Advertisement No. Assam/SDC/Consultant/PMIS-Round II /Mentor

ONGC Assam Asset invites application from qualified & experienced personnel retired from ONGC to apply for Associate Consultants posts for mentoring Interns under Prime Minister Internship Scheme (PMIS) for a period till **31st May, 2026** as per the details mentioned below:-

1. **Details of Vacancy:-**

Name of Post	Level	Discipline & Vacancies*						Total
		Drilling	Cementing	Chemistry	Production	Mechanical	Electrical	
Associate Consultant	E4-E5	2	1	1	3	1	1	9

* **Note:** No. of vacancies may vary depending on actual number of interns joining the work centre and requirement of ONGC. Applicants who have already joined as PMIS intern's mentor at Assam Asset in FY 2024-25 are not required to apply again.

2. **Experience and Remuneration:-**

Sl No	Name of Post	Required Experience	Monthly Remuneration
1	Associate Consultant	A) Retired ONGC executives with in line field experience of Rigs/Production installations/Workshop etc. At least 5 years field experience will be required. B) For all posts, in case of non-availability of suitable E4 & E5 level applicants, retired ONGC Employee 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**: 8th June 2025 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 **31st May, 2026 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.

Applicant's Bio Data Form for the post of Associate Consultant on contract basis for mentoring Interns under Prime Minister Internship Scheme (PMIS) (2025-26)

1. Post & Discipline applied for (Associate Consultant:……)
2. Name of Applicant: ……..
3. ONGC CPF No.: ……..
4. Father's Name: ……..
5. Date of Birth: ……/……../……
6. Age (as on 08.06.2025): ……..years ……..months ……days.
7. Category (SC/ST/OBC/GEN): ……..
8. Designation at the time of Retirement: ……..
9. Level of designation at the time of Retirement (E4/E5/E6): ……..
10. Discipline: ……..
11. Date of Joining in ONGC:……./……../……..
12. Date of Retirement from ONGC: ……./……./……..
13. Total Service duration: ……..years……..months……..days.
14. Contact No. (Mob. No.) :……
15. Email ID: ……..
16. Address for postal Correspondence: ……

……..

……..PIN Code:……
17. Education Qualification level :-……..

Applicant's Photo

18. Details of Educational/Technical Qualification(s):

SL. NO.	Education Qualification (Highest / Latest)	Name of the Institute(s)

19. 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. :……

Enclosure :-