

**Oil and Natural Gas Corporation Limited**  
**Hazira Plant (Surat)**  
**Advertisement No. 01/2023**

ONGC Hazira Plant (Surat) invites application from qualified & experienced retired ONGC / PSU personnel from Production, Electrical, Mechanical and instrumentation disciplines to appear for engagement as Associate Consultants in production, operation & maintenance for round the clock shift / general shift operations on contractual basis for a period of two years from the date of engagement as per following details:

**I. Details of vacancies:**

Post	Level	Discipline				Total
		Production	Mechanical	Electrical	Instrumentation	
Associate Consultant	E4-E5 (equivalent levels in other PSUs in refinery / petrochemical sector)  <b>*E6 level Executives can also apply.</b>	20	5	5	5	35

**\* In case of non-availability of retired E4-E5 level executives, E6 level retired employees will be considered for engagement as Associate consultant with capping of remuneration to E5 level based on the consent of applicant.**

**II. Qualification and remuneration:**

Post	Required Experience/ Age limit	Monthly Remuneration / Emoluments
Associate Consultant	<p><b>Experience:</b> Retired ONGC executives with minimum 05 years cumulative experience in Hazira Plant / Uran plant / CPF Gandhar or retired professionals from PSUs with minimum 5 years work experience in refineries / petrochemical plant with relevant qualifications.</p> <p><b>Age Limit:</b> Up to 65 years (as on closing date of application i.e. 05.05.2023)</p>	<p><b>For Associate Consultant (E4/E5):</b> Total remuneration Rs. 66,000/- pm. (inclusive of all) + Rs. 2000/- (Maximum) reimbursement for Communication facilities</p>

Note:

1. An annual increment of 5% on the monthly honorarium part only of the remuneration package will be given if the tenure of the incumbent is extended on completion of one year.
2. 80% of the monthly honorarium along with the reimbursement towards phone charges 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.*

3. *Above compensation package is inclusive of applicable GST if any, which is to be borne by the individual.*

**III.** Application in the attached format with relevant documentary proof in respect of educational qualification and experience may be sent to the following email/address:

a. [hr\\_hazira@ongc.co.in](mailto:hr_hazira@ongc.co.in)

b. Eligible candidate(s) can also submit the application by registered post at following address before closing date of application.

Office of the Incharge, HR-ER,  
First Floor, Admin Building, ONGC Hazira Plant  
PO ONGC Nagar, Bhatpore.  
Surat-394550

c. In case of any query, the candidates may contact Shri Umesh Kaushik, CM (HR) on 9127751575 / 9082664919 or Shri Jagdish T Punjabi, HR Executive on 9427504667 or 0261-2875693.

**IV.** Last date of receipt of application: 05-05-2023 at 17:30 hrs.

**V.** Date, Venue for personal interaction and other details: To be intimated to the shortlisted candidates in due course of time through emails/ phone.

**VI. Period of Engagement:** The engagement shall be purely on contract basis, initially for a period of 01 (one) year, which may be extended for one more year, subject to satisfactory performance in the first year and approval of Competent Authority. Engagement on contract will be subject to medical fitness by ONGC Medical Authority.

**VII. Selection Methodology:**

- a. The applications from the candidates will be evaluated in terms of education qualifications and experience to decide eligibility.
- b. The eligible candidates will be called up for personal interview.
- c. Candidates will have to secure minimum 60% marks (24 marks) in the personal interview.
- d. The candidates will be selected on the basis of a merit list. The relative weightage of education, experience and interview in the merit list will be as follows:

Education (30)	Experience in Hazira Plant / Uran plant / CPF Gandhar or in refineries/ petro-chemical plant (30)	Interview Marks (40)
ITI - 20 marks Diploma -25 marks Degree -30 marks	05 to 10 years- 20 marks More than 10 years- 30 marks	40

#### **VIII. Other Terms and conditions of the engagement:**

a) The appointed consultant will not be eligible for any other Benefits/Allowance/Facilities/Incentives etc. as admissible to regular/tenure employee of the Corporation.

b) The appointed consultant shall be required to work in any operational area/unit in the Hazira Plant in General shift / Round-the-clock shift.

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 management.

c) The appointed consultant 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.

d) 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 15 days' notice.

e) The appointed consultant will not have any financial or administrative power.

f) Allotment of accommodation in ONGC Surat colony, if available may be considered as per existing entitlement for E-1 level as bachelor status, subject to availability and extant ONGC policies. Income tax implications, if any, shall be borne by the individual.

g) MHA guidelines in respect of Covid-19 in vogue at the time of engagement and during the tenure will be applicable.

h) The appointed consultant candidate will have to sign an agreement/contract with ONGC for the prospective period.

i) 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.

j) 80% of the monthly honorarium along with the reimbursement towards phone charges 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.

k) 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.

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

Broad role and responsibility of the consultants to be hired under the proposed scheme will be as under:

- a) The appointed consultants shall report to designated ONGC regular officers for Plant Production operations and Maintenance activities as the case may be.
- b) They shall perform towards a common objective of maintaining & maximising uninterrupted gas /condensate processing and maximising VAP production in Hazira Plant by their contribution in Production operations and Maintenance activities following all safety norms, adherence to permit system etc. and all statutory requirements.
- c) Operations and maintenance activities of static/rotary equipment with all associated safety requirements including preventive and breakdown maintenance of all process/instrumentation/mechanical/electrical equipment(s) and pipelines also.
- d) Ensuring maximum availability & reliability of all Instrumentation Systems, Process, and Mechanical & Electrical equipment(s).
- e) To enforce requirements/compliance of Standard Operating Procedures (SOPs), Safety requirements, guidelines/directives/recommendations of statutory authorities, various types of audits etc.
- f) Any other tasks assigned from time to time.