



ओएनजीसी मंगलूर पेट्रोकेमिकल्स लिमिटेड

(मंगलूर रिफाइनरी एण्ड पेट्रोकेमिकल्स लिमिटेड की सहायक कंपनी)

ONGC Mangalore Petrochemicals Limited

(A Subsidiary of Mangalore Refinery and Petrochemicals Limited)

(A Govt. of India Enterprise)

An ISO 9001:2015, ISO 14001:2015, BS OHSAS 18001:2007 and ISO 50001:2011 Company

CIN NO : U40107KA2006GOI041258 - MSEZ, Permude, Mangalore – 574 509

Advertisement No. **08/2020**

Date of opening of online application portal : **01/07/2020**
Last date for submission of online applications : **31/07/2020**
Last date for receiving application by Speed Post/Courier : **07/08/2020**

RECRUITMENT OF EXECUTIVES THROUGH WRITTEN TEST

ONGC Mangalore Petrochemicals Limited (OMPL) is a Government of India Enterprise, jointly promoted by Oil and Natural Gas Corporation Limited (ONGC) and Mangalore Refinery and Petrochemicals Limited (MRPL) located strategically in MSEZ Mangalore, is engaged in the Aromatic business. This young company promises high growth potential in near future. It has already created brand position in the Global Market and is number one PSU in term of net foreign exchange earners for the country for last 2 years. With more than 1700 safe man days, it is one of the safest Petrochemical industries in India to work with.

OMPL invites applications from eligible Indian nationals for the following position.

I. POST, MINIMUM ESSENTIAL EDUCATIONAL QUALIFICATION

| Post / Grade | Deputy Manager (Legal) / E3 grade |
|---|---|
| No of Posts | 1 |
| Category | UR |
| Minimum essential educational qualification | Graduate Degree in any discipline and Bachelor Degree in Law (LLB) OR 5 years Integrated LLB Degree. |

- 60% aggregate marks in the minimum essential educational qualification i.e. Bachelor Degree in Law (LLB) **OR** 5 years Integrated LLB Degree.
- All qualification must be from UGC recognized Indian University / UGC recognized Indian Deemed University or AICTE approved Autonomous

Indian Institution / Concerned Statutory Council (wherever applicable)/Board of Technical Education

- c) Minimum aggregate percentage of marks in the essential qualification as indicated above shall be aggregate of all semesters to be calculated taking average of all semesters/years, irrespective of the weightage to any particular semester/year by the Institute/University. Aggregate percentage of marks shall not be rounded off **(for example 59.99 % not be rounded off as 60 %)**.
- d) In case CGPA/OGPA/Grade is awarded by university, the equivalent percentage shall be derived based on the formula provided by the University for converting the grade to percentage. If no formula is prescribed by the University, the equivalence in percentage of marks will be established by multiplying the CGPA/OGPA/Grade by a factor of 10 subject to the condition that the candidate has to submit documentary proof that the University does not have any formula for conversion of CGPA/OGPA/Grade to percentage. Relaxation in percentage of marks in the minimum essential qualification for SC/ST category is applicable only to the posts reserved for SC/ST as the case may be. PWD category will get relaxation in percentage of marks for posts reserved/identified suitable for Persons with Disability (PWD) category.
- e) Candidates with Post Graduate Degree in Law/Diploma in Commercial /Labour /TaxationLaw /Arbitration /Business /Alternate Dispute Resolution /Business Law will have added advantage

II. WORK EXPERIENCE

- a) **Experience Essential:- Minimum 07 years** of post- qualification experience * as an Executive / Officer in the Legal set up of the Government / Semi Government / Public Sector Under taking / Nationalised Banks / Listed companies ** and should have sound knowledge of Civil / Commercial / Industrial / Labour / Company Laws / leading organizations etc. Work experience in petrochemical / oil refineries companies will be added advantage. The candidate will be required to handle the entire gamut of legal matters in the company.

* The period of experience of practicing in any Bar and / or in Direct Courts/High Courts equivalent courts as advocate with proper license prior to service in any organisation as stated above will be considered as executive experience of purpose subject to a limit up to maximum 50% of the total required experience.

** Listed Companies would mean and include Companies listed on NSE or group A & B of BSE.

- b) **Experience is Desirable:-**

- i) Drafting/scrutinizing /vetting of commercial deeds/documents.
ii) Including inter -alia instruments, affidavits, deeds, agreements, contracts, indemnity bonds, bank guarantees, consortium &

- collaboration agreements etc. as well as pleadings. Drafting of Affidavits, Counter affidavit, drafting of Para-wise comments.
- iii) Rendering legal opinion/advice on various matters.
 - iv) Handling legal /court cases including court arbitration, domestic enquiry proceedings, RTI, service matters, labour cases, customs, excise etc.
 - v) Ensuring compliance with statutory requirements under various Laws and SEBI and Government regulations.
 - vi) The candidate should have good working knowledge in the areas relating to drafting and security of global / indigenous tender documents, export / import / shipping contracts, Contract administration drafting / finalizing and vetting of joint ventures/Technical services /foreign collaboration agreements and other legal and contractual documents, ability to independently offer legal advice to the management and coordinate with legal counsels in respect of court cases /arbitration proceedings.
 - vii)Experiences of dealing with disciplinary matters and Labour/Service Law matters Petroleum, Taxation, Land Acquisition, Collaboration, IPR as well as Foreign Trade and international laws pertaining to registration of corporate offices abroad, setting up of joint ventures/ consortium amalgamation & restructuring required.
 - viii) Drafting and finalisation of Domestic /International Contracts for supply of products, Transfer of Technology, Joint Development, Exports and Joint Ventures and related commercial aspects, Government procedures and approvals & awareness of Current International Trade practices.
 - ix) Protection on IPR's & Handling Litigation and Arbitration cases
 - x) Legal matter related to SEZ will have added advantage.

III. PROBATION AND EMOLUMENTS

Candidates selected shall be placed on probation for the period of one year as per Company Rules in E3 grade. The candidates selected shall be offered annual CTC of Rs. 14,00,000/- (Rupees Fourteen Lakhs Only) in the CTC band of Rs. 14,00,000 – 26,00,000/-. The annual CTC covers basic pay, HRA, other allowances, Provident Fund and Gratuity. The other benefits shall be applicable to the respective grade as per Company Rule.

IV. AGE LIMIT AND PLACE OF POSTING

- a) **The upper age limit** for Deputy Manager- Legal is 35 years
- b) The cutoff date for deciding the maximum permissible age shall be as on last date of submission of online application
- c) **Job location/Initial Place of posting:** The job location/initial place of posting for the above position is Mangalore. However, employees are liable to be transferred to any place in India or abroad, within the same organization, or one of the group companies of ONGC or any other organization as per the requirement of OMPL.

V. SELECTION PROCESS

The selection methodology will comprise a two stage selection process i.e. Written Test and Group Discussion/Group Task & Interview.

a) WRITTEN TEST (Duration- 180 Minutes)

The all candidates meeting the job specification mentioned in this advertisement will be called for the written test.

The WRITTEN TEST will comprise of 150 Multiple Choice Questions, consist of three sections, first General Awareness of 30 marks (consisting of 30 objective questions) second on the concerned discipline/domain/subject of 100 marks (consisting of 100 objective questions) and third on Aptitude test of 20 marks (consisting of 20 objective questions) on Reading Comprehension, Verbal / Non-verbal Reasoning, Numerical ability/ Quantitative Aptitude, Data Interpretation etc. for a total of 03 hours duration (Grand Total of 150 Marks).

Note-

- All questions carry 1 mark each. There will be no negative marking.
- The Question Papers for Written Test will be Bilingual i.e. in English & Hindi.
- **The candidate has to choose his/her language for written test while applying.**

b) **Group Discussion/Group Task and Interview:-** The candidates will be called for further selection process in the ratio 1:5 (i.e. 1 Post: 5 Candidates as per the reservation of posts), based on the marks scored in the written test. The management reserves the right to add, modify or delete any test, as the case may be, to the selection process.

c) **Final merit list** of candidates shall be prepared by giving weightage to written test marks and marks obtained by the candidates in the Group Discussion/Group Task and Interview. 85% weightage shall be given to written test marks and 15% weightage will be given for Group Discussion/Group Task and Interview.

VI. GENERAL INFORMATION / INSTRUCTIONS:

- a) No other Qualification other than expressly mentioned in the Qualification Criteria would be accepted.
- b) The Admit Card for the Written Test indicating the time and venue of examination for each candidate can be downloaded from OMPL

website. The admit card for Candidates, who are not able to generate their Admit Cards online at least one week before the date of the written test, should contact at email ID omplhr@omplindia.com . Candidates can appear in the examination with Admit card downloaded from website. Intimation about shortlisted candidate will be posted on website for which candidate may keep in touch through website. A candidate has to appear in all the phases of the recruitment process to be eligible for the selection. The candidates are advised to keep in touch through the Website.

- c) **Examination will consist of Objective Type Multiple Choice Questions only.** OMR Answer Sheets will be provided for Objective Type Multiple Choice Questions paper. OMR Answer Sheet to be filled in with **Blue / Black Ball Point Pen only** as per instructions given in OMR Answer Sheet. Candidates are required to mark their Name, Date of Birth, Roll Number, Registered Application Number, and Question Booklet Number etc. correctly on the OMR Answer sheets by darkening the appropriate ovals / boxes. Candidates are also required to sign their names in running hand on the Answer Sheets. Answer Sheets not bearing the Candidate's Name, Roll Number, Signature etc. in the space meant for the purpose will not be evaluated and awarded Zero mark. OMR Answer Sheets are read by machine and, therefore, failure to comply with any of the instructions will result in award of Zero marks. Candidates in their own interest should strictly follow the Instructions given on the Question Booklet/ OMR Answer sheet. No representation regarding non-compliance of instructions will be entertained.
- d) It is mandatory for all the candidates to upload their Photograph/Signature/other documents as specified without any exception.
- e) The written test will be conducted at **Mangalore, Bangalore and Mumbai** only. Please note that the above test locations are provisional and OMPL reserves the right to add or delete any written test centre. OMPL gives no assurance, whatsoever, to allot the test centre chosen by the candidate. No change in centre of examination will be allowed under any circumstances after the allocation by OMPL. OMPL reserves the right to cancel any Centre and ask the candidates of that Centre to appear from another Centre. OMPL also reserves the right to divert candidates of any Centre to some other Centre to take the examination.
- f) **RESOLUTION OF TIE CASES:** In case of a tie in a particular discipline after written test then the tie will be resolved as under: Candidate who has scored higher aggregate percentage of marks in the qualifying examination (minimum essential educational qualification) will be considered. Mere submission of application and fulfilling the eligibility conditions gives no right to any person for appearing in Written Test etc.

- g) Qualifying in the Written Test for the post without fulfilment of eligibility conditions will not confer any claim to the candidate for final selection.
- h) Candidates should comply with additional instructions of OMPL, if any.
- i) No correspondence will be entertained about the outcome of the application, at any stage.
- j) Candidate must ensure to have fulfilled all the eligibility criteria specified in the advertisement as on last date of submission of application. Candidates should satisfy themselves that they fulfill the required qualification and other eligibility criteria, before applying for the post. In case it is found that the information furnished by a candidate is defective in any manner or has been deliberately suppressed, the candidature will be summarily rejected as and when it comes to the notice of the Management. The candidates are advised to satisfy themselves fully about the correctness of the information furnished. The candidature would be rejected if found ineligible at any stage.
- k) Issue of call letter for Written test, Group Discussion/Group Task and Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria.
- l) Before registering/submitting applications on the website, the candidates should follow the instructions given in advertisement/website and possess the following:
 - i. **Valid E-Mail ID and Mobile No.:** The E-Mail ID and Mobile No. entered in the Online Application Form should remain valid / active until the recruitment process is completed. No change in the Email ID and Mobile No. will be allowed once submitted. The candidate himself/herself will be responsible for wrong or expired E-Mail ID & Mobile No.
 - ii. **PHOTOGRAPH:** One recent color passport size photograph preferably with white background, not more than three months old is to be SCANNED AND UPLOADED in the space earmarked in the online application Form. Size of the file for photograph should be between 20kb-40kb.
 - iii. **SIGNATURE:** Signature (in Blue/Black ink) against white background is to be SCANNED and UPLOADED in the space earmarked in the Online Application Form and as per the guidelines given on website. Candidates must ensure that the signatures are identical throughout the Recruitment process at all stages and/or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his/her uploaded signature is clearly visible/identifiable at the appropriate place. Size of file should be between 10kb-20kb.
- m) In case of any clarification on recruitment process, please email at omplhr@omplindia.com. No other form of communication shall be

entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.

- n) The decision of OMPL in all matters relating to the conduct of written test, Group Discussion/Group Task and Interview and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- o) **CANDIDATES ARE REQUIRED TO SUBMIT THE ONLINE APPLICATION FORM ONLY ONCE.** In case of multiple applications the candidature shall be summarily rejected.
- p) The number of post mentioned above is tentative and may increase or decrease at the discretion of Management.
- q) While applying for a post in response to the advertisement, candidates must ensure that all particulars filled by them in the application format are correct and complete in all respects. In case it is detected at any stage of the recruitment process that a candidate does not fulfill the eligibility criteria or has submitted false information or has suppressed any material facts, his/her candidature will automatically stand cancelled. If any of the above shortcomings are detected even after appointment, his/her services are liable to be terminated without any notice. In case any of the above mentioned conditions are not fulfilled, the application of the candidate will be summarily rejected and no communication *in this regard will be entertained.*

VII. APPLICATION FEE

Candidates belonging to General/OBC (including non-creamy layer)/EWS has to pay a non-refundable application fee of Rs 750/- (Rupees Seven Hundred and Fifty only). Bank charges/Taxes, if any, has to be borne by the candidates. SC / ST / PWD/ Ex-Serviceman categories are exempted from payment of Application fee.

VIII. HOW TO APPLY:-

Filling up of Application Form is in three parts viz:

1. PART- I: Filling up of Application Form

- a) A candidate fulfilling the eligibility criteria shall log on to "Join Us" page of www.ompl.co.in and click on the link "[Recruitment of Deputy Manager-Legal Written test -2020: Advt.No.08/2020](#)". No other means/mode of application will be accepted.
- b) Before filling the application online, candidate has to ensure that he/she is fulfilling the advertised job specifications by reading the detailed advertisement available on the link "[Detailed advertisement- Advt.No.08/2020](#)"

- c) If the candidate is fulfilling the advertised qualification specifications, then he/she can click the link "[Registration](#)".
- d) Candidate need to enter their name, email id & mobile number and click on Get OTP. Enter OTP received through to your mobile and click on register . The registration number will send to your mobile number.
- e) Once candidates receives the registration number, candidate can login the application page by entering mobile number and registration number.
- f) Candidate will have to fill the requisite information like Candidate's Name, Gender, Date of Birth, Category, whether Person with Disability, Educational qualification, work experience, E-mail Id, Mobile Number, Communication Address, Declaration etc. On submission of Details, Candidate will be prompted to check the filled details and fill/make corrections if any, otherwise to SUBMIT his/her final data.
- g) Photograph and Signature is to be up-loaded as per instructions given on the website in the link "Instructions" There will be separate links for uploading Photograph, Signature, Caste Certificate, PWD Certificate. Click on the respective link "Upload Photograph, Signature, Caste Certificate.
- h) Recent passport size color photograph, preferably with white background, must be used. Size of the file for photograph should be between 20kb-40kb.
- i) For signature the candidate has to sign on white paper with Blue/Black Ink pen. If the candidate's signature at the subsequent stages, if applicable, does not match the scanned signature on the Admit Card/Attendance Sheet, the candidature of the candidate will be disqualified. Candidates must ensure that the signatures are identical throughout the recruitment process at all stages and / or places. If any variation is found between the signatures, the candidature is liable to be cancelled. Size of file should be between 10kb-20kb.
- j) Candidates belonging to reserved categories (SC/ST/OBC-Non creamy layer/PWD) has to scan and upload the relevant Certificate issued by the prescribed authority. In case of failure of uploading the relevant certificate/document, the candidature will not be accepted. The prescribed format of SC/ST/OBC-Non creamy layer/PWD/ certificate is available at "Join Us" page of www.ompl.co.in.
- k) Online Application Form will not be Accepted/Registered unless the candidate uploads his/her photograph, signature and certificate/document (if applicable) as specified.
- l) After uploading, Candidates have to preview the uploaded images. Here the candidate is advised to see that, his/her uploaded photograph is clearly visible/ identifiable in the appropriate row and the specimen signature is also visible in appropriate space. If for any reason uploaded images are not up to the mark then the candidate can upload these images again by following the same procedure. In no case these spaces should be swapped. If the candidate is satisfied with the uploaded images, he/she may proceed further.
- m) Submission of Application:
 - The candidate may review all the filled information before clicking on the declaration.

- If a candidate finds that all the filled information are correct then he/she can select the declaration and click on final SUBMIT button given on page, otherwise EDIT the information filled by him/her.
 - **The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later.**
- n) Once a candidate clicks on SUBMIT button a Registered Application Form will be generated. Candidates are advised to take a print of the Registered Application Form for their records and future reference.

2. PART-II : To pay Application Fee:

- a) On submission of application, it will direct to pay the fee through online payment. Once payment via Credit card, Debit card, Internet Banking, QR, UPI; confirmation of your application will be displayed.
- b) Candidates (belongs to SC/ST/PWD/EX-SERVICEMEN) exempted from Application fee will get a Registration Number as confirmation through SMS and/or E-mail, which can be used along with combination of Date of Birth to print the Registered Application Form. Thus the process for registration of Candidates exempted from Application Fee gets completed.
- o) Fees once paid will not be refunded under any circumstances. Candidates are therefore, requested to verify their eligibility before applying and payment of Application Fee.
- p) The Registration number along with mobile number can also be used for downloading the **Application** for which information shall be notified in the designated OMPL website. In case the candidate is not able to take the printout of the Registered Application Form and also does not receive SMS and/or Email indicating Registration Number, the candidate can download / access the same by link "Click here to Print/Reprint Registered Application Form/ To make the Payment of Application Fee if earlier attempt was not successful (Re-login)" given on the website.

3. Submission of Documents & Entry of docket number

- a) After submitting the online application and payment of fee, the candidates need to download the application from **Download Application Link** and send along with supporting documents (Self attested) as per **Annexure - 1** to **Recruitment Cell, HR department, ONGC Mangalore Petrochemicals Limited, MSEZ, Permude, Mangaluru – 574 509** though Courier (DTDC or Professional only) / Speed Post.
- b) After sending the documents though Courier / Speed Post, the docket number need to upload in OMPL website by clicking the link **Update docket number link**.

IX. Submission of documents during Group Discussion/Group task and Interview :-

Candidates who are shortlisted for Group Discussion/Group task and Interview need to produce the following documents in original during verification and have to submit one set of self-attested photo copy of the same. Non-possession of any of the document shall make the candidature void-ab-initio.

| <u>Sl. No.</u> | <u>Particulars</u> | <u>Documents to be produced for verification during interview</u> |
|----------------|---|---|
| 1 | Proof of Age (any one of the document mentioned) | a) SSLC marks card indicating date of birth or b) Matriculation certificate indicating date of birth or c) School leaving certificate indicating date of birth or d) Municipal birth certificate |
| 2 | Educational qualification [Class X, XII, Diploma, Degree, Post-Graduation (as applicable for the post applied for)] | a) All mark sheets & certificates of educational qualifications b) For Diploma/Degree/Post Graduation the individual mark sheet of all semesters/years has to be submitted. Last semester/year mark sheet with details of all previous semester/year marks alone shall not be considered and will lead to rejection of the candidate. Consolidated mark sheet showing details of all semesters/ years marks and all subjects studied can be submitted in case the University is not issuing individual mark sheets for each semester/year. c) Diploma / Degree / Post-Graduation certificate has to be submitted. In case the candidate has not got Diploma / Degree / Post-Graduation certificate then provisional diploma / degree certificate needs to be submitted. Non-submission of Diploma/Degree/Post Graduation will lead to rejection of the candidature and the candidate will not be allowed to appear for interview. d) In case minimum percentage of marks is required in the essential qualification then wherever CGPA or Letter Grade is awarded in qualifying degree, its equivalent percentage of marks must be indicated in the application as per norms adopted by the University/ Institute. The candidate shall also enclose a documentary proof issued by the University/Institute stating the formula/method for conversion of CGPA/Letter Grade to equivalent percentage. In case the University/Institute do not have any formula/method for conversion of CGPA/Letter Grade to equivalent percentage then a documentary proof issued by the |

| | | |
|---|-----------------|--|
| | | <p>University/Institute stating that they do not have formula/method for conversion of CGPA/Letter Grade to equivalent percentage needs to be enclosed with the application.</p> <p>e) Percentage of marks should be aggregate of all years/semesters i.e total marks obtained over total maximum marks of all years/semesters without giving any weightage to any particular year/semester</p> <p>f) Post qualification work experience is the period of work experience starting from the month immediately succeeding the month and year of final examination in which the candidate acquires the minimum essential educational qualification shall be considered. So candidates are required to mention the month of final exam in which they acquired the minimum essential educational qualification.</p> |
| 3 | Work Experience | <p>a) Past Employment:</p> <p>i) Experience letter indicating the date of joining as well as relieving. The submission of experience letter indicating the date of joining as well as relieving is compulsory for all the past employments which the candidate is mentioning in the application form. In case experience letter from any of the past employers is not submitted, it will lead to rejection of the candidate even if the candidate has submitted experience letter for establishing minimum years of work experience. So candidates are advised to ensure that the experience letter indicating the date of joining and relieving is attached for all the past employment details mentioned in the application form Current employment</p> <p>i) Proof of date of joining – Offer letter showing the date of joining mentioned by the candidate in the application form</p> <p>OR</p> <p>appointment letter showing the date of joining mentioned by the candidate in the application form</p> <p>OR</p> <p>Offer letter/Appointment letter where date of joining is not mentioned along with any other document issued by the employer (including pay slip / identity card issued by employer) where date of joining is clearly mentioned.</p> <p>ii) Proof of continuity of present employment – Pay slip for the month of June 2020</p> <p>Non-submission of any of the documents mentioned above will lead to rejection of application</p> |

| | | |
|---|--|---|
| 4 | Caste certificate [SC/ST/OBC (Non-Creamy Layer)] | Caste certificate [SC/ST/OBC (Non-Creamy Layer)] issued by the Competent Authority in the prescribed format. The prescribed format of certificates is available for download at the "Join Us" page of www.ompl.co.in . Non-submission of caste certificate will lead to rejection of the candidature and the candidate will not be allowed to appear for interview. |
| 5 | PWD certificate | Candidate belonging to Persons with Disability (PwD) category shall submit the PWD certificate issued by the Competent Authority. The prescribed format of certificate is available for download at the "Join Us" page of www.ompl.co.in . Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "the Rights of Persons with Disabilities Act, 2016. Non-submission of PWD certificate will lead to rejection of the candidature and the candidate will not be allowed to appear for interview |
| 6 | Ex-serviceman | Candidates belonging to Ex-serviceman category shall submit the documents issued in this regard by the Competent Authority |
| 7 | No Objection Certificate (NOC) | In case the candidate is employed in Central / State Government organizations / Public Sector Enterprises / Autonomous Bodies, should produce the NO OBJECTION CERTIFICATE (NOC) at the time of interview failing which they will not be allowed to appear for the Group Discussion/Group task and Interview. |

X. OTHER INSTRUCTIONS :

- a) SC/ST/OBC (Non Creamy Layer) & Person with Disability category will be eligible for concessions as notified by the Government of India from time to time.
- b) Travelling expenses reimbursement eligibility of candidates, attending written test/ Group Discussion/Group Task and Interview, from their correspondence address/place of work in India on production of actual tickets by the shortest route will be as under:

| | |
|--|--|
| For attending written test – Only admissible to candidates belonging to SC/ST/PwD category | Sleeper Class rail fare or ordinary non A/c bus fare limited to sleeper class rail fare. |
| For attending GD/GT/Interview – Admissible to all candidates | 3A train fare OR A/C bus fare limited to 3A train fare |

Local Travel cost, if any, shall be borne by the candidates. PWD category candidates will be reimbursed travel cost as above, for one attendant wherever applicable, as per Govt. guidelines.

- c) The prescribed qualification / experience are the minimum and mere possession of the same will not entitle a candidate for written test / Group Discussion / Group task / interview. OMPL's decision shall be final in this regard. OMPL reserves the right to raise the minimum eligibility standards. OMPL also reserve the right to fill or not to fill all or any of the notified positions without assigning any reason whatsoever. Only shortlisted candidates who are found apparently eligible based on the notified specifications and the candidatures given in their application form will be called for written test / Group Discussion / Group task and Interview as the case may be.
- d) Candidates employed in Central/State Government/Public Sector Enterprises/Autonomous bodies shall either forward their application through Proper Channel or shall produce No Objection Certificate (NOC) from their present employer at the time of Group Discussion/ Interview. In case, the application is not forwarded through proper channel or the candidate fails to produce NOC from his/her present employer at the time of Group Discussion /Group task/ Interview, his /her candidature will not be considered. Candidates employed in OMPL has to apply as per the extant rules of OMPL.
- e) Working knowledge of Hindi is desirable.
- f) Requests for change of category once declared in the application will not be entertained.
- g) Satisfactory Character & Antecedents report would be required once selected and the Management reserves the right to out-rightly dismiss the candidate whose report is not found satisfactory. Candidates need to specify details of arrest/prosecution by any court in clause VIII, Part I(d) while filing the information.
- h) Candidates must mention correct and active e-mail ID/Contact nos. for various communications.
- i) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- j) Candidature of the applicant is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.

- k) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response there to can be instituted only in Mangalore and courts / tribunals / forums at Mangalore only shall have sole and exclusive jurisdiction to try any such case/ dispute.
- l) Management reserves the right to create and operate a panel of suitable candidates, for one year.
- m) Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website www.ompl.co.in under the head "Join Us". No further press advertisement will be given. Hence prospective applicants are advised to visit OMPL website regularly for latest updates.
- n) In case any dispute arises on account of interpretation in versions other than English, English version will prevail.

XI. IMPORTANT DATES

| | |
|--|-------------------|
| Date of commencement of online application | 01/07/2020 |
| Date of closing of online application | 31/07/2020 |
| Last date of submission of Application Fee | 31/07/2020 |
| Last date for receipt of documents by post/courier | 07/08/2020 |

IN ORDER TO AVOID LAST MINUTE RUSH, THE CANDIDATES ARE ADVISED TO APPLY EARLY ENOUGH. OMPL WILL NOT BE RESPONSIBLE FOR NETWORK PROBLEMS OR ANY OTHER PROBLEM IN SUBMISSION OF ONLINE APPLICATION.



ONGC Mangalore Petrochemicals Limited

(A Subsidiary of Mangalore Refinery and Petrochemicals Limited)

Checklist of self-attested true copies of testimonials attached with the application form. To be submitted along with the application (Documents to be enclosed along with the applications) of Web advertisement, fill all the fields carefully and ensure that the details mentioned are accurate. Non-compliance will lead to rejection of application

| Sl.No. | Particulars | Attached as Annexure no |
|--------|--|-------------------------|
| 1 | Proof of Age | |
| 2 | Educational qualification [Class X, XII, Degree, Post-Graduation, LLB] All semester / year certificate is required | |
| 3 | Work Experience (i) Experience letter indicating the date of joining as well as relieving from all previous employers (ii) Proof of date of joining Current employment. (iii) Proof of continuity of current employment (iv) Pay slip for the month of June 2020 | |
| 4 | Caste certificate [SC/ST/OBC (Non-Creamy Layer)/EWS] issued by Competent Authority | |
| 5 | PWD certificate issued by Competent Authority | |
| 6 | Ex-serviceman related documents | |
| 7 | Any other relevant document | |

Declaration by the candidate:

- I hereby declare that I have read and understood **Web advertisement** in detailed. I have attached self-attested true copy of all the documents applicable to me and the details of the documents attached are mentioned above
- I am aware that, in case any of the documents mentioned is not attached or if any of the documents attached is not in order, my application will be rejected and no communication will be made to me in this regard by OMPL

Name:
Registration No.

Signature with Date