

## Recruitment of Executives at E1 level

### Advt. No. 8/2022 (R&P)

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 70% 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 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 organisation focused on growth.

ONGC is looking for promising, energetic and young aspirants with bright academic records to join the organization as Class I executive (at E1 level) in Finance and Marine Disciplines. The selected candidates may be posted anywhere in India or abroad depending upon the requirements of the organization.

#### 1. Pay scales, Emoluments & Other Financial Benefits

S.N.	Post Level	Basic Pay Scale (₹)	Allowances
1.	E1	60,000 – 1,80,000/-	Besides Basic Pay and annual increment @ 3%, the employee is entitled to allowances @ 35% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA/Company Accommodation, Contributory Provident Fund, Conveyance Maintenance, Leave Encashment, Substantial Performance Related Pay (PRP), Medical Facility for self and dependents, Gratuity, Post Retirement Benefit Scheme and Composite Social Security Scheme etc. as per Company rules.

#### 2. NAME OF THE POSTS, ELIGIBILITY CRITERIA AND VACANCY

S.N.	Post	Essential Qualification	Minimum Experience	Number of Vacancies						Identified Suitable for PWBD	PWBD Reservation				
				UR	OBC	SC	ST	EWS	Total		A	B	C	D/E	Total
1.	Finance & Accounts Officer	Graduate Degree with ICWA / CA or MBA with Specialization in Finance with minimum 60 % Marks or PGDM/MBA (from IIMs only) with minimum 60% marks	-	22 (1*)	11	7	3	5	48	Category A(B,LV); B(D,HH); C (OA, BA, OL, BL, OAL, BLOA, CP, LC, DW, AAV, MDY); E(Combination of A to C)	1	3 (1^)	1	1	6
2.	F&A Officer (Secretariat Executive)	Should have passed the final examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate/Fellow Members of ICSI.	Should have minimum 2 years post qualification experience in Company Secretariat.	3	-	-	1#	-	4	Category A(B,LV); B(D,HH); C (OA, BA, OL, BL, OAL, BLOA, CP, LC, DW, AAV, MDY); E(Combination of A to C)	-	-	-	-	-
3.	Marine Officer	Ministry of Transport's Certificate of competency of Master Foreign Going	3 years' experience as Second Officer. Should be conversant with Mercantile Marine Department / Ports and Customs Rules & Regulations.	3	1	-	-	-	4	-	-	-	-	-	
<b>Total</b>				<b>28</b>	<b>12</b>	<b>7</b>	<b>4</b>	<b>5</b>	<b>56</b>		<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>6</b>

\*- Carried Forward unfilled vacancy of 1/2019 (R&P) recruitment exercise

#- Carried Forward unfilled vacancy of 1/2015 (R&P) recruitment exercise

^Carried forward unfilled reserved vacancy of advt. No. 1/2019(R&P). If the suitable candidate from respective benchmark disability is not available then PWBD candidate of other benchmark disabilities may be considered by interchange of category among identified suitable benchmark disabilities and if no suitable PWBD candidate even by interchange of benchmark disabilities is available, the carried forward vacancy will be filled up with other than a person with benchmark disabilities.

#### Abbreviations Used:

S.N.	Abbreviation	Full Form
1.	PWBD	Persons with Benchmark Disabilities
2.	Category A	Blindness and low vision
3.	Category B	Deaf and Hard of Hearing
4.	Category C	Locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
5.	Category D	Autism, intellectual disability, specific learning disability and mental illness
6.	Category E	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness
7.	B , LV	Blindness , Low Vision
8.	D, HH	Deaf, Hard of Hearing
9.	OA, BA, OL, BL, OAL, BLOA, CP, LC, DW, AAV, MDY	One Arm, Both Arms, One Leg, Both Legs, One Arm & One Leg, Both Legs & One Arm, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy
10.	CBT	Computer Based Test
11.	IIM	Indian Institute of Management

#### Note:

- The courses offered by Institutes / Universities through the regular mode should be approved / recognized by the relevant 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 Distance Learning / part time mode are also eligible to apply provided their qualification is recognized by the relevant statutory bodies for employment to posts and services of the central government.
- Qualifications mentioned in the table above are sacrosanct. No equivalent Qualification will be accepted. PG diploma shall not be acceptable as being equivalent to Post Graduate Degree, unless specifically indicated.
- Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms

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adopted by concerned University/ Institute. Please also obtain a certificate to this effect from the University/ Institute, which shall be required to be submitted at the time of interview. If university/Institute does not have the provision for conversion CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage then minimum 6 on 10 point scale will be considered as 60%.

- d. The candidates should acquire the essential qualification by the last date of online application process.
- e. Where the posts specified in this advertisement are not reserved for any category (ies), a reserved category candidate can also apply provided she/ he fulfills the criteria specified for Unreserved Category. She/ He shall be treated at par with unreserved category candidates in selection process.

### 3. Age Limit (with age relaxation)

The age limit will be reckoned on the last date of registration/online application.

Category	Max. Age (years)
Unreserved	30
OBC ( Non Creamy Layer)	33
SC / ST	35
PWBD	40 (Further relaxed by 3 years for OBC and 5 years for SC/ST)
Ex-Servicemen*	35
Departmental Candidate <sup>#</sup>	<b>Relaxation in Age will be granted to the extent of service rendered in ONGC.</b>

\*- Ex-servicemen candidates can get relaxation upto 5 years subject to eligibility and there will not be cumulative relaxation due to reserved category.

#- Such Departmental candidates who are also Ex-servicemen will get age relaxation of either Ex-servicemen or Departmental candidates whichever is maximum.

#### Note:

- Candidates seeking reservation as SC / ST/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 candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily resident of.
- Prescribed format of the caste certificate for SC/ST/OBC & disability certificate for PWBD for employment in government undertaking is downloadable from the online application site.
- Candidates seeking reservation under EWS will have to submit at the time of interview, an Income and Asset Certificate issued by a competent authority. The prescribed format and the competent authority have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019.
- OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by Government of India authority from time to time. A certificate containing any variation in the caste name will not be accepted.
- No change in the category, already indicated by a candidate in his/her online application form, will ordinarily be allowed.

### 4. SELECTION PROCESS:

- The candidates will be shortlisted based on performance in the CBT subject to minimum 45% marks for GEN/OBC/EWS and 40% for SC/ST/PWBD in the ratio of 1:5 against the number of vacancy. The shortlisted candidates will be called for interview.
- The final selection of the candidate will be on the basis of following parameters - Educational Qualification; Performance in the Computer Based Test (CBT) and Performance in the Personal Interview. Following weightages shall be assigned to the parameters:

Parameters	Marks
CBT	60
Qualification	25 (20 marks for essential qualification and upto 5 marks for the additional in line higher qualification)
Interview	15
<b>Total</b>	<b>100</b>

- 05 marks for in – line higher qualification will be provided in the following manner for all the five disciplines :

Posts	In line Higher Qualification & Breakup of Marks
F&A Officer	Ph.D. – 05 marks
F&A Officer (Secretariat Executive)	Ph.D. – 05 marks
Marine Officer	Ministry of Transport's Certificate of competency of Extra Master – 05 marks

- In order to be selected, candidates are required to qualify in the CBT and thereafter again in the personal interview separately in addition to fulfilling qualification criteria. To qualify in the Interview, General / OBC / EWS candidates are required to score minimum 60% marks i.e. 09 marks out of 15 & SC/ST/PWBD candidates are required to score a minimum of 40% marks i.e. 06 marks out of 15 marks in Interview.

### 5. Finalization of Merit List

- Candidates who qualify in the interview shall be empanelled in the Merit List.
- Offer of appointment shall be issued to the candidates based on their relative rank in the Merit List prepared on the weighted sum total of marks scored by the candidate in Qualification, CBT and interview.
- In case of a tie in the total marks scored between two candidates, candidate who gets more marks in performance (Weightage of CBT Score) is considered senior and if equal marks are scored in performance, then, the one older in age is considered senior for release of name.

d. 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.

e. 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](http://www.ongcindia.com).

### 6. Format of Computer Based Test (CBT)

- The format of the Computer Based Test will be as follows :

Part	Subject	Number of Questions
I	Concerned Domain.	80
II	General Awareness	40
III	Aptitude Test (Comprising of Reading Comprehension, Verbal/Non – Verbal Reasoning, Numerical Ability/Quantitative Aptitude, Data interpretation etc.)	30
<b>Total</b>		<b>150</b>

b. The test paper shall consist of Multiple Choice Questions and shall be of 3 hours duration. However, PWBD candidates shall be given compensatory time i.e. 20 minutes per hour.

c. There will be No negative marking in the written test.

d. The test centres for CBT will be as follows :

SN	City	SN	City
1.	Delhi including NCR	2	Kolkata
3.	Mumbai	4.	Chennai
5.	Ahmedabad	6.	Hyderabad

Candidates have to give preference for the test center. No change in preference of test centre will be allowed later. However, ONGC Management reserves the right to change any of the above mentioned test centres at its discretion and also add or reduce the number of test cities / centres.

### 7. How to Apply:

- Eligible & Interested Candidates need to visit [www.ongcindia.com](http://www.ongcindia.com) to register their application online. The registration site shall remain open from **18/10/2022** to **07/11/2022**. No other mode, repeat no other mode, of application shall be accepted.
- 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.
- Before registering/submitted their online applications on the website the candidates should keep the following ready:
  - Mobile number & E-mail ID in which the Registration ID will be sent for completing the registration process.
  - Scanned copy of recent passport size color photograph of the candidate with white background (size between 20 – 50 KB in only JPEG / JPG Format) and signature of the candidate again with the white background (size between 10 – 20 KB in only JPEG / JPG Format)
  - Qualification Certificates.
  - Experience certificates
  - Caste / PWBD certificate to fill details regarding community, state & district, if belonging to SC/ST/OBC /EWS/ PWBD category.
- The candidates will be issued Admit card for appearing at the CBT based on their declaration in the online application. Mere issue of Admit Card does not indicate that the eligibility of the candidate has been confirmed. The eligibility of the candidate is actually confirmed after document verification at the time of personal interview.
- All correspondence with the registered candidates shall be done through their registered e-mail and mobile only. The candidates are required to keep the registered e-mail and mobile active at least for one year.
- No changes shall be allowed once the candidate has submitted his/her online application.
- Registration Charges : The registration charges for different category of candidates is as under :

SN	Category	Registration Charges(₹)
1.	GEN/OBC/EWS	300*
2.	SC/ST/PWBD	No Charges

\*The Registration charges exclude Transaction charges, if any

- Registration fee is non-refundable.
  - Registration Fee can be deposited through SBI e-pay link provided in online registration form.
  - Departmental candidates from ONGC would also be required to deposit the applicable registration fee. However, same would be reimbursable.
- Candidates are advised to submit only one application. In case of multiple applications from a candidate the latest one shall be considered as final and older applications shall be rejected.
  - All information regarding examination, interviews, etc. shall be available on the website of ONGC-[www.ongcindia.com](http://www.ongcindia.com). Candidates can download examination Admit Card / Call letter from the site. No separate Admit card / Interview Call Letters shall be sent to the candidates by post. ONGC will not be responsible for any loss of e-mail/SMS sent due to invalid or wrong email ID/mobile phone no. or delivery of emails to spam/bulk mail folder.
  - The sole responsibility of providing copies of certificates as and when asked and downloading and printing of Admit Card / Interview call letter shall be that of the candidate.

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- k. All SC/ST/PWBD candidates attending CBT and Personal Interview and all GEN / OBC / EWS candidates attending Personal Interview whose mailing address is out of the Test city will be reimbursed single second class to & fro rail fare (inclusive of sleeper charges / reservation charges if paid) by shortest route or actual fare paid whichever is less.

### 8. Important Dates :

SN	Activity	Date & Day
1.	Start date of online registration of application	<b>18/10/2022 (Tuesday)</b>
2.	Last date of online registration of application	<b>07/11/2022 (Monday)</b>

### 9. General Instructions :

- a. 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.
- b. Applicants are required to apply online only. No manual/ paper application will be entertained.
- c. Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong / false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong/false information.
- d. Candidature of the registered candidate 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 found in conformity with eligibility criteria mentioned in the advertisement.
- e. Requests for change of mailing address/ category / discipline as declared in the online application, **will not be entertained**.
- f. Candidates should retain the copy of their ONGC Registration Slip, Admit Card and Interview Call letter for future reference. Print out of the same should not be tampered with. No documents including copy of Registration slip etc are to be sent to ONGC unless specifically asked for.
- g. Candidates in employment of **Public Sector undertaking/ Govt. service** will be required to produce **No Objection Certificate(NOC)** at the time of interview. In case NOC is not submitted at the time of interview, the candidate may be provisionally allowed to appear subject to submitting an undertaking that he/she will submit the NOC within a stipulated time frame or will get proper relieving from the existing employer before joining ONGC, if selected.
- h. ONGC departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate field in the online form, failing which they shall not, **repeat SHALL NOT**, be screened/ considered as departmental candidates from ONGC. ONGC Departmental Candidates will be given first consideration in the matters of appointment, if they qualify the selection process.
- i. If more than one application is received from a candidate, **most recent** (current) application will be considered as final.
- j. Disputes, if any, are subject to Delhi Jurisdiction only.
- k. Mere issue of unique ID for online application/ interview call letter to the candidate will not imply that his/her candidature has been finally cleared by

ONGC. ONGC takes up verification of eligibility conditions with reference to original documents only after the candidate has been called for Interview.

- l. 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. However for the benefit of the candidates, a few salient points are being mentioned below

SN	Medical Condition	Remark
1.	Complete or partial colour blindness	Acceptable only for the Posts of Finance & Accounts Officer. <b>Not Acceptable for Marine Officer.</b>
2.	The total amount of Myopia (including the cylinder) shall not exceed <b>-4.00 D</b> and total amount of Hypermetropia (including the cylinder) shall not exceed <b>+4.00 D</b>	Acceptable for all advertised posts.
3.	For Candidates of more than 20 years of age, the Total amount of Myopia limited to <b>- 6.00 D</b> and Total amount of Hypermetropia limited to <b>+ 6.00 D</b> (provided there are no degenerative changes in the vitreous or retina and where the disease is not likely to progress)	Acceptable only for the Posts of Finance & Accounts Officer <b>Not Acceptable for Marine Officer</b>
4.	Congenital Night blindness	Not acceptable
Correction with contact lenses and intraocular implants is not a bar for employment provided the prescribed standards are fulfilled		

- m. The selected candidates are liable to be posted anywhere in India or abroad.
- n. For more information about the Company you may visit our website **www.ongcindia.com**.
- o. Candidates not found to be meeting the prescribed eligibility criteria shall be **rejected** at any stage of the selection process or after selection. Any candidate submitting **false/incorrect** information shall be **rejected** during any stage of selection process or after selection.
- p. Canvassing in any form or influencing the officials related to the selection / recruitment process would result in immediate disqualification of the candidate. In case of any dispute, the decision of the management of ONGC will be final and binding on all candidates.
- q. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any communication / advertisement in this regard, the candidate may check on ONGC's website [www.ongcindia.com](http://www.ongcindia.com).
- r. It may be noted that ONGC does not seek payments of any kind other than registration fee.

**General Manager (HR) – Incharge Corporate Recruitment  
ONGC, Tel Bhavan, Dehradun**