

Advt. No: 8/2018(R&P) (For Non-Executives) (For Delhi & Dehradun)

Online applications at www.ongcindia.com from 07.12.2018 to 27.12.2018 till 1800 hours

Oil and Natural Gas Corporation Limited (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 70% 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 20 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 organisation focused on growth.

Oil and Natural Gas Corporation Limited invites **Online Applications** from young and energetic candidates for the following **regular posts** for ONGC's offices in **Delhi and Dehradun**, with the pay scales as mentioned below.

A. Pay scales, Emoluments & Other Benefits

Sl. No	Post Level	Basic Pay Scale	Remarks
1	A-2 Level	Rs. 12,000-27,000/-*	In addition to this, annual increment @ 3%, allowances @ 47% of Basic Pay under Cafeteria Approach, Dearness Allowance, House Rent Allowance, Mining allowance, Conveyance Maintenance, Substantial Performance Related Pay (PRP), Medical facility for Self & dependents, Self Contributory Post Retirement Benefit Scheme (PRBS), Composite Social Security Scheme (CSSS), Gratuity, Superannuation Benefits, Contributory Provident Fund (CPF), etc. are provided as per the Company's rules from time to time*.
2	A-1 Level	Rs. 11,000-24,000/-*	
3	W-1 Level	Rs 10,000-18,000/-*	

* under revision w.e.f. 01.01.2017

B. Details of posts and essential qualifications:-

Table 1. POSTS FOR DEHRADUN

Sl. No	Level	Posts	No of Posts					Reserved for Ex-Service-men	PWD Reservation		Minimum Essential Qualification
			SC	ST	OBC	UR	Total		Posts identified for PwDs	Reserved for PWD	
1	A2	Assistant Technician (Civil)	0	0	0	3	3	1	OA, OL, BL, HH	-	3 years Diploma in Civil Engineering
2	A2	Assistant Technician (Electronics)	0	0	1	1	2	0	OA, OL, BL, HH	-	3 years Diploma in Electronics/Telecom./ E&T Engineering Or M.Sc. in Physics with Electronics
3	A2	Clinical Assistant Gd-III (Optometry)	0	0	0	1	1	0	OL, HH	-	Bachelor Degree in Optometry*
4	A2	Medical Assistant Gd-III (Pathology)	0	0	0	1	1	0	OL, HH	-	Bachelor Degree in Medical Lab Technology*
5	A1	Pharmacist Gd-IV (Allopathy)	0	0	0	2	2	0	OL, BL	-	Diploma in Pharmacy of min. 2 years duration*
6	A1	Clinical Assistant Gd-IV (Physiotherapy)	0	0	0	1	1	0	OL, BL, HH, B, LV	-	Diploma in Physiotherapy of min. 2 years duration*
7	A1	Junior Assistant (Accounts)	1	0	1	4	6	1	OA, OL, OAL, BL, HH, B, LV	-	B.Com. with proficiency in typing 30 w.p.m. and Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment
8	A1	Junior Assistant (Materials Management)	1	0	1	5	7	1	OA, OL, HH	-	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing 30 w.p.m. with Certificate/Diploma of minimum duration of six months in Computer applications in the office environment
9	A1	Junior Assistant (Official Language)	0	0	0	1	1	0	OA, OL, BL, B, LV, HH	-	Graduate in Hindi with English as one of the subjects. Typing speed 30 w.p.m. in Hindi to be conducted on Computer and Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment
10	A1	Junior Assistant (Personnel & Administration)	3	0	3	17	23	3	OA, OL, OAL, BL, HH, B, LV	VH-2	Graduate with Typing speed 30 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment
11	A1	Junior Assistant Technician (Electrical)	0	0	0	1	1	0	OL, HH	-	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrician Trade. Certificate of Competency as Electrical supervisor
12	A1	Junior Fire Supervisor	2	0	1	11	14	2	HH	HH-2	Intermediate with 6 months' experience in fire services. Valid Driving Licence for Heavy Vehicles essential. Driving Test on Fire Tender/ Heavy Vehicle applicable. Physical standards as given below at Table 3. Physical Efficiency Test as per details given below at Table 4.
13	A1	Junior Technical Assistant (Chemistry)	1	0	0	3	4	1	OA, OL, BL, HH	-	B.Sc. with Chemistry as main subject
14	A1	Junior Technical Assistant (Geology)	2	0	0	2	4	1	OA, OL, HH	-	B.Sc. with Geology as main subject
15	A1	Medical Assistant Gd-IV (Anaesthesia)	0	0	0	1	1	0	Not identified	-	Diploma/ Certificate of Minimum one year duration in Anaesthesia Technician*. Minimum 1 year inline Experience
16	A1	Medical Assistant Gd-IV (Dental Hygiene)	0	0	0	4	4	1	OL, HH, LV	-	Diploma/ Certificate of Minimum one year duration in Dental Hygiene or Dental Assistant*. Minimum 1 year inline Experience
17	A1	Medical Assistant Gd-IV (ECG)	0	0	0	3	3	0	Not identified	-	Diploma/ Certificate of Minimum one year duration in Electro Cardiography(ECG)*. Minimum 1 year inline Experience.
18	A1	Medical Assistant Gd-IV (Pathology)	0	0	0	4	4	1	OL, HH	-	Diploma/ Certificate of Minimum one year duration in Medical Lab Technology*. Minimum 1 year inline Experience
19	A1	Medical Assistant Gd-IV (Radiology)	0	0	0	2	2	0	OA, OL, HH	-	Diploma/ Certificate of Minimum one year duration in Radiography or Medical Radio and Imaging Technology*. Minimum 1 year inline Experience
20	A1	Medical Assistant Gd-IV (Sterilisation (CSSD))	0	0	0	2	2	0	OL, HH, LV	-	Diploma/ Certificate of Minimum one year duration in Sterilisation (CSSD)*. Minimum 1 year inline Experience
21	A1	Nurse Grade - IV	0	0	0	4	4	1	OL	-	Auxiliary Nurse and Midwifery Course*
22	W1	Junior Fireman	0	0	1	4	5	1	OL, HH	\$	High School or Class X Equivalent Board Examinations with Fireman's training of three months' duration. Valid Driving Licence for Heavy Vehicles essential. Driving Test on Fire Tender/ Heavy Vehicle applicable. Physical standards as given below at Table 3. Physical Efficiency Test as per details given below at Table 4.
23	W1	Junior Health Attendant	1	0	0	5	6	1	OL, HH	\$	High School or Class X Equivalent Board Examinations with First Aid certificate
Total			11	0	8	82	101	15		04	

* Qualifications should be from government recognised college/ university.

\$ Reservation of 2 posts of VH is applicable in W1 level. However no identified posts for VH are available in this advertisement. Hence no posts for PWD in W1 level have been reserved. The said reservation will be applied in subsequent advertisement(s) as and when suitable posts for the category become available.

Table 2. POSTS FOR DELHI

Sl. No	Level	Posts	No of Posts					Reserved for Ex-Servicemen	PWD Reservation		Minimum Essential Qualification
			SC	ST	OBC	UR	Total		Posts identified for PwDs	Reserved for PWD	
1	A2	Assistant Technician (Electronics)	0	0	0	1	1	0	OA, OL, BL, HH	-	3 years Diploma in Electronics/Telecom./ E&T Engineering Or M.Sc. in Physics with Electronics
2	A1	Junior Assistant (Materials Management)	0	0	0	3	3	0	OA, OL, HH	-	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing 30 w.p.m. with Certificate/ Diploma of minimum duration of six months in Computer applications in the office environment
3	A1	Junior Assistant (Personnel & Administration)	1	0	1	2	4	1	OA, OL, OAL, BL, HH, B, LV	VH-1	Graduate with Typing speed 30 w.p.m. Certificate/ Diploma of minimum duration of six months in Computer Applications in the office environment
4	A1	Junior Fire Supervisor	0	0	1	3	4	1	HH	HH-1	Intermediate with 6 months' experience in fire services. Valid Driving Licence for Heavy Vehicles essential. Driving Test on Fire Tender/ Heavy Vehicle applicable. Physical standards as given below at Table 3. Physical Efficiency Test as per details given below at Table 4.
5	A1	Junior Assistant (Accounts)	0	0	1	1	2	0	OA, OL, OAL, BL, HH, B, LV	-	B.Com. with proficiency in typing 30 w.p.m. and Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment
Total			1	0	3	10	14	02		02	

Abbreviations: OA—One Arm, OL—One Leg, OAL—One Arm and One Leg, BL—Both Leg; HH—Hearing Impaired; B—Blind, LV—Low Vision;

Table 3. Minimum Physical Standards Requirement –

Name of the post	Category	Min. Height	Weight	Chest (Unexpanded)
(For Males) Junior Fire Supervisor & Junior Fireman	For All categories	168 cms.	-	81 cms. (with expansion of 5 cms)
	For Tribes/Hillmen	163 cms.	-	79 cms. (with expansion of 5 cms)
	For persons from State of Assam	163 cms	-	
	For Tribes/Hillmen from State of Assam	160 cms.	-	
(For Females) Junior Fire Supervisor & Junior Fireman	For All categories	152 cms.	Proportionate to height but not less than 46 kgs	-
	For Tribes/Hillmen	147 cms.		-

Table 4. Physical Efficiency Test Parameters (PET)

Post(s)	Physical Efficiency Test (Male)	Physical Efficiency Test (Female)
Junior Fire Supervisor & Junior Fireman	a) Running 800 Mtrs. Within 4 minutes.	a) Running 800 Mtrs. Within 6 minutes.
	b) Lifting and carrying a person of approximately his own weight by the Fireman lift method without any break to a distance of 100 Mtrs.	b) Lifting and carrying a person of approximately her own weight by the Fireman lift method without any break to a distance of 75 Mtrs.
	c) Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 minutes.	c) Climbing a fire service extension ladder of 27 feet (9 Mtrs.) fully extended in 2 minutes.

C. Note for Candidates:

- A candidate can apply for **MULTIPLE** posts for which he is eligible.
- In case the candidate is eligible for multiple posts, the candidate will have to give his choice of posts in order of preference. No change in the order of preference will be considered later. **Only one offer** of appointment shall be given to the selected candidate based on his/ her choice of preference indicated in the online application.
- Departmental candidates applying within the same level/ payscale shall not be considered.
- Some of the posts in this advertisement have been identified suitable for PWDs out of which few posts have been reserved for PWD's for the specified disability. The disability for which the post has been identified/ reserved has been indicated against each post. PWD candidates may apply for the posts identified suitable for them. **However, the benefit of reservation shall be given only to those PwD candidates for whom the posts have been reserved as per the Disability.** PWD candidates shall however be eligible for age relaxation irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for the relevant category of disability.
- Some of the posts in this advertisement are reserved for Ex-Serviceman. Ex-Serviceman shall be eligible for the benefit of reservation under Ex-Serviceman category provided they have not availed the benefit of Ex-servicemen on their first employment in civilian posts. This shall however not apply to those ex-servicemen who have been re-employed or are employed by private companies/autonomous bodies/ public sector undertakings/ government offices on **casual / contract/ temporary / ad-hoc basis** and who can be removed from such service at any time by their employer concerned. In case an Ex-Serviceman has availed the benefit of Ex-Serviceman reservation earlier, he would still be entitled for age relaxation in

age as admissible to other ex-serviceman employees.

- If sufficient number of eligible and suitable Ex-Servicemen candidates are not available to fill up the posts reserved for them, then the vacant posts may be filled up by other candidates.
- Candidates must possess a **Certificate of Domicile of the State of Uttarakhand for the posts of Dehradun** and a **Domicile of the State of Delhi for the posts of Delhi**. The candidates will have to produce a Certificate of Domicile from the concerned state at the time of Skill Test/ uploading of documents.
- Candidates must possess a minimum score of 40% marks in the essential qualification to be eligible.
- Candidates must possess the essential prescribed qualifications **on or before the last date of online Application**.
- For the posts mentioned above where one of the qualifications prescribed is a Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment, a B.C.A. or an M.C.A. or a B.Tech. / B.E. in Computer Science/ Engineering shall not be accepted in place of a Certificate/ Diploma of minimum 6 months. Even if the Graduation is B.C.A. or, a B.Tech. / B.E. in Computer Science/ Engineering, the required certificate of minimum duration of 6 months is mandatory. The Certificate/ Diploma should be attributable to Computer Applications and should clearly mention that the candidate has studied the course involving office environment such as applications of MS Word, Excel (spread sheet) etc..
- For the post of AT (Electronics), one of the qualifications prescribed is an M.Sc. in Physics with Electronics. The candidate must possess the degree of M.Sc in Physics with Electronics. Any variation in name from the prescribed nomenclature will not be acceptable.
- Candidates must possess qualifications recognized by the relevant statutory bodies like UGC/ AICTE etc.** Trade Certificate should be recognized either by NCTVT or State Board of Technical Education. Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies.
- For posts where Trade Certificate in Electrician trade is the prescribed qualification, a Trade Certificate in Wireman trade shall not be acceptable.**
- For the posts of Nurse Grade – IV and Pharmacist Gd-IV (Allopathy) registration with the Indian/ State Nursing Council and Pharmacy Council respectively shall be a must.
- Candidates **MUST** possess the essential qualification(s) mentioned against each posts e.g. for a post where essential qualification is Diploma in Engineering, a candidate not possessing the same shall **NOT** be eligible to apply even if he/ she possesses a B.Tech/ M.Tech in Engineering. Similarly where a specific duration has been prescribed for e.g. a 3 years Diploma, then the candidate must have pursued a 3 year Diploma course. A two year Diploma considered as equivalent to the 3 year Diploma shall not be acceptable. However, if the candidate had pursued a 3 year Diploma course but has been granted an exemption from appearing in certain subjects or has been granted a lateral entry in the 2nd year of the 3 year Diploma, then such qualifications shall also be acceptable.
- Candidates who are Ex-Servicemen and whose experience of service in the Armed forces has been equated by the Government of India with an induction level qualification prescribed in this advertisement, then the said experience shall be acceptable as an induction level qualification for the said posts in this recruitment. **The Ex-Serviceman candidate shall however have to produce an equivalency certificate stating that their qualification has been equated with the prescribed qualification in this advertisement failing which their candidature will not be considered.**
- For posts where no vacancies are earmarked for Reserved category, the Reserved category candidate can apply against Unreserved vacancies. However he/ she may indicate his/ her actual category in the online application so as to avail of fee concession. His/ Her candidature shall however be treated at par with General category candidate.
- For Persons with Disabilities**, Certificate of Disability should be issued by the Notified Medical Authority. The minimum degree of disability for a person to be

eligible for any concession/benefits would be 40%.

- xix. **Ex-Servicemen** candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Uploading of Documents.
- xx. Appointment of selected candidates will be **subject to their passing the company's Medical Examination** as per standards laid down under ONGC Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's Website at www.ongcindia.com.
- xxi. The jobs are transferable to any onshore/offshore location in the country.

D. Age:

Date of Reckoning Age Limits shall be 27.12.2018 i.e the last date of receipt of On-line application.

Sl. No.	Level	Category and Maximum/ Minimum age		
		General	OBC- Non Creamy layer	SC
1	For A2 & A1 level Posts	Maximum 30 yrs Minimum 18 yrs (born between 28/12/1988 to 28/12/2000)	Maximum 33 yrs Minimum 18 yrs (born between 28/12/1985 to 28/12/2000)	Maximum 35 yrs Minimum 18 yrs (born between 28/12/1983 to 28/12/2000)
2	For W1 level Posts	Maximum 27 yrs Minimum 18 yrs (born between 28/12/1991 to 28/12/2000)	Maximum 30 yrs Minimum 18 yrs (born between 28/12/1988 to 28/12/2000)	Maximum 32 yrs Minimum 18 yrs (born between 28/12/1986 to 28/12/2000)

Relaxation in Age:

- i. **Persons with Disabilities (PWD):** Upper age limit for persons with disabilities shall be relaxable by ten years (15 years for SC and 13 years for OBCs). Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
- ii. **Ex-Servicemen:** To the extent of length of service in Armed Forces Plus 3 years as per Govt. Rules. For **Disabled Defense Service personnel**, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC.
- iii. **ONGC Departmental candidates:** To the extent of services rendered by them in ONGC. Tenure based employees (TBFO) will be treated as departmental candidates besides regular employees.
- iv. **ONGC Ex-Apprentices:** Age relaxation to **ONGC Ex-Apprentices** shall be granted to the extent of their training undergone in **ONGC**. Apprentices, other than those from ONGC shall not be eligible for age relaxation.

E. Caste Criteria:

- a). Candidate's seeking reservation as SC/OBC, will have to submit at the time of Skill test/ joining, 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 recognised as SC/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for SC category the list of castes for each state is available on the site <http://socialjustice.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- b). Prescribed format of the certificate for SC/OBC/PwD for employment in government undertaking is down-loadable from the online application site.
- c). No change in the community status already indicated in the on-line application would ordinarily be allowed for this examination by a candidate.

F. Crucial dates for determining Eligibility Criteria

<ul style="list-style-type: none"> Age Possession of Minimum Essential Qualifications as mentioned in this advertisement at para B including <ol style="list-style-type: none"> Possession of Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment (where applicable) Heavy Vehicle Driving License Certificate of competency as electrical supervisors Registration with the relevant Statutory Council Experience (wherever required) 	<p style="text-align: center;">27.12.2018 (i.e the Last date of Online Application)</p>
<ul style="list-style-type: none"> Caste/ PWD certificate 	<ul style="list-style-type: none"> Validity of the SC certificate shall be tested with respect to the last date of online application (27.12.2018) i.e. the caste should be included in the list of SC as on 27.12.2018. for the state of which he is ordinarily a resident. OBC certificate should be the latest certificate. However the caste of the candidate should have been included in the Central List of OBC's as on 27.12.2018 (i.e. the last date of online application (27.12.2018) for the state of which he is ordinarily a resident. Validity of the PWD certificate shall be tested with respect to the last date of

online application (**27.12.2018**) i.e. the Disability should have been acquired before **27.12.2018**. Further the Disability certificate should have been issued by the Competent Medical Board duly constituted by the Central/ State government.

G. Important Dates:

1. Start of Online Application	07.12.2018
2. End Date for Online Application	27.12.2018, 1800 hours
3. Last date for deposition of fee	28.12.2018
4. Start of CBT (Tentative) (details shall be shared later)	February, 2019

H. How to Apply:

- a). **Eligible candidates would be required to apply on-line ONLY through the link available on ONGC Website: www.ongcindia.com from 07.12.2018 to 27.12.2018 till 1800 hrs. No other mode of application shall be accepted.**
- b). **Online Application methodology will be available on the online application site.**
- c). Before submitting their applications on the website candidates should possess the following:
 - Valid Email ID (should be valid for a period of 1 year from the date of application).
 - Mobile no (should be active and valid for at least a period of 1 year from the date of application).
 - Scanned copy of recent passport size colour photograph of the candidate with white background (**size between 20kb-50kb, of jpeg/ jpg file type ONLY**) and signature of the candidate again with a white background (**size between 10kb-20kb, of jpeg/ jpg file type ONLY**).
- d). **Registration Fee**
 - For General/ OBC candidates- **Rs 370/- as Registration fee (Fee-Rs 299.20/- plus Bank charges- Rs 60/- plus GST- Rs 10.80/- on Bank charges). Registration fee is non-refundable.**
 - Registration fee can be deposited at any branch of State Bank of India in **ONGC Power Jyoti A/C No 30827318409 of SBI, Tel Bhavan, Dehradun** through **Challan Form. Payment of Registration fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidates. Candidates will have to mention the bank details as given by the bank on the online application site after depositing of fee.**
- e). ONGC Departmental candidates/Tenure based employees would also be required to deposit the applicable registration/processing fee through the Challan form. However, the same would be reimbursable.
- d). **SC/ST/PWD/Ex-Servicemen candidates are exempted to pay any fee.**
- e). No Changes shall be allowed once the candidate has submitted his/her online application.
- f). Candidates are advised to submit only one application. In case of multiple applications from a candidate the last one shall be considered as final and the rest shall be rejected.
- g). Candidate should retain the copy of their system generated Registration slip etc. for future reference. Print out of the same should not be tampered with. **No documents including copy of Registration slip etc are to be sent to ONGC unless specifically asked for.**
- h). **All information regarding examination shall be available on the website of ONGC-www.ongcindia.com. Candidates can download examination admit cards/call letter for skill test etc. from the site.** ONGC will not be responsible for any loss of e-mail/SMS sent due to invalid or wrong email ID/mobile phone no. or delivery of emails to spam/bulk mail folder.
- i. **Selection Process:**
 - The selection of the candidates shall be done through a Computer Based Test (CBT)** followed by PST/PET/Typing tests wherever applicable. The candidates have to qualify at each stage separately.
 - Skill test shall be conducted for posts at SI No 3, 4, 5, 6, 15, 16, 17, 18, 19, 20, 21 and 23 for the posts of Dehradun. Typing test shall be conducted for posts at SI No 7, 8, 9 & 10 for the posts of Dehradun. Typing shall also be conducted for the post at SI No 2, 3 and 5 for the posts of Delhi.
 - The Computer Based Test (CBT) is tentatively scheduled in February, 2019.**
 - For Dehradun posts, CBT shall tentatively be held in Dehradun and Haldwani and for Delhi posts the test shall tentatively be held in Delhi.**
 - Candidates should indicate their choice of test centre in the online application.**
 - ONGC reserves the right to **add, cancel or change** any of the aforementioned test cities at its discretion.
 - Details of the schedule of CBT shall be shared with the candidates separately.
 - SC/ST/PWD candidates attending the written test and whose mailing address is beyond municipal limits of the test city will be reimbursed to & fro second class rail/bus fare of the shortest route from their mailing address.
- J. **Format of CBT**
 - All Questions shall be multiple choice objective type for a total of 100 marks.
 - There will be **No Negative Marking** in CBT.
 - Total duration of the test shall be 2 hours.
 - The test shall be in English & Hindi.
 - PWD candidates shall be given compensatory time i.e. 20 minutes per hour (total 40 minutes). Scribe may be provided by ONGC to those PWD candidates in the category of Blindness and Locomotor disability who wish to avail one. The provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil

Surgeon/ Medical Superintendent of a Government health care institution as per proforma prescribed by the GOI.

- f. Details of questions to be asked pertaining to each post is encapsulated in the table below

Posts for	Subject Specific, Domain Related	General Mental Ability and Aptitude
AT (Civil)/ AT (Electronics)/ JAT (Electrical)	80 questions on subject knowledge, 80 marks Questions will be commensurate with the level of Qualifications required for the post e.g. where Diploma in Engg is the essential qualification, questions shall be based on the curriculum of Diploma in the respective engg stream. Where M.Sc. in Physics with Electronics is the essential qualification, questions will be based on the curriculum of M.Sc in Physics with a sprinkling of questions on Electronics. Similarly where Trade certificate in the respective stream is the essential qualification, questions shall be based on the curriculum of Trade Certificate in the respective stream.	Questions on Interpersonal Skills/ Logical reasoning/ Analytical/ Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/ General Awareness
Jr. Asstt. (P&A)	80 questions Questions will be primarily focused on Reading Comprehension, Grammar, Composition etc. and will include a mix of questions on MS-Office, total 80 marks	
Jr. Asstt. (MM)	80 questions Question will be based on the subject matter of B.Sc (Physics) or B.Sc (Maths) and will include a mix of questions on MS-Office, total 80 marks	
Jr. Asstt. (Accounts)	80 questions based on B.Com. qualification with a mix of questions on MS-Office, total 80 marks	
Jr. Asstt. (Official Language)	80 questions Questions will be primarily focused on the knowledge of Hindi language, English to Hindi translation and vice versa and will include a mix of questions on MS-Office. total 80 marks	
Jr Fire Supervisor/ Jr Fireman/ JTA (Chemistry)/ JTA (Geology)	80 questions Questions will be based on Fire/ Chemistry/ Geology disciplines and commensurate with the level of the post, total 80 marks	
Clinical Assistant Gd-III (Optometry)/ Medical Assistant Gd-III (Pathology)/ Pharmacist Gd-IV (Allopathy)/ Clinical Assistant Gd-IV (Physiotherapy)/ Medical Assistant Gd-IV (Dental Hygiene)/ Medical Assistant Gd-IV (Sterilisation (CSSD))/ Medical Assistant Gd-IV (ECG)/ Medical Assistant Gd-IV (Pathology)/ Medical Assistant Gd-IV (Anaesthesia)/ Nurse Grade-IV/ Medical Assistant Gd-IV (Radiology)	80 questions Questions will be based on the qualification prescribed for the post and commensurate with the level of the post, total 80 marks	
Junior Health Attendant	80 questions Questions will be based on First Aid and commensurate with the level of the post, total 80 marks	

K. Selection Criteria

- a) The final merit list shall be prepared based on the weightages assigned to various parameters as per following:

Sl. No	Posts	Criteria
1	AT (Civil), JAT (Electrical)	I. Written Test - 85 marks ii. Academic Performance - 10 marks iii. Apprenticeship Certificate - 05 marks Total - 100 marks
2	AT (Electronics)	I. Written Test - 85 marks ii. Academic Performance - 10 marks Total - 95 marks
3	Clinical Assistant Gd-III (Optometry), Medical Assistant Gd-III (Pathology), Pharmacist Gd-IV (Allopathy), Clinical Assistant Gd-IV (Physiotherapy), Medical Assistant Gd-IV (Dental Hygiene), Medical Assistant Gd-IV (Sterilisation (CSSD)), Medical Assistant Gd-IV (ECG), Medical Assistant Gd-IV (Pathology), Medical Assistant Gd-IV (Anaesthesia), Nurse Grade - IV, Medical Assistant Gd-IV (Radiology), Jr Asstt (P&A), Jr Asstt (Accounts), Junior Assistant (MM), Junior Fire Supervisor, Junior Technical Assistant (Chemistry), Junior Technical Assistant (Geology), Junior Assistant (Official Language)	I. Written Test - 85 marks ii. Academic Performance - 15 marks (On qualifying exam marks) Total - 100 marks
4	Junior Health Attendant, Junior Fireman	I. Written Test - 90 marks ii. Academic Performance (on qualifying exam marks) - 10 marks Total - 100 marks

- b) Candidates possessing a National Apprenticeship certificate issued by the NCVT in addition to a Trade Certificate or possessing a Certificate of Proficiency issued by the Ministry of HRD in addition to a Diploma in Engineering shall be given additional 5 marks for the posts of JAT (Electrical) and AT (Civil) respectively. Candidates must note that they should possess the certificate issued by the respective Authority as on the last date of the online application to be eligible for award of marks for Apprenticeship Certificate.
- c) 5 marks shall be granted to departmental candidates for the posts of JAT (Electrical), and AT (Civil) who have served 5 years or more in the engineering discipline in ONGC, in line with the marks awarded to candidates possessing Apprenticeship training certificate.
- d) Candidates must possess a minimum score of 40% marks in the essential qualification.
- e) Weightage shall be given to Academic performance based on the marks obtained in the qualifying examination as follows:

Sl No	Posts	Above 40% and up to 50%	Above 50 % to up to 60%	Above 60%
1	AT (Civil), AT (Electronics), JAT (Electrical)	03	06	10
2	Clinical Assistant Gd-III (Optometry), Medical Assistant Gd-III (Pathology), Pharmacist Gd-IV (Allopathy), Clinical Assistant Gd-IV (Physiotherapy), Medical Assistant Gd-IV (Dental Hygiene), Medical Assistant Gd-IV (Sterilisation (CSSD)), Medical Assistant Gd-IV (ECG), Medical Assistant Gd-IV (Pathology), Medical Assistant Gd-IV (Anaesthesia), Nurse Grade - IV, Medical Assistant Gd-IV (Radiology), Jr Asstt (P&A), Jr Asstt (Accounts), Junior Assistant (MM), Junior Fire Supervisor, Junior Technical Assistant (Chemistry), Junior Technical Assistant (Geology), Junior Assistant (Official Language)	05	10	15
3	Junior Health Attendant, Junior Fireman	03	06	10

- f) Typing test, Skill test, PET, Driving Test etc. wherever applicable shall continue to be of **qualifying nature** only i.e no weightage of marks for such tests shall be given.
- g) Candidates have to provide the overall marks scored by them in the essential qualification at the time of online application as per their final mark sheet. In cases where instead of marks CGPA/DGPA scores are awarded, the candidate shall enter the marks as per the conversion formula adopted by the institution/university etc. The candidate shall have to submit a certificate from the institution / university clearly stating such a formula. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution/ university to convert CGPA/ DGPA etc. into percentage, the candidate shall have to submit a certificate from his/ her institution certifying to this effect. In such cases, the

candidate shall convert the CGPA/ DGPA etc. into percentage by the following formula: CGPA etc Obtained/ Total CGPA etc. * 100.

- h) Candidate must provide correct & factual information regarding the marks scored by them in the essential qualification as this will become part of Selection criteria and the same cannot be changed by them at a later stage. Candidates providing wrong/false data will be responsible for the consequences including termination (if appointed) apart from legal actions by ONGC at any stage.
- i) The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies.
- j) For Ex- Servicemen candidates, the qualification equivalency as per Govt of India's instructions shall be applicable. They, however, must possess discharge certificate clearly indicating the qualification equivalency. In such a case they shall be given minimum marks in the qualification criteria. In case they possess actual qualification they shall be awarded marks as per table **K(e)** above
- k) In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:
- For the post of Jr Asstt (Electrical) weightage to Academic performance shall be given to the Trade Certificate qualification.
 - For posts like Junior Asstt (Accts.), Jr Asstt (P&A), Jr Asstt (MM) and Jr Asstt (Official Language) weightage to Academic performance shall be given to the Graduate level qualification.
 - For the post of Junior Health Attendant weightage shall be given to the Class X qualification.
- l) A candidate shall have to score minimum 40% marks in the CBT to be eligible for further consideration. Such candidates shall be awarded marks in academic performance and apprenticeship certificate (wherever applicable) and considered for further shortlisting in the ratio of 1:5 for
- Verification of documents and empanelment or for
 - Calling them for Skill Tests. In case sufficient number of candidates do not qualify the Skill Tests more candidates maybe called for the skill test etc.
- m) Skill Tests (Typing Test etc.) are only qualifying in nature. The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. CBT, Typing (wherever applicable) separately.
- n) Merit list shall be drawn for candidates who are awarded marks as per weightages assigned as per **K(a)** above. Offer of appointment shall be issued to the candidates as per merit in the respective posts.
- o) ONGC Departmental candidates /Tenure based employees shall be given first consideration in matters of selection viz-a-viz other candidates.
- p) In case of a tie between two candidates offer of appointment shall be given to those who score more marks in the CBT. In case still there is a tie then offer shall be given to those who are older in age.
- q) While selecting candidates for the Merit list as per para m) to p) above, in case the candidate is selected for multiple posts, offer of appointment shall be issued to the candidate for a post which he has ranked higher in order of choice. Thereafter he shall not be considered for other posts even though he may be empaneled for the same. The order of choice given by the candidate shall remain firm for the entire exercise and no change shall be entertained after the test.

L. General Instructions

- (a) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. Their admission at all stages of the examination will be purely provisional. Mere issue of admit card/ call letter for Skill Tests etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- (b) Reservation provided for SC/OBC/PWD candidates is as per government instructions on the subject.
- (c) Applicants are required to apply online only. No manual/ paper application will be entertained.
- (d) Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong / false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong/false information.
- (e) Candidature of the registered candidate 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 false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- (f) Eligible SC/ST/PWD candidates called for CBT/ skill test will be reimbursed to & fro second class rail / bus fare by the shortest route, on production of railway ticket or bus ticket (candidates opting for examination city other than the city nearest from

mailing address will not be paid TA).

- (g) Requests for change of mailing address, test centre/ category/ discipline as declared in the online application, **will not be entertained.**
- (h) **The Print out of Registration slip should not be tampered with.** In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected.
- (i) **Candidates should retain the copy of their Registration Slip/ Admit Card/ Call letter for Skill Tests etc. for future reference.**
- (j) **Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of Skill test/ Upload of documents failing which their candidature shall be rejected.**
- (k) ONGC departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate field in the online form, failing which they shall not repeat **SHALL NOT** be screened/ considered as departmental candidates from ONGC
- (l) Court of Jurisdiction for any dispute will be New Delhi.
- (m) Candidates will be required to provide bio-metric identification such as finger print etc

M: NOTE

- The candidates applying for this examination should ensure that they fulfil all eligibility conditions for admission to the Examination. Their admission at all the stages of the examination will be purely provisional. Mere issue of admit card/ Call letter for Skill test etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- 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. A few salient points thereof are being mentioned below:

SI No	Medical Condition	Remarks
1	Complete or partial colour blindness	Acceptable only for the posts of Jr Asstt (MM), JrAsstt (P&A) and Jr Asstt (Accounts). Disqualification for all others.
2	Total amount of Myopia (including the cylinder) limited to - 4.00 D and Total amount of Hypermetropia (including the cylinder) limited to + 4.00 D	Acceptable for all posts
3	For Candidates of more than 20 years of age, the Total amount of Myopia (including the cylinder) limited to - 6.00 D and Total amount of Hypermetropia (including the cylinder) limited to + 6.00 D (provided there are no degenerative changes in the vitreous or retina and where the disease is not likely to progress)	Acceptable except for the posts of Assistant Technician (Civil), Assistant Technician (Electronics) and Junior Assistant Technician (Electrical)
4	Congenital Night blindness	Not acceptable for all posts

Correction with contact lenses and intra ocular implants is not a bar for employment provided the prescribed standards are fulfilled

The physically challenged persons shall not be subjected to usual medical examination by the Appointing Authority immediately after appointment, but their appointment shall be based on the report of Medical Board attached to the Vocational Rehabilitation Centres for physically challenged persons or on the report of the Medical Board attached to the Special Employment Exchange for physically challenged persons. In case this is not possible, the medical examination may be done by ONGC's Medical Board.

- The selected candidates are liable to be posted anywhere in India or abroad.
- For more information about the Company you may visit our website www.ongcindia.com.

N. IMPORTANT NOTICE TO ALL CANDIDATES

Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate. In case of any dispute, the decision of the management of ONGC will be final & binding on all candidates.

Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidates may check on ONGC's website www.ongcindia.com.

CM (HR)- I/c Recruitment
ONGC, Tel Bhavan, Dehradun

Registration/Online Applications only at www.ongcindia.com