



ONGC
DU Bhawan, Vasant Kunj, Delhi
Advt. No. 04/2025 (R&P)

Hiring of Fixed Term Employees at Advanced Training Institute (ATI), Goa

Elevate Safety. Empower Professionals. Join ONGC ATI, Goa !

Situated in the heart of Goa's vibrant learning environment, ONGC's Advanced Training Institute (ATI) stands as a beacon of world-class learning and innovation.

As a proud initiative of ONGC — a Fortune 500 and 'Maharatna' company, ATI is equipped with cutting-edge infrastructure and has been delivering best-in-class training programs including Sea Survival Training, Oil Spill Response, Offshore Platform Helideck Fire Safety and many other specialized high-risk operational trainings not only to ONGC personnel but also to professionals across various industries.

ONGC upholds a steadfast commitment to investing in the state-of-the-art facilities of ATI. To maintain a high-quality living environment and uphold excellence in hospitality and operational services, ONGC is looking to engage Fixed Term Employees (FTEs) in supervisory roles across Catering, Housekeeping, Concierge and Horticulture. Additionally, ONGC invites applications from qualified and experienced Diver/Instructors to support specialized training operations at the Sea Survival Centre on a fixed-term basis.

A. Details of Vacancies with Minimum Eligibility Criteria:

S. No.	Particular	Details
1	Post	Head (Catering)
	Vacancy	01 (Unreserved)
	Educational Qualification	Minimum Essential Qualification: Post-Graduate Degree in Hotel or Hospitality Management / Post Graduate Diploma in Hotel or Hospitality Management of Minimum 2 Years Duration. Minimum Percentage of Marks required in Essential Qualification: 60 % Desirable Qualification: Specialized Certificate / Diploma course in Food and Beverage Management/ Technology.
	Experience	Minimum 5 years in Hospitality Industry out of which at least 3 years continuous experience in a 5-star Hotel/ Resort as a Supervisor in Food & Beverages Services.
2	Post	Head (Housekeeping)
	Vacancy	01 (Unreserved)
	Educational Qualification	Minimum Essential Qualification: Post-Graduate Degree in Hotel or Hospitality Management / Post Graduate Diploma in Hotel or Hospitality Management of Minimum 2 Years Duration. Minimum Percentage of Marks required in Essential Qualification: 60 % Desirable Qualification: Specialized Certificate / Diploma course in Housekeeping.
	Experience	Minimum 5 years in Hospitality Industry out of which at least 3 years continuous experience in a 5-star Hotel/ Resort as a Supervisor in Housekeeping Services.

3	Post	Head (Concierge & Overall Experience)
	Vacancy	01 (Unreserved)
	Educational Qualification	<p>Minimum Essential Qualification: Post-Graduate Degree in Hotel or Hospitality Management / Post Graduate Diploma in Hotel or Hospitality Management of Minimum 2 Years Duration.</p> <p>Minimum Percentage of Marks required in Essential Qualification: 60 %</p> <p>Desirable Qualification: Specialized Certificate / Diploma course in front Office Management/ Event Management.</p>
	Experience	Minimum 5 years in Hospitality Industry out of which at least 3 years continuous experience in a 5-star Hotel/ Resort as a Supervisor in Concierge Services.
4	Post	Head (Horticulture)
	Vacancy	01 (Unreserved)
	Educational Qualification	<p>Minimum Essential Qualification: Post-Graduate Degree in Horticulture / Post-Graduate Degree in Agriculture with specialization in Horticulture/ Post-Graduate Degree in Floriculture & Landscaping.</p> <p>Minimum Percentage of Marks required in Essential Qualification: 60 %</p> <p>Desirable Qualification: Specialized Certificate / Diploma course in Horticulture / Gardening / Landscaping</p>
	Experience	Minimum 5 years in Horticulture out of which at least 3 years continuous experience in a 5-star Hotel/ Resort as a Supervisor in Gardening/ Landscaping/ Landscape Designing.
5	Post	Head (Training & Diving)
	Vacancy	01 (Unreserved)
	Qualification	<p>Professional Diving Certification:</p> <ul style="list-style-type: none"> a) Valid Clearance Diver Certificate from Indian Navy (with >2 years validity) b) Certified by PADI or equivalent body as open water diver c) Certified HUET Diver/HUET instructor d) Certified Basic lifeguard course e) Certified Basic first aider course <p>Medical Certification:</p> <ul style="list-style-type: none"> a) Valid Offshore Medical Fitness Certificate and b) Diving Medical Certificate
	Experience	<p>HUET Diver / Instructor:</p> <ul style="list-style-type: none"> a) Minimum 5 years as HUET Diver <p>Experience in Supervision and Training Centre Operations: Minimum 2 years of experience in operations management of Indian Navy Seafarer Training Centres or OPITO Accredited BOSIET/HUET training centers, or DG Shipping/ OPITO Accredited Sea Survival Training facilities related to Offshore.</p> <p>Desirable experience: Experience in Vendor Coordination, Quality Control, Emergency Preparedness, and Regulatory Compliance.</p>

Note:

- i. **ONGC Management reserves the right to cancel the recruitment exercise fully/ partially at any stage at its discretion.**
- ii. The age limit for candidates is maximum 35 years as on last date of registration.
- iii. The degree courses offered by Institutes/ Universities through regular mode are required to be approved/ recognized by the relevant statutory bodies for employment to posts and services under the Central Government like AIU, UGC, AICTE etc. Candidates who have obtained their qualification through Distance Learning/ part-time mode are also eligible to apply provided their qualification is

recognized by the relevant statutory bodies for employment to posts and services of the Central Government.

- iv. Qualifications mentioned in the table above are sacrosanct. No equivalent Qualification will be accepted.
- v. Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in Degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned University/ Institute. Candidates are required to obtain a certificate to this effect from the University/ Institute, which shall be required to be submitted at the time of document verification. If University/ Institute does not have the provision for conversion CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage then the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.
- vi. Medical certificates required for the post of **Head (Training & Diving)** should be from ONGC-approved or IMCA-listed Physicians.
- vii. All Professional Diving Certificates for the post of **Head (Training & Diving)** shall be valid and required to be submitted for verification prior to deployment. Also, all certificates should be maintained as valid throughout the engagement period, else the services will be terminated without any intimation.
- viii. The 5-star hotel /resort status should be approved / certified by **Hotel & Restaurant Approval & Classification Committee (HRACC) under Ministry of Tourism, Govt. of India.**

B. Key Responsibilities:

The detailed job description for all the posts is provided at **Annexure -I.**

C. Tenure of Engagement

- The tenure of engagement will be for a period of 5 years.
- 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.
- The contract can be terminated at any time by giving one month's notice, by either side.

D. Emoluments & Other Financial Benefits

i) Annual CTC

Remuneration / Pay Compensation will not be a limiting factor for a deserving candidate and can be negotiated in consideration of the last / current CTC drawn as follows:

- Maximum ₹ 7.5 lacs per annum

The Annual CTC (Cost to Company) will be inclusive of all benefits & perks including EPF contribution, Gratuity, Medical Insurance etc.

ii) Performance Appraisal

Every year, biannual performance assessment will be done as on 30th September & 31st March. At the end of the assessment year, rating will be finalized by taking average of both appraisals. A minimum of three months of service in the year will be required for appraisal.

iii) Annual Increment

The FTE shall become eligible for consideration for annual increment subject to securing minimum qualifying 80 marks in the performance appraisal of the relevant period. The annual increment based on performance will be as under:

Performance	Score in the	Variable Increment of remuneration
-------------	--------------	------------------------------------

Rating	performance Appraisal	
Outstanding	95.01 to 100	15%
Very Good	90.01 to 95	10 %
Good	85.01 to 90	7 %
Fair	80 to 85	3 %
Poor	Below 80	0 %

The increment is also payable in a cumulative manner i.e. while paying the increment for a year, previously paid increment(s) will continue to be paid. However, the entitlement of variable increment of the first Financial Year (FY) after engagement would be regulated as under:

Engagement Period of the first FY	Entitlement of Variable Increment
< 3 months	No increment
> = 3 & < 6 months	Half of Variable increment
> = 6 & < 9 months	Three fourth of variable increment
> = 9 months	Full increment

- iv) **Travelling & Lodging, Boarding while on tour for Official Purpose-** Whenever tours are undertaken by FTEs, the TA/ DA and other boarding/ lodging charges will be payable as per the entitlement applicable to the regular on-roll ONGC Executives of E0 level.
- v) **Other Statutory Benefits**
- PF shall be deducted as per statutory maximum wage ceiling decided by EPFO from time to time. PF shall be released to the FTE on completion of contract.
 - Release of Statutory payment i.e. Gratuity as applicable for employees on rolls at minimum of E0 level.
 - Income tax, professional tax, any other tax/statutory liability shall be borne by the engaged contract executives.

E. SELECTION PROCESS:

i) Shortlisting of Applications:

Shortlisting criteria for Head (Catering/ Housekeeping/ Concierge & Overall Experience/ Horticulture): The candidates will be called for interview in the ratio of 1: 20 i.e. for one post, twenty candidates will be called. The following shortlisting criteria will be applied by providing weightages to relevant Qualification & Experience:

Particular	Criteria	Maximum Marks
Qualification	Weightage of % marks scored in essential qualification -85	34
	Marks for having relevant Specialized certificate -15	6
	Total Marks for Qualification (A)	40
Experience	Marks for minimum number of experiences required including 5-star Hotel/ Resort experience	40
	2.5 mark for each additional year of relevant experience subject to maximum 20 marks.	20
	Total Marks for Experience (B)	60
Grand Total (A+B)		100

Bunching – In case there are more than one candidate at minimum cut-off mark, all such candidates will be shortlisted for interview.

Shortlisting criteria for Head (Training & Diving): All the eligible shortlisted candidates will be called for interview. However appointing authority may decide to enhance the criteria for

Qualification and / or experience for shortlisting in interview, if required, in case large number of candidates are found eligible.

ii)

Selection Criteria:

The selection will be based on qualification, experience and performance in Personal Interview. The selection criteria will be as follows:

Sl.	Criteria	Maximum Marks	Role	Distribution of Marks	
1.	Qualification	30		25 Marks	05 marks
			Head (Catering / Housekeeping / Concierge & Overall Experience / Horticulture)	25 Marks will be awarded for Essential Qualification	05 Marks – Relevant Specialized Certificate / Diploma
			Head (Training & Diving)	30 Marks will be awarded for Valid Professional Diving Certifications	
2.	Experience	40		30 Marks	10 marks
			Head (Catering / Housekeeping / Concierge & Overall Experience / Horticulture)	30 marks will be awarded to the candidates fulfilling the minimum requisite experience including 03 years continuous 5-star hotel / resort experience	02 marks for each additional year of relevant experience subject to maximum 10 marks.
			Head (Training & Diving)	30 marks will be awarded to the candidates fulfilling the minimum requisite experience as HUET Diver / Instructor and experience in Supervision and Training Centre Operations	02 marks for each additional year of relevant experience in Supervision and Training Centre Operations subject to maximum 10 marks.
3.	Interview	30	For all posts	(Minimum Qualifying marks – 18)	
Total		100			

F. Final Selection: Only such candidates will be considered for empanelment in the merit list who meet the prescribed Qualification, Experience criteria and secure minimum 60% of marks in Interview.

G. Finalization of Merit List

- Offer of engagement shall be issued to a selected candidate based on his/her relative rank in the Merit List prepared on the sum total of marks scored by the candidate in Qualification, Experience and Interview.
- In case of a tie in the total marks scored between two candidates, the candidate who has performed better in interview is considered senior in the merit list.

- c) In case the total marks and interview marks both are equal between two candidates, the candidate who is older in age is considered senior in merit list.

H. How to Apply

- a) Candidates need to visit www.ongcindia.com to register on registration web link. The registration site shall remain open from **13.08.2025 to 27.08.2025**.
- b) Candidates can apply for only one post for which he/she is most desirous, based on his/her qualification.
- c) If more than one application is received from a candidate, the latest application will be considered as final.
- d) Candidates will be informed about the interview with details of date, time and venue etc. through email.
- e) Before registering or submitting their online applications on the website, candidates must ensure that the following documents/items are readily available for data entry and uploading during the application process:
 - i. Mobile number & E-mail Address.
 - ii. Scanned copy of recent passport size colour photograph of the candidate with white background containing signature of the candidate on a small white sheet pasted just below the photograph (Not more than 70 KB size)
 - iii. Scanned & self-attested copies of qualification documents
 - iv. Scanned & self-attested copies of experience documents
 - v. Scanned & Self attested copies of Provident Fund statements in support of experience.
 - vi. Scanned copies of documents clearly indicating the current / last CTC drawn
 - vii. Scanned copies of HRACC certification of 05-star Hotel / resort.
- f) All information regarding candidates shortlisted for interviews, uploading the scanned certificates etc. shall be available on the website of ONGC – www.ongcindia.com. No separate Interview call letters shall be sent to the candidates by post.
- g) No changes shall be allowed once the candidate has submitted his/ her online application.
- h) The candidates applying for the post of **Head (Training & Diving)** should bring the requisite valid Medical Certificate as mentioned at Para-A on the day of interview for verification.
- i) The candidates called for interview will be reimbursed single to & fro Second Class -Sleeper rail fare by shortest route (including sleeper/reservation charges if paid) or actual fare paid whichever is less

I. Crucial dates for determining Eligibility Criteria

<ul style="list-style-type: none"> • Possession of Essential & Desirable Qualification as mentioned in this advertisement at para-A (Except required Medical Certificate) • Possession of Essential & Desirable Experience as mentioned in this advertisement at para-A 	As on the last date of registration
---	--

J. Important Dates

Sl. No.	Particulars	Date
1.	Start of Registration	13.08.2025
2.	End Date for Registration	27.08.2025

K. General Instructions:

- (i) The tenure of engagement will be for a maximum of 05 years. The contract tenure will

commence from the date of joining.

- (ii) The engagement can be terminated by giving a one month's written notice by ONGC or individual without assigning any reason whatsoever.
- (iii) The mere fact that a candidate fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be shortlisted / called for interview or to be considered further for selection process.
- (iv) The engagement will be subject to medical fitness.
- (v) Candidates selected for the post shall have to serve the duty pattern as per the decision of ONGC Management.
- (vi) The personnel shall be liable to be called upon by the ONGC Management at any point of time based on exigencies of work for which no overtime or extra payment shall be paid.
- (vii) No claim for regular employment in ONGC, by virtue of this contractual engagement, shall be entertained at any stage.
- (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.
- (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 to apply.
- (xi) Interested candidates fulfilling the above conditions will have to appear for an interview (physical / online).
- (xii) Dispute(s), if any, are subject to Delhi jurisdiction only.
- (xiii) In case of any query email may be sent to: **engage_contract@ongc.co.in**
- (xiv) ONGC is not responsible for typographical /printing errors, if any.
- (xv) For more information about the Company, visit our website **www.ongcindia.com**.

DGM (IE)
I/c Corporate Recruitment
ONGC

Roles and Responsibilities

1. Head (Catering) at ATI ONGC Goa:

The Catering FTE shall be responsible for:

- a. Overseeing the Operation and maintenance of kitchen, Dining Hall, and Cafeteria for providing the food to guest as per SoW / approved menu given under Catering Services.
- b. Ensuring the cleanness of Kitchen, Dining Hall, Cafeterias, place where food is served in proper hygienic condition as per details SoW given under Housekeeping & Cleaning Services.
- c. That all the food items are being prepared from good quality items of reputed brands of vegetable oils, pure ghee, butter, spices, pulses, wheat flour, gram flour etc and ensuring healthy food offerings to the guests.
- d. To ensure that prepared food shall be served in Dining Hall and cafeteria only and not to be taken to Executive Residency rooms. However, food items can only be permitted to the Trainees / Guest in the room in exceptional cases with the prior permission of Head HR-ER / designated HR person.
- e. To ensure that for ATI employees, tea, snacks, and meals is served in Cafeteria's.
- f. To ensure that Tea / snacks / food items shall also be supplied anywhere in office campus as per requirement.
- g. To ensure that the contractor shall also supply the Tea / coffee / snacks / food items in Conference Room / PEB blocks / Sea Survival Centre etc. in an appropriate manner for Official meetings and events.
- h. To ensure that in all VIP meetings / events, tea & snacks, food shall be served in fine bone china VIP cutlery.
- i. To ensure that as and when required, the buffet meals shall be required to be served at the VIP Rooms, Viewpoint or any other location inside the ATI campus as per direction of Head HR-ER.
- j. To ensure that the contractor shall also provide the Packed Meals, properly and hygienically packed in boxes as per the instructions of Head HR-ER / designated HR person as and when required.
- k. To ensure that the contractor is recovering the charges of foods from the private occupants and ATI employees as per the prevailing approved price list (if there is no order from Head HR-ER/). Private Occupants means the spouses / children coming with trainees and other visitors to the Institute on private visit.
- l. To ensure that contractor is maintaining all modern kitchen utensils in sufficient quantity so as to keep provision to keep cooked foods for at least 150 persons in hygienic condition along with crockery for 200 persons available at all times.
- m. To ensure that inside the dining hall, each dining table is provided with fine cutlery, Salt & Pepper dispensers, Tissue paper with stands, Glass Water bottles, placemats and water glasses placed in acrylic tray as per seating capacity of table.

- n. To ensure that only fresh prepared hot food is supplied and the left over are disposed-off every day. Food cooked for the day is not to be served either in dinner or next day. In this regard, if any complaint is received, the same to be immediately communicated to Head HR/ER.
- o. To ensure that Fresh vegetables / non-veg. items are to be prepared in the Executive Residency and served to the Guests. Proper care should be taken for perishable items which will be procured daily on need basis. It must be ensured that serving of non-veg items is only to the intended persons.
- p. To ensure proper storage of dry provisions and it should be kept at least one foot above the ground and adequate hygienic conditions are to be maintained in the store and kitchen areas. In the Storeroom, all the food items shall be kept in proper containers with lid / cover and shall be kept on elevated platforms / table etc. to prevent the entry of ants, bugs, silverfish, insects etc. in the container.
- q. To ensure proper disposal of food waste as per norms.
- r. Any other related assignment given by Head HR/ER

2. Head (Housekeeping) at ATI ONGC Goa:

Housekeeping services form an essential part of maintenance, as it is necessary for safe work site and health and hygiene of the employees to maintain and improve the ambiance. All living areas and the surroundings of the campus are to be kept clean and tidy and effective waste collection and disposal arrangements shall be made.

The following activities are to be carried out under Housekeeping FTE:

- a. To ensure Sweeping & Wet Mopping of Guest Rooms, All the Corridors, lobbies, Sweeping of all the Internal Roads, Sheds, terrace, Open hardened Areas. Cleaning of glass doors and windows, partitions etc.
- b. To ensure that all areas as per scope of work, fixture and fittings attached to the rooms / buildings are kept well cleaned and maintained regularly as specified in the cleaning service as per scheduled activities.
- c. To ensure Cleaning of the Executive Residency room / PEB Areas meaning cleaning (sweeping and moping with disinfectant liquid of specified brands), vacuuming all sofas and chairs in the rooms, removing all the waste from the rooms, cleaning and washing of all W/C and toilet pans, dusting the furniture, cleaning the tumblers and spraying of air freshener, changing the linen, towel and bed making. No spider web or fungus or bird nests etc. filthy items should be visible in the premises. It is to ensure that there is no entry of dog's in Executive Residency rooms and surrounding areas, dining halls, reception counter, PEB Block and areas as defined in the Scope of Work etc.
- d. To ensure that the daily cleaning activities, weekly cleaning activities and monthly cleaning activities are being done by the contractor. To ensure that ceilings, wall panels, misc. accessories in the room and open area are cleaned.
- e. To ensure the overall cleanliness of items, placement of caution signs to alert people during cleaning activity, non-use of abrasive material during cleaning etc.
- f. To ensure that floors are free of dirt, mud, sand footprints, liquid spills, unwanted material and other debris.

- g. To ensure overall cleaning of debris, dirt and plant litter from walkways, roads, car parking and other areas can be done using ride on and/or walk behind sweeping machines, and congested area shall be clear with hose cleaning.
- h. To ensure vacuuming sofas, mattresses, pillows, chairs, rugs and carpets so that they are free of dirt, mud etc.
- i. To ensure washrooms are thoroughly cleaned and full toiletries are placed in them at any point of time. Regular touch surfaces to be free from germs and smudges.
- j. To ensure air-fresheners, naphthalene balls in all washrooms, corridors etc.
- k. To ensure trash removal is being done regularly and disposal is being done in a scientific way.
- l. To ensure that Proper waste collecting bins and bags are to be provided at strategic locations by contactors.
- m. To ensure that all glasses are thoroughly cleaned and smudge free. Cleaning of doormats, telephone instruments including disinfecting, photos, murals, sculptures, panels, glass/board partitions / veneers / laminates and windows inset etc. is effectively done.
- n. The kitchen and dining hall shall be cleaned with wet & dry vacuum cleaners using disinfectants and detergents by 06:00hrs daily. The dining room shall be cleaned thrice daily.
- o. To ensure the premises are free of cobwebs.
- p. To ensure Bed sheets and pillow covers are being changed on daily basis and shall be cleaned. Linen items under storage shall need to be cleaned on weekly basis, if unused.
- q. To ensure that all equipment being used for housekeeping is under AMCs and the material and cleaning chemicals are eco-friendly, and ISI certified.
- r. To ensure enough hand towels at all guest rooms, Common wash basin, conference room, dining hall, PEB Washrooms, Swimming Pool area etc. The towels should be changed during the day as per need of each location.
- s. Any other related assignment given by Head HR/ER

3. Head (Concierge and Overall Experience) at ATI ONGC Goa:

The Concierge FTE shall be responsible for the overall experience to the visitors / VIPs from the point of arrival till departure. He / she shall be assisting guests / visitors / VIPs for any support / query during their entire period of stay. Besides, above, he / she shall be responsible for the following:

- a. To welcome each guest at the reception and assist in check-in and check-out
- b. To assist guest in transportation of their luggage to the room and briefing him / her about the facilities within the executive residency as well as per requirement.
- c. To oversee that the reception is managed properly.
- d. To oversee that the pest and rodent control is done regularly
- e. To oversee that the horticulture within the Executive Residency is maintained regularly.
- f. To ensure that DTH connections are working regularly
- g. To ensure the Swimming pool and its allied activities are working properly
- h. To ensure that the gymnasium and other recreational activities are working properly

- i. To ensure that the terrace area and conference areas are up to the standards
- j. To ensure that arrangements during various functions are done efficiently and timely
- k. To ensure that laundry services are efficiently implemented and assist guests with their laundry, if required
- l. To ensure that the General Maintenance is in order and any complaint is timely addressed
- m. To ensure that the waste is timely disposed in a scientific manner
- n. To ensure that all the queries of the guests are addressed
- o. To ensure any other responsibility given by Head HR/ER

4. Head (Horticulture) at ATI ONGC Goa:

A. Garden and Landscape Maintenance

- a. Plan and supervise daily maintenance of gardens, including lawns, shrubs, and decorative plants.
- b. Schedule pruning, mowing, weeding, fertilizing, and seasonal planting activities.
- c. Monitor plant health and implement pest and disease control measures.
- d. Check and Certify measurements submitted by the contractor and convey them to the management.

B. Hedge and Tree Management

- a. Shape and trim hedges and shrubs to maintain aesthetics and health.
- b. Oversee tree pruning, removal of dead branches, and overall tree care.
- c. Ensure compliance with landscaping design and local guidelines.

C. Irrigation and Water Supply Management

- a. Design and maintain efficient irrigation systems (sprinklers, drip irrigation, etc.).
- b. Schedule watering cycles based on plant requirements and weather conditions.
- c. Monitor water pressure, leaks, and system efficiency to conserve water and reduce waste.
- d. To evaluate the operational status of the Bore well and propose appropriate improvements.

D. Soil and Composting Management

- a. Manage composting, mulching, and fertilization routines to support healthy plant growth.
- b. Supervise and Monitor O&M of vermicomposting facility including storage, loading and unloading.

E. Equipment and Tool Maintenance

- a. Oversee use and maintenance of gardening tools, machinery, and irrigation equipment.
- b. Ensure safety procedures are followed during equipment use.

F. Supervision and Workforce Management

- a. Lead a team of gardeners and landscape workers; assign tasks and monitor performance.
- b. Train staff in horticultural techniques and safe work practices.

G. Aesthetic and Functional Planning

- a. Ensure gardens and green areas align with landscape designs and seasonal aesthetics.
- b. Introducing new plant varieties and seasonal changes to enhance appearance and biodiversity.
- c. Involvement in new upcoming Landscaping works in Convention Centre and Management Training Facility.

H. Record Keeping and Reporting

- a. Maintain records of plant care schedules, irrigation logs, pest control measures, and maintenance activities.
- b. Report garden conditions, issues, and improvement suggestions to management.

I. Liaison with Goa Government Departments (Forest Dept. and Water Resource Department)

- a. Establishing and maintaining communication.
- b. Coordinating activities and projects.
- c. Resolving conflicts and addressing concerns.

J. Any other assignment given by I/c Civil

5. Head (Training & Diving) at Sea Survival Centre, ATI ONGC Goa:

The FTE will act as ATI–ONGC's focal point across both the training and offshore emergency.

This position plays a critical role in maintaining operational excellence at the training facility during overwater helicopter operations.

A. Supervision of Sea Survival Centre Operations

A.1 General Oversight and Coordination

- a) Act as the designated supervisory authority overseeing the performance of the outsourced Training Service Provider.
- b) Monitor and verify that the service provider adheres to the contractual deliverables, including training schedules, facility maintenance, hygiene standards, staffing levels, and emergency preparedness.
- c) Maintain daily interface with ATI–ONGC officers and recommend corrective actions and quality improvements.

A.2 Operational & Facility Management

- a) Supervise all day-to-day operations including:

- i. Cleanliness and hygiene in classrooms, pools, cafeterias, clock rooms, and public areas.
 - ii. Pantry and food quality inspections.
 - iii. Security and access control at the Centre.
 - iv. Proper functioning of HVAC, lighting, and water treatment systems.
- b) Validate preventive and corrective maintenance of simulators, training pool systems, and emergency gear.

A.3 Equipment & Infrastructure Oversight

- a) Ensure that all critical and operational safety equipment is maintained as per manufacturer's and OPITO standards.
- b) Regular inspection of HUET, TEMPSC, hoists, environmental simulators, and PPE inventory etc.
- c) Review of maintenance logs, calibration records, and verification of trained personnel conducting repairs.

A.4 Training Program Monitoring

- a) Oversee the conduct of OPITO-accredited and custom training programs.
- b) Attend random training sessions to evaluate delivery quality, equipment readiness, and participant engagement.
- c) Maintain independent rosters, training completion data, and feedback analysis reports.
- d) Ensure compliance with OPITO and relevant standards on course content, duration, certification, and recordkeeping.

A.5 Documentation & Compliance

- a) Review and verify all records related to operations, maintenance, and training programs.
- b) Maintain a compliance checklist and readiness tracker for internal/external audits.
- c) Assist ATI–ONGC in statutory compliance including health safety licenses, diving operations, and simulator documentation.

A.6 Reporting

- a) Submit structured reports to ATI–ONGC:
 - i. **Daily** – Operations summary, attendance, and key observations.
 - ii. **Weekly** – Status of all maintenance, training, and service functions.
 - iii. **Monthly** – Detailed performance analysis, compliance status, feedback trends, and improvement recommendations.

B. HUET-Certified Diver for SSC

B.1 Diver Responsibilities

B.2 Emergency Preparedness & In-Water Rescue

- a) Ensure availability of certified personal safety and rescue gear.
- b) Be proficient in underwater escape, rescue towing, flotation, and coordinated recovery techniques.
- c) Provide immediate in-water response and assist in evacuation and flotation procedures for all training conducted in SSC.