

No. 7/59/2011-PESB
Government of India
Public Enterprises Selection Board
(Department of Personnel & Training)

Block No. 14, CGO Complex, PE Bhavan
New Delhi - 110003, the 2ND December, 2011

Sub: Selection for the post of **DIRECTOR (ONSHORE), ONGC LIMITED** in
schedule "**B**" of the CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **DIRECTOR (ONSHORE), ONGC LIMITED** in schedule "**A**" of the CPSE, the scale of pay of the post being **Rs.75000-100000/- (Revised)**. A copy of the job description for the post is enclosed.

2. It is requested that names of candidates seniority-wise who are found suitable for the said post as per the requirements indicated in the job description alongwith their up-to-date bio-data (in the prescribed form) duly endorsed may kindly be forwarded to PESB by **8th February, 2012.** It is also requested that advance action may be taken to keep the ACRs for last 5 years, of those candidates ready alongwith their latest vigilance profile **[(i) penalty imposed, if any during the last 10 years (ii) details of disciplinary action initiated/being initiated if any, etc.]** to be furnished as and when the selection meeting is scheduled.

3. In case the relevant details are not received within the stipulated time, it will be assumed that there are no eligible candidates to be sponsored for the post.

(VEDANTAM GIRI)
DIRECTOR
TEL NO. 24362936

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation among the eligible candidates.
2. All Chief Secretaries of State Govt.s /UT's (for circulating the vacancy among Govt.Officers and State PSU's)

No. 7/ 59 /2011-PESB

भारत सरकार

Government of India

लोक उद्यम चयन बोर्ड

Public Enterprises Selection Board

(कार्मिक एवं प्रशिक्षण विभाग)

(Department of Personnel and Training)

Block No.14, C.G.O. Complex, Lodhi Road

New Delhi - 110003

पी.एस.यू. का नाम

: ओ एन जी सी लिमिटेड

NAME OF THE PSU

: **ONGC LTD.**

: निदेशक (ओन्शोर)

पद का नाम

NAME OF THE POST

: **DIRECTOR (ONSHORE)**

रिक्ति की तारीख

: 01 -10- 2012

DATE OF VACANCY

सी.पी.एस.ई. की अनुसूची

: 'A'/' ऐ'

SCHEDULE OF THE CPSE

पद का वेतनमान

: Rs. 75,000—1,00,000/- (Revised / संशोधित)

SCALE OF THE POST

1. COMPANY PROFILE

Oil & Natural Gas Corporation Limited (ONGC) was incorporated under the Indian Companies Act, 1956 after converting a statutory commission namely Oil & Natural Gas Commission through an Act of Parliament with the vision to become a world class oil and gas company integrated in energy business with dominant Indian Leadership and global presence. ONGC is a schedule –'A' / Maharatna CPSE in Crude Oil sector under the administrative control of Ministry of Petroleum and Natural Gas.

Its Registered and Corporate offices are at New Delhi and Dehradun, Uttarakhand respectively.

The authorized and paid up capital of the Company were Rs.15,000 crore and Rs. 4277.76 crore respectively as on March 31, 2011.

The shareholding of the Government of India in the company is 74.14%.

2. JOB DESCRIPTION AND RESPONSIBILITIES

The Director(Onshore) is a member of the Board of Directors and reports to Chairman and Managing Director. He is overall incharge of the Onshore Production Assets Broad responsibility includes:-

1. Performance Management of Onshore Producing Assets,
2. Develop overall strategy for onshore producing assets and ensure its alignment with ONGC strategy.
3. Enhancing performance of the constituent units.

4. Lead annual performance contract exercise and set challenging targets for the Asset Managers and monitor and monitor performance against the set targets.
5. Enable service/resource/technology availability from units under control of other Directors.
6. Participate in corporate forums representing onshore producing assets.
7. Review human resource requirements and skill gaps and ensure availability.
8. Facilitate new technology absorption and availability of operational inputs/facilities from institutes.
9. Interact with other Directors/Top Managers for optimal utilization of ONGC resources.

3. ELIGIBILITY

I. AGE: On the date of occurrence of vacancy.

- (i) Minimum 45 years
- (ii) Not more than 58 years for internal candidates and not more than 57 years for others.

The age of superannuation is 60 years.

II. QUALIFICATION AND EXPERIENCE

The incumbent should be a Post-Graduate in relevant Sciences of Geo-Sciences along with/ or a graduate in Engineering as minimum qualification with good academic record from a recognized university/institution. Persons with Post Graduate qualification in Engineering/Management will be preferred. He should have adequate experience at senior level in a large organization of good repute. Persons with experience in Petroleum section would have an added advantage

Provided that minimum qualification is relaxable in the case of internal candidates with sound and adequate background and experience.

III. PAY SCALE/TURNOVER:

(a) Central Public Sector Executives.

Executives holding posts in the pay scale of:

- | | | |
|--|---|--------------------------|
| <ol style="list-style-type: none"> (i) Rs. 7250-8250/- (pre 1.1.1992 scale) (ii) Rs. 9500-11500/- (post 1.1.1992 scale) (iii) Rs. 20500-26500/- (post 1.1.1997 scale) (iv) Rs. 51300-73000/- (post 1.1.2007 scale) | } | with
Industrial
DA |
| or | | |
| <ol style="list-style-type: none"> (v) Rs.18400-22400 with Central DA.(pre-revised) (vi) Rs.37400-67000 with Grade Pay of Rs.10,000/- (Revised 1.1.2006) | | |

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b) State Public Sector Executives

Executives working in companies where the annual turnover is in excess of Rs. 100 crore.

(c) Private Sector Executives

In order to apply Private Sector Executives must fulfill all the three criteria listed below:

- (i) they should be working in companies where the annual turnover is in excess of Rs.100 crore;
- (ii) they should be working in private companies listed on the Stock Exchange; and
- (iii) they should be working at a Board level position or reporting directly to a director on the Board i.e. one level below Board level.

(d) Government Officers

Provided that notwithstanding the qualifications and experience prescribed, officers of the level of Joint Secretary in Govt. of India or on equivalent scale of pay or Major General in the Army or equivalent rank in Navy/Air Force, on the date of vacancy with adequate experience in the relevant field will be eligible for consideration on immediate absorption basis.

4. DURATION OF APPOINTMENT

The appointment shall be for a period of five years or upto the date of superannuation whichever is earlier.

5. SUBMISSION OF APPLICATIONS

Prospective candidates from the Central Public Sector and Government officers shall send their applications, through proper channel, in the format at Annexure I.

State Public Sector Executives/Private Sector Executives shall submit their applications, in the format at Annexure II, alongwith

- (i) a write up on the significant contributions made by them during their present/past assignments and their suitability for the post.
- (ii) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO.
- (iii) The applications for various categories of the officers are routed through proper channel as follows:
 - a) for Government Servants through Cadre Controlling authority.
 - b) For CMD's/MD's/Director's in CPSE, the concerned administrative Ministry.
 - c) For below Board level in CPSE, the concerned CPSE.
 - d) For CMD/MD in State PSE, State Government.
 - e) State PSE/State Joint Venture, the concerned SPSE

In addition to the above, Private Sector Executives must submit the following documents alongwith the application form.

- (i) Attested copies in support of age and qualifications;
- (ii) Annual Reports of the Company for the last 5 years;
- (iii) Evidence of listing on the Stock Exchange;
- (iv) Evidence of working at Board level or reporting directly to a director on the Board i.e. one level below Board level;
- (v) The details of Job handled in the past with details/particular references.

State Public Sector Executives must route their applications through proper channel.

6. CERTIFICATION BY CANDIDATE

a) Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any candidate, does not initially give his/her willingness, he/she will not be interviewed.

b) If any of the candidates who appeared for the interview and is selected by the PESB, gives his/her unwillingness after the interview is held, but before the appointment is processed, would be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which the candidate belongs.

c) If any candidate gives his/her unwillingness after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment from being considered for a Board level post in any PSE other than the one to which the candidate belongs.

d) In the above cases, no request for relaxation or otherwise would be entertained.

Annexure-I and Annexure-II may be downloaded from the website of PESB.

Last date of receipt of applications in PESB is 8th February, 2012. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

Board reserves the right to shortlist candidates for interview.

Applications are to be addressed to Dr. P. S. Behuria, Secretary, Public Enterprises Selection Board, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY