



Recruitment of Deputy General Manager (Logistics) – Aviation Safety at E5 level
Advt. No. 1/2022 (R&P)

Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” Public Sector Enterprise, is the largest E&P Company in India, contributing around 75% to India’s domestic production of crude oil and natural gas. Together with its prolific overseas profile through wholly owned subsidiary- ONGC Videsh, ONGC is the biggest Indian Transnational Corporation operating on 41 projects in 20 countries. ONGC operates in the entire hydrocarbon value chain like Exploration, Production, Refining, Petrochemicals; Gas based Power, Wind and Solar energy, Coal Bed Methane, LNG, Oil & Gas Logistics etc.

We are looking for experienced Executive to join the organization as Deputy General Manager (Logistics) – Aviation Safety to handle Offshore Helicopter Operations of ONGC at E5 level in the Pay Scale of ₹ 1,00,000 – 2, 60,000/-.

We provide best in class exposure to our employees in terms of Technology, Pay & Allowances, Career Growth and Professional & Personal Development Opportunities.

Selected Candidate will be posted initially at Mumbai. However on requirement of the company candidate are liable to be posted anywhere in India or abroad.

1. Pay scales, Emoluments & Other Financial Benefits

SN	Post Level	Basic Pay Scale (₹)	Allowances
1	E5	1,00,000 – 2,60,000/-	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. Details of Post and Minimum Eligibility Criteria

Particular	Details
Post	Deputy General Manager (Logistics) – Aviation Safety
Level	E5
Number	01 (Unreserved)
Qualification & Experience	Qualified Aircraft Maintenance Engineer (AME) having basic AME License, preferably Helicopter, endorsed to cover (a) Heavy Air frame and Jet engines OR (b) Electrical Systems, Instrument System, Radio and Navigation systems, with at least 10 years of experience at senior level. Preference will be given to the candidates having additional flying experience.
Age Limit	Minimum 45 years and Maximum 50 years (As on last date of submission of application) (ONGC departmental candidates will be allowed relaxation in age as per existing rules)

3. Broad Roles and Responsibilities of the Post :

- a. Overseeing functions of Maintenance & Safety aspects of chartered helicopters.
- b. Analyzing of incidences for corrective measures.
- c. DGCA clearances of helidecks at offshore.
- d. Planning & execution of Technical & Safety Audit of Operators and their chartered helicopters and also subsequent compliance audits.
- e. Liaisoning with helicopter operators for early compliance of Audit observations for enhanced Safety.
- f. Preparation of ATRs on various Aviation Safety issues/ matters raised by Collectives to DGCA and ONGC authorities.

4. SELECTION PROCESS:

Selection will be on the basis of educational qualification, experience and performance in personal interview. In case the number of candidates who apply and fulfil 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.

The selection criteria will be as follows:

Sl.	Criteria	Maximum Marks	Distribution of Marks	
			25 Marks	05 marks
1.	Qualification	30	25 Marks will be awarded for basic AME License, preferably Helicopter, endorsed to cover (a) Heavy Air frame and Jet engines OR (b) Electrical Systems, Instrument System, Radio and Navigation systems	05 marks for B.Tech /B.E.(Any Stream) or B.Sc.(Aviation)
2.	Experience	40	30 marks will be awarded to the candidates fulfilling the minimum requisite experience - "minimum 10 years of experience at senior level".	02 marks for each additional year of relevant experience subject to maximum 10 marks.
3.	Interview	30	(Minimum Qualifying marks – 18)	
Total		100		

Final Selection: Only such candidates will be considered for empanelment in the merit list who meets the prescribed Qualification and Experience criteria and secure minimum 60% of marks in interview.

5. Finalization of Merit List

- a. Offer of appointment shall be issued to the candidates based on their relative rank in the Merit List prepared on the sum total of marks scored by the candidate in Qualification, Experience and Interview.
- b. In case of a tie in the total marks scored between two candidates, candidate who has performed better in interview is considered senior in the merit list.
- c. In case the total marks and interview marks both are equal between two candidates, the candidate who is older in age is considered senior in merit list.
- d. Departmental candidates will 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.

6. How to Apply:

- a. Candidates need to visit www.ongcindia.com to register on our Registration web link. The registration site shall remain open from 01-02-2022 to 02-03-2022.
- b. Candidates will be informed about mode of interview i.e. to appear in-person or through online method with details of date, time and venue etc. In case it is decided to conduct interview through online method, the candidate should be able to connect through Microsoft Teams, Google Meet/Zoom/WhatsApp, Webex etc. as the case may be.
- c. All communications with the candidate shall be through SMS/ e-mail.
- d. Candidates need to mail the following documents in pdf format (mentioning their name and name of document) to email id – recruitment@ongc.co.in after completing registration:
- Duly signed and filled application format at **Annexure I**
 - 10th Class Mark Sheet / Certificate for Date of Birth.
 - AME License, preferably Helicopter, endorsed to cover
 - Heavy Air frame and Jet engines OR
 - Electrical Systems, Instrument System, Radio and Navigation systems
 - Flying experience certificate including offshore flying, if any.
 - Certificate showing minimum 10 years experience at senior level.
 - B.Tech / B.E. or B.Sc. (Aviation) degree certificate, if any.
 - Scanned copy of recent passport size Photo (JPG / JPEG image)
- e. The subject of the mail should be **“Application for Deputy General Manager(Logistics) – Aviation Safety at E5 level in ONGC”**
- f. In case of a face to face interview, candidates will be required to bring the above documents in original along with a set of Self-Attested Photocopies of documents and report as per date, time and venue intimated.
- g. All correspondence with the registered candidates shall be done through their registered e-mail and mobile only. Candidates are required to keep the registered e-mail and mobile active at least for one year.
- h. Candidates may please ensure that they are fulfilling all the requisite criteria prior to applying for the post failing which, their candidature is liable to be rejected/ cancelled at any stage of the recruitment process or even after selection.
- i. The candidates shortlisted for interview shall be intimated through their registered e-mail and mobile only.
- j. Shortlisted candidates for interviews shall be informed either through the website of ONGC – www.ongcindia.com or through Email. No separate Interview call letters shall be sent to the candidates by post.
- k. No changes shall be allowed once the candidate has submitted her/his application.
- l. All the candidates attending Personal Interview whose mailing address is out of the interview city will be reimbursed single to & fro economy class air fare by the shortest route or actual fare paid whichever is less. In case interviews held online, no TA will be paid.

7. Important Dates:

SNo.	Activity	Date
1.	Start date of submitting application and sending documents through email	01-02-2022
2.	Last date of submitting application and sending documents through email	02-03-2022

8. 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 through email only. No manual/ paper application shall be accepted.
- 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. If conditions due to COVID – 19 is not conducive, then, Interview may be conducted virtually. In case the interview is conducted virtually, the mode of interview (Skype/ Cisco Webex / Google meeting / Whatsapp / MS Teams / Zoom etc.) will be intimated to all the shortlisted candidates in advance. In this case, no TA will be paid to the candidates.
- e. 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.
- f. Requests for change of mailing address as declared in the application **will not be entertained**.
- g. Candidates in employment of **Public Sector undertaking/ Govt. service** will be required to produce **No Objection Certificate(NOC)** at the time of interview.
- h. ONGC departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate field in the application form, failing which they shall not be screened/ considered as departmental candidates from ONGC.
- 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. The candidates applying should ensure that they fulfill all eligibility conditions for the post against which they apply. Their admission at all the stages of selection process will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of 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 shortlisted for Interview.
- l. The selected candidate is liable to be posted anywhere in India or abroad.
- m. For more information about the Company you may visit our website **www.ongcindia.com**.
- n. Canvassing in any form or influencing the officials related to the selection / recruitment process shall 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.
- o. 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**.

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

“ONGC is not responsible for printing errors, if any”

Application Format for Recruitment of Deputy General Manager (Logistics) – Aviation Safety at E5 Level

in

OIL AND NATURAL GAS CORPORATION LIMITED

Affix latest
colour
photograph

Post Applied for	Deputy General Manager (Logistics) – Aviation Safety
Reservation (Unreserved/OBC/SC/ST/EWS)	Unreserved

1. Personal Details:

- i. Name: _____
- ii. Father's name: _____
(As written in 10th class certificate)
- iii. Date of birth (DD/MM/YYYY)(As written in 10th class certificate): _____
- iv. Age as on (02/03/2022) (Years, Months , Days): _____
- v. Category as per central govt. rules (Gen/EWS/OBC/SC/ST): _____
- vi. Gender (Male/Female): _____
- vii. Whether ONGC Departmental Candidate(Yes/No): _____
If Yes, CPF No.: _____
- viii. Religion: _____
- ix. Mailing Address: _____

- x. Phone no. with STD code (Landline/basic): _____
- xi. Mobile no.: _____
- xii. E-mail address: _____

2. Qualification**A. Essential qualification**

S.No.	Requisite Qualification	Issuing date of license	Validity	Issuing Authority
1.	Qualified Aircraft Maintenance Engineer (AME) having basic AME License, preferably Helicopter, endorsed to cover (a) Heavy Air frame and Jet engines OR (b) Electrical Systems, Instrument System, Radio and Navigation systems,			

B. Additional qualification, if any

S.No.	Additional Qualification	Branch	% / Class	University / Institute
1.	B.E / B.Tech			
2.	B.Sc	Aviation		

3. Experience Required:

A. Experience at Senior level (Minimum 10 years)

(In descending Order i.e. from current organization onwards. Copies of All experience certificates to be sent)

SN	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total experience (Days, Months, Years)	Name of the Dept. / Organization	Post Held	Broad Function / Responsibility	Pay Scale / Basic Pay (For PSU / Govt.)	Total Emoluments Per Month	CTC
1.									
2.									
3.									
4.									
Total Experience (Minimum 10 years)									

B. Flying Experience , if any

S.No	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Name of the Dept. / Organization	Details of Flying Hours	Type of Helicopter in flying experience	Remarks
1.						
2.						
3.						

Declaration: I hereby declare that the particulars furnished above are true & correct to the best of my knowledge. I also declare that I am fulfilling the requisite criteria of qualifications and experience against the notified Advertisement No. 1/2022(R&P) for the post of DGM (Logistics) – Aviation Safety at E5 level in ONGC. In case any information provided by me is found to be incorrect or false or any relevant information is found suppressed, my candidature is liable to be cancelled at any point of time.

Date:

Place:

(Signature)

Enclosures:

Self-attested copies of

1. High school certificate showing DOB.
2. Qualified Aircraft Maintenance Engineer (AME) having basic AME License, preferably Helicopter, endorsed to cover
 - (a) Heavy Air frame and Jet engines OR
 - (b) Electrical Systems, Instrument System, Radio and Navigation systems,
3. Certificate of experience at Senior level (Minimum 10 years)
4. Pilot Log Book, if applicable.

5. A self-attested summary sheet on the following , if applicable :
 - Total Flying Experience
 - Offshore Flying Experience
 - Twin Engine Flying Experience
 - Pilot – in – command flying experience
6. Write up in approximately 500 words about yourself such as your competencies, experiences etc.
7. Recent Passport size Photo