



OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No. 4/2017 (R&P)

Recruitment of Manager (Security)-E4 Level

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 2/3rd of India’s domestic Oil and Gas production. Currently, ONGC, through its subsidiary ONGC Videsh Limited, is India’s largest Transnational Corporate.

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 is looking for promising and energetic persons of Indian Nationality with hands-on experience in the field of Security, to join the organization at middle management positions in the post of **Manager (Security)-E4 level** (pay scale of Rs. 36,600 – 62,000/-, likely to be revised w.e.f. 01.01.2017).

In addition to basic pay the incumbent shall be entitled to perquisites to the extent of 47% of basic pay under Cafeteria Approach, Dearness Allowance, HRA/Company Accommodation, Mining Allowance, 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.

A. Details of Post:

Sl	Designation	Level	Pay scale	Unreserved	SC	ST	OBC	Total
1.	Manager (Security)	E-4	Rs.36,600 – 62,000/-	1	1	0	2	4

The above vacancies are the unfilled vacancies of Manager (Security) advertised in the year 2012 which are being re-advertised. The above post is also identified suitable for PWD in OL – One Leg category.

B. Eligibility Criteria:

1. Minimum Essential Qualification & Experience

Designation	Minimum Essential Qualification	Experience
Manager (Security)	Post Graduate degree	Minimum 15 years’ service with either Armed Forces or Central Police Organisation (CPO)\$.

\$ The following organisations are defined as Central Police Organisation (CPO) for the purpose of this recruitment –

- (i) Intelligence Bureau, Central Bureau of Investigation, Bureau of Police Research & Development (BPRD), National Crime Records Bureau, National Investigation Agency, Sardar Vallabhbai Patel National Police Academy, Hyderabad, North Eastern Police Academy, Shillong and National Institute of Criminology & Forensic Science (NICFS) and

- (ii) Central Armed Police Forces of the Union namely Assam Rifles (AR), Border Security Force (BSF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Indo Tibetan Border Police (ITBP), National Security Guard (NSG) and Sashastra Seema Bal (SSB).

Note: State Police/ State Armed Forces shall not be covered under the term Central Police Organisation.

2. Explanation on Qualification and percentage of marks

- i. The Candidate must possess Post Graduate Degree on the last date of online Application.
- ii. Qualifications equivalent to a Post Graduate degree e.g. a PG Diploma in Business Management which is deemed as equivalent to an MBA by any authority etc. will not be acceptable as a Post Graduate degree.
- iii. The Post Graduate Degree possessed by a candidate must be recognized by the relevant statutory body for employment to posts and services under the Central Government like UGC/ AICTE etc. It is clarified that a Post Graduate degree acquired through distance learning mode shall also be acceptable provided it is recognized by the relevant statutory body for employment to posts and services under the Central Government.
- iv. The candidate has to mention the exact percentage obtained by him in his Post Graduate degree. Percentage of marks obtained by the candidate shall be calculated as per University/ Institution rules.
- v. Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in Post Graduate degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned University/ Institute. A certificate to this effect from the University/ Institute, shall have to be submitted at the time of interview.
- vi. In cases where division/ class and percentage equivalence certificate is not given by the Institute for relative grades (CGPA/OGPA/CPI/DGPA etc.), the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.

3. Age

- a) Age shall be reckoned as on the last date of online application. Maximum age for the posts shall be as below:

Sl. No.	Candidates	Category and Maximum Age		
		Unreserved	OBC (non- creamy layer)	SC
1.	Non-PWD candidates	Maximum 44 Years (born on or after 06/07/1973)	Maximum 47 Years (born on or after 06/07/1970)	Maximum 49 Years (born on or after 06/07/1968)
2	PWD candidates	Maximum 54 Years (born on or after 06/07/1963)	Maximum 56 Years (born on or after 06/07/1961)	Maximum 56 Years (born on or after 06/07/1961)

b) Relaxation in age:

- i. Ex-Serviceman-ECO/SSCO: Military Service plus three years subject to a maximum limit of 56 years irrespective of any social reservation category.
- ii. ONGC Departmental Candidates: To the extent of service rendered by them in ONGC subject to the condition **that they should have minimum required 15 years service with either Armed Forces or Central Police Organisation (defined at B.1.i and B.1.ii).**
- iii. There is no post reserved for ST category, but candidates belonging to ST category may apply for unreserved posts. No relaxation in age shall however be extended to such candidates.

3. Caste Criteria:

- i. Candidate's seeking reservation as SC/OBC, shall have to produce a certificate in the prescribed proforma ONLY, 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 SC/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in> and for SC category the list of castes for each state is available on the site <http://www.socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- ii. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- iii. Prescribed format of the certificate for SC/OBC/PWD for employment in government undertaking is down-loadable from the online application site.
- iv. No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.

C. Crucial dates for determining Eligibility Criteria

<ul style="list-style-type: none"> • Age • Possession of Post Graduate degree • Experience 	<p>05/07/2017 (i.e. the Last date of Online Application)</p>
<ul style="list-style-type: none"> • Caste/ certificate PWD 	<ul style="list-style-type: none"> • Validity of the SC certificate shall be tested with respect to the last date of the online application (05/07/2017) i.e. should have been issued on or before 05/07/2017 and the caste should be included in the list of SC as on 05/07/2017. • OBC certificate should have been issued between 01.04.2017 and 05/07/2017 (i.e. last date of online application). However in case the government notification in the concerned state implies that the certificate shall be valid for the financial year of 2017-18, the same shall also be acceptable. In such cases, the candidate shall have to necessarily submit a certificate from any one of the respective Competent Issuing Authority (as defined by the Government of India) that the said caste certificate is valid for the year 2017-18 also. • Validity of the PWD certificate shall be tested with respect to the last date of the online application (05/07/2017) i.e. should have been issued on or before 05/07/2017 and the Disability should have been acquired before 05/07/2017. Also the Disability should have been listed as part of the Identified/ Reserved posts before such date. Further the Disability certificate should have been issued by the Competent Medical Board duly constituted by the Central/ State government.

D. Shortlisting and Selection Criteria:

i. Shortlisting of Candidates:

- a. Based on the information submitted in the online application, candidates shall be called for a Personal Interview.
- b. Candidates shall be called for interview in the ratio of 1:5 i.e. for one post 5 candidates shall be called. However in case the number of such candidates to be called for interview is less than five then all eligible candidates shall be called for interview.
- c. Shortlisting of candidates, for Personal Interview, will be done on the basis of sum total of marks awarded for Educational Qualification and Experience.

ii. Marks for qualification shall be awarded as prescribed below:

Maximum Marks 30

Sl. No	Percentage of Marks obtained in Essential Qualification	Marks
1.	Less than 60%	20
2.	Between 60% and less than 70%	23
3.	Between 70% and less than 80%	26
4.	80% & Above	30

iii. Marks for experience shall be awarded as prescribed below:

Sl.	Years of experience	Marks
1	For minimum prescribed experience i.e. 15 years	30
2	For each additional year of experience over and above the minimum prescribed 15 years of experience.	2 (Maximum 10 marks)
	Maximum marks which can be awarded	40

iv. Qualifying Marks in Interview: In order to be considered for final selection, candidates of General/OBC category must obtain a minimum of 18 marks in the interview. SC candidates need to score a minimum of 12 marks in interview for final selection. Maximum marks in the interview shall be 30.

v. Final Selection shall be based on the sum total of marks scored by the candidate in the three criteria of Qualification, Experience and Interview as per the weightages prescribed below:

Criteria	Marks
Qualification	30
Experience	40
Interview	30
Total	100

vi. In case the total marks of two external (other than departmental) candidates are the same, then the candidate who scores more marks in interview shall be considered senior and in case there too the

marks are equal then the candidate who is older in age shall be considered senior for release of name.

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

E. How to Apply:

- i) Eligible candidates would be required to **apply on-line ONLY** through the link available on ONGC Website: www.ongcindia.com from **1000 hours on 15/06/2017 to 1800 hrs on 05/07/2017**. No other mode of application shall be accepted.
- ii) Electronic Mode of Communications: All information regarding this recruitment exercise shall be available on the website of ONGC – www.ongcindia.com. Only e-Call Letters shall be issued to the shortlisted candidates which may be downloaded from ONGC's website- ongcindia.com. No Physical Communication shall be sent to the candidates by Post/Courier. All communications with the candidates will be through SMS/e-mail.

Note: ONGC will not be responsible for any loss of e-mail/SMS sent due to invalid or wrong email ID/mobile phone number etc. or delivery of emails to spam/bulk mail folder.

F. Important Dates:

i)	Start Date of Online Applications	15/06/2017, 1000 hrs
ii)	Last date of Online Applications	05/07/2017, 1800 hrs

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

H. General Instructions:

- i) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. Their candidature at all stages of the examination will be purely provisional. Mere issue of e-Call letter for Interview to the candidate will not imply that his/her candidature has been finally accepted by ONGC.
- ii) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or even after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with the eligibility criteria mentioned in the advertisement.
- iii) Applicants are required to apply online only. No manual/ paper application will be entertained.
- iv) The candidature of the candidates shall be provisional and will be subject to verification of eligibility conditions with reference to original documents.
- v) 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 in the online application. In the event of the candidate furnishing wrong / false information, his candidature maybe rejected at any stage of the selection process.
- vi) Requests for change of mailing address, date of interview / category as declared in the online application, **will not be entertained.**
- vii) ONGC departmental candidates must ensure filling their CPF number in the appropriate field in the online form, failing which they shall not repeat **SHALL NOT** be screened/ considered as departmental candidates.
- viii) The selected candidates are liable to be posted anywhere in India or abroad.
- ix) Joining time of maximum 45 days shall be given to the candidates.

- x) Candidates presently employed in Armed Forces/ CPOs/PSUs/Government departments/ autonomous bodies etc. will be required to produce a **No Objection Certificate** from the concerned organisation at the time of interview.
- xi) In case of any dispute the court of jurisdiction shall be New Delhi.
- xii) Canvassing in any form would result in immediate disqualification of the candidate.
- xiii) For more information about the Company you may visit our website [www.ongcindia.com](http://www ONGCINDIA.COM).

G. IMPORTANT NOTICE TO ALL CANDIDATES

Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidates may check on ONGC's website www.ongcindia.com

Registration/Online Applications only at www.ongcindia.com

DGM (HR) – Rectt
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