikal
Advt. No. HRD/1/2024 (R&P)

Date: 20.12.2024

ONGC, Cauvery Asset, Karaikal invites qualified & experienced retired ONGC personnel from Civil/Structural disciplines for engagement as **Consultant/Associate Consultant/Junior Consultant** for Engineering Services, on contractual basis for a period of One year as detailed under:

1. Details:

| Section | Discipline | No. of posts | Qualification | Required Experience | Selection Methodology |
|----------------------|------------|--------------|--|---|--|
| Engineering Services | Civil | 02 | Degree or Diploma in Civil / Structural Engineering from an educational institution recognised by the Central Government | At least 05 years of experience in the management or supervision of various nature of civil works | Online Test followed by Personal Interview |

Level at the time of Retirement: E6 (for Consultant) or E4 & E5 (for Associate Consultant) or Up to E3 Level (for Junior Consultant).

Age: Not more than **63 years** of age at the time of engagement with relevant qualification and experience.

2. How to Apply:

- a. Eligible interested candidates are required to send the scanned copy of Application duly signed in the format to the Email address: **hrd_cauvery@ongc.co.in** as non- editable file on or before **30.12.2024** or send by post to **CGM(HR)- Head HR/ER, ONGC, Cauvery Asset, Neravy, Karaikal, Pin code: 609604.**
- b. Individuals should apply for only one designation according to their level of retirement.
- c. Date, Venue and reporting time for Online Test and interview will be intimated to shortlisted candidates in due course, through e-mails.

3. Monthly Remuneration / Emoluments:

| Level on Retirement | Designation (To be engaged as) | Monthly Honorarium (Rs./p.m.) | Conveyance Reimbursement (Rs./p.m.) | Reimbursement for Office at Residence (Secretary, Peon etc.,) Rs./p.m. | Total Compensation (Rs./p.m.) | Monthly Charges on Communication Facility |
|----------------------------|---------------------------------------|--------------------------------------|--|---|--------------------------------------|--|
| E6 | Consultant | 53,000 | 20,000 | 20,000 | 93,000 | 5,000 |
| E4 and E5 | Associate Consultant | 40,000 | 13,000 | 13,000 | 66,000 | 2,000 |
| Upto E3 | Junior Consultant | 27,000 | 6,500 | 6,500 | 40,000 | 2,000 |

Monthly charges for Communication facilities shall be reimbursed against submission of invoice.

4. Eligibility Criteria:

- a. Retired ONGC executives with at least 05 years' experience in the management or supervision of various nature of civil works and less than **63 years** of age at the time of engagement with relevant qualification and experience.
- b. Qualification: Degree or Diploma in Civil / Structural Engineering from an educational institution recognised by the Central Government.
- c. Medically fit.
- d. Age – Not more than **63 years**.
- e. Period of engagement: 01 Year (Initial 01 year contract to be extended by another year, if required)
- f. In case more numbers of candidates qualify than the required numbers, following Screening criteria shall be applied:
 - i. Discipline preference: Civil or Structural Engineering
 - ii. Qualification
 - iii. Length of experience in Civil or Structural Engineering
 - iv. Age

5. Methodology for Selection:

- a. All applicants shall be awarded marks based on pre-defined parameters, screening criteria and online test (Max. 80 marks)
- b. Applicants qualifying with prescribed minimum marks shall be called for Personal Interview (Max. 20 marks)

6. Roles and Responsibilities of hired Consultants

The Consultants are expected to provide complete supervision of all activities associated with various nature of civil works of Cauvery Asset such as:

- a. Thorough supervision & control of all construction and maintenance nature of works
- b. Monitoring quality of material and workmanship
- c. Reporting to ONGC in daily or other scheduled intervals as per job requirements
- d. To ensure compliance of SOPs, statutory guidelines and requirements of Mines Act & its Regulations
- e. Any other responsibility required as per standard & other statutory authorities
- f. Any other responsibilities required as per DGMS and other statutory authorities.
- g. Maintaining daily activity report and submit the same to Location Manager (Civil).

7. 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 employees 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.
- 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 Karaikal and around location of posting.
- 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 conveyance and expenses towards office at residence 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. The reimbursement of Mobile Bill up to maximum limit per month according to the designation shall be made upon submission of bill/invoice.
- xii. 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.

Annexure-I**APPLICATION FORMAT**

| | |
|---|--|
| NAME OF POST APPLIED (Tick wherever applicable) | () CONSULTANT (E6) () ASSOCIATE CONSULTANT (E4 & E5) () JUNIOR CONSULTANT (Upto E3) |
|---|--|

1. Name (ONGC Executive) :
2. Father's Name :
3. Address for Communication :
4. Date of Birth :
5. Date of Joining ONGC :
6. Date of Retirement from ONGC :
7. Mobile /Contact No. :
8. E-mail ID :
9. CPF No. (ONGC service) :
10. ONGC Designation and Level
at Superannuation :
11. Educational Qualifications :

| Sl.No. | Educational Qualification (Highest / Latest) | Name of Institute(s) |
|--------|---|----------------------|
| | | |

12. Experience:

| Sl. No. | Name of Work Centre / Section | Designation/ Level | Nature of Work | Duration (From to) | Period (Yrs/Months) |
|---------|-------------------------------|--------------------|----------------|---------------------|---------------------|
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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.

PLACE:

DATE :

SIGNATURE OF CANDIDATE

Name :

CPF No.