



## OIL AND NATURAL GAS CORPORATION LTD.

### ADVERTISEMENT NO. 4/2011 (R&P)

Oil and Natural Gas Corporation Ltd. (ONGC) is a Fortune-Global 500 Company and the first ever Indian Corporate in Fortune list of 'World's Most Admired Companies 2007'. It is the Numero Uno E&P company in the World, is amongst top 4 Energy Companies in Asia and ranks 18th among leading global energy majors as per 'Platts' Top 250' Global Energy Company Ranking 2010. It is ranked 24th among the Global Publicly-listed energy companies as per 'PFC Energy 50' list-Jan 2010. It is also ranked number 1 Top Blue Chip of India in the Finance Asia list for 2009 with the highest aggregate net profit. It ranks 155th in the Forbes Global 2000 list 2010. ONGC, through its subsidiary ONGC Videsh Ltd. (OVL), is India's biggest Transnational Corporate with overseas investment of over USD 12 billion. OVL presently has participating interest in 33 projects in 14 countries and currently producing oil and gas from 10 projects in 7 countries viz., Greater Nile Oil Project and Block 5A in Sudan, Block 06.1 in Vietnam, Al Furat Project and Block 24 in Syria, Sakhalin-I Project and Imperial Energy in Russia, Mansarovar Energy Project in Colombia, San Cristobal Project in Venezuela and Block BC-10 in Brazil. ONGC is ranked as the Best Company to Work for in the Core Sector.

ONGC invites applications from competent professionals for the following posts:

Sl. No.	Details of the Post	No. of posts	Age limit (As on 29.08.2011)	Qualification & Experience
1.	Manager (Company Secretary)  Scale: Rs. 36,600 - 62,000/- (E-4 level)	01 (UR)	44 years for Gen	Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate/ Fellow Member of ICSI. Should have minimum 10 years post qualification experience in Class I or equivalent position of which at least 3 years should have been in the next lower scale in a listed public limited company of repute having annual turnover of minimum Rs 500 crore as per last audited balance sheet.  Preference will be given to candidates with additional qualification of CA/ICWA.
2.	Manager (Finance)  Scale: Rs. 36,600 - 62,000/- (E-4 level)	01 (SC)	49 years for SC candidates (54 years for PC-OH/HH)	Graduate Degree with ICWA/CA or Ist class MBA with specialization in Finance. 12 years experience in Class I or equivalent position of which at least 3 years should be in the next lower scale.  Preference will be given to candidates with additional qualification of ACS/FCS.

**Number of posts may vary. Experience and age can be relaxed in case of exceptional / deserving candidates.**

**c) Job description –**

**The incumbent would be required to discharge various duties/jobs/assignments which shall be assigned to him/her from time to time and shall include the following:-**

**A) Manager (Company Secretary)-OVL:**

- i. Ensure compliance of various provisions of the Companies Act, 1956, DPE Guidelines on Corporate Governance, SEBI listing agreement and other Corporate Laws like SEBI Act, FEMA, RTI etc relating to the company and its overseas subsidiaries.
- ii. Convene Board meeting, Audit Committee meeting, other Committee meetings, Annual General meeting etc. including preparation of agenda, minutes, co-ordination etc.
- iii. Maintain books, registers, records etc. as per the applicable laws including filling of forms, returns etc with MCA, RBI, DPE etc.
- iv. Advise management on the implications of various legislations in formulating its long term plans and take action for implementing the company's corporate policies and procedures affecting business operations.
- v. Co-ordination with administrative Ministry and other Government Departments.  
The incumbent should have in depth knowledge of the various Corporate Laws like Companies Act, 1956, Listing Agreement, SEBI Guidelines, RTI Act, 2005 etc. In addition, the applicant should also have knowledge of General system of Accounting, preparation of financial statements, Internal Audit, maintenance of Cost Accounting records, Taxation etc.

**B) Manager (F&A)-ONGC:**

- i) Estimation of Plan & Non-Plan outlays along with budgeted activity costs of the company.
- ii) Costing – Plan vs. Actuals alongwith its activity cost- Periodical analysis and reporting including preparation of well costing & Cost Audit.
- iii) Examination of proposals including financial implications for concurrence.
- iv) Revenue including Oil and Gas accounting.
- v) Finalisation of Quarterly Accounts and coordinating with the Statutory Auditors of the Company for the Audit thereof.
- vi) Suppliers invoice verification and payment.
- vii) Co-ordination with internal auditor, Government Auditor, Tax Auditor etc.
- viii) Joint Venture Accounting including maintenance of accounting records as per JV Agreement, conduct of FCM (Finance Committee) meetings, raising of cash calls, co-ordination of Partners Audit etc.
- ix) Tax Management including Service Tax, Excise Duty, Customs, Royalty & Cess, VAT etc.
- x) Desirable exposure to Company Secretarial functions of large listed Public Limited Company.

## General

The pay scale is in the grade of Rs. 36,600 - 62,000/- with an increment of 3% per year. Besides Basic Pay, the employee is entitled to allowance @ 47% 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, Self Contributory Post Retirement Benefit Scheme and Composite Social Security Scheme as per Company rules. The Company 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.

## How to Apply

1. Indian nationals fulfilling the requirements may **send** their applications to **Deputy General Manager (HR)-Recruitment, ONGC, B.S. Negi Bhavan, 3<sup>rd</sup> floor, Corporate R&P, Tel Bhavan, Dehradun- 248003 so as to reach on or before 29.08.2011**. The application should be typed on A-4 size paper containing, in serial order (1) Post applied for (2) Name (3) Father's Name (4) Date of Birth (5) Category General/SC (6) Mailing address with Phone No. E-mail ID (7) Qualification (covering degree, institution, year of passing and percentage of marks (8) Experience as Class-I executive, covering the posts held, organization, period, pay scales and nature of duties, last pay details showing Basic, DA and other allowances (9) Challan no/ Journal No, amount of fee, date of deposition of fee, Branch name. (10) Signature with date (11) CPF No. (applicable only for departmental candidates of ONGC).
2. A Payment of non refundable registration fee of Rs. 500/- for General Candidates and Rs. 100/- for SC/Physically Challenged candidates is to be paid. Non refundable registration Fee is to be deposited in **ONGC Powerjyoti A/C Number 30827318409** of SBI. Payment is to be made at the **State Bank of India Branch** by filling up the challan form given below and the ONGC's copy of the original challan duly stamped and signed by the bank is required to be sent along with the application as proof of depositing the fee. Candidates should retain their copy of Challan for future reference. Fee is non-refundable. **No other mode of payment would be accepted.** The challan form for the same is attached here below. The same can be downloaded for making payment.
3. Please affix a recent passport size photograph on the top right hand corner of the application.
4. Attach self attested photocopies of certificates showing date of birth, qualification, (Degree as well as marks sheets) experience, pay scale and caste (where applicable).
5. Please super-scribe the post applied for on the top right corner of the envelope.
6. Applications received after the due date will **neither be entertained nor returned**. ONGC will not be responsible **for any delay whatsoever**.
7. Incomplete applications will be summarily rejected and **no correspondence shall be entertained from the candidates not short listed for the interview**.

**Kindly visit ONGC website [www.ongcindia.com](http://www.ongcindia.com), for further information about the post and the company**



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**ADVERTISEMENT NO. 4/2011 (R&P)**

**GREAT OPPORTUNITY TO JOIN GLOBAL  
LEAGUE IN E&P DOMAIN.**

**LAST DATE FOR RECEIPT OF APPLICATION 29.08.2011**

**A BRIGHT CAREER OPPORTUNITY BECKONS YOU TO THE WORLD'S  
NO.1 E&P COMPANY AND A FORTUNE 500 PREMIER MAHARATNA  
COMPANY ENGAGED IN EXPLORATION & PRODUCTION OF  
HYDROCARBONS IN INDIA AND ABROAD.**

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ONGC is looking for competent professionals for the post of **Manager (Company Secretary) in OVL** and **Manager (F&A) in ONGC** in the pay scale of Rs. 36,600 - 62,000/- (E-4 level) with attendant allowances as per company rules.

Eligible candidates will be required to appear for interview. The selected candidates will be appointed subject to being medically fit.

For detailed information regarding the company, payment of application fee, challan for payment of fee, eligibility criteria compensation package etc, you are invited to visit [www.ongcindia.com](http://www.ongcindia.com).

**APPLICATION FORMAT**

1. Post(s) applied for.....
2. Name in full(capital letters).....
3. Father's name : .....
4. Date of birth : .....
5. Category : General/SC .....
6. Mailing Address with Phone No.

Affix recent Photograph and Sign
--

.....  
 .....  
 Email ID.....Mobile No. ....

7. Details of Educational Qualifications(Starting from High School and enclose relevant photocopies of certificates duly attested)

S.No.	Exam passed	College/Univ./Institute	Passing Year	Subjects	% of marks

8. Post Qualification Experience as Class I Executive :-

S.No.	Post Held	Organization	From	To	Pay Details	Nature of duties

9. Fee details:  
 Challan No \_\_\_\_\_ Fee amount \_\_\_\_\_  
 SBI Branch name & code \_\_\_\_\_ Date of deposition \_\_\_\_\_  
 \_\_\_\_\_

10. For departmental candidates:

CPF No \_\_\_\_\_  
Place of posting \_\_\_\_\_

Designation \_\_\_\_\_

**Declaration**

I hereby declare that the particulars furnished above are true & correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature may be cancelled without any notice. I also declare that I am a bona fide citizen of India

Date : .....

Place:.....

(Signature of the candidate)

## Bank Copy



### State Bank of India

Challan for remittance of application fee  
for Oil and Natural Gas Corporation Limited  
Recruitment of Manager (CS)-OVL and Manager (F&A)- ONGC

Account No: **30827318409**

At Tel Bhavan Branch, Dehradun (Code no 1576)

Details of the Applicant (to be filled by the applicant)

Mr./Ms. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_

Category : Gen/ SC/ PWD

To be filled by Branch:

Branch Name \_\_\_\_\_

Branch Code No. \_\_\_\_\_

Journal No. \_\_\_\_\_

Date of Deposit \_\_\_\_\_

Fee Details:

	Rs
Application Fee	
Branch Commission *	020
Total	
Rupees _____	
Only.	

Signature of the Remitter

Signature of the authorized  
official with Branch Seal

\* Branch Commission Rs 20/- to be received per challan and credited to Branch Commission A/C vide CGM, Delhi Circle Note No. 2105 dated 30.07.2009.

\*\* Fee receiving branch should write the Branch Name, Branch Code, Journal No. & Dt. of remittance invariably and handover both the ONGC's copy and applicant copy to the remitter duly signed.

**Note:** ONGC copy of this cash receipt is to be sent with the application, along with relevant documents, otherwise the application of the candidate will be rejected.

## ONGC Copy



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Details of the Applicant (to be filled by the applicant)

Mr./Ms. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_

Category : Gen/ SC/ PWD

To be filled by Branch:

Branch Name \_\_\_\_\_

Branch Code No. \_\_\_\_\_

Journal No. \_\_\_\_\_

Date of Deposit \_\_\_\_\_

Fee Details:

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## Applicant Copy



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Recruitment of Manager (CS)-OVL and Manager (F&A)- ONGC

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At Tel Bhavan Branch, Dehradun (Code no 1576)

Details of the Applicant (to be filled by the applicant)

Mr./Ms. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Father's Name \_\_\_\_\_

Category : Gen/ SC/ PWD

To be filled by Branch:

Branch Name \_\_\_\_\_

Branch Code No. \_\_\_\_\_

Journal No. \_\_\_\_\_

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Rupees _____	
Only.	

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Signature of the authorised  
official with Branch Seal

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