



**Recruitment of Group General Manager (Marketing) at E8 level**  
**Advt. No. 5/2019 (R&P)**

Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” Public Sector Enterprise, is the largest E&P Company in India, contributing around 70 percent 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 marketing professional with bright academic record to join the organization as Group General Manager (Marketing) at E8 level in the Pay Scale of Rs. 1,20,000 – 2, 80,000.

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

The brief details of the post are as under:

**1. Details of Post and Minimum Eligibility Criteria**

Particular	Details
Post	Group General Manager (Marketing) – E8 level
Number	01 ( Unreserved)
Qualification	Graduate with good academic record from a recognised University/Institute. Applicants with MBA/PGDM qualifications will have added advantage.
Age Limit	Maximum 55 years( <b>As on last date of application</b> )
Experience	Should have minimum experience of 20 years in oil & gas marketing function and the last served Company having an annual turnover of at least Rs.5,000 crore. Out of 20 years of experience, candidates working with PSUs should have minimum 2 years’ experience in the next lower post i.e. E7 of ONGC carrying the pay scale of Rs.1,20,000 – 2,80,000/- , whereas candidates from Private Companies should have minimum CTC of E7 level of ONGC (Rs. 41 Lakhs) for last two years.
Identified Suitable for PwD**	OH – OA,OL,BL HH VH – LV, B

\*\* The post is not reserved for PWD, however eligible candidates with identified PWD Category may also apply. However they shall be treated at par with unreserved category candidates

**Abbreviations Used:** PwD= Persons with Disabilities, VH= Visually Handicapped, HH= Hearing Handicapped, OH= Orthopedically Handicapped, A= One Arm, OL= One Leg, BL=Both Legs, B – Blind, LV – Low Vision

**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.

## 2. 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, only shortlisted candidates will be called for interview based on qualification and relevant experience in the field of oil and gas marketing.

The selection criteria will be as follows:

Sl.	Criteria	Maximum Marks	Description of allotment of marks	
1.	Qualification	30	Candidate possessing Graduate Degree	Additional marks in case candidate possess MBA/PGDM qualification
			25	5
2.	Experience	40	For minimum experience of 20 years in oil & gas marketing function and the last served Company having an annual turnover of at least Rs.5,000 crore.  Out of 20 years of experience, candidates working with PSUs should have minimum 2 years' experience in the next lower post i.e. E7 of ONGC carrying the pay scale of Rs. 1,20,000 – 2,80,000/- , whereas candidates from Private Companies should have minimum CTC of Rs. 41 Lakhs, for last two years.	
3.	Interview	30	Minimum Qualifying marks - 18	
<b>Total</b>		<b>100</b>		

**Final Selection:** Only such candidates will be considered for empanelment in the merit list who secure minimum 60% of marks in interview as well as in aggregate i.e. in qualification, experience and interview.

## 3. Finalization of Merit List

- 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.
- 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.
- 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.
- Departmental candidates who had worked for 20 years in Marketing Function shall be given first consideration in matters of selection, while other things such as qualification, eligibility and selection criteria etc. remain the same.
- 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).

## 4. How to Apply:

- Eligible & interested candidates need to visit [www.ongcindia.com](http://www.ongcindia.com) to download the required 'Application Format' (**Annexure – I**).
- The duly typed & signed application forms should be scanned (in PDF Format Only) and emailed to [recruitment@ongc.co.in](mailto:recruitment@ongc.co.in) along with scanned copies of the following documents (PDF only)
  - Qualification Certificates(from matriculation onwards)
  - Experience Certificates
  - Pay Slips etc.
- The subject of the mail should be **“Application for GGM(Marketing) at E8 level in ONGC”**
- 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.
- The candidates shortlisted for interview shall be intimated through their registered e-mail and mobile only.

- f. Shortlisted candidates for interviews shall be informed either through the website of ONGC – [www.ongcindia.com](http://www.ongcindia.com) or through Email. No separate Interview call letters shall be sent to the candidates by post.
- g. No changes shall be allowed once the candidate has submitted her/his application.
- h. 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 shortest route or actual fare paid whichever is less.

**5. Important Dates:**

SNo.	Activity	Date
1.	Start date of submitting application through email	17.06.2019
2.	Last date of submitting application through email	10.07.2019

**6. General Instructions :**

- a. All applicants must fulfil 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. Candidates working with PSUs should note that minimum 2 years' experience required in the next lower post carrying the pay scale of Rs. 1,20,000 – 2,80,000/- , must be equivalent to E7 of ONGC.
- c. Applicants are required to apply through email only. No manual/ paper application shall be accepted.
- 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. 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/ category 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 for the GGM (Marketing) recruitment should ensure that they fulfil 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](http://www.ongcindia.com).

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

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

## Application Format for Recruitment of Group General Manager (Marketing) at E8 Level

in

## OIL AND NATURAL GAS CORPORATION LIMITED

Affix latest  
colour  
photograph

<b>Post Applied for</b>	Group General Manager (Marketing)
<b>Reservation (Unreserved/OBC/SC/ST/EWS)</b>	Unreserved

**1. Personal Details:**

- i. Name: \_\_\_\_\_  
(As written in 10th class certificate)
- 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 10<sup>th</sup> July 2019 (Years, Months , Days): \_\_\_\_\_
- v. Category as per central govt. rules (Gen/EWS/OBC/SC/ST): \_\_\_\_\_
- vi. Person with Disability (Yes/No): \_\_\_\_\_  
If Yes, Type of disability (OH(OA/OL/BL) / HH / VH(LV/B)): \_\_\_\_\_
- vii. Gender (Male/Female): \_\_\_\_\_
- viii. Whether ONGC Departmental Candidate(Yes/No): \_\_\_\_\_  
If Yes, CPF No.: \_\_\_\_\_
- ix. Religion: \_\_\_\_\_
- x. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
- xi. Phone no. with STD code (Landline/basic): \_\_\_\_\_
- xii. Mobile no.: \_\_\_\_\_
- xiii. E-mail address: \_\_\_\_\_

**2. Qualification (Class X and above)**

S. No.	Exam. Passed	Name of the Univ./ Instt./ Board	Year of Passing	Branch /Subject(s) <i>(Please indicate specialization if applicable)</i>	Percentage / CGPA	Division / Class
1.						
2.						
3.						
4.						

**3. Experience Required:**

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

Sl. No	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Organization / Annual Turnover (in crore)	Designation	Level	Experience in Oil & Gas Marketing function (Y/N)	Broad Function / Responsibility	Pay-scale (for PSU/Govt.) / CTC (For Pvt. Co.)  (Rs.)
1.								
2.								
3.								

Note: Please provide the executive levels of current company (bottom to top) along with corresponding pay-scale / CTC of your company in a separate sheet. CTC for different levels is required for Pvt. Company if the same is a declared policy of the company.

**4. Pay Details for last two consecutive years:**

(Self-certified copies of pay slips to be attached as proof)

S. No	Year	Company	Type of company  (PSU/Private)	Level of post in case of PSU  (Minimum E7 equivalent of ONGC)	Basic Pay /month  (a)  (Rs.)	Allowance s / month  (b)  (Rs.)	Total Emoluments  (a+b)  (Rs.)	Pay Scale* / CTC#  (Rs.)
1.								
2.								

\*Applicable to candidates working with PSUs/Govt. Candidate should have minimum 2 years' experience in the next lower post i.e. E7 of ONGC carrying the pay scale of Rs.1,20,000 – 2,80,000/-

# Applicable to candidates working with Private Companies. Candidate should have minimum CTC of Rs. 41 Lakhs per year for last two years.

**5. Write up by the candidate:**

Please provide a brief about yourself in not more than 600 words highlighting attributes relevant for the post of GGM (Marketing) in ONGC

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**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. 5/2019(R&P) for the post of GGM (Marketing) at E8 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. I also declare that I am a bonafide citizen of India.

Date:

Place:

(Signature)

Enclosures:

1. High school certificate showing DOB.
2. Essential Qualification(Graduate) Mark sheet and Certificate
3. MBA/PGDM Mark sheet and Certificate(If applicable)
4. PWD Certificate(If applicable)
5. Experience certificates
6. Pay slips of January & July 2017, January & July 2017 and January and May 2019
7. Executive levels of the company along with corresponding pay-scale / CTC (if applicable).