



**Oil And Natural Gas Corporation Ltd.,  
JORHAT  
Office of Incharge-HR/ER**

**2020-21/Advt. No. 3/Contract Medic Jorhat**

**ENGAGEMENT OF DOCTORS ON CONTRACT BASIS AT JORHAT**

Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” Public Sector Enterprise, and India’s flagship energy major engaged in Exploration and Production of Oil and Gas in India and abroad, intend to engage Medical Officers on contract basis at its Jorhat Workcentre on a consolidated honorarium.

Interested and eligible candidates are invited to apply for the post. ONGC may shortlist applications if number of applications received is large. Shortlisted candidates will be called to appear for **Interview Through Online Method** for engagement on Contract Basis for the following Positions.

**A. Details of the Posts, Essential qualifications and Honorarium**

S N	Post	No. of Vacancies with Applicable Reservation						Qualification	Fixed Honorarium per Month	Period of engagement on Contract basis
		SC	ST	OBC	EWS	UR	Total			
1.	Medical Officer (General Duty)	-	-	-	-	02	02	MBBS with Valid registration at State Medical Council or Medical Council of India	Rs.72,000/-	From the date of engagement till 30.06.2022
3.	Medical Officer * (General Duty)	-	-	-	-	01	01	MBBS with Valid registration at State Medical Council or Medical Council of India	Rs.72,000/-	For the period of <b>six months</b> from the date of engagement

**\*For Covid Duty**

Selected candidates will be able to join the post immediately or as decided by ONGC administration whichever is earlier.

Interviews will be held by through Online Method of Whatsapp/ Skype/ Zoom/ Google Meet/Webex, etc. as decided by ONGC management.

**Note:**

- i. There is no maximum age limit for eligibility.
- ii. None of the posts are reserved for Persons with Disability (PWD).
- iii. The Candidate must possess the essential prescribed qualifications as well as a valid registration with the concerned statutory authority (wherever applicable) on or before the last date of application. Experience is desirable for all posts.
- iv. Nomenclature of qualifications shall be as prescribed by UGC/ Medical Council of India.
- v. **Qualifications equivalent to the one prescribed in this advertisement including qualifications acquired from a foreign university will not be accepted.**

- vi. Where the posts specified in this advertisement are not reserved for any category(ies), a reserved category candidate can also apply, provided he fulfills the criteria specified for the post. However, he/she shall be treated at par with Unreserved category candidates.
- vii. Candidates seeking reservation under OBC category, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India, from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the Central Government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further, the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government. **(NCL certificate required)**
- viii. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- ix. Prescribed format of the certificate for OBC for employment in government undertaking is down-loadable from ONGC's website [www.ongcindia.com](http://www.ongcindia.com).

## **B. How to Apply**

- a) Candidates interested in applying for the advertised post need to send their details as per detailed advertisement on our website [www.ongcindia.com](http://www.ongcindia.com).
- b) Candidates are required to send the scanned copy of neatly typed/hand written **Application** in the format given at **Annexure-I** of this advertisement to the email address : [hrjorhat@ongc.co.in](mailto:hrjorhat@ongc.co.in) as pdf file.
- c) **Last date of sending application is 12<sup>th</sup> June 2021.**
- d) All communications with the candidate shall be through SMS/ e-mail.
- e) Candidates shall email their relevant documents in pdf format only.
  - i. Duly filled Application Format available at **Annexure-I** of this advertisement
  - ii. 2 recent passport size photograph
  - iii. 10th Class Admit/Mark sheet/passing certificate
  - iv. MBBS Mark Sheets & Certificate
  - v. Post-Graduation Mark sheet & Certificate (if applicable)
  - vi. Certificate of Additional Qualification (MCh/ DM) (If applicable)
  - vii. Medical Council Registration Certificate
  - viii. Aadhar Card or any other ID rproof
  - ix. Caste/ PWD Certificate (If applicable)
  - x. Certificate in Occupational Health (If applicable)
  - xi. Experience Certificate (If any)
  - xii. All original educational certificates (class X onwards)
  - xiii. Self-attested experience certificates, (if applicable).
  - xiv. No Objection Certificate (NOC) from existing employer, if any (in case of Govt. / PSU employees) and experience certificate

The candidates are advised to mail all the documents in separate pdf files in **prescribed Application format**. All communications with the candidate shall be through SMS/ e-mail. If required, ONGC may seek additional documents after this date also.

- f) The shortlisted candidates will be informed through e-mail and SMS about date & time of interview. Candidates are advised to provide correct information in their online application.
- g) The **electronic mode of interview** (Google Meet/ WhatsApp/ Zoom Call/ Skype/ Webex) will be intimated to the candidates in advance. However, the candidates are advised to be prepared to give interview in all the medium mentioned here, and also to appear in person, if so required by ONGC.
- h) Candidates may please ensure that they are fulfilling all the requisite criteria prior to application, failing which, their candidature is liable to be rejected/ cancelled.

**C. Selection Criteria:** Following weightages shall be assigned to different parameters in the selection process:

Qualification	<b>70 marks</b> (60 marks for essential qualification & up to 10 marks for any relevant higher qualifications)
Interview	<b>30 marks</b>
<b>TOTAL</b>	<b>100 marks</b>

**Note:**

- i. The breakup of **10** marks for such higher qualification shall be considered as follows:
  - a) Where a Bachelor's degree in the relevant field (M.B.B.S.) is the minimum prescribed qualification, 5 marks shall be given to a Master's degree in the relevant field (e.g. MD/MS).
  - b) Further additional 5 marks shall be given to a Post Master's qualification in the relevant field (e.g. M.Ch/ DM).
- ii. The qualifications considered for granting additional marks shall need to be in line, for example an MBA in Hospital Administration shall not be considered as inline qualifications where M.B.B.S. is the essential qualification.

**D.** Qualifying marks in the interview shall be **18** marks for UR/OBC.

**E. Finalization of Merit List**

- i. Candidates who qualify in the interview shall be empanelled in the Merit List.
- ii. Offer of appointment shall be issued to the candidates based on their relative rank in the Merit List prepared on the sum total of marks scored by the candidate in qualification and interview.
- iii. In case of a tie in the total marks scored between two or more candidates, then the candidate who scores more marks in interview shall be considered senior. In case there too the marks are equal, then the candidate who is older in age shall be considered senior for issue of offer of appointment.

**F.** Appointment of selected candidates will be **subject to their passing the company's Medical Examination** as per standards laid down under ONGC Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's Website at [www.ongcindia.com](http://www.ongcindia.com)

## G. Important dates for determining Eligibility Criteria

<ul style="list-style-type: none"><li>• Possession of Minimum Essential Qualifications as mentioned in this advertisement at <b>para A</b> including possession of inline higher qualification</li><li>• Valid Registration with the Statutory Council (wherever applicable)</li></ul>	<ul style="list-style-type: none"><li>• The Candidate must possess the essential prescribed qualifications as well as a valid registration with the concerned statutory authority (wherever applicable) <b>on or before the last date of application (i.e. 12<sup>th</sup> June 2021).</b></li></ul> <p>Experience is desirable for all posts.</p>
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## H. Important Dates

SN	Particulars	Date
1.	<b>Start date</b> for mailing application form with relevant documents	<b>05<sup>th</sup> June 2021, 1000 hours</b>
2.	<b>End date</b> for mailing relevant documents to <b><u>hrjorhat@ongc.co.in</u></b>	<b>12<sup>th</sup> June 2021, 1800 hours</b>

## I. General Instructions:

i. Engagement is purely temporary on contract basis for a period up to **30.06.2022 except of post for COVID Duty, which is for 06 months.** Contract tenure will commence from the date of joining.

ii. Engagement on contract would be subject to medical fitness.

iii. Selected candidates shall be required to sign a contract agreement as per the terms and conditions of ONGC. The contract shall end on expiry of the prescribed period and no separate notice shall be required to be given.

iv. The contract can be terminated at any time by giving one month's notice, by either side.

v. No claim for regular employment in ONGC, by virtue of this contractual engagement, shall be entertained at any stage.

vi. Selected candidates will be paid consolidated monthly remuneration as mentioned above.

vii. On successful completion of one year period, an annual increase at following rates may be considered:

Category	Full time
Doctors	1000

viii. Twelve days Casual Leave will be granted in a calendar year on a pro-rata basis. One casual leave will be allowed for a month. Maternity leave will be granted to female doctors as per Maternity Benefit Amendment Act, subject to fulfilment of eligibility conditions laid down in the Act.

ix. Candidature/contract of candidate(s) submitting false certificates or suppression/ submission of incorrect information shall be liable for termination/ disqualification/ rejection at any stage.

x. Only Indian nationals need apply.

xi. No TA/DA shall be paid for attending the interview.

xii. Interested candidates fulfilling the above conditions should send their application through email to **hrjorhat@ongc.co.in** prescribed format along with scanned copies of original certificates including No Objection Certificate (NOC) from existing employer, if any (in case of Govt./ PSU employees).

xiii. The candidates should be ready to appear for interview through online method, as decided by ONGC.

xiv. The selected candidates shall be posted in operational areas of ONGC, Jorhat

xv. For more information about the Company, you may please visit our website [www.ongcindia.com](http://www.ongcindia.com).

**J. Medical Facilities:**

i. In-house OPD facility in respect of self, spouse and two immediate dependents i.e. children and/ or parents. However, outside reference for medicine/ consultation shall not be permissible.

ii. Family floater cover of ₹ 5 lakh for indoor treatment in respect of self, spouse and two immediate dependents i.e. children and/ or parents.

**GM (HR) I/c HR-ER**  
Oil and Natural Gas Corporation Limited  
Jorhat

Advt. No. 3/Contract Medic Jorhat



ओयल एण्ड नैचुरल गैस कार्पोरेशन लललितेड  
 OIL AND NATURAL GAS CORPORATION LIMITED  
 Assam & Assam Arakan Basin and Jorhat Asset,  
 Human Resource & Employee Relations,  
 Cinnamara, Jorhat – 785704 (Assam)

**APPLICATION**

Application for the Post of :

- A) General Duty Medical Officer on contract basis  
 B) Medical Officer (Occupational Health) on contract basis  
 C) Field Medical Officer on contract basis  
 D) General Duty Medical Officer on contract basis (Covid Duty)

Affix passport  
 size  
 photograph

(FILL IN CAPITAL LETTERS ONLY)

1	Post applied for	
2	Name of the candidate	
3	Nationality	
4	Father's Name	
5	Mother's Name	
6	Date of Birth	
7	Category : (UR / SC / ST / OBC/ EWS)	
8	a) Whether PWD (Yes /No)	
	b) If yes , Type of Disability (OA/OL)	
9	Mailing address :	
	House No. & Street	
	Area	
	City / Town with Pin Code	
	District	
10	Telephone No.	
11	Mobile No.	
12	E-mail address	

13	<b>Qualification:</b>					
	Sl no.	Exam passed	University/ College/ Institute	Year of passing	Class	Percentage of Marks
		M.B.B.S				
		MD				
		MCh				
		DM				

14	Medical Council Registration No. & Place :
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15	EXPERIENCE:					
Sl No	Organization	Post Held	Period		Last Pay	Nature of duties
			From	To		

I certify that the above information is correct and supporting documents are enclosed.

PLACE: Jorhat

SIGNATURE :

DATE :

NAME :

**List of Documents to be sent to hrjorhat@ongc.co.in along with scanned copy of Application form: Copy of :-**

- 1) 10th Class Mark sheet
- 2) MBBS Mark Sheets & Certificate
- 3) Post Graduation Mark sheet & Certificate (if applicable)
- 4) Certificate of Additional Qualification (MCh/ DM) (If applicable)
- 5) Medical Council Registration Certificate
- 6) Aadhar Card
- 7) Caste/ PWD Certificate (If applicable)
- 8) Certificate in Occupational Health (If applicable)
- 9) Experience Certificate (If any)

**Note:** The above Application form along with requisite documents should be sent in **PDF/ JPEG** Format only.