



OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No. 4/2016 (R&P)

Recruitment of General Manager (Finance & Accounts) - E7 Level for Company Secretariat

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 person of Indian Nationality with 21 years of hands-on experience in company secretariat, of which 5 years should be in a listed company, to join the organization at senior position in the post of **General Manager (F&A)-E7 level in Company Secretariat** in the pay scale of Rs.51,300 – 73,000/- (approximate CTC Rs.36 lakhs per annum)) who can serve ONGC for at least 5 years (superannuation age in ONGC is 60 years).

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 the Post:

SI	Designation	Role	Level	Pay scale	No. of posts	Category
1.	General Manager(F&A)	Company Secretariat	E-7	Rs.51,300 – 73,000/-.	01	Un-reserved*

* The post is identified suitable for PWD in OA – One Arm, OL – One Leg, OAL – One Arm & One Leg, BL – Both Legs, BLOA – Both Legs & One Arm, HH – Hearing Impaired categories

B. Eligibility Criteria:

S. No.	Designation & Role	Qualification	Experience
1.	General Manager (F&A) in Company Secretariat*	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 21 years of post-qualification experience in Company Secretariat, of which at least 5 years should be in a listed company, in executive cadre or equivalent position

Possession of Degree in Law shall be an added advantage for final selection

* key role and responsibilities of company secretariat inter-alia include organizing and conducting Board meetings, Committee/Sub-committee meetings and AGMs; compilation of various corporate reports; distribution of dividends; interface with SEBI, Stock Exchanges, ROC, SCOPE, various ministries etc.; dealing with the issues of subsidiaries

and joint ventures, examination of matters referred by legal department etc.; compliance relating to the Companies Act, Debt Listing Agreement, DPE.

C. Maximum Age as on the last date of online applications i.e. as on 29.07.2016 : 55 years (for all categories including departmental candidates)

D. Selection Procedure:

- i) Selection will be on the basis of Educational Qualification, Post-Qualification Experience and performance in the Personal Interview. In case of number of candidates fulfilling the eligibility criteria are more, the Appointing Authority shall decide the number of candidates to be considered for the post and may accordingly enhance the criteria for qualification and /or experience.
- ii) 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. Furnishing of wrong / false information will be a disqualification and ONGC will NOT be responsible for any consequence of furnishing of such wrong/false/Incomplete information.
- iii) Mere possession of the minimum qualification and experience does not entitle a candidate to be called for interview.

E. Selection Criteria:

- i) The selection criteria and distribution of marks shall be as prescribed below:

Sl.	Criteria	Marks
1	Qualification	30
2	Experience in company secretariat	40
3	Interview	30
	Total	100

- ii) Marks for qualification shall be awarded as prescribed below:

Sl.	Percentage of Marks obtained in Final(Professional) examination of the Institute of Company Secretaries of India (ICSI)	Marks
1	Up to 60%	21
2	Above 60% and up to 75%	25
3	Above 75%	30

- iii) Marks for experience shall be awarded as prescribed below:

Sl.	Years of experience in company secretariat in executive cadre or equivalent position	Marks
1	For minimum prescribed post-qualification experience in company secretariat i.e. 21 years	24
2	For each additional year of post-qualification experience in company secretariat over and above the minimum prescribed 21 years of experience.	2 (Maximum 16 marks)
	<i>Maximum marks which can be awarded</i>	40

- iv) **Qualifying Marks in Personal Interview:** In order to be considered for final selection, a candidate must obtain a minimum of 60% marks in the interview

Note: a. Departmental candidates, fulfilling the requisite selection criteria will be given first consideration.
b. Possession of Degree in Law shall be an added advantage for final selection.

F. 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 15.07.2016 to 1800 hrs on 29.07.2016**. No other mode of application shall be accepted. Online Application methodology will be available on the online application site.
- ii) Electronic Mode of Communications: All information regarding this recruitment exercise shall be available on the website of ONGC – www.ongcindia.com. Interview call letters shall be sent to candidates' registered e-mail only. No Physical Communication shall be sent to the candidates by Post/Courier.

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.

G. Important Dates:

i)	Start Date for receiving Online Applications	15.07.2016(From 1000 Hrs.)
ii)	Last date for receipt of Online Applications	29.07.2016 (Up to 1800 Hrs.)

H. General Instructions:

- i) The call letters for interviews shall be sent based on the information given by the candidates in the online applications. The candidature therefore shall be provisional and will be subject to verification of eligibility conditions with reference to original documents.
- ii) Appointment of selected candidate will be subject to the Company's Medical Examination
- iii) The selected candidates are liable to be posted anywhere in India or abroad.
- iv) Candidates employed in PSUs and Government departments will be required to produce **No Objection Certificate** from the concerned PSU/department at the time of interview.
- v) If any information provided by the candidate is found false or not found in confirmative with the eligibility criteria, candidature of such candidate is liable to be rejected during or after the recruitment process,
- vi) In case of any dispute the court of jurisdiction shall be New Delhi.
- vii) Canvassing in any form would result in immediate disqualification of the candidate.
- viii) For more information about the Company you may visit our website www.ongcindia.com.

DGM (HR) – Rectt
Oil and Natural Gas Corporation Limited
Tel Bhawan, Dehradun