



OIL AND NATURAL GAS CORPORATION LIMITED
ADVERTISEMENT NO.3/ 2007 (R&P)

ONGC, a Fortune 500 Company and India's flagship Navratna PSU is the first vertically integrated Oil enterprise with global reach, and well recognized by the global investor community. ONGC is the leader in **Exploration & Production (E&P)** activities in India, contributing more than 80% to India's total production of crude oil and natural gas and it is also engaged in the exploration, development and production of crude oil and natural gas in fifteen foreign countries through its wholly owned subsidiary **ONGC Videsh Limited (OVL)**. ONGC's subsidiary, **Mangalore Refinery & Petrochemical Limited (MRPL)**, is rated as the best refinery in terms of capacity utilization and energy efficiency.

ONGC, invites applications from competent professionals for the following key position:

COMPANY SECRETARY

a. Qualification – ACS/FCS & Degree in Law. CA/ICWA/MBA will be an added qualification.

b. Experience and Job requirement – Minimum 22 years post qualification experience, out of which at least five years at Senior level in any of the top 100 companies listed in ET 500/BT 500. The job involves compliance of Company law, Listing Agreements and all related activities in ONGC and supervision of these activities in the company's JV's and subsidiaries.

General

- i) The post is of E7 (General Manager) level and carries pay scale of Rs. 20,500/- to Rs. 26,500/-.
- ii) Number and level of post may vary.
- iii) Qualification, Experience and Age can be relaxed in case of exceptional / deserving candidates.
- iv) Maximum age shall be 52 years as on 20th July,2007.
- v) Compensation in CTC terms is one of the best amongst PSUs. Apart from Basic Pay and Dearness Allowance, candidates will be eligible for Accommodation /HRA, Contributory Provident Fund, Conveyance Maintenance, LFA encashment, Holiday Home facility, Medical facility, for self and dependents, Gratuity, Self Contributory Post Retirement Scheme, Composite Social Scheme, Soft loans, etc. as per company rules.
- vi) Selected candidate is likely to be posted in the Registered office at Delhi, though liable to be posted anywhere in India or abroad.
- vii) Applicants engaged in Govt. / Quasi Govt. / PSU should send their applications through proper channel or produce NOC when called for interview. Advance copy can be sent.
- viii) Outside candidates, called for interview, will be reimbursed suitable fare.

- ix) Canvassing in any form would disqualify the candidate.
- x) Departmental candidates may be allowed relaxation as per existing rules.

How to Apply

1. Indian nationals fulfilling the requirements may send their applications to **Chief Manager (HR)- Recruitment, ONGC, B.S. Negi Bhavan, 3rd floor, Corporate R&P, Tel Bhavan, Dehradun- 248003 on or before 20th July,2007**. 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 GEN/OBC/SC/ST/PC (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, period, pay scales and Organization, nature of duties, last pay details showing Basic, DA and other allowances (9) Signature with date (10) CPF No. (applicable only for departmental candidates of ONGC).
 2. Please affix a recent passport size photograph on the top left hand corner of the application.
 3. Attach photocopies of certificates of birth, qualification, experience, pay scale and caste (where applicable).
 4. Please super-scribe the post applied for on the top right corner of the envelope.
 5. Attach a non-refundable Bank Draft of Rs. 300/- as application fee in favour of F&AO (Cash), ONGC payable at SBI, Tel Bhavan Branch, Dehradun.
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