



## OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No. 2/2018 (R&P)

### Recruitment of Assistant Legal Adviser through CLAT-2018 Examination for LLM

Oil and Natural Gas Corporation Ltd. (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 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 organization focused on growth.

ONGC is looking for promising, energetic and young persons with bright academic record to join the organization as **Assistant Legal Adviser at E1 level**.

The pay scale is in the grade of Rs. 60,000- 1,80,000/- with an increment of 3% per year. Besides Basic Pay, the employee is entitled to allowance @ 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.

#### Details of Posts:

S.No.	Designation & Level	No. of Posts				Total	Post Identified for PWD
		UR	OBC	SC	ST		
1.	Assistant Legal Adviser -E1 level	08	04	02	01	15*	OL,BL, OAL,B,LV

#### \*Reservation for PWDs:

\*04 posts are reserved for PWD-VH which includes 01 backlog post reserved for PWD(VH) category of 2017 recruitment drive [Advt.2/2017(R&P)], if suitable candidates of VH category are not available against 01 backlog post then PWD candidate of other identified category may be considered.

**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	Age limit as on 01.01.2018	Essential Qualification
Unreserved	30 years	Graduate Degree in Law (Professional) with minimum 60% marks. Practicing advocate with 03 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 years for SC,ST)	
Departmental candidates	Age relaxation will be extended to departmental candidates to the extent their services 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:

- a. The degree offered by Institutions/ Universities 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.
- b. 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 shall be applicable .Please also obtain a certificate to this effect from the Univ. / Instt, for submission at the time of interview.
- c. **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% of marks in the essential qualification on the last day of interview failing which their candidature will be treated as cancelled.** In cases where division/ class and percentage equivalence certificate is not given by the Institute for relative grades (CGPA/OGPA/CPI/DGPA etc.), the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.
- d. As per the notification issued for CLAT Authorities for CLAT-2018, the eligibility criteria is different than that of ONGC but for recruitment for **Assistant Legal Adviser in ONGC the minimum eligibility criteria would be as per Para 2 above.**
- e. 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 candidates must not belong to creamy layer. Candidates seeking reservation as 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 candidates caste, the Act/Order under which the caste is recognized as OBC and the Village/Town the candidates is ordinarily resident of.

- f. Prescribed format of the certificate for OBC, SC, ST and PwD against employment in government undertaking are down-loadable from [www.ongcindia.com](http://www ONGCINDIA.COM).
- g. OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by Government from time to time. A certificate containing any variation in the caste name will not be accepted.

### 3. SELECTION PROCEDURE:

- 3.1. 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)-2018 conducted by NUALS, Kochi 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-2018 Score for posts graduate courses(LLM) to be held on 13<sup>th</sup> May 2018 .
- 3.2. Score from CLAT-2018 **examination** ONLY is valid for this recruitment exercise under this advertisement. Scores from previous CLAT examinations are not valid.
- 3.3. Candidates will be short-listed on the basis of CLAT-2018 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.
- 3.4. Final Selection will be on the basis of scores obtained by the candidates in CLAT-2018 Examination for LLM, Educational Qualification(Including additional higher qualification i.e. Ph.D only) and performance in personal Interview. The details are as follows.

Criteria	Allocation of marks
Qualification	25 marks (20 marks for essential qualification and additional 05 marks for in line Ph.D)
Weightage of CLAT-2018 Score	60 marks
Interview	15 marks (Minimum qualifying marks in Interview UR and OBC -09 Marks SC,ST and PwD-06 Marks)
Total	100 marks

Candidates have to qualify at each stage/criteria for final selection. If total marks are identical than order of merit will be fixed on the basis of performance (Weightage of CLAT Score+ Marks in Interview) and if both (Total Marks & Performance) are identical than the one older in age is considered senior for release for appointment.

- 3.5. 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:

4.1 Application is a **two stage process** i) On-line registration for **CLAT-2018** examination for LLM to be held on 13.05.2018 ii) **Online** Application to ONGC with relevant link available at [www.ongcindia.com](http://www.ongcindia.com) after **paying registration fee** and entering the details such as **CLAT-2018 registration number, roll no. etc.**

4.2 Candidates are required to first submit their application ON-LINE for **CLAT-2018 examination** by following the steps prescribed in the information brochure for the examination.

4.3 For detailed information on **CLAT-2018 examination** for LLM, the interested candidates may log on to **www.clat.ac.in**

4.4. On completion of on-line application process, the candidates will be required to take print out of registration slip of CLAT-2018. These documents will also have the **CLAT-2018 registration number** of the candidate. **Candidates must preserve these documents carefully.**

4.5 Candidates after filling the form of CLAT-2018 examination for **LLM** will apply online at ONGC website [www.ongcindia.com](http://www.ongcindia.com) with the relevant link. Online application and payment of registration fee methodology will also be available on the online application site.

4.6. General and OBC candidates are required to deposit the registration fee of Rs. 300/- while SC/ST/PWD candidates are not required to deposit any registration fee. Registration fee is **non-refundable**. Registration fee can be deposited at any branch of State Bank of India through challan. The fee is to be deposited in ONGC Power Jyoti A/C Number **30827318409** of SBI, Tel Bhavan, Dehradun. Payment is to be made as per the designated process only. **No other mode of payment would be accepted.** Applicants should not deposit fee through instruments like Demand Draft/ Banker Cheques / IPO, online transfer of money into ONGC account etc. If any applicant makes payment through any such mode fee **will NOT be returned/ refunded**. Therefore, applicants should pay the fee through downloaded challan form (designated process) only.

4.7 Online application and payment methodology for registration fee will also be available on the online application site.

4.8. Candidates must enter the **same name in the same configuration** as they have entered while applying for **CLAT-2018** examination for LLM. For example, if the candidate has entered his name as Praveen Kumar Singh in the ON-LINE **CLAT-2018**, he must enter Praveen Kumar Singh (exactly same spelling) while applying to ONGC online. He must not enter P K Singh or Praveen K Singh etc.

#### 5. IMPORTANT DATES:

a	Start date for receiving online application	<b>23<sup>rd</sup> May 2018 (Tentative)</b>
b	Start date for payment of registration fee	
c	Last date for payment of registration fee and receipt of on application	<b>21<sup>th</sup> June 2018 (Tentative)</b>
d	Schedule of interviews	<b>1<sup>st</sup> week of August,2018 (Tentative)</b>

## 6. GENERAL INSTRUCTIONS:

6.1. Candidates are advised to go through the detailed instructions of CLAT-2018 examination for LLM and the detailed advertisement of ONGC very carefully. On few of the parameters the criteria of CLAT-2018 and ONGC differ. The eligibility of candidates, writing CLAT-2018 examination for career in ONGC will be as per para 2.

6.2. 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.

6.3. 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.

6.4. 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](http://www.ongcindia.com)

6.5. Candidates can go through the "**Frequently Asked Questions (FAQs)**" at **[www.ongcindia.com](http://www.ongcindia.com)**.

6.6. The selected candidates are liable to be posted anywhere in India or abroad.

6.7. Candidates employed in PSUs and Government departments will be required to produce No Objection Certificate at the time of interview.

6.8. For any dispute, Courts of New Delhi will have the jurisdiction.

6.9. For more information about the Company you may visit our website [www.ongcindia.com](http://www.ongcindia.com).

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**'ONGC is not responsible for printing errors, if any'**