



OIL AND NATURAL GAS CORPORATION LIMITED

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Oil and Natural Gas Corporation Ltd. (ONGC) is a Fortune-Global 500 Company and the first ever Indian entrant in Fortune list of 'World's Most Admired Companies 2007'. It ranks 20th among leading global energy majors as per 'Platts' Top 250' Global Energy Company Ranking 2007. It leads all Indian Corporates in Forbes Global 2000 and in Financial Times Global 500. ONGC, through its subsidiary ONGC Videsh Ltd. (OVL), is India's biggest Transnational Corporate with overseas investment of over 10 billion USD in 16 countries.

ONGC invites applications from competent professionals for the following positions:

Sl. No.	Name of the Post	No. of posts	Qualification & Experience
1.	Dy. General Manager (Aviation Safety)	01	(i) The incumbent should have served as a commercial pilot, with at least 2500 hours of total flying experience and should not have been debarred from flying due to professional misconduct/ incompetence. OR Qualified Aircraft Maintenance Engineer (AME) having basic AME licence endorsed to cover (a) Heavy Air frame and Jet engines OR (b) Electrical Systems, Instrument System, Radio and Navigation systems with at least 10 years of experience at senior level. (ii) Should have worked as Air Safety Officer of an organization for minimum 2 years in senior management position and should be familiar with air legislation and air safety and statutory requirements. He should have experience of Aircraft accident investigation.
2.	Sr. Medical Officer (Pediatrics)	02	MD/MS degree in Pediatrics with valid registration and 04 years post qualification experience in reputed hospitals
3.	Sr. Medical Officer (Radiology)	02	MD/MS degree in Radiology with valid registration and 04 years post qualification experience in reputed hospitals
4.	Sr. Medical Officer (Orthopedic)	02	MD/MS degree in Orthopedic with valid registration and 04 years post qualification experience in reputed hospitals
5.	Sr. Medical Officer (Ophthalmology)	02	MD/MS degree in Ophthalmology with valid registration and 04 years post qualification experience in reputed hospitals
6.	Sr. Medical Officer (Dental)	02	MD/MS degree in Dentistry with valid registration and 04 years post qualification experience in reputed hospitals

7.	Sr. Medical Officer (Obs. & Gynecology)	01	MD/MS degree in Obs. & Gynecology with valid registration and 04 years post qualification experience in reputed hospitals
8.	Sr. Medical Officer (Cardiology)	01	MD/MS degree in Cardiology with valid registration and 04 years post qualification experience in reputed hospitals
9.	Sr. Medical Officer (Anesthesia)	01	MD/MS degree in Anesthesia with valid registration and 04 years post qualification experience in reputed hospitals
10.	Sr. Medical Officer (Pathology)	01	MD/MS degree in Pathology with valid registration and 04 years post qualification experience in reputed hospitals
11.	Medical Officer	07	MBBS with valid registration
12.	Company Secretary ONGC VIDESH LTD. (OVL)	02	ACS/FCS and CA/ICWA with post qualification experience of 12 years. Preference will be given to candidates with additional qualification of degree in law.
13.	Manager(F&A)		

Job description for Sl No 12 and 13 - i) Ensure compliance of various provisions of the Companies Act, 1956, guidelines on Corporate Governance and other Corporate Laws like SEBI Act, Competition Act, FEMA, Consumer Protection Act, RTI etc. relating to the company and its overseas subsidiary companies. Monitor and ensure Secretarial compliance of overseas subsidiaries/JV companies. 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 filing 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) Liaise/follow-up with various Government Departments to ensure statutory compliance & vi) In addition, the applicant should also have knowledge of General system of Accounting, preparation of financial statements, Internal Audit, maintenance of cost accounting records, MIS, Taxation etc.

General

- i) The post at Sl. No. 1 is of E-6 level and carries pay scale of Rs. 19,500-25,600/-(under revision) the post is for tenure appointment for a period of 3 (three) years.
- ii) The posts from Sl. Nos. 2 to 10 are E-2 level and carry pay scale of Rs. 29,100 - 54,500/- (Revised)
- iii) The posts at Sl. No. 11 are E-1 level and carry pay scale of Rs. 24,900 - 50,900/- (Revised)
- iv) The posts at Sl. No. 12 and 13 are E-4 level and carry pay scale of Rs. 36,600-62,000/- (Revised).
- v) Number and level of post may vary.
- vi) Experience and age can be relaxed in case of exceptional / deserving candidates. Suitable candidates with less experience can be considered for appointment at lower level.

vii) For the post at Sl. No.1, the upper age limit shall be 50 years; for posts at Sl. No.2 to 10 the same shall be 34 years for General, 37 years for OBC and 39 years for SC & ST, for the posts at Sl. No. 11 the same shall be 30 years for General, 33 years for OBC and 35 for SC/ST. Age limit for Orthopedically Handicapped (Sl. Nos. 2 to 10) shall be 39 years for general, 42 years for OBC and 44 years for SC/ST & for Sl. No. 11 the same shall be 40 for General, 43 for OBC and 45 for SC/ST. For posts at Sl No 12 and 13 (Reserved for OBC and SC) age limit is 47 years for OBC (52 years for OH/HH) and 49 years for SC (54 years for OH/HH).

viii) The age limit would be as on 02.02.2010

ix) Eligible candidates for the post of Medical officer, Sl. no 11, will be required to appear for the written test. The candidates who qualify in the written test shall be called for interview, as per merit and criteria decided by the Management.

x) Eligible SC/ST/PH candidates called for written test for the post of Medical Officer will be reimbursed second class rail/bus fare by the shortest route on production of railway ticket/number/bus ticket (candidates opting for examination city other than the city nearest from mailing address will not be paid TA).

xi) Outstation candidates, called for interview for the post at Sl. No.1, Sl No 12 and Sl No 13 will be reimbursed 2nd AC to and fro railway fare and for the posts from Sl. Nos. 2 to 11 will be reimbursed 2nd class railway fare by shortest route.

xii) 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 Benefit Scheme, Composite Social Security Scheme, Soft loans, etc. as per company rules.

xiii) Selected candidate may be posted anywhere in India or abroad.

xiv) 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.

xv) Canvassing in any form would disqualify the candidate.

xvi) Departmental candidates may be allowed relaxation as per existing rules.

xvii) Reservation would be applicable as per Govt. of India directives.

How to Apply

1. Indian nationals fulfilling the requirements may send their applications to **Deputy General Manager (HR)-Recruitment, ONGC, B.S. Negi Bhavan, 3rd floor, Corporate R&P, Tel Bhavan, Dehradun- 248003 on or before 02.02.2010**. 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, **completion of**

internship (for SI no 11) and percentage of marks) (8) Post-qualification experience 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 right hand corner of the application.

3. Attach attested photocopies of certificates showing date of birth, qualification, (Degree, completion of internship, Registration Number as well as marks sheets) post 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. 500/- (Rs. 100/- for SC/ST/PC candidates) as application fee in favour of F&AO (Cash), ONGC payable at SBI, Tel Bhavan Branch, Dehradun.

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. for further information about the company.