

Recruitment of Official Language Officers through University Grant Commission- National Eligibility Test (NET)-June 2015

Oil and Natural Gas Corporation Limited (ONGC), a 'Maharatna Company' 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 65% of India's domestic oil and gas production. Currently, ONGC through its subsidiary ONGC Videsh is India's largest Transnational Corporate with overseas presence.

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 wants promising, energetic and young Indian Citizens with bright academic record to join the organization as Official Language Officer at E1 level.

The selected candidates will be placed in the pay scale of ₹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, 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.

1. DETAILS OF POSTS:

S. No.	Designation & Level	Number of Posts					Post is Identified for PWD
		UR	OBC	SC	ST	Total	
1.	Official Language Officer-E1 level	9	3	1	0	13*	OA, OL, BL, B, LV, HH

Reservation for PWDs: * Two post reserved for VH(LV(Low vision),B(Blind))

Abbreviations Used: B=Blind, LV= Low Vision, OA= One Arm, OL= Both Legs, VH= Visually Impaired, HH= Hearing Impaired, OH= Orthopedically Impaired.

2. MINIMUM ELIGIBILITY CRITERIA:

Category of Candidates	Maximum Age limit as on 01.01.2015	Essential Qualification
General,ST	30 years	"Post graduate in Hindi with minimum 60% marks. Must have English as a subject in graduation. Experience in translation work preferred" for all categories.
SC	35 years	
OBC	33 years	
Persons with Disabilities(PWD)	40 years (further relaxed by 3 years for OBC and 5 years for SC)	
Departmental candidates	To the extent of their service rendered in ONGC	
Ex-Servicemen (General, OBC,SC,ST)	35 years (Notification No.39016/10/79-Estt(C) dated 15.12.1979, 36034/1/2006-Estt(Res) dated 04.10.2012, OM.36034/2/2013-Estt(Res) dated 08.04.2013)	

Note:

- The degree offered by Institutions/ Universities through the regular mode should be approved/ recognized by the necessary 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 the distance learning / part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies for employment to posts and services of the Central government.
- Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by the concerned University/Institute, please also obtain a certificate to this effect from the University/Institute, for submission at the time of interview.
- Students in the final semester of the qualifying course can also apply. However, they must be able to produce mark sheet and course completion certificate with minimum 60% of marks in the essential qualification on the date of interview.
- As per the notification issued for UGC-NET, the maximum permissible age prescribed is 28 years (as on 01.06.2015) for Junior Research Fellowship (JRF), while there is no upper age limit for Assistant Professorship. In ONGC, the maximum permissible age for recruitment for Official Language Officer for this recruitment is kept as per Para 2 above. Keeping the above view, the candidates exceeding 28 years of age as on 01.06.2015 must apply for 'Assistant Professor' while filling-in the UGC-NET application.
- For getting the benefit of reservation under OBC category, the name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes' available on National Commission for Backward Classes (NCBC), Government of India website www.ncbc.nic.in. The candidates must not belong to creamy layer. Candidates seeking reservation as 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 candidates caste, the Act/Order under which the caste is recognised as OBC and the Village/Town the candidates is ordinarily resident of.
- Prescribed format of the caste certificate for OBC/SC for employment in government under taking is down-loadable from www.ongcindia.com.
- OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by designated authority from time to time. A certificate containing any variation in the caste name will not be accepted.
- Candidates seeking reservation/relaxation as SC will have to submit, caste certificate, ONLY in the prescribed proforma 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 and the Village/Town the candidates is ordinarily resident of.
- There are no posts reserved for ST, however candidates belonging to ST category can apply for Unreserved Posts

3. SELECTION PROCEDURE:

- Eligible candidates meeting age and minimum eligibility criteria of ONGC as para 2 above will be required to appear in Hindi Subject (Subject Code 20) of University Grant Commission-National Eligibility Test (UGC-NET) examination to be held in June 2015.
- Candidates have to essentially qualify the UGC-NET examination of June, 2015 in Hindi Subject (Subject Code 20) as per the cut-off marks prescribed by UGC-NET. Score from UGC-NET examination of June, 2015 ONLY is valid for this recruitment exercise under this advertisement. Score from UGC-NET examination from any previous UGC-NET examination is not valid.
- Only candidates declared qualified by UGC-NET as above, will be considered for short-listing as per the criteria decided by the ONGC Management for further selection process subject to their meeting the eligibility criteria with regard to age, qualification etc.
- Final Selection will be on the basis of scores obtained by the candidates in UGC-NET examination, Educational Qualification(Including additional inline higher qualification) and performance in personal Interview.

- 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.
- HOW TO APPLY :
 - Application is a two stage process i) On-line registration for UGC-NET examination to be held on June, 2015 ii) Application in the prescribed format available at www.ongcindia.com along with UGC-NET Application number/Roll number.
 - Candidates are required to first submit their application ON-LINE for UGC-NET examination following the steps prescribed in the information brochure for the examination.
 - For detailed information of UGC-NET examination, and its online application the interested candidates may log on to <http://cbsenet.nic.in>.
 - The on-line application site of UGC-NET examination of June, 2015 as per the notification issued by CBSE on behalf of UGC-NET will remain open till 15th May 2015
 - On completion of on-line application process, the candidates will be required to take print out of Application Form/Confirmation Page. These documents will also have the UGC-NET Application Number of the candidate. Candidates must preserve these documents carefully.
 - Candidates after filling the form of UGC-NET examination will apply in the application format of ONGC. The application format can be downloaded from ONGC website www.ongcindia.com with the relevant link.
 - The applicant photograph should be affixed in the proper place in the application of ONGC, with self-attestation. The photograph must be the same as uploaded in UGC-NET Application. Candidates must enter the same name in the same configuration as they have entered while applying for UGC-NET. For example, if the candidate has entered his name as Praveen Kumar Singh in the ON-LINE UGC-NET application, he must enter Praveen Kumar Singh (exactly same spelling) while applying to ONGC Application Format. He must not enter P K Singh or Praveen K Singh.
 - 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
 - The copy of UGC Application form (confirmation page) /UGC admit card indicating the UGC Application number/UGC Roll number, Self-attested photocopies of certificates showing Date of Birth (10th Mark Sheet / Certificate), Graduation Marksheet indicating English one of the major subject, Mark sheet and certificate of Post Graduate in Hindi qualification with minimum 60% marks, Caste Certificate (wherever applicable) are required to be attached with the ONGC application. Candidates appearing in Final Examination of Post Graduate in Hindi may also apply but they have to produce Mark sheet and certificate of Post Graduate in Hindi qualification with minimum 60% marks at the time of Interview.
 - Candidates are required to send their ONGC application by post to Deputy General Manager (IE)-Recruitment, ONGC, Green Hills, Ground Floor, 'B' Wing, Tel Bhavan, Dehradun-248003 on or before 28.06.2015. Please note that incomplete applications or application without requisite certificate/documents will be summarily rejected.
 - The name of the post should be super-scribed on the top center of the envelope, i.e. "Application for Official Language Officers through University Grant Commission-National Eligibility Test (UGC-NET) Examination, Advt. No. 4/2015 (R&P)".

5. IMPORTANT DATES:

FOR UGC-NET June 2015

a.	Submission of online application form starts	16.04.2015
b.	Last date for Applying Online	15.05.2015
c.	Last date of submission of Fee through online generated Bank challan, at any branch of (Syndicate/Canara ICICI Bank) or through credit/debit card	16.05.2015
d.	Date of Examination	28.06.2015

FOR ONGC

a.	Start Date for receiving application through post	29.04.2015
b.	Last date for receipt of application through post	28.06.2015

6. GENERAL INSTRUCTIONS:

- Candidates are advised to go through the detailed instructions for UGC-NET examination and the detailed advertisement of ONGC very carefully. On few of the parameters like the cut-off date for maximum age, relaxation in age extended to OBC category candidates etc., the criteria of UGC-NET and ONGC differ. The eligibility of candidates, writing UGC-NET examination for career in ONGC will be governed by the eligibility criteria of ONGC.
- Mere issue of call letter to the candidate will not imply that his/her candidature has been finally cleared by ONGC. Till such time the candidature is provisional and ONGC takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview.
- Candidature 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 in conformity with eligibility criteria.
- 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 www.ongcindia.com
- Candidates can go through the "Frequently Asked Questions (FAQs)" at www.ongcindia.com.
- The selected candidates are liable to be posted anywhere in India or abroad.
- Applications received after the due date i.e. 28.06.2015 will neither be entertained nor be returned. ONGC will not be responsible for any postal delay or loss whatsoever.
- Candidates employed in PSUs and Government departments will be required to produce No Objection Certificate at the time of interview.
- For any dispute, Courts of New Delhi will have the jurisdiction.
- For more information about the Company you may visit our website www.ongcindia.com.

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Oil and Natural Gas Corporation Ltd. Tel Bhawan, Dehradun