

OIL AND NATURAL GAS CORPORATION LIMITED
DEPARTMENT OF PERSONNEL
TEL BHAVAN : DEHRADUN

No. 106(23)/03-EP

Dated July 21, 2003

OFFICE ORDER (17/2003)

SUB:- JOB ROTATION AND TRANSFER POLICY

In supersession to all the earlier instructions on the subject, job rotation and transfers of ONGC employees shall henceforth be regulated as under :

1. Objectives

- i) To enable planned movement of employees from one job/station to another to meet operational and/or administrative requirement of the organisation from time to time.
- ii) To enable employees acquire multi-dimensional knowledge and skills for self-development, to shoulder higher supervisory and managerial responsibilities through a structured job rotation profile and exposure to diversified geographic and operational environments.
- iii) To enable employees develop their own career path by opting for specific job placement/change in job assignment and outstation placements so as to have an effective linkage with their career development.
- iv) To provide flexibility in pursuing specialist tasks.

2. Applicability

- i) The policy applies to all employees as defined in ONGC Service Rules – 1995, as modified from time to time.
- ii) Employees belonging to unionised categories shall not, normally, be transferred out of their Sectors except for operational/administrative requirements. (Sectors defined vide 3.v(b)).
- iii) This policy on job rotation and transfers mainly relates to executives (E0 and above). For non-executives, job rotations shall be planned at Regional Office/Asset/Basin/service unit level guided through this policy.

3. Broad Principles

- i) Every executive should realize the importance of mobility on jobs/to different stations as an effective tool for career development apart from meeting operational requirements of the organisation.
- ii) There shall be two transfers for executives between E-1 (excluding first posting after training for GTs) to E-4 levels (including their tenure in E.4 level). However, seniority for transfer will be reckoned from the date of becoming E-0 in case of promotees to E-1 level.
- iii) All GTs joining ONGC must initially be posted for the field assignments/operational activities. Further, those GTs who have never been to the field and have completed 5 years or more in the office should be considered for transfer/posting to the field assignments. Those GTs having a stay of 10 years or more and non GTs having 8 years or more (from the date of promotion to E-0 level) staying at one place irrespective of field postings, should be considered for transfer. Any change subjected in such transfer orders shall be with the approval of EC only.
- iv)
 - (a) An executive, while working at E-1 to E-4 levels should be rotated, at least through three different categories of job out of a total of five categories indicated for each discipline. The executive has to work on at least one job area in each of the three selected categories for a minimum period of two years. Each job category will have many job areas where an employee can work. Categorisation of jobs for all major disciplines is included in Exhibit 1-20. Markings indicated therein are only examples and not rigid combinations. These shall be reviewed from time to time based on experience/requirement. For the remaining disciplines (like Medical, IR, IE etc.) job rotation, for the present, has not been envisaged, being mainly specialisation areas or small size disciplines. Efforts should be made for job rotation at the same station also, after working on the same assignment for four years.
 - (b) Even for employees promoted as executives to E-0 level there is a strong need for job rotation. Efforts should be made to rotate them to a different job category at the same station, if possible, or even to a different Sector as per organisational need.
- v)
 - (a) Additionally, an executive before crossing the E-4 level should work in, at least three different Sectors for a minimum period of three years each. This requirement of three years will not apply on the last place of posting, if it is the third Sector. However, executives who have not worked in NE sector, will be posted to NE sector before promotion to E-5 and above levels.
 - (b) Dehradun, Delhi and Jammu (combined) will be considered as one Sector and so shall be Mumbai & Goa. However, executives who have

worked in NRBC prior to 1994 on field postings and then posted to Delhi/Dehradun will be considered as having completed two sectors. For the purpose of determining the Sectoral stay seniority, Institutes will be considered, as part of the Sector, based on their geographical locations; for example KDMIPE will be considered in Dehradun/Delhi Sector and IRS in WR. Sector means geographical Sectors as clubbed and shown at Annexure-I of the policy.

(c) All postings to Dehradun, Kolkata and Delhi will be made with the prior approval of Chairman and Managing Director, ONGC.

- vi) Except where organisational need and individual development warrants, all transfers generally will be effected on the principle of FIFO ('First in - First out').
- vii) Executives (upto E6 level) who are due to superannuate within a period of three years may not be normally considered for transfers unless at their own request or on administrative grounds/succession planning needs.
- viii) Normally, all those executives at the levels of E1 to E4 who have completed more than five years in the Sector/Station shall be liable for transfer, except out of NE sector for which tenure will be of minimum three years. NE sector tenure will apply to E5 and above level executives also. Further, if needed, they shall be required to go for a subsequent posting(s) to NE sector.
- ix) Emphasis is to be given for posting of executives to the Asset/Basins/Work-sites so as to strengthen the operational base.
- x) Transfer Order should include the station and specific Asset/Basin/Service/Regional offices etc. Specific job assignment at the work station will be determined by the Head of the office/unit/controlling officer on the basis of operational requirement. However, while deciding specific job assignment at the new place the principle of Job rotation will be ensured.

4. Administrative set up for policy implementation

- i) Job rotation and transfer of the executives is a continuous exercise, which needs close monitoring and maintenance of individual's record. The same is required to be linked with the career development, succession planning, training and other HRD interventions. It requires continuous interaction with the Assets/Basins/Chiefs of Service/Regional offices/ Institutes/Work-centres as well. It also involves obtaining and screening the options from each executive at regular intervals. This is to enable individuals to realise the self-rotation profile in relation with their career development path and

individuals aspirations and also integrate the same with the organisational needs.

- ii) Transfer policy should not merely be a one-to-one statistical replacement, but should effectively address the issue of 'functional-support-balancing' at various levels for functional and operational efficiency.
- iii) Overall accountability on transfer related matters shall remain vested with the Chief HRD, who, in turn, shall be responsible for maintenance of the employee database, data validation, consistent implementation of transfer policy and issuance of transfer orders.
- iv) Transfer planning is to be carried out by the concerned Directors.
- v) Each Director shall nominate one representative, who shall report to Chief HRD and act as a facilitator, enabler and liaison/interface on transfer planning carried out by respective departments.

5. Job rotation/transfer process

I. Process	Generating transfer requirements
Sub-Process:	<ul style="list-style-type: none"> i) Generating Transfer requirement Optimum manpower requirement for N.E. to be worked out discipline/ level wise by HRG each year and transfer to NE to be limited to actual requirement and not on replacement ii) Generating the list of candidates in the transfer Zone and bio-data of all executives, discipline-wise, Sector/Asset-wise-in order of Sectoral stay seniority.
Responsibility:	Office of Chief HRD (Assistance to be provided by respective establishments).
Completion Date:	August 15
II. Process:	Obtaining Feedback
Sub-Process:	Putting the generated list on the net and circulation to the key executives. Obtaining the feedback from the key executives/ individuals regarding requests/ preference/ constraints.
Responsibility:	Office of Chief HRD
Completion Date:	September 15
III. Process:	Developing draft transfer list
Sub-Process:	Office of Chief HRD to work with respective establishments at Head quarters.
Responsibility:	Office of Chief HRD
Completion Date:	October 15

IV. Process	Obtaining inputs from Key Executives i) Draft transfer list to be circulated to Key Executives ii) The input of the Key Executives is to be considered before the transfer list is finalised.
Responsibility:	Office of Chief HRD
Completion Date:	November 15
V. Process:	Developing final transfer list
Sub-Process:	Finalizing the transfer list after approval of competent authority.
Responsibility:	Office of Chief HRD
Completion Date:	December 15
VI. Process:	Issue of transfer orders.
Responsibility:	Concerned Establishment at Headquarters
Completion Date:	2 nd week of January

6. Criteria for Job rotation/Transfers

- i) Job rotation and transfers will be based on Organisational need, however, to the extent possible, the individual's preferences and recommendations of the Key Executives should be taken into account.
- ii) The executives who have completed their full tenure in NE Sector shall not be transferred from NE Sector to Karaikal except at their own request or on administrative grounds. However, there will be no bar on transfer of executives from Karaikal to NE Sector.
- iii)
 - (a) Executives posted on transfer to NE Sector shall be required to join duty at the particular station in NE Sector latest by May 31st of the year in which they are transferred and will be required to complete a tenure of minimum three years from the date of their joining.
 - (b) Executives posted in NE sector will need to be physically present in NE Sector for a period not less than 150 days in each of the three years of tenure. This period of 150 days will be exclusive of closed holidays and period spent on official tours outside NE Sector and EOL etc., but inclusive of period spent on training (in India and abroad) to which he/she is nominated by the Corporation. In case of shortfall of this period of 150 days, the relevant year shall not be taken into account for the purpose of computing the tenure.
 - (c) For executives posted on ON-OFF duty, closed holidays will be taken as working days. In their case, requirement of 150 working days will also get reduced to 120 days each year.

- (d) In case, an executive has completed 150/120 days in each year, as the case may be, for reckoning his stay for the first two years, for the purpose of transfer decision, for third year, he will be considered for transfer provided he can complete 150/120 days (as the case may be) by 31st May, of the third year of his stay . However, if for any reason 150/120 days stay in third year is not completed by 31st May; his relieving date will get extended till he completes the requisite stay during third year of tenure.
- (e) Executives belonging to Geological/Geophysical Field Parties deployed in NE Sector and who have been physically working in the NE Sector continuously for five consecutive years, shall be considered to have completed their full NE tenure.
- iv) Except for administrative reasons/operational need, an executive should not be transferred from one station to the other in a period less than 3 years. Similarly continuous stay in the same Sector for a period exceeding 10 years, unless on administrative grounds, will be an unfavorable feature for promotion considerations.
- v) If the transfer of an individual, who is engaged in a specialised nature of job, is likely to adversely affect such a specialised job (to the satisfaction of the authority, competent to approve transfer), then the transfer should be planned in advance so as to develop skilled succession. Transfers may be delayed by at best one year on this account.
- vi) Personnel trained in specialized discipline should not normally be transferred to places where the specialized discipline requirements does not exist; specialized disciplines/ assignments to be identified by respective Directors, for all work centres.
- vii) Tenure posting should normally be for 3 years, and not more than 5 years in any case. Also, no executive should be posted for a second tenure in the same department/location.
- viii) Second tenure to NE to be considered as 3rd Sector for fulfillment of clause 3(v) (a) and 7(iii).

7. Special Provisions

- i) To the extent possible, husband and wife employees of the Corporation, would be posted at the same Asset/Station, so as to enable them to lead a

normal family life. There would , however, be no bar on separate posting in case of work exigencies.

ii) Elected office bearers of recognised unions, ASTO and the All India SC/ST Employees Welfare Association shall not be transferred during the term of their office of two years. This relaxation will not, however, be applicable to executives who are in the transfer zone (whether before the election or during the elected tenure) or under transfer.

iii) Executives in the zone of consideration for promotion to E5 and above levels should have exposure to at least three Sectors as given in para 3(v)(a) except the employees formally recognised as “specialists”.

Executives joining the Corporation at E4 and above levels should be posted to NE sector within 7 years of their joining the corporation.

iv) Mobility constraint of executives on grounds of children education or medical for Self and Dependents may be considered by the Management provided such a constraint is declared in advance.

In exceptional cases, where such employees are transferred, they shall be permitted to retain their families at their existing place of posting, if they so desire and shall continue to occupy the ONGC's colony /leased accommodation for the specified period.

v) The transfer constraint on Medical grounds for Self and Dependents must have been expressed in the PAR of the Executive and should be endorsed in the Personal Dossier of the Executive. Mobility constraint, if any, should be declared/confirmed before DPC. This constraint must be kept in view at the time of consideration for Promotions.

vi) Transfer request of an executive on account of family problems or medical grounds shall be treated as in his/ her own interest, and such requests are to be recorded in the personal record/ PAR of the employee. Such mobility constraints/ requirements are to be declared by the executive in advance. In exceptional situations, if the employee's interest converges with the organizational interest, EC may consider the cases on merit.

vii) Executive/ employee due to superannuate within three years may request for transfer to a place of settlement after superannuation, provided ONGC has an establishment at such a place. However, in such cases, if agreed, the officer shall not be paid TTA benefits allowed on superannuation.

In case of places where ONGC establishment does not exist and executive/ employee wishes to settle down after superannuation, his

request may be considered for transfer to nearest work center. However, in such cases, only differentials in fare and transportation charges be paid as far as TTA facility is concerned on superannuation.

- viii) A sympathetic consideration will be taken for transferring/placement of physically challenged executives/ executives having physically or mentally challenged spouse or children in accordance with the guidelines of Government of India.
- ix) The longest tenure of an executive in IMD/RTI's/IPSEM should generally not exceed five years and executives with field experience will be given weightage for posting in the Institutes.

8. Representation against transfers

- i) After transfer orders have been issued with the approval of Competent authority, the executives will stand relieved on or before 15th May/ as mentioned in the transfer order. Notwithstanding their representation, their personal files etc. will be transferred to the place of their respective transfer and their salary will not be drawn till they report for duty at the new place of posting. Representation of all categories of employees on any ground will be put up to Executive Committee for consideration after examining by Chief- HRD.
- ii) In case an employee is transferred on promotion, he will be allowed to join the promoted post only at the new place of posting. However, in case of mid-academic session, they shall be permitted to retain their families at their existing place of posting, if they so desire and shall continue to occupy the ONGC's colony /leased accommodation till the completion of academic session.
- iii) Promotion shall be effective only after joining at the new place of posting within the specified date. However, seniority and other benefits shall remain to be effective from date of the promotion. Promotion shall become null and void, without exception, in case transfer is not affected.
- iv) Any external reference with respect to the promotion/ transfer of an executive, should be placed in his personal dossier and shall be adversely viewed at the time of promotion.
- v) No leave will be granted beyond the relieving date specified in the transfer orders, by any authority at the Asset/Basin/Work Center/Institute level to an executive. If leave of any kind is requested by the executive under transfer, such a request has to be forwarded for consideration and sanction by the Asset/Basin/Work Center/Institute/Regional Head of the place to which the individual has been transferred.

9. Competent Authority to approve transfers:

Competent Authority to approve Transfer will be as per the HR BDP item No. PM4.

10. Implementation

i) All executives who have not served NE sector or have served NE sector but less than 3 Sectors, should make request for their movement in view of their growth in the organisation. However, their consideration for transfer will be governed by organisational need.

ii) All the provisions of Transfer Policy will be implemented meticulously without any deviation. Relaxation can only be considered by Executive Committee.

11. This issues with the approval of Competent Authority.

(N. Mani)
Head, Corporate Policy

Distribution : As per standard mailing list

Annexure I

Sectors

Sector I (MR)

Mumbai
Uran
Goa
Hazira

Sector II (WR)

Vadodara
Ahmedabad
Ankleswar
Mehsana
Cambay
Rajasthan

Sector III (NR)

Dehradun
Delhi
Jammu

Sector IV (CR)

Kolkata

Sector V (SR)

Chennai
Rajahmudhry
Karaikal

Sector VI (NE)

Nazira/ Sibsagar

Jorhat

Silchar

Agartala

Note:

1. Institutes as per Geographic locations
2. Posting out of Institutes/metros should normally be to field locations

EXHIBIT-1

MATRIX FOR CAREER DEVELOPMENT OF P&A PERSONNEL IN E1-E4 LEVELS

NE	❖		◆		●
Work Centre-2		❖	●	◆	
Work Centre-1	◆	●		❖	

Category 1

Category 2

Category 3

Category 4

Category 5

Training and Development
Staff function
HRG

Establishment
Appraisal
Discipline and Appeals

R&P
Seniority
SC/ST/OBC reservation

Estate, housing and house keeping
Welfare and Hospitality
Loans and Advances
Sports
Canteen Management

Land Acquisition
Socio-economic development
Liaison with external groups
Contract management
Procurement and provisioning
IR

❖	} Shows possible career options from E1 to E4
◆	
●	

EXHIBIT-2

MATRIX FOR CAREER DEVELOPMENT OF GEOLOGY PERSONNEL IN E-1 - E-4 LEVELS

NE	❖	◆			●
Work Centre-2	●		◆	❖	
Work Centre-1	◆	●	❖		

Category 1

Operations
Well-site
Workover
Field party

Category 2

Interpretation
Asset Team
Basin Team
Headquarters
Institutes

Category 3

Laboratories/R&D
Sedimentology
SEM lab
Paleontology
Palynology
Photogeology
Special Project
etc.
R&D

Category 4

Management
Planning &
Coordination
MSG
Land Acquisition
PEL
Liaison
Training
IAW
SHE
Admin. Function
etc.

Category 5

Techno-commercial
evaluation
Techno-evaluation
Bidding/bid
evaluation
MAP
Budget & Store
etc.

❖	} Shows possible career options from E1 to E4
◆	
●	

- Out of 3 Categories required to be covered **Cat-1** is compulsory.

EXHIBIT-3

MATRIX FOR CAREER DEVELOPMENT OF PRODUCTION PERSONNEL IN E-1 - E-4 LEVELS

NE	❖	◆			●
Work Centre-2	●		◆	❖	
Work Centre-1	◆	●	❖		

Category-1	Category-2	Category-3	Category-4	Category-5
Onshore oil & gas production, Installations including pressure maintenance like WI, EOR,	Offshore oil & gas production including WI and safety officers at platforms. IMR, corrosion monitoring and pipeline maintenance	Oil & Gas processing plants	Workover operations WSS A/L Downhole/wireline Well completion/Testing Mudplants PTYs	E&P Development schemes Contract management Institutes

❖ ◆ ●	}	Shows possible career options from E1 to E4
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EXHIBIT-4

MATRIX FOR CAREER DEVELOPMENT OF PROGRAMMING PERSONNEL IN E-1 - E-4 LEVELS

NE	◆	❖			●
Work Centre-2	❖	●		◆	
Work Centre-1	●	◆	❖		

Category 1

Maintenance of Software

Category 2

Application Software Development Processing

Category 3

Systems Software management R&D etc.

Category 4 Management

Planning & Coordination
Land acquisition
PEL
Liasion
Training
IAW
Admin. Function etc.

Category 5

Techno-commercial evaluation
Techno-evaluation
Bidding/bid evaluation
MAP
Budget & Store etc.

<ul style="list-style-type: none"> ❖ ◆ ● 	} Shows possible career options from E1 to E4
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EXHIBIT-5

MATRIX FOR CAREER DEVELOPMENT OF CHEMISTRY PERSONNEL IN E-1 - E-4 LEVELS

NE	❖	◆			●
Work Centre-2	●		◆	❖	
Work Centre-1	◆	●	❖		

Category-1	Category-2	Category-3	Category-4	Category-5
Operations Well-site (Drilling) And Workover	Operations Installations (operations)	Labs Geochemistry Rock Evaluation Radio dating etc. PVT,Core,Water Oil, gas,cement Institutes R&D	Management Techno-commercial evaluation Planning & Coordination Land acquisition PEL Liasion Training IAW SHE Admin. Function etc and techno commercial evaluation MAP, Budget & store viz, MM, JVG JRC	Asset Team Basin Team

❖ } Shows possible ◆ } career options ● } from E1 to E4

EXHIBIT-6

MATRIX FOR CAREER DEVELOPMENT OF GEOPHYSICS (SURFACE) PERSONNEL IN E-1 - E-4 LEVELS

NE	❖	◆			●
Work Centre-2	●	❖		◆	
Work Centre-1	◆	●	❖		

Category-1	Category-2	Category-3	Category-4	Category-5
Operations Field party (acquisition) VSP Maintenance etc.	Interpretation Asset Team Basin Team R&D Institutes	Processing Regional level Headquarters R&D	Management Planning & Coordination MSG Land acquisition PEL Liasion Training IAW SHE Admin. Function etc	Techno- commercial evaluation Techno- evaluation Bidding/bid Evaluation MAP Budget & Store etc.

❖ } Shows possible
 ◆ } career options
 ● } from E1 to E4

- Out of 3 Categories required to be covered **Cat-1** is compulsory.

EXHIBIT-7

MATRIX FOR CAREER DEVELOPMENT OF GEOPHYSICS (WELLS) PERSONNEL IN E-1 - E-4 LEVELS

NE	❖	◆			●
Work Centre-2	●	❖		◆	
Work Centre-1	◆	●	❖		

Category-1	Category-2	Category-3	Category-4	Category-5
Operations Well-site (open hole) Well-site (cased hole) Equipment maintenance	Interpretation Asset Team Basin Team Headquarters Institutes	Laboratories/R&D Processing Equipment Testing Lab R&D etc.	Management Planning & Coordination MSG Land acquisition PEL Liasion Training IAW SEM Cell Admin. Function etc	Techno- commercial evaluation Techno- evaluation Bidding/bid Evaluation MAP Budget & Store etc.

❖ ◆ ●	} Shows possible } career options } from E1 to E4
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Out of 3 Categories required to be covered **Cat-1** is compulsory.

EXHIBIT-8

MATRIX FOR CAREER DEVELOPMENT OF RESERVOIR PERSONNEL IN E-1 - E-4 LEVELS

NE	●	❖			◆
Work Centre-2	❖	◆		●	
Work Centre-1	◆	●	❖		

Category-1	Category-2	Category-3	Category-4	Category-5
Operations Well testing Equipment maintenance	Interpretation Asset Team Basin Team Headquarters Institutes	Laboratories/R&D Petrophysical PVT Simulation lab Other Laboratories R&D	Management Planning & Coordination MSG Land acquisition PEL Liasion Training IAW SEM Cell Admin. Function etc	Techno- commercial evaluation Techno- evaluation Bidding/bid Evaluation MAP Budget & Store etc.

❖ ◆ ●	} Shows possible } career options } from E1 to E4
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EXHIBIT-9

MATRIX FOR CAREER DEVELOPMENT OF MATHEMATICS PERSONNEL IN E-1 - E-4 LEVELS

NE	❖		●	◆	
Work Centre-2	●	❖	◆		
Work Centre-1	◆	●			❖

Category-1 & 2	Category-3	Category-4	Category-5
Operations Line assignment in Exploration Or Seconding to other groups	R&D Institutes	Management Planning & Coordination MSG Land acquisition PEL Liasion Training IAW SEM Cell Admin. Function etc	Techno- commercial evaluation Techno- evaluation Bidding/bid Evaluation MAP Budget & Store etc.

❖ } Shows possible ◆ } career options ● } from E1 to E4

EXHIBIT-10

MATRIX FOR CAREER DEVELOPMENT OF DRILLING PERSONNEL IN E-1 - E-4 LEVELS

NE					
Work Centre-2					
Work Centre-1					

Category 1

Category 2

Category 3

Category 4

Category 5

* Drilling
Operation
Onland

*Drilling
Offshore
\Operations
(Jack
up/floater)

*Specialized
Drilling services
directional
drilling,
fishing,
liner hanger,
DST, Crisis
Management

*Planning
Procurement
& inventory
Institute

*MDT of Asset/Basin
*SHE
* Audit
*Marketing
* Training

- Shows possible career options from E1 to E4
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-

- Out of the three categories required to be covered one has to be out of Cat I & Cat.II

EXHIBIT-11

CAREER GROWTH MATRIX FOR PERSONNEL OF MECHANICAL DISCIPLINE

NE					
Work Centre-II					
Work Centre-I					

Category-I	Category-II	Category-III	Category-IV	Category -V
Maintenance of Drilling Rigs Onshore/ Offshore	Maintenance of Production Installation/ Onshore/Offshore/ Process Plants	Maintenance of Work-over Rigs/Shot hole Drilling/ Vibrosis/ IMR	Central Workshop/Project Workshop/E&C/ Condition Monitoring Colony Mtn. Institute	Management Services QAD- INDEG/SHE/EM/Tech Audit/Provisioning Cell

- Out of the three categories required to be covered one has to be out of Cat I & Cat.II

- ❖
 - ◆
 -
- } Shows possible career options from E1 to E4

EXHIBIT-12

CAREER GROWTH MATRIX FOR PERSONNEL OF ELECTRICAL DISCIPLINE

NE		❖		●	◆
Work Centre-II	❖	●	◆		
Work Centre-I	◆			●	❖










Category-I	Category-II	Category-III	Category-IV	Category -V
Maintenance of Drilling Rigs Onshore/Offshore	Maintenance of Production Installation/ Onshore/Offshore/ Process Plants	Maintenance of Work-over Rigs/Shot hole IMR	Central Workshop/Project Workshop/E&C/ Condition Monitoring	Management Services QAD- INDEG/SEM/EM/Tech Audit/Provisioning Cell of TBG/OBG/DBG. ICC/MSG Cells

- Out of the three categories required to be covered one has to be out of Cat I & Cat.II

- ❖ } Shows possible
- ◆ } career options
- } from E1 to E4

EXHIBIT – 13

CAREER GROWTH MATRIX FOR PERSONNEL OF E&T DISCIPLINE

NE					
WORK CENTRE-II					
WORK CENTRE - I					










CATEGORY - I →	CATEGORY-II →	CATEGORY-III	CATEGORY-IV →	CATEGORY-V
Computer based Networking LAN/ WAN/ DISC/ GEOPIC/ RCC etc, <i>IT</i> Application	Mud logging Well Logging/ Seismic Labs/Party/ RIL etc, <i>IT</i> Application in Exploration Services	Process controls Offshore/ Onshore Process Plants. <i>IT</i> Application, Field Management	Communication TITAN/ SCADA/ Satellite Commn. EPABX etc. <i>IT</i> Appl. in Sections other than Exploration services	Managerial Services, E&C, Marine Survey MAP/ EM/ QAD/ Spectrum Mgmt. T/Audit, Maint. Mgmt , Project Mgmt

- Out of the three categories required to be covered, one has to be out of Cat-I, Cat-II or Cat-IV →

-    Shows three career options

EXHIBIT – 14

CAREER GROWTH MATRIX FOR PERSONNEL OF INSTT DISCIPLINE

NE					
WORK CENTRE-II					
WORK CENTRE - I					

CATEGORY - I	CATEGORY-II →	CATEGORY-III →	CATEGORY-IV	CATEGORY-V
Maintenance of Instrumentation Equipment on Drilling Rigs/ Work over Rigs- Onshore/ Offshore	Maintenance of process Equipment on Production Installations offshore/ Onshore	Maintenance of process Equipment at Hazira/ Uran Plant & other large process plants (LPG,Mini Refinery etc.)	R&D Institutes, Process Instrumentation Design , Engineering , Planning & Construction, Work shop (Inst.Lab)	Management services,SHE, Provisioning , Technical support , QA

- Out of the three categories required to be covered, one has to be out of Cat-II & Cat-III →

-    Shows three career options

EXHIBIT-15

CAREER GROWTH MATRIX FOR PERSONNEL OF MM DISCIPLINE

NE					
Work Centre-II					
Work Centre-I					

Category-I	Category-II	Category-III	Category-IV	Category -V
Procurement Provisioning INDEG	Stock/Receipt/ Disposal/ War- House Mgmt.	Inventory Mgmt. ICC.RCMLO	Contract Mgmt. E&C & others	Managerial Services PMC, IMMS, ICE-SAP

- ❖ } Shows possible
- ◆ } career options
- } from E1 to E4

EXHIBIT-16

CAREER GROWTH MATRIX FOR PERSONNEL OF C&M DISCIPLINE

NE					
Work Centre-II					
Work Centre-I					

Category-I	Category-II	Category-III	Category-IV	Category -V
Onshore Pipeline Laying & Maintenance	Onshore E&C & Process Installations	Offshore E&C Pipeline	Design & Research Institute	Magagerial Services QADJVG etc.

} Shows possible
 } career options
 } from E1 to E4

EXHIBIT-17

CAREER GROWTH MATRIX FOR PERSONNEL OF CIVIL DISCIPLINE

NE		●	◆	❖
Work Centre-II	❖	◆	●	
Work Centre-I	◆	●	❖	

Category-I	Category-II	Category-III	Category-IV	Category -V
Building Works Construction & Maintenance	Drill Works Approach Roads etc.	Production installations/ Construction etc.	E&C, SEM Marine Survey , Institutes	Magagerial Services Tender Cell Technical Cell

❖ } Shows possible
 ◆ } career options
 ● } from E1 to E4

EXHIBIT-18

CAREER GROWTH MATRIX FOR PERSONNEL OF LOGISTIC TPT/AUTO DISCIPLINE










NE					
Work Centre-II					
Work Centre-I					

Category-I	Category-II	Category-III	Category-IV	Category -V
Logistic on-land Auto W/Shop (light Vehicle)	Rig Movement Heavy Vehicle Crane etc. Auto W/Shop (Heavy Vehicle)	T&S Marine Offshore Docks	Air Logistics Offshore Onshore	Magagerial Services Provisioning Cell etc. Provisioning

} Shows possible
 } career options
 } from E1 to E4

EXHIBIT-19

CAREER GROWTH MATRIX FOR PERSONNEL OF MARINE DISCIPLINE

NE					
Work Centre-II					
Work Centre-I					

Category-I	Category-II	Category-III	Category-IV	Category -V
Offshore field	Offshore Office	Managerial Services	-	-




 } Shows possible
 } career options
 } from E1 to E4

EXHIBIT-20

MATRIX FOR CAREER DEVELOPMENT OF F&A PERSONNEL IN E-1 - E-4 LEVELS

NE	❖	◆		●	
Work Centre-2	◆	❖	●		
Work Centre-1	●		❖	◆	

Category 1

Category 2

Category 3

Category 4

Category 5

Central Account
Inter unit Transactions (IUT)
Cash and Bank
Treasury
Block Register (BR)/priced
Stores ledger (PSL)
FOREX

Planning
Costing
Pricing
Sales accounting
PIB

Pre-audit
Personal Claim (PCS)
CPF/PRBS/
Income tax

Budget
Financial concurrence
Board purchase
Comparative statement (CS vetting)
Tender committee

Finance Estt.,
Govt. audit ,
Internal audit

- ❖ } Shows possible
- ◆ } career options
- } from E1 to E4