



**ONGC Petro additions Limited**  
**SECRETARIAT**

4<sup>th</sup> Floor, 35, Nutan Bharat Co-operative Housing Society Limited,  
R.C. Dutt Road, Alkapuri, Vadodara - 390007  
Phone: 0265 – 6192600, Fax No: 0265 – 6192666

CIN: U23209GJ2006PLC060282, Website: [www.opalindia.in](http://www.opalindia.in), Email: [sppankaj@opalindia.in](mailto:sppankaj@opalindia.in)

Date: 29<sup>th</sup> May, 2018

To

The Chairman  
Training Section  
ICSI-Ahmedabad Chapter

**Sub: Requirement of Management Trainee (CS) in our Company**

Dear Sir,

This is to inform you that our Company i.e. ONGC Petro additions Limited (OPaL) wish to impart training to Student of Company Secretary at Vadodara who qualified the CS-Executive Examination. CS-Professional Examination passed student will be given preference.

ONGC Petro additions Limited (OPaL), a multi-billion Joint Venture Company was incorporated in 2006, as a Public Limited Company under the Companies Act, 1956 and having registered office at 4<sup>th</sup> Floor, 35, Nutan Bharat Co-operative Housing Society Limited, R.C. Dutt Road, Alkapuri, Vadodara - 390007. The paid-up capital of the Company is approximately Rs. 2,021 Crore.

OPaL has set-up a grass root mega Petrochemical project at Dahej (SEZ), Gujarat in PCPIR/SEZ. The complex's main Dual Feed Cracker Unit has the capacity to produce 1100 KTPA Ethylene, 400 KTPA Propylene and the Associated Units consists of Pyrolysis Gasoline Hydrogenation Unit, Butadiene Extraction Unit and Benzene Extraction Unit. The Polymer plants of OPaL has 2X360 KTPA of LLDPE/HDPE Swing unit, 1X340 KTPA of Dedicated HDPE and 1x340 KTPA of PP.

We required two trainees for our Secretarial Department at Vadodara, (Gujarat). The period of training would be of three/two/one years (as per ICSI Norms). We would offer consolidated Stipend of Rs. 10,000 per month. The appointment and terms and condition of trainee would be according to ICSI guidelines and Company's HR Policy.

Therefore, you are requested to register our Company for imparting trainee to CS student.

Thanking you.

Yours truly,

for **ONGC Petro additions Limited**

(Subodh Prasad Pankaj)

Company Secretary

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