



Madan Singh
Chief Manager(HR)

ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड
निगमित स्थापना, तेल भवन, देहरादून-248003
OIL AND NATURAL GAS CORPORATION LTD.
Corporate Establishment, Tel Bhawan, Dehradun-248003

D.O. No. DDN/CE/TS/MM/GT-2017

Date: 24.07.2017

Dear Sudhanshu

Please accept our congratulations for successfully completing the selection process of Oil and Natural Gas Corporation Ltd. It is my pleasure to extend the following offer of employment to you on behalf of ONGC and welcome you to one of the Nation's biggest and most Profitable Maharatna Public Sector Undertakings.

2. ONGC's vision is to be a global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. We can assure you of a great, challenging and rewarding experience by being part of this leading E&P Company of the World. As an ONGCian, you shall have the opportunity to serve as India's Energy Soldier and contribute directly to the Nation's energy Security needs and touch the life of every Indian in a positive way.

3. We are pleased to offer you the position of **Materials Management Officer** which carries **pay scale of Rs. 24,900- 50,500/-**. In addition, you will be entitled to draw DA and other allowances, as per company rules. The total monthly emoluments would be **Rs. 1 lakh** (approx.).

4. The terms and conditions of your appointment are annexed to this letter as **Annexure-1** and we trust that the same would be acceptable to you. We request you to communicate in writing your acceptance of the same to the undersigned within 10 days by 03.08.2017 by return mail and thereafter report to **Incharge HR-ER, Western Offshore Basin, ONGC, Priyadarshini Bldg., Eastern Express Highway, Sion, Mumbai - 400022**, for further assignment of duties.

5. At the time of joining, you will need to submit all your original Qualification documents which include your complete testimonials and necessary Caste Certificate (if applicable), NCC, if employed in PSU/Government etc. along with photocopies of the same. Submission of necessary documents confirming that you have acquired 60% marks in the qualifying examination is mandatory.

6. Further, the appointment is subject to the production of Certificate of physical fitness from the Medical Officer of ONGC Clinic/Hospital, as mentioned in the **Annexure-1**. In this context, a copy of instructions containing the relevant medical standards of ONGC, laying down the physical requirement, is being sent by email.

7. It is advisable to have valid **PAN and Aadhar Card** at the time of joining, to facilitate payment of Pay and Allowances/statutory benefits in ONGC.

8. Please join the position offered to you within 45 days from the date of receipt of this offer letter and intimate your travel plan to Joining Mentor - Mrs. K. Madhuri, Mgr(HR), Ph: 9969224490, email: madhuri_k@ongc.co.in so that necessary arrangements can be made for your initial stay and joining formalities. For any other query or help, please feel free to speak to your Joining Mentor or the undersigned. Your posting will be at **Mumbai-WOB**.

9. We eagerly look forward to you becoming part of this great Organization and hearing from you soon.

Yours sincerely,

Madan Singh
24-07-2017

(Madan Singh)

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