



कार्मिक संबंध समूह

नियमित नीति अनुभाग

ग्रीन हिल्स, भूतल, 'ए' विंग, तेल भवन, देहरादून-248003

Employee Relations Group

Corporate Policy Section

Green Hills, Ground Floor, 'A' Wing, Tel Bhavan, Dehradun-248003

As on: 28/03/2025

Subject: ONGC Employment Assistance Scheme

The current instructions on the above subject are as under:-

1. Employment Assistance Scheme in ONGC under which one dependent member of an employee who dies or suffers permanent total disability due to accident while on duty at the operational site or as a result of insurgency or extremist / terrorist attack and leaves his family in financial distress, shall be considered for employment in ONGC for rehabilitation of the family, subject to availability of vacancy and possession of prescribed qualifications and age requirements provided that:
 - (a) Death / permanent total disability of an employee occurred due to;
 - (i) Accident at the operational site caused by explosion, fire, blast, blowout, machinery failure, injury due to fall, malfunctioning of equipment / machinery / tools etc. but excludes death arising due to natural cause etc.
 - (ii) Insurgency.
 - (iii) Extremist / Terrorist attack.
 - (b) There is evident actual financial distress and no other member of the family is employed in the ONGC or in any other organization, government, Private or Public sector;
 - (c) Gainful employment to dependent of the deceased employee may be given after ascertaining the suitability of the dependent through the duly constituted Selection Committee as per rules;
 - (d) No additional post is required to be created. No relaxation of qualification shall be allowed. Age relaxation, if required, will be at the sole discretion of the competent authority;

- (e) The dependent should be medically fit and should satisfy conditions in respect of nationality and other requirements specified from time to time for recruitment in the Corporation's service;
 - (f) Employment to a dependent will be considered against an existing vacancy only at induction level and not at the intermediate promotional levels;
 - (g) Where the vacancies are less, preference should be given to dependents of those deceased employees who had rendered longer service in the Corporation.
 - (h) The dependent family member may be posted wherever the vacancy exists keeping in view the need of the individual and requirements of the Corporation;
 - (i) In case the dependents of deceased employee has been considered and empanelled for appointment in ONGC, his appointment will be in addition to the benefit payable under CSSS;
 - (j) In case spouse of the deceased employee does not wish to take employment assistance immediately due to the reason that other dependent family members being minor or pursuing a course of study, a letter of intent may be issued to provide employment at a later stage to the dependent family member;
 - (k) Application for employment under this scheme should reach the Corporation within six months from the date of death / permanent total disablement;
 - (l) The other cases of death / permanent total disablement while in service due to other reasons including road accident in public / private / ONGC transport etc. shall be considered only for financial benefit under CSSS and not employment assistance;
 - (m) The power to relax any provision stated above shall vest with Executive Committee.
2. "Dependent family member" for this purpose would mean one of the following members of the family seriatim of an employee, who dies due to accident while on duty or as a result of insurgency or terrorist/extremist attack during the course of his official duty of the Corporation or suffers permanent total disability while performing duty :-

- (a) Un-employed spouse;
 - (b) Un-employed son or un-married daughter or dependent divorced daughter;
 - (c) Un-employed totally dependent widowed daughter.
3. The term "son" and "daughter" will also include legally adopted children eligible for employment provided the adoption took place before attaining the age of 10 years by the child.
 4. Employment under this scheme shall be provided only to spouse / dependent children of the deceased / permanently totally disabled employee as per definition of "Dependent family member" given in the scheme.

Team – Corporate Policy

This document is for information purpose only.

For further clarity, Consolidated office order No. ONGC/ER/CP/WEL/015 may be referred to.