OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No. 4/2019 (R&P)

Recruitment of Executives at E1 level through University Grant Commission-National Eligibility Test (NET) – June 2019

Oil and Natural Gas Corporation Limited (ONGC), a "Maharatna" Public Sector Enterprise, and India's flagship energy major is engaged in Exploration and Production of Oil and Gas in India and abroad. A global player in energy, it contributes about 65% of India's domestic Oil and Gas production. Currently, ONGC through its subsidiary ONGC Videsh is India's largest Transnational Corporate with overseas investment of over 10 billion USD in 20 countries.

ONGC provides one of the most women-friendly workplaces, with progressive and empowering policies to enable both women and men to excel at work and achieve work-life balance.

ONGC offers one of the best compensation packages in cost to company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

ONGC wants young , promising and energetic Indian Citizens with bright academic record to join the organization **at E1 level**.

The selected candidates will be placed in the pay scale of Rs. 60,000 - 180,000//- with an increment of 3% per year. Besides Basic Pay, the employee is entitled to allowance @ 35% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA/Company Accommodation, Contributory Provident Fund, Conveyance Maintenance, Substantial Performance Related Pay (PRP), Medical Facility for self and dependents, Gratuity, Post Retirement Benefit Scheme and Composite Social Security Scheme as per Company rules.

1. **Details of Posts:**

S.No.	Designation & Level	No. of Posts					Total	Post Identified suitable for PWD	Reserved for PWD
		UR	OBC	SC	ST	EWS			
1.	Human Resource Executive	10	05	03	01	01	20*	OA,OL,BL, OAL,B,LV,HH	12*(VH)
2.	Public Relations Officer	03	00	00	00	00	03**	OA,OL,B,LV	2**(VH)

*12 posts are reserved for PWD-VH which includes 7 backlog posts reserved for PWD(VH) category of 2018 recruitment drive (Advt.1/2018(R&P)).If suitable candidates of VH category are not available against backlog posts then PWD candidates of other identified categories may be considered through interchange of PWD category. In case the suitable candidates of other identified categories of PwD are also not available by interchange of category than posts may be filled by other than the persons with disability

**02 posts are reserved for PWD-VH

Abbreviations Used: B=Blind, LV= Low Vision, OA= One Arm, OL= One Leg, BL=Both Legs, VH= Visually Impaired, HH= Hearing Impaired, OH= Orthopedically Impaired, BLOA-Both leg and one arm, OAL-One Arm and Leg

EWS,SC,ST and OBC candidates can apply as General candidates since no post is reserved for them for Public Relations Officer, but age relaxation will not be extended to them

2. **Minimum Eligibility Criteria:**

    i.   **HR Executive**

Category of Candidates	Age limit as on 01.01.2019	Essential Qualification	UGC NET Subject
General,EWS	30 years	MBA with specialization in Personnel Management / HRD / HRM with minimum 60% marks OR Post Graduate degree in Personnel Management/ IR/ Labour Welfare with minimum 60% marks OR Minimum 2 years full time Post Graduate Diploma in PM/IR/Labour Welfare with minimum 60% marks OR 2 years full time PGDM from IIM with minimum 60% marks.	Labour Welfare/Personnel Management/Industrial Relations/Labour and Social Welfare/Human Resource Management (Subject Code-55) Or Management (Subject Code-17)
OBC(NCL)	33 years		
SC,ST	35 years		
Persons with Disabilities(PWD)	40 years (further relaxed by 3 yrs for OBC and 5 years for SC/ST)		
Departmental candidates	Age relaxation will be extended to departmental candidates to the extent of their service rendered in ONGC		
Ex-Service men (General,EWS OBC,SC,ST)	35 years (Notification No.39016/10/79-Estt(C) dated 15.12.1979, 36034/1/2006-Estt(Res) dated 04.10.2012, OM.36034/2/2013-Estt(Res) dated 08.04.2013)		

    ii.   **Public Relations Officer**

Category of Candidates	Maximum age limit as 01.01.2019	Essential Qualification	UGC NET Subject
General	30 years	Post Graduate Degree/minimum 2 years diploma in Public Relations/Journalism/Mass Communication with minimum 60% marks	Mass Communication (Subject Code-63)
Persons with Disabilities(PWD)	40 years (further relaxed by 3 yrs for OBC and 5 years for SC/ST)		
Departmental candidates	Age relaxation will be extended to departmental candidates to the extent of their service rendered in ONGC		
Ex-Service men (General,EWS OBC,SC,ST)	35 years (Notification No.39016/10/79-Estt(C) dated 15.12.1979, 36034/1/2006-Estt(Res) dated 04.10.2012, OM.36034/2/2013-Estt(Res) dated 08.04.2013)		

Note:

a. The degree offered by Institutions/ Universities through the regular mode should be approved/ recognized by the necessary statutory bodies for employment to posts and services under the Central Government like Association of Indian Universities (AIU)/UGC/AICTE etc. Candidates who have obtained their qualification through the distance learning / part time mode are also eligible to apply provided that their qualification is

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

b. Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the application. Calculation of percentage of marks in the qualifying degree is as per university/ institution rules. Please obtain a certificate to this effect from the Univ. / Instt, for submission at the time of interview. If university/Institute does not have the provision for conversion CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage than the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.

c. **Students in the final semester of the qualifying course can also apply. However, they must be able to produce mark sheet and course completion certificate with minimum 60% of marks in the essential qualification on or before 31.07.2019.** Qualifications mentioned in the table above are sacrosanct .Candidates may please note that for the post of HR Executive, MSW shall not be acceptable as being equivalent to MBA/PG Degree in HRM. For institutes / universities which do not give a specialization in qualifying degree, specialization in the relevant subject needs to be certified by the university/institute. However candidates possessing 2 years PGDM(Full time) from IIM are not required to submit specialization certificate.

d. As per the notification issued for UGC-NET, the maximum permissible age prescribed is 30 years (as on **01.07.2019**) for Junior Research Fellowship (JRF), while there is no upper age limit for Assistant Professorship. In ONGC, the maximum permissible age for recruitment for this recruitment is kept as per Para 2 above for instance 30 years on 01.01.2019 for general candidates. Keeping the above view, the candidates exceeding 30 years of age as on **01.07.2019** must apply for 'Assistant Professor' while filling-in the UGC-NET application.

e. For getting the benefit of reservation under OBC category, the name of caste and community of the candidate must appear in the '**Central list of Other Backward Classes'** available on National Commission for Backward Classes (NCBC), Government of India website **www.ncbc.nic.in.** The candidates must not belong to creamy layer. Candidates seeking reservation as OBC, will have to submit at the time of interview, caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognised as OBC and the Village/Town the candidates is ordinarily a resident of.

 f.   Prescribed format of the caste certificate for OBC/SC/ST for employment in government undertakings is down-loadable from **www.ongcindia.com**.

g. OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by designated authority from time to time. A certificate containing any variation in the caste name will not be accepted.

h. For availing EWS reservation the conditions and format of the certificate will be followed as per DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019.The same is down-loadable from **www.ongcindia.com**

3. SELECTION PROCEDURE:

3.1. Eligible candidates meeting age and minimum eligibility criteria of ONGC as para 2 above will be required to appear in the corresponding UGC-NET Subject(as mentioned with the post) of **University Grant Commission-National Eligibility Test (UGC-NET) examination** to be held in **June 2019**.

3.2. Candidates have to **essentially qualify** the UGC-NET examination of **June 2019.** Score from **UGC-NET examination** of **June 2019** ONLY is valid for this recruitment exercise under this advertisement. Score from any previous UGC-NET examination is not valid.

3.3. Only those candidates who are declared qualified by UGC-NET as above, will be considered for short-listing as per the criteria decided by the ONGC Management for further selection process subject to their meeting the eligibility criteria with regard to age, qualification etc.

 3.4   The final merit list shall be prepared based on the weightages assigned to various parameters as follows:

S.No	Particulars	Marks
I.	Weightage of UGC-NET examination of **June 2019** Score	60 Marks
II.	Interview	15 Marks
III.	Qualification	25 Marks (*20 Marks for Essential Qualification & 05 marks for in line PhD**)
	Total	**100 Marks**

* If awarded & documentary proof produced on the date of interview.

3.5 In order to be selected, candidates are required to qualify in the UGC-NET examination of **June 2019** and thereafter again in the interview separately in addition to fulfilling qualification criteria. To qualify in the Interview, General,EWS and OBC candidates are required to score minimum 60% marks i.e. 9 marks out of 15 & SC/ST/PWD Candidates are required to score a minimum of 40% marks i.e. 6 marks out of 15 marks in Interview.

3.6 In case the total marks for final selection are same then candidate who gets more marks in UGC-NET examination of **June 2019** Score is considered senior and if equal marks are scored in UGC-NET exam of June 2019 than the one older in age is considered senior for release of name.

3.7. Departmental candidates shall be given first consideration in matters of selection while other things such as qualification, eligibility and selection criteria etc. remain the same.

3.8 Only UGC-NET examination of **June 2019** Score is valid for the recruitment exercise in ONGC under this advertisement. Score from any previous UGC-NET examination is not valid.

4. HOW TO APPLY:

4.1 The application process consists of the following **two stages:**
 i) On-line registration for **UGC- NET** examination to be held on **June 2019**
ii) **Online** application at link available on **www.ongcindia.com** along with **UGC-NET Registration/Roll number.**

4.2 Candidates are required to first submit their application ON-LINE for UGC-NET examination following the steps prescribed in the information brochure for the examination.

4.3 For detailed information on UGC-NET examination, the interested candidates may log on to https://ntanet.nic.in/ntanetcms/public/home.aspx**.**

4.4. On completion of online application process, the candidates will be required to take print out of Application Form, Attendance Slip and Admit Card. These documents will also have the **UGC-NET Registration/Roll Number** of the candidate. **Candidates must preserve these documents carefully.**

4.5 Candidates after filling the form of UGC-NET examination will apply online through the link **"Online application for recruitment of executives through UGC-NET June 2019 Examination "** on www.ongcindia.com. No other mode, repeat no other mode, of application shall be accepted.

4.6 The candidate can access the online application form at **www.ongcindia.com** .The online registration site would be opened from 18/03/2018(tentative)to 09/04/2019.

4.7 If there is no post for reserved category, candidates belonging to reserved category can still apply for unreserved posts. However age relaxation will not be extended to them.

  4.8 Before registering/submitting their online applications on the website the candidates should possess the following **:**

- (1) **UGC NET Application/Registration No.**
- (2) **Valid Mobile number & E-mail ID in which the OTP will be sent for completing the registration process.**

(3) **Scanned copy of recent passport size color photograph of the candidate with white background containing signature of the candidate in a small white sheet pasted just below the photograph (Not more than 70 KB size)**

(4) **Caste certificate to fill details regarding community, state & district, if belongs to OBC/SC/ST category.**

(5) **Scanned copies of all certificates (Qualifications,Identity proof etc.)**

4.9 No changes shall be allowed once the candidate has saved and submitted her/his online application. All correspondence with the registered candidates shall be done through the registered E-mail/Mobile only. The candidates are required to keep the registered E-mail and active at least for one year and also the Mobile Number for receiving OTP and other information.

4.10 The candidates registering for UGC-NET June 2019 examination are required to upload the scanned copies of certificates at online application site at the time of online application.

4.11 All information regarding candidates regarding uploading the scanned certificates, shortlisted for interviews and interview call letter etc. shall be available on the online website for which link is available at www.ongcindia.com. Interview Call letters will either will be downloadable from the online site or will be sent through Email. No separate Interview Call Letters shall be sent to the candidates by post.

4.12 The sole responsibility of uploading the scanned copies of certificates and downloading and printing of Interview call letter shall be that of the candidate.

4.13 Candidates must enter the **same name in the same configuration** as they have entered while applying for UGC-NET. For example, if the candidate has entered his name as Praveen Kumar Singh in the ON-LINE UGC-NET application, he must enter Praveen Kumar Singh (exactly same spelling) while applying to ONGC Application Format. He must not enter P K Singh or Praveen K Singh.

4.14 Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish accurate, full and correct information. Furnishing of wrong / false information will be a disqualification.

4.15 Candidates appearing in Final Examination of Qualifying degree may also apply but they have to produce Mark sheet and certificate with minimum 60% marks on or before 31.07.2019.

4.16 Candidates need not send any documents/application to ONGC by post.

5. IMPORTANT DATES:

FOR ONGC

a.	Start Date for online application	- **18.03.2019((Tentative)**
b.	Last date of for online application	- **09.04.2019**
c.	Scheduling of Interviews	- **August 2019(Tentative)**

FOR UGC-NET June 2019 Examination

a.	Start date for submission of online application form	- **01.03.2019**
b.	Last date for applying online application	- **30.03.2019**
c.	Date of UGC-NET Examination(to be conducted by NTA)	- **20, 21, 24, 25, 26, 27 and 28 June 2019**

6. GENERAL INSTRUCTIONS:

6.1.   Candidates are advised to go through the detailed instructions for UGC-NET examination and the detailed advertisement of ONGC very carefully. On few of the parameters like the cut-off date for maximum age, relaxation in age extended to OBC category candidates etc., the criteria of UGC-NET and ONGC differ. The eligibility of candidates, writing UGC-NET examination for career in ONGC will be governed by the eligibility criteria of ONGC.

6.2.   Mere issue of call letter to the candidate will not imply that his/her candidature has been finally cleared by ONGC. Till such time the candidature is provisional and ONGC takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview.

6.3.   Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found false or is not in conformity with eligibility criteria.

6.4.   Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's website www.ongcindia.com

6.5.   Candidates may please go through the **"Frequently Asked Questions (FAQs)" at www.ongcindia.com**.

6.6.   The selected candidates are liable to be posted anywhere in India or abroad.

6.7.   Candidates employed in PSUs and Government departments will be required to produce **No Objection Certificate** at the time of interview.

6.8.   For any dispute, Courts at New Delhi will have the jurisdiction.

6.9.   For more information about the Company you may visit our website **www.ongcindia.com**.

In charge -Corporate Recruitment
Oil and Natural Gas Corporation Ltd.
Tel Bhawan, Dehradun

'ONGC is not responsible for printing errors, if any'