

Advt. No. 2/2015(R&P)

Recruitment of Assistant Legal Advisor through CLAT-2015 Examination for LLM

Oil and Natural Gas Corporation Limited (ONGC), a "Maharatna" Public Sector Enterprise, 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 to 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 investment of over 10 billion USD in 17 countries.

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 **Assistant Legal Advisor at E1 level**.

The pay scale is in the grade 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 | No. of Posts | | | | Total | Post Identified for PWD |
|--------|----------------------------------|--------------|-----|----|----|-------|-------------------------|
| | | UR | OBC | SC | ST | | |
| 1. | Assistant Legal Advisor-E1 level | 10 | 04 | 02 | 01 | 17* | OL,BL, OAL,B,LV |

*Reservation for PWDs:

2 posts are reserved for VH (B,LV).

Abbreviations Used:

B=Blind, LV= Low Vision, OAL= One Arm & One Leg, OL= One Leg, BL=Both Legs

2. Minimum Eligibility Criteria

| Category of posts | Maximum age limit as on 01.01.2015 | Essential Qualification |
|-------------------------------------|--|--|
| General | 30 years | Graduate Degree in Law (Professional) with minimum 60% marks. Practicing advocate with 3 years experience would be preferred for all categories. |
| OBC | 33 years | |
| SC/ST | 35 years | |
| Persons with Disabilities(PWD) | 40 years (further relaxed by 3 yrs for OBC and 5 yrs for SC/ST) | |
| Departmental candidates | To the extent of their service rendered in ONGC | |
| Ex-Service men (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.
- Wherever CGPA/OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the application. Calculation of percentage of marks as per University/Institute rules in the qualifying degree will be as per University/Institution rules. 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% marks in the essential qualification on the date of interview.
- As per the notification issued for CLAT Authorities for CLAT-2015, the eligibility criteria is different than that of ONGC but for recruitment for **Assistant Legal Advisor in ONGC the minimum eligibility criteria would be as per Para 2 above**.
- 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 candidate must not belong to creamy layer. Candidates seeking reservation as OBC/SC/ST, 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 recognized as OBC/SC/ST and the Village/Town the candidate is ordinarily resident of.
- Prescribed format of the caste certificate for OBC/SC/ST 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 the designated authority. A certificate containing any variation in the caste name will not be accepted.

3. SELECTION PROCEDURE:

- Eligible candidates meeting age and minimum eligibility criteria of ONGC as para 2 above will be required to appear in Common Law Admission Test (CLAT)-2015 Conducted by Ram Manohar Lohia National Law University (RMLNLU) for the purpose of admission in post graduate programme (LLM) in the National Law Universities. Candidates meeting the minimum eligibility criteria as per para 2 above will be shortlisted on the basis of CLAT-2015 Score for post graduate courses(LLM) to be held in May 2015.
- Score from CLAT-2015 examination ONLY is valid for this recruitment exercise under this advertisement. Score from previous CLAT examination is not valid.
- Candidates will be short-listed on the basis of CLAT-2015 Score for LLM 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 CLAT-2015 Examination for LLM, 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.

4. HOW TO APPLY:

- Application is a **two stage process i)** On-line registration for **CLAT-2015** examination for LLM to be held on 10.05.2015 **ii)** Application in the prescribed format available at www.ongcindia.com along with **CLAT-2015 Registration number and Admit card number (Examination Roll No.)**
- Candidates are required to first submit their application ON-LINE for **CLAT-2015** examination following the steps prescribed in the information brochure for the examination. The last date of receipt of filled-in CLAT-2015 application format online is 31st March 2015.
- For detailed information on **CLAT-2015** examination for LLM, the interested candidates may log on to www.clat.ac.in.
- On completion of on-line application process, the candidates will be required to take print out of registration slip of CLAT-2015. These documents will also have the **CLAT-2015 registration number** of the candidate. **Candidates must download his/her admit card/hall ticket also containing the Examination Roll No.**
- Candidates after filling the form of CLAT-2015 examination for LLM 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, with self-attestation. The photograph must be the same as uploaded in **CLAT-2015** online application. Candidates must enter the **same name in the same configuration** as they have

entered while applying for **CLAT-2015** examination for LLM. For example, if the candidate has entered his name as Praveen Kumar Singh in the ON-LINE **CLAT-2015**, 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.

- Candidate need not pay any application fee to ONGC for this recruitment.
- 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. Incomplete applications and applications without requisite documents will be summarily rejected.
- Self attested copies of CLAT-2015 registration slip and CLAT-Admit Card/Hall Ticket containing the Examination Roll No. are required to be attached with the application. Candidates appearing in Final Examination of Graduate Degree in Law (Professional) may also apply but they have to produce Mark sheets and certificate of Graduate Degree in Law (Professional) with minimum 60% marks at the time of Interview.
- Candidates are required to send their application by post to **Deputy General Manager (IE)- Recruitment, ONGC, Green Hills, Ground Floor, 'B' Wing, Tel Bhavan, Dehradun-248003 on or before 15.05.2015.**
- The name of the post should be super-scribed on the top center of the envelope, i.e. **"Application for Recruitment of Assistant Legal Advisor through CLAT-2015 Examination, Advt. No. 2/2015 (R&P)".**

5. IMPORTANT DATES:

FOR ONGC

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|----|---|-------------------|
| a. | Start Date for receiving application through post | 16.04.2015 |
| b. | Last date for receipt of application through post | 15.05.2015 |

FOR CLAT-2015 - LLM

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| Commencement of accessibility to/submission of on-line application forms for CLAT-2015 | January 01, 2015 |
| Last date for submission of filled-in application form at CLAT-2015 | March 31, 2015 |
| Accessibility of Admit Cards/Hall Tickets of CLAT-2015 | April 15, 2015 |
| CLAT-2015 examination | May 10, 2015 |

6. GENERAL INSTRUCTIONS:

- Candidates are advised to go through the detailed instructions for CLAT-2015 examination for LLM and the detailed advertisement of ONGC carefully. On few of the parameters the criteria of CLAT-2015 and ONGC differ.
- 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. **15.05.2015** 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.