

Recruitment of GTs in HR and CC disciplines at E1 level through UGC NET- June 2020 Score

Advt. No. 4/2021 (R&P)

ONGC has always been at the forefront to ensure energy security of the nation. We are thus on a lookout for young, energetic and promising talent for work centres in India and abroad. The intended recruitment in Executive level posts in HR and CC disciplines, through UGC NET – June 2020 score, were notified vide **Advt. No. 1/2020 (R&P)** in March 2020 in National Dailies, Employment News and www.ongcindia.com. In the advertisement, it was conveyed that details about number of posts will be announced at the time of inviting the online applications.

Interested Candidates who have qualified in UGC NET – June 2020 exam need to apply online for recruitment to the below mentioned posts at Table 1.

1. NAME OF THE POSTS ,ELIGIBILITY CRITERIA, UGC NET SUBJECT WITH CODE AND VACANCY

Sl. No.	Post	Essential Qualification	UGC NET Subject	Nos. of Vacancies						Identified Suitable for PWD	PWBD Reservation		
				UR	OBC	SC	ST	EWS	Total		A	D/E	Total
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 from IIM with minimum 60% marks.	Labour Welfare / Personnel Management /Industrial Relations/ Labour and Social Welfare/ Human Resource Management (Code – 55) or Management (Code 17)	8 (2 ^{**})	3	2	1	1	15	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)	12 (5*, 2 [^])	–	12 [A – 12 (5*,2 [^])]
2	Public Relations Officer	Post Graduate Degree/minimum 2 years diploma in Public Relations / Journalism / Mass Communication with minimum 60% marks	Mass Communication (Code 63)	5 (2 ^{**})	1	–	–	–	6	Category A (B,LV); C (OA, OL, AAV, DW, LC); D (SLD) & E (MD involving A, C and D)	3 (2 [^])	–	3 [A – 3 (2 [^])]
Total				13	4	2	1	1	21		15	–	15

****Carried forward unfilled vacancies of 4/2019(R&P) recruitment exercise.**

***Carried forward Reservations of advt. No. 4/2019(R&P) filled by other than PWBD. If the suitable candidates from respective benchmark disabilities are not available then PWBD candidate of other benchmark disabilities may be considered by interchange of category among identified suitable benchmark disabilities and if no suitable PWBD person even by interchange of benchmark disabilities is available, the carried forward reservations will be filled up with other than a person with benchmarked disabilities.**

^Carried forward unfilled reserved vacancies of advt. No. 4/2019(R&P). If the suitable candidates from respective benchmark disabilities are not available then PWBD candidate of other benchmark disabilities may be considered by interchange of category among identified suitable benchmark disabilities and if no suitable PWBD candidate even by interchange of benchmark disabilities is available, the carried forward vacancies will be filled up with other than a person with benchmark disabilities.

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, DW = Dwarfism, LC = Leprosy Cured, AAV = Acid Attack Victims, , MDY= Muscular Dystrophy, CP= Cerebral Palsy, ID= Intellectual Disability, ASD= Autism Spectrum Disorder (M=Mild, MoD=Moderate), SLD= Specific Learning Disability, MI = Mental Illness, MD = Multiple Disabilities.

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. Candidates may please note that for the post of HR Executive, MSW shall not be acceptable as being equivalent to MBA/PG Degree in HRM. For institutes / universities which do not mention specialization in qualifying degree, specialization in the relevant subject needs to be certified by the university/institute. However, candidates possessing PGDM (Full time) from IIM are not required submitting specialization certificate.
- Calculation of percentage of marks in the qualifying degree is as per University / Institution rules.
- 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 University/ Institute. Please also obtain a certificate to this effect from the University/ Institute, which shall be required to be submitted at the time of interview. If university/Institute does not have the provision for conversion 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.
- The candidates who were in the final year during 2019 – 2020 academic year will also be considered for this recruitment exercise provided they have obtained minimum required percentage of marks or more in essential Qualification. Initially, the last date to acquire requisite Qualification was kept as 31/07/2020. However, due to pandemic situation many universities have conducted their final exam and declared result after much delay. Therefore as a special case, the cut-off date for possessing essential qualification will be the date of document verification before personal interview.
- Where the posts specified in this advertisement are not reserved for a category (ies), a reserved category candidate can also apply provided she/ he fulfill the criteria specified for Unreserved Category. She/ He shall be treated at par with unreserved category candidates in selection process.

- Candidates seeking reservation under EWS will have to submit at the time of document verification before interview, an Income and Asset Certificate issued by a competent authority. The prescribed format and the competent authority have been mentioned in DOPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019. A copy of the same can also be downloaded from the online application site
- Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and the vacancy will be filled by other than EWS candidates.

2. Age Limit (with age relaxation) as on 31.07.2020

Category	Max. Age
Unreserved / EWS	30 Years
OBC (NCL)	33 Years
SC / ST	35 Years
PWBD	40 Years (Further relaxed by 3 years for OBC and 5 years for SC/ST)
Departmental Candidates#	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.**

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

Note:

- Candidates seeking reservation as SC / ST/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 candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidates is ordinarily resident of.
- Candidates seeking reservation as PWBD will have to submit at the time of document verification the benchmarked disability certificate only in the prescribed proforma as per Form V/VI/VII (Rule 18(1) of Rights of Persons with Disabilities Rules, 2017).
- Prescribed format of the caste certificate for SC/ST/OBC & disability certificate for PWBD for employment in government undertaking is down-loadable from the online application site.
- OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by Government of India authority in latest format. A certificate containing any variation in the caste name will not be accepted.
- No change in the category, already indicated by a candidate in his/her online application form for this exercise, will ordinarily be allowed.

3. SELECTION PROCESS:

- UGC NET – June 2020:** The desirous and eligible candidates having the essential qualification for the advertised posts should have appeared in UGC NET – June 2020 as indicated above in para 1 “**NAME OF THE POSTS ,ELIGIBILITY CRITERIA, UGC NET SUBJECT WITH CODE AND VACANCY** “ and declared qualified by the UGC NET – June 2020 authority.
- The UGC NET – June 2020** Score in the subject mentioned against the posts of ONGC will be considered by ONGC for shortlisting the candidates for further selection process of Personal Interview as per the criteria decided by the Management.
- The final selection of the candidate will be on the basis of following parameters - Educational Qualification; Performance in the UGC NET- June 2020 and Performance in the Personal Interview. Following weightages shall be assigned to the parameters:

Parameters	Maximum Marks	Remarks
Weightage of UGC NET – June 2020 Score	60	(Obtained from UGC NET - June 2020 Score)
Qualification	25	20 marks for essential qualification and 5 marks for additional qualification for inline Ph.D*.
Interview	15	Pass marks for GEN / EWS/OBC – 9 (60%) Pass marks for SC / ST/PWBD – 6(40%)
Total	100	

* if completed & documentary proof produced on the date of document verification before Interview.

d. In order to be selected, candidates are required to qualify in the UGC NET- June 2020 and thereafter again in the personal interview separately in addition to fulfilling qualification criteria.

4. Finalization of Merit List

- Candidates who qualify in the interview shall be empanelled in the Merit List.
- Offer of appointment shall be issued to the candidates based on their relative rank in the Merit List prepared on the weighted sum total of marks scored by the candidate in Qualification, UGC NET- June 2020 Score and interview.
- In case of a tie in the total marks scored between two candidates, candidate who gets more marks in performance (Weightage of UGC NET- June 2020 Score) is considered senior and if equal marks are scored in performance, then, the one older in age is considered senior for release of name.
- 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.
- Only **UGC NET – June 2020** Score is valid for the recruitment exercise in ONGC under this advertisement. Score from earlier or other UGC NET examination is not valid.
- 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.

5. How to Apply:

- Eligible & Interested Candidates need to visit www.ongcindia.com to register their application online. The registration site shall remain open from 15/12/2021 to 04/01/2022. No /other mode, repeat no other mode, of application shall be accepted.
- Candidates can apply for only one post based on his / her qualification.
- If there is no vacancy in a post for reserved category, candidates belonging to reserved category can still apply for unreserved posts. However, age relaxation will not be extended to them.
- Before registering/submitted their online applications on the website the candidates should keep the following ready:
 - UGC NET - June 2020 Registration ID.
 - Mobile number & E-mail ID (as filled in UGC NET – June 2020 application) in which the ONGC Registration ID will be sent for completing the registration process.
 - Scanned copy of recent passport size color photograph of the candidate with white background containing signature of the candidate on a small white sheet pasted just below the photograph (Not more than 70 KB size)
 - Scanned copies Qualification Certificates in pdf format
 - Scanned copies of Caste / PWBD / EWS certificate in pdf format to fill details regarding community, state & district, if belonging to SC/ST/OBC / EWS / PWBD category
- The candidates will be issued Call letter on their declaration in the online application. Mere issue of Call letter does not indicate that the eligibility of the candidate has been confirmed. The eligibility of the candidate is actually confirmed after document verification at the time of personal interview.
- All correspondence with the registered candidates shall be done through their registered e-mail and mobile phone only. The candidates are required to keep the registered e-mail and mobile phone active at least for one year from the date of registration.
- All information regarding candidates shortlisted for interviews etc. shall be available on the website of ONGC – www.ongcindia.com. No separate Interview call letters shall be sent to the candidates by post.
- The sole responsibility of downloading and printing of interview call letter shall be that of the candidate.
- No changes shall be allowed once the candidate has submitted his/her online application.
- Registration Charges : The registration charges for different category of candidates is as under :

SN	Category	Registration Charges (₹)
1	GEN/EWS/OBC	300/-*
2	SC/ST/PWBD	No charges

*The Registration charges exclude the convenience fee / Bank's Commission plus GST.

- Registration fee is non-refundable.
 - Registration Fee has to be deposited online.
 - Departmental candidates from ONGC would also be required to deposit the applicable registration fee. However, the same would be reimbursable.
- Candidates are advised to submit only one application. In case of multiple applications from a candidate the latest one shall be considered as final and older applications shall be rejected.
 - All the candidates attending Personal Interview whose mailing address is out of the Interview city will be reimbursed single second class to & fro rail fare (inclusive of sleeper charges / reservation charges if paid) by shortest route or actual fare paid whichever is less. Based on the prevailing pandemic situation, the Interview may be conducted virtually. In case the interview is conducted virtually, the mode of interview (Skype/ Cisco Webex / Google Duo / Whatsapp/Zoom/ Microsoft Teams etc.) will be intimated to all the shortlisted candidates in advance. In this case, no TA will be paid to the candidates.

6. Important Dates :

SN	Activity	Date
1	Start date of online registration of application	15/12/2021
2	Last date of online registration of application	04/01/2022

7. General Instructions :

- All the candidates 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.
- Applicants are required to apply online only. No manual/ paper application will be entertained.
- 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.
- Candidates should have the **relevant documents** like percentage of marks obtained in the qualifying examination, UGC NET Score Card; email id and mobile phone **readily available** with them before they commence the ONLINE application process. This information will be required at the time of filling – in the ONLINE application.
- 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.
- Requests for change of mailing address/ category / discipline as declared in the online application, **will not be entertained**.
- Candidates should retain the copy of their ONGC Registration Slip and Interview Call letter for future reference. Print out of the same should not be tampered with. No documents including copy of Registration slip etc are to be sent to ONGC unless specifically asked for.
- Candidates in employment of **Public Sector undertaking/Govt. service** will be required to produce **No Objection Certificate(NOC)** at the time of interview.
- 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.
- If more than one application is received from a candidate, **most recent** (current) application will be considered as final.
- Disputes, if any, are subject to Delhi Jurisdiction only.
- The candidates applying for the recruitment 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 unique ID for online application/ 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.
- 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. However, for the benefit of the candidates, a few salient points are being mentioned below

SN	Medical Condition	Remarks
1	Complete or partial colour blindness	Acceptable only for the Post of HR Executive. Not Acceptable for 'Public Relation Officer' Post.
2	The total amount of Myopia (including the cylinder) shall not exceed -4.00 D and total amount of Hypermetropia (including the cylinder) shall not exceed +4.00 D	Acceptable for all advertised posts.
3	For Candidates of more than 20 years of age, the Total amount of Myopia limited to - 6.00 D and Total amount of Hypermetropia limited to + 6.00 D (provided there are no degenerative changes in the vitreous or retina and where the disease is not likely to progress)	Acceptable for all advertised posts.
4	Congenital Night blindness	Not acceptable for any post

Correction with contact lenses and intraocular implants is not a bar for employment provided the prescribed standards are fulfilled. Candidates applying as PWBD will be considered as per Govt. of India directives for reservation as PWBD candidates.

- The selected candidates are liable to be posted anywhere in India or abroad.
- For more information about the Company you may visit our website www.ongcindia.com.
- Candidates not found to be meeting the prescribed eligibility criteria shall be **rejected** at any stage of the selection process or after selection. Any candidate submitting **false/incorrect** information shall be **rejected** during any stage of selection process.
- Canvassing in any form 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 and binding on all candidates.
- 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 must check on ONGC's website www.ongcindia.com.
- It may be noted that ONGC does not seek payments of any kind other than registration fee.

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

"ONGC is not responsible for printing errors, if any"