



**Recruitment of GTs for the posts of HR Executive, Public Relations Officer and Official Language Officer at E1 level through UGC-NET December -2022 examination  
Advt. No. 1/2023 (R&P)**

Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” Public Sector Enterprise, is the largest Crude Oil and Natural Gas Company in India and has always been at the forefront to ensure energy security of the nation. We are on a lookout for young, promising and energetic aspirants with bright academic records to join the organization as Class I executive (at E1 level) for the posts of HR Executive, Public Relations Officer and Official Language Officer through UGC-NET, December 2022 examination.

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.

The induction will take place in the pay scale of ₹ 60,000 - 1, 80,000/- with an increment of 3% per annum. Besides Basic Pay, the employee is entitled to allowances @ 35% 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, Post Retirement Benefit Scheme and Composite Social Security Scheme as per Company rules.

The recruitment to the posts of HR Executive, Public Relations Officer and Official Language Officer will be based on the marks obtained in the UGC-NET December 2022 examination. Therefore, interested candidates must apply and appear for the UGC-NET exam of December 2022 scheduled to be conducted in February-March 2023.

**1. Name of the Posts and Eligibility Criteria**

SN	Post	Essential Qualification	Identified Suitable for PWBD
1	HR Executive	MBA with specialization in Personnel Management / HRD / HRM with minimum 60% marks OR Post Graduate degree in Personnel Management/ IR/ Labour Welfare with minimum 60% marks OR Minimum 2 years full time Post Graduate Diploma in PM/IR/Labour Welfare with minimum 60% marks OR PGDM / MBA from any IIM with minimum 60% marks.	Category A(B,LV); B(D,HH); C (OA, BA, OL, OAL, BL, AAV, DW, LC, CP, MDY); D(MI) & E(MD involving A to D)
2	Public Relations Officer	Post Graduate Degree/minimum 2 years diploma in Public Relations/ Journalism/ Mass Communication with minimum 60% marks.	Category A(B,LV); C (OA, OL, AAV, DW, LC); D(SLD) & E(MD involving A, C and D)
3	Official Language Officer	Post Graduate in Hindi with minimum 60% marks. Must have English as a subject in graduation. Experience in translation work preferred.	Category A (B, LV); B (D, HH); C (OA, BA, OL, BL, OAL, BLOA, CP, LC, DW, AAV, MDY); D (SLD, MI) & E(MD involving A to D)

**Note: 1) The recruitment exercise may be postponed/ withdrawn/ cancelled as per organizational requirement.**

**2) The actual number of vacancies will be notified subsequently at the time of inviting online application by ONGC.**

**Abbreviations Used:** **Category A** = Blindness and Low Vision; **Category B** = Deaf and Hard of Hearing; **Category C** = Locomotor disability including Cerebral Palsy, Leprosy Cured, Dwarfism, acid attack victim and muscular dystrophy; **Category D** = Autism, intellectual disability, specific learning disability and mental illness; **Category E** = Multiple disabilities from amongst persons under Categories (a) to (d) including deaf-blindness; B=Blind, LV= Low Vision, D=Deaf, HH= Hard of Hearing , OA= One Arm, OL= One Leg, OAL= One Arm and One Leg, BL=Both Legs, BA= Both Arms, BLOA = Both Legs and One Arm, DW = Dwarfism, LC = Leprosy Cured, CP = Cerebral Palsy, AAV = Acid Attack Victims, MDY = Muscular Dystrophy, MI = Mental Illness, SLD= Specific Learning Disability

## **2. Utilization of Score of UGC-NET December-2022 examination :**

- a. UGC – NET, December 2022 score of the relevant subjects will be taken into consideration for the purpose of drawing the merit list of candidates to be called for the interview. Scores from previous UGC – NET examination will not be valid for the existing recruitment exercise. The desirous candidates applying for the posts in ONGC should qualify in their respective subjects in UGC – NET, December 2022 exam. The post wise relevant subjects are mapped as follows :

<b>SN</b>	<b>Details of the posts</b>	<b>Relevant UGC–NET Subject</b>	<b>Subject Code</b>
1.	HR Executive	Labour Welfare/ Personnel Management/ Industrial Relations/ Labour and Social Welfare/ Human Resource Management	55
		Management	17
2.	Public Relations Officer	Mass Communication & Journalism	63
3.	Official Language Officer	Hindi	20

- b. The eligibility criteria (age, qualification and minimum percentage of marks) for applying to UGC - NET, December 2022 exam is different than that of ONGC but for this recruitment exercise the age, qualification criteria etc. of ONGC will prevail.

### 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 except for qualification of Minimum 2 years full time Post Graduate Diploma in PM/ IR/ Labour Welfare with minimum 60% marks for the post of HR Executive.
- Calculation of percentage of marks in the qualifying degree will be as per University / Institution rules.
- Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks will be considered as per norms adopted by concerned University/ Institute. If University/ Institute does not have the provision for conversion of CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage then the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.

- d. Students in the final semester of the qualifying course can also apply. However, they must be able to produce marksheets and course completion certificates with minimum 60% of marks in the essential qualification on or before 31.07.2023.
- e. Where the post specified in this advertisement is not reserved for a category (ies), a reserved category candidate can also apply provided she/ he fulfils the criteria specified for Unreserved Category. She/ he shall be treated at par with Unreserved Category candidates in the selection process.

### 3. Age Limit (with age relaxation) as on 31.07.2023.

Category	Max. Age
Unreserved / EWS	30 Years
OBC	33 Years
SC/ST	35 Years
PWBD	40 Years (Further relaxed by 3 years for OBC & 5 years for SC/ST)
Departmental Candidates <sup>#</sup>	Relaxation as per respective category and further relaxation to the extent of service rendered in ONGC
Ex-Servicemen*	Maximum 35 years irrespective to the category such as General/OBC/SC/ST.

\*- Ex-servicemen candidates can get relaxation upto 5 years subject to eligibility and there will not be cumulative relaxation due to reserved category.

<sup>#</sup>- Such Departmental candidates who are also Ex-servicemen will get age relaxation of either Ex-servicemen or Departmental candidates whichever is maximum.

### 4. Important Note :

- i. Eligible and desirous candidates meeting age and minimum eligibility criteria of ONGC as per para 1 & 3 above will be required to appear in UGC-NET December 2022 examination.
- ii. Candidates will be considered on the basis of UGC-NET December 2022 examination 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.
- iii. For detailed information on UGC-NET December 2022 examination, the interested candidates may log on to <https://ugcnet.nta.nic.in/>.
- iv. ONGC will publish another advertisement to invite applications from eligible candidates who have appeared & qualified in the UGC-NET December 2022 examination. The exact date and period of Go Live of online application registration site will be intimated by a notification on the website of ONGC ([www.ongcindia.com](http://www.ongcindia.com)) in due course. Candidates are required to visit [www.ongcindia.com](http://www.ongcindia.com) regularly to get updates.

### 5. Schedule of UGC-NET December 2022 examination :

SN	Activity	Date
1	Submission of online application form	29 December 2022 to 17 January 2023 (upto 05:00 p.m.)
2	Date of UGC-NET December 2022 examination	21 February 2023 to 10 March 2023

### 6. General Instructions :

- a. All the candidates must fulfill the essential requirements of the post and other conditions stipulated in the advertisement.
- b. Candidates are advised to go through the detailed instructions for UGC-NET December 2022 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 PWBD

category candidates etc., the criteria of UGC-NET and ONGC are not the same. The eligibility of candidates taking the UGC-NET December 2022 examination for recruitment in ONGC will be governed by the eligibility criteria of ONGC.

- c. Disputes, if any, are subject to Delhi Jurisdiction only.
- d. For more information about the Company you may visit our website [www.ongcindia.com](http://www.ongcindia.com).
- e. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper/ website. For authenticity of any communication/ advertisement in this regard, the candidate must check ONGC's website [www.ongcindia.com](http://www.ongcindia.com).
- f. It may be noted that ONGC does not seek payment of any kind at this stage.

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

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