



OIL AND NATURAL GAS CORPORATION LIMITED

RECRUITMENT OF GRADUATE TRAINEES-2011

ADVERTISEMENT NO. 3/2011 (R&P)

JOIN THE NUMERO UNO

Oil and Natural Gas Corporation Ltd. (ONGC) is a Maharatna and a Fortune-Global 500 Company. It is the Numero Uno E&P company in the World and is amongst top 4 Energy Companies in Asia and ranks 18th among leading global energy majors as per 'Platts' Top 250' Global Energy Company Ranking 2010. It is ranked 24th among the Global Publicly-listed energy companies as per 'PFC Energy 50' list-Jan 2010. It is also ranked number 1 Top Blue Chip of India in the Finance Asia list for 2009 with the highest aggregate net profit. It ranks 155th in the Forbes Global 2000 list 2010.

ONGC, through its subsidiary ONGC Videsh Ltd. (OVL), is India's biggest Transnational Corporate with overseas investment of over 12 billion USD in 14 countries. ONGC is ranked as the Best Company to Work for in the Core Sector and is at 13th place in overall ranking amongst all the Indian Companies.

ONGC is looking for promising, energetic and young Geo-scientists, Engineers, MBAs, Law Graduates and CAS/ ICWA's with bright academic record to join the organization as Class-I executive (E-1) in the following disciplines- **Geology, Geophysics, Reservoir, Chemistry, Programming, Production, Drilling, Cementing, Mechanical, Electrical, E&T, Instrumentation, Civil, Transport, Environment, Finance & Accounts, HR, Medical, Materials Management, Legal and Security.** The pay scale is in the grade of Rs. 24,900 - 50,500/- with an increment of 3% per year. Besides Basic Pay, the employee is entitled to allowance @ 47% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA/Company Accommodation, Contributory Provident Fund, Conveyance Maintenance, Substantial Performance Related Pay (PRP), Medical Facility for self and dependents, Gratuity, Self Contributory Post Retirement Benefit Scheme and Composite Social Security Scheme as per Company rules.

The Company 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.

A: DETAILS OF DISCIPLINES AND MINIMUM ESSENTIAL QUALIFICATIONS

Sl. No.	Discipline	Posts						Minimum Essential Qualification (Refer point B also)
		Gen	OBC	SC	ST	PwD	Total	
1.	Geology	23	14	07	04	-	48	Post Graduate Degree in Geology with 60% marks.
2.	Geophysics (Surface)	13	12	08	04	-	37	Post Graduate Degree in Geophysics OR Physics with Electronics with 60% marks.
3.	Geophysics (Wells)	04	05	-	01	-	10	Post Graduate Degree in Geophysics OR Physics with Electronics with 60% marks.
4.	Reservoir	36	21	14	05	-	76	Post Graduate Degree in Geology/ Chemistry/ Geophysics/ Mathematics/ Physics /Petroleum Technology with 60% marks (Must have Mathematics / Physics at B.Sc. level) OR Graduate degree in Chemical / Petroleum Engineering with 60% marks.

Sl. No.	Discipline	Posts						Minimum Essential Qualification (Refer point B also)
		Gen	OBC	SC	ST	PwD	Total	
5.	Chemistry	19	12	07	03	-	41	Graduate Degree in Chemical Engineering with 60% marks OR Post Graduate Degree in Chemistry with 60% marks.
6.	Programming *	01	02	01	-	* (HH)	04	Graduate Degree in Computer Engineering with 60% marks OR Post Graduate in Computer Applications (MCA) / Computer Science with 60% marks OR 'B' level diploma as defined by Deptt of Electronics, GOI.
7.	Production	121	63	36	12	-	232	Graduate Degree in Chemical / Mechanical / Petroleum Engineering with 60% marks.
8.	Drilling	49	26	15	05	-	95	Graduate Degree in Mechanical / Petroleum Engineering with 60% marks.
9.	Cementing	05	03	01	01	-	10	Graduate Degree in Mechanical / Petroleum Engineering with 60% marks.
10.	Mechanical	31	14	12	02	-	59	Graduate Degree in Mechanical Engineering with 60% marks.
11.	Electrical	16	07	04	-	-	27	Graduate Degree in Electrical Engineering with 60% marks. Should have certificate of competency as Electrical Supervisor.
12.	E&T	02	-	-	-	-	02	Graduate Degree in Electronics/ Telecom/ E&T Engineering with 60% marks OR Post Graduate Degree in Physics with Electronics with 60% marks.
13.	Instrumentation	06	03	01	-	-	10	Graduate Degree in Instrumentation Engineering with 60% marks.
14.	Civil	-	02	-	-	-	02	Graduate Degree in Civil Engineering with 60% marks.
15.	Transport	07	02	01	-	-	10	Graduate degree in Auto/ Mechanical Engineering with 60% marks OR MBA with 60% marks.
16.	Environment	02	01	-	01	-	04	Engineering Graduate in Environment Engg./Science with 60% marks OR Graduate in any Engineering discipline with 60% marks with M. Tech/ M.E in Environment Engineering/Science.

Sl. No.	Discipline	Posts						Minimum Essential Qualification (Refer point B also)
		Gen	OBC	SC	ST	PwD	Total	
17.	Finance & Accounts *	15	07	04	02	* (HH)	28	Graduate Degree with ICWA / CA.
18.	HR *	03	01	01	-	* (HH/ VH)	05	MBA with specialization in Personnel Management / HRD / HRM with 60% marks OR Post Graduate degree in Personnel Management/ IR/ Labour Welfare with 60% marks.
19.	Medical	05	01	01	-	-	07	MBBS with Valid Registration.
20.	MM *	10	06	02	02	* (HH)	20	Engineering Graduate in Chemical / Mechanical / Petroleum / Auto / Electrical / Instrumentation / Civil / Electronics / Telecom / E&T/ Environment Engineering/ Environment Science/ Computer Engineering with 60% marks OR MBA with specialization in Materials Management / Inventory Control with 60% marks OR Graduate degree with PG Diploma in Material Management awarded by Indian Institute of Materials Management recognized for the purpose of recruitment to superior posts in the Central Government with 60% marks.
21.	Legal	03	01	01	-	-	05	Graduate Degree in Law (Professional) with 60% marks. Practicing advocate with 3 years experience would be preferred.
22.	Security	05	-	01	-	-	06	Post Graduate Degree with 2 years service with Armed Forces OR Central Police Organisation. (Minimum Physical Standards as given below #)
Total		376	203	117	42	*	738	

*** A total of 02 (two) posts only reserved for Person with Disabilities (One for VH and one for HH) across all identified disciplines; for HH in Programming, MM and Finance & Accounts and for VH/HH in HR.**

Minimum Physical Standard requirement for Security discipline (Sl. no 22):

a) Minimum height 168 cms (for tribes/ hillmen-163 cms). Chest-81 cms. With expansion of 5 cms.

b) For persons from state of Assam:

Minimum height -163 cms (for tribes/ hillmen-160 cms)

Chest-79 cms. With expansion of 5 cms.

B: ESSENTIAL REQUIREMENTS:

The minimum percentage of marks in the qualifying examination/ degree is as under (Excluding Security discipline)	
Subjects	Minimum %age of marks required
	Gen/ OBC/ SC/ ST/ PwD / Departmental
1. Engg/ Science subjects	Minimum 60% marks
2. MBA/ Law/ PG Degree	Minimum 60% marks
3. ICWA / CA/ MBBS	Pass
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 adopted by concerned Univ/ Instt. Please also obtain a certificate to this effect from the Univ./ Instt, which shall be required to be submitted at the time of interview.	

C: AGE LIMIT: As on **12.08.2011** for all posts except Drilling and Cementing: **1.Gen.-30 Years, 2. OBC (Non- Creamy Layer) - 33 Years 3. SC/ST- 35 Years and 4. Person with Disability (PwD) – 40 Years** for Gen, 43 years for OBC & 45 years for SC/ST category.

For Drilling and Cementing: As on **12.08.2011 1. Gen. - 28 Years, 2. OBC (Non Creamy Layer) - 31 Years and 3. SC/ST - 33 Years.**

D: SELECTION PROCESS

(a) Eligible candidates will be required to appear for **Written test** (Objective as well as Subjective Type) consisting of two papers namely (i) General Awareness (ii) Subject / Specialization concerned. (b) The candidates who qualify in the written test shall be called for psychometric test and interview as per merit and criteria decided by the Management. (c) The written test is tentatively scheduled on **18.09.2011**. *(The exact date of the test shall be communicated to the candidates through admit card and will also be available on ONGC website www.ongcindia.com).* (d) 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. (e) 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. (f) Candidate shortlisted for interview will be required to upload his/her scanned documents of qualifying degree on the online application website by a cutoff date (to be informed later) before interview, failing which the candidate may not be interviewed.

E: HOW TO APPLY

Eligible applicants would be required to apply Online ONLY (on the Internet) through the link 'Apply Online' on ONGC's website: www.ongcindia.com. No other mode repeat no other mode of application shall be accepted.

1. Before registering/submitting their applications on the website the candidates should possess the following:

- a) Valid E-mail ID.
- b) A facility to take Printout of the Challan form and Registration Slip.
- c) If document upload option is to be exercised: Scanned copies of recent passport size colour photograph of the candidate with white background (not more than 50 KB size), signature of the candidate (not more than 20 KB size) and Bank challan (containing bank seal and journal number).

2. The candidate can access the online application form at www.ongcindia.com. The online registration site would be **open from 1000 hours on 21.07.2011 to 2000 hours on 12.08.2011.**

3. All correspondence with candidates shall be done through E-mail only. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-mail. Responsibility of receiving, downloading and printing of admit card/ call letter shall be that of the candidate. ONGC will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate or delivery of Emails to spam/bulk mail folder etc.

4. Online Application and Payment methodology will be available on online application site.

5. General and OBC candidates will be required to deposit the registration fee of Rs. 500/- and SC/ST/Person with Disability (PwD) candidates will be required to deposit registration fee of Rs. 100/-. Registration fee is non-refundable. Registration Fee can be deposited at any branch of State Bank of India through challan. The fee is to be deposited in ONGC Powerjyoti A/C Number **30827318409** of SBI, Tel Bhavan, Dehradun. Payment is to be made as per the designated process only. No other mode of payment would be accepted. Applicants should not deposit fee through instruments like Demand Draft/ Banker Cheques/ IPO/ online transfer of money into ONGC account etc, if any applicant makes payment through any such mode fee will NOT be returned/ refunded. Therefore applicants should pay the fee through challan form (designated process) only.

6. Departmental candidates from ONGC would also be required to deposit the applicable registration fee through the challan form. However, the same would be reimbursable.

7. During Online registration process, candidates can opt for either of the following modes:-

(a) **Uploading of documents:** Candidates can upload scanned copies of their documents viz. photograph (not more than 50 KB size), signature (not more than 20 KB size) and

challan form by clicking on the appropriate link(s) provided on the online application web site.

Candidates opting for uploading of the documents need not send the documents by post.

OR

(b) **Sending documents by post:** Those candidates NOT opting for uploading of documents are required to send the print of original registration slip with signature in the space provided, recent passport size colour photograph (size 3.5 x 4.5 cms with white background) affixed and signed, along with ONGC's copy of the bank challan (containing bank seal and journal number) in an envelope superscribed "GT-2011 "Discipline & Category" as the case may be, by **ORDINARY POST** (since post box do not accept registered posts) to **Post Box No 10737, Sector 7, Rohini, Delhi - 110085** so as to reach latest by **20.08.2011. Documents received after 20.08.2011 will not be considered.** ONGC will not be responsible for any postal delay/loss.

F: Written Test Centers

The written test will be conducted at following cities:

- | | | | |
|--------------|-------------|------------|-------------|
| 1. Ahmedabad | 2. Chennai | 3. Delhi | 4. Guwahati |
| 5. Hyderabad | 6. Kochi | 7. Kolkata | 8. Mumbai |
| 9. Ranchi | 10. Lucknow | | |

Candidates have to choose one of these cities as Test Centre and no change will be allowed subsequently. However, ONGC reserves the right to change any of the above mentioned test cities at its discretion.

G: GENERAL INSTRUCTIONS

(a) The courses offered by all Institutions should be approved/ recognized by Association of Indian Universities (AIU)/UGC/AICTE. And in case of distance education courses the same should be recognized by the joint committee of DEC, UGC and AICTE (b) Final year/ semester students who are awaiting their results on or before the interviews, which are likely to be held in October/ November 2011, may also apply for the posts. (c) Reservation for Person with Disability (**PwD**) as per PWD Act, 1995. (d) Before applying the candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement. (e) Applicants are required to apply online only. No manual/ paper application will be entertained. (f) 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. (g) Eligible SC/ST/ **PwD** candidates called for written test will be reimbursed second class rail / bus fare by the shortest route, on production of railway ticket / number or bus ticket (candidates opting for examination city other than the city nearest from mailing address will not be paid TA). (h) Requests for change of mailing address, examination centre / category / discipline as declared in the online application, will not be entertained. However, ONGC reserves the right to cancel or add any centre depending on the response in that area/centre. (i) For candidates not opting for

document upload, duly signed registration slip with photograph (affixed and signed) should not have any enclosure except the Challan copy. (j) **The Print out of registration slip should be untampered (No Photocopies are allowed)**. In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected. (k) Candidates should retain the copy of their Challan and Registration Slip for future reference. (l) The candidates are required to deposit the applicable non refundable registration fee, as indicated in payment methodology at point E-5 above, at any branch of **State Bank of India**. Candidature of candidates making deposition of sub denomination fee or depositing fee through any mode other than prescribed method, submitting photocopies of Registration Slip/ Challan Slip or any other discrepancy will be rejected. (m) Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate (NOC) at the time of interview. (n) Court of Jurisdiction for any dispute will be New Delhi. (o) ONGC Departmental candidates will be allowed relaxation in age as per existing rules. (p) An application once made will NOT be allowed to be withdrawn and the fee once paid will NOT be refunded on any account nor can it be held in reserve for any other examination or selection process.

H: NOTE

1. The number of posts indicated above may vary based on further assessment of requirement.
2. Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical & Health Policy.
3. The selected candidates are liable to be posted anywhere in India or abroad in any of the ONGC group of Companies or Business Associates.
4. For more information about the Company you may visit our website **www.ongcindia.com**.

I: IMPORTANT DATES

a)	Registration start Date	21.07.2011, 1000 hrs.
b)	Last date for registration	12.08.2011, 2000 hrs.
c)	Last date for receiving registration slip with enclosures by ordinary post (for candidates opting for Sending documents by ordinary post)	20.08.2011, 1700 hrs.
d)	All India Written Test (Tentative)	18.09.2011

J: IMPORTANT NOTICE TO ALL CANDIDATES

1. Eligible applicants would be required to apply Online ONLY **(on the Internet)** through the link '**Apply Online**' on ONGC's website: **www.ongcindia.com**. No other mode repeat no other mode of application shall be accepted.
2. Candidates NOT opting for uploading of documents are required to send the requisite documents only by **ORDINARY POST** to **Post Box No 10737, Sector 7, Rohini, Delhi – 110085** so as to reach latest by **20.08.2011**. **Documents received after 20.08.2011 will not be considered** ONGC will not be responsible for any postal delay/loss.

3. Any sort of canvassing 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 & binding on all candidates.

DGM (HR)- Rectt
Oil and Natural Gas Corporation Ltd
Tel Bhavan, Dehradun.
