



You could be one of the Flagbearers of India's Flagship Energy Company



**OIL AND NATURAL GAS CORPORATION LIMITED
WESTERN SECTOR: GUJARAT
RECRUITMENT FOR REGULAR POSTS
Advertisement No.03/2015(R&P)**

An Opportunity to join the World's No.3 Exploration & Production Company.

Oil and Natural Gas Corporation Limited, is a "Maharatna" Public Sector Enterprise and India's flagship energy major in Exploration and Production of Oil and Gas in India and abroad. As a global player in energy, it contributes about 65% of India's domestic Oil and Gas production. ONGC is also adjudged as the most attractive Employer in Randstand Award -2013. Currently, ONGC through its subsidiary ONGC Videsh Limited is India's largest Transnational Corporate with overseas investment of over 10 billion USD in 17 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 professionally managed organization focused on growth.

ONGC, Western Sector, Gujarat invites applications from young and energetic Indian citizens for selection to the under mentioned posts with requisite essential qualification(s) and valid Registration (of Name) in any of the Employment Exchanges located within the State of Gujarat i.e. Candidate's Name and qualifications must be registered in the Employment Exchange on or before closing date of online registration process. The Employment Exchange Registration Card should be valid during the online registration process, written test and interview.

1] POST Vs. PAY SCALE Vs. ESSENTIAL QUALIFICATIONS REQUIRED :-

1.1] PAY SCALE, EMOLUMENTS & OTHER BENEFITS :-

SL. NO.	LEVEL	TOTAL NO. OF POST	PAY SCALE	REMARKS
1	A-2 LEVEL	231 Nos.	Rs.12000-27000/-	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-I LEVEL	254 Nos.	Rs.11000- 24000/-	
3	W-I LEVEL	08 Nos.	Rs.10000- 18000/-	
	Total post	493 Nos.		

- Most of the Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any location within the country as demanded by the semi-mobile nature of operations.

1.2] DETAILS OF NO. OF POSTS, RESERVATIONS AND ESSENTIAL QUALIFICATIONS :-

A-2 LEVEL (Pay Scale Rs.12000/- to Rs.27000/-)																															
Post Code	Post	No. of Posts					PWD Reservation		Essential qualification																						
		SC	ST	OBC	UR	TOTAL	Category	Post reserved																							
01	Technical Assistant GD.III(Chemistry)	02	03	05	10	20	OH(OA, OL, BL), HH	1-OH 4-HH	Post Graduate Degree in Chemistry.																						
02	Technical Assistant GD.III (Geophysics-Surface)	00	00	00	01	01	--	--	Post Graduate Degree in Geophysics / Physics one of the subject in B.Sc. should be Chemistry.																						
03	Assistant Technician (Civil)	00	00	01	09	10	OH(OA, OL,BL), HH	1-OH 3-HH	3 years Diploma in Civil Engineering.																						
04	Assistant Technician (Electrical)	04	08	14	28	54	OH(OL), HH	5-OH 6-HH	3 years Diploma in Electrical Engineering. With a valid Certificate of Competency as Electrical Supervisor																						
05	Assistant Technician (Electronics)	00	00	00	01	01	OH(OA, OL,BL), HH	1-OH	3 years Diploma in Electronics/ Telecom / E&T Engineering (or) M.Sc. in Physics with Electronics.																						
06	Assistant Technician (Instrumentation)	00	01	01	02	04	OH(OL), HH		3 years Diploma in Instrumentation Engineering.																						
07	Assistant Technician (Mechanical)	02	05	08	14	29	OH(OA, OL), HH	3-OH 2-HH	3 years Diploma in Mechanical Engineering																						
08	Assistant Rigman(Drilling)	01	02	03	06	12	--	--	3 years Diploma in Mechanical/ Petroleum Engineering. Physical Standard :- <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Cat.</th> <th rowspan="2">Height</th> <th rowspan="2">Weight</th> <th colspan="2">Chest</th> </tr> <tr> <th>Un-Expanded (Min)</th> <th>Expanded (Min)</th> </tr> </thead> <tbody> <tr> <td>GEN/OBC</td> <td>167 cms.</td> <td>58 Kgs</td> <td>81 cms.</td> <td>86 cms.</td> </tr> <tr> <td>SC/ST</td> <td>162 cms.</td> <td>50 Kgs.</td> <td>79 cms.</td> <td>84 cms.</td> </tr> <tr> <td>Vision</td> <td colspan="4">6x6 without glasses, without any history of night /colour blindness etc.</td> </tr> </tbody> </table>	Cat.	Height	Weight	Chest		Un-Expanded (Min)	Expanded (Min)	GEN/OBC	167 cms.	58 Kgs	81 cms.	86 cms.	SC/ST	162 cms.	50 Kgs.	79 cms.	84 cms.	Vision	6x6 without glasses, without any history of night /colour blindness etc.			
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09	Assistant Technician (Production)	05	11	20	39	75	--	--	3 years Diploma in Mechanical / Chemical / Petroleum Engineering.																						
10	Assistant Technician (Boiler)	00	01	01	05	07	HH, OH(OL),	3-HH*	3 years Diploma in Mechanical Engineering with 1st Class Boiler Attendant Certificate.																						
11	Assistant GD.III (MM)	01	01	00	00	02	HH, OH(OA, OL)		3 years Diploma in Material Management / Inventory / Stock Control recognized by the State Board of Technical Education / One year post Graduate Diploma in Material Management																						

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12	Security Supervisor	01	03	04	08	16	--	--	Graduate with one year Training / Experience in Security. Physical Standard :-																																	
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13	Jr.Assistant Technician (Electrical)	02	03	06	12	23	OH(OL) HH	3-OH 6-HH	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrical Trade with a valid Certificate of Competency as Electrical Supervisor.																						
14	Jr.Assistant Technician (Diesel)	01	01	01	03	06	--	--	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Diesel Trade.																						
15	Jr.AssistantRig man(Drilling)	07	15	25	48	95	--	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting or Mechanic Trades. The trades in respect of Mechanic are : Diesel / Instrumentation / Turner/Machining/Tractor/Motor Vehicle/Welding/ Black Smithy / Boiler Attendant and Machinist Grinder. Physical Standard :-																						
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16	Jr.Assistant Technician (Production)	02	05	9	21	37	--	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting or Mechanic Trades. The trades in respect of Mechanic are : Diesel / Instrumentation / Turner/Machining/Tractor/Motor Vehicle/Welding/Black Smithy / Boiler Attendant and Machinist Grinder.
17	Jr.Assistant Technician (Cementing)	00	01	01	03	05	--	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Auto/Fitting/ Mechanic Trades. Should have Valid Heavy Vehicle Driving Licence. The trades in respect of Mechanic are : Diesel / Instrumentation / Turner/Machining/Tractor/Motor Vehicle/Welding/Black Smithy / Boiler Attendant and Machinist Grinder.
18	Jr.Assistant Technician (Fitting)	01	04	07	13	25	--	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting Trade.
19	Jr.Assistant Technician (Machining)	00	00	02	00	02	--	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Machining Trade.
20	Jr.Assistant Technician (Welding)	00	01	00	01	02	HH, OH(OL)	1-HH	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Welder Trade.
21	Jr.Motor Vehicle Driver (Heavy Vehicle Operations)	01	02	03	05	11	--	--	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving Experience of heavy vehicles.Test Apply. Driving test on Heavy Vehicle applicable
22	Jr.Motor Vehicle Driver (Winch Operations)	00	01	02	04	07	--	--	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving Experience of heavy vehicles.Test Apply. Driving test on Heavy Vehicle applicable
23	Jr.Assistant (Material Management)	01	02	05	06	14	OH(OA, OL), HH	1-OH 3-HH*	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing 30w.p.m. with Certificate / Diploma of minimum duration of six months in Computer applications in the office environment. Typing Test apply.
24	Jr.Assistant (Accounts)	00	01	00	01	02	VH(B,LV), OH(OA, OL,OAL, BL), HH		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. Typing Test Apply.
25	Jr.Assistant (P&A)	00	01	03	04	08	VH(B,LV), OH(OA, OL,OAL, BL), HH	7-VH	Graduate with typing speed 30 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Typing Test Apply.
26	Jr.Assistant (Steno English)	01	00	00	02	03	VH(B,LV), OH(OA, OL,OAL, BL), HH	2-VH*	Graduate with typing speed 30 w.p.m. and Shorthand at 80 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment.Tests Apply.

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27	Jr.Fire Supervisor	00	00	00	01	01	HH	1-HH	Intermediate with 6 months experience in Fire services. Driving Licence for Heavy Vehicles essential. Physical Standard :- <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Cat.</th> <th rowspan="2">Height</th> <th colspan="2">Chest</th> </tr> <tr> <th>Un-Expand-ed</th> <th>Expand-ed</th> </tr> </thead> <tbody> <tr> <td rowspan="3">For Male</td> <td>All Categories</td> <td>168 cms.</td> <td>81 cms.</td> <td>86 cms.</td> </tr> <tr> <td>For Tribes/Hillman</td> <td>163 cms.</td> <td>81 cms.</td> <td>86 cms.</td> </tr> <tr> <td>For tribes/Hillman From State of Assam</td> <td>160 cms.</td> <td>79 cms.</td> <td>84 cms.</td> </tr> <tr> <td rowspan="3">For Females</td> <td>All Categories</td> <td>152 cms.</td> <td></td> <td></td> </tr> <tr> <td>For Tribes/Hillman</td> <td>147 Cms.</td> <td></td> <td></td> </tr> <tr> <td>Weight</td> <td colspan="3">Proportionate to height but not less than 46 Kgs.</td> </tr> </tbody> </table> <p>Physical Efficiency as specified in Para No.2.3. Test Apply. Driving test on Heavy Vehicle applicable.</p>			Cat.	Height	Chest		Un-Expand-ed	Expand-ed	For Male	All Categories	168 cms.	81 cms.	86 cms.	For Tribes/Hillman	163 cms.	81 cms.	86 cms.	For tribes/Hillman From State of Assam	160 cms.	79 cms.	84 cms.	For Females	All Categories	152 cms.			For Tribes/Hillman	147 Cms.			Weight	Proportionate to height but not less than 46 Kgs.		
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28	Jr. Security Supervisor	01	00	05	07	13	--	--	Intermediate with 6 months training / experience in security. Physical Standard :- <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Cat.</th> <th rowspan="2">Height</th> <th colspan="2">Chest</th> </tr> <tr> <th>Un-Expand-ed</th> <th>Expand-ed</th> </tr> </thead> <tbody> <tr> <td rowspan="3">For Male</td> <td>All Categories</td> <td>168 cms.</td> <td>81 cms.</td> <td>86 cms.</td> </tr> <tr> <td>For Tribes/Hillman</td> <td>163 cms.</td> <td>81 cms.</td> <td>86 cms.</td> </tr> <tr> <td>For tribes/Hillman From State of Assam</td> <td>160 cms.</td> <td>79 cms.</td> <td>84 cms.</td> </tr> <tr> <td rowspan="3">For Females</td> <td>All Categories</td> <td>152 cms.</td> <td></td> <td></td> </tr> <tr> <td>For Tribes/Hillman</td> <td>147 Cms.</td> <td></td> <td></td> </tr> <tr> <td>Weight</td> <td colspan="3">Proportionate to height but not less than 46 Kgs.</td> </tr> </tbody> </table> <p>Physical Efficiency as specified in Para No.2.3. Test Apply.</p>			Cat.	Height	Chest		Un-Expand-ed	Expand-ed	For Male	All Categories	168 cms.	81 cms.	86 cms.	For Tribes/Hillman	163 cms.	81 cms.	86 cms.	For tribes/Hillman From State of Assam	160 cms.	79 cms.	84 cms.	For Females	All Categories	152 cms.			For Tribes/Hillman	147 Cms.			Weight	Proportionate to height but not less than 46 Kgs.		
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29	Jr.Fireman	00	02	06	00	08	HH	3-HH	High School or Class X equivalent Board Examinations with Fireman's training of threemonth's duration. Physical Standard :-																																	
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These posts includes backlog & carry forward vacancies of PwD

09 posts reserved for Visually Impaired (B,LV),

32 post reserved for Hearing Impaired (HH),

15 posts reserved for Orthopedically Impaired (OA, OL, OAL, BL).

Abbreviations: -VH – Visually Handicapped, **B** – Blind, LV – Low Vision **HH** – Hearing Handicapped, **OH** – Orthopedically Handicapped, **OA** – One Arm affected - (a) impaired reach, (b) Weakness of grip (c) Ataxia, **OL** – One Leg affected, **OAL** – One Arm and one Leg affected, BL – Both legs affected but not arms.

*08 posts (02VH & 06 HH) are carried forward posts of last Recruitment exercise and therefore as per Reservation policy of PwD, these posts will be interchanged among the other identified categories of PwD, if candidates with the reserved disability is not available and in case, no suitable person with disability is available after interchange also, these posts will be filled up with other than a person with disability.

The Breakup of 08 posts is as under:

02 VH - JR. Asst.(SE)

06 HH - AT (Boiler) - 03; Jr. Asst. MM (03)

Note:-

- 1] Reservations as per Government of India Guidelines.
- 2] Candidates can apply for **ONE POST ONLY**.
- 3] The candidates must possess the essential qualification mentioned against each posts i.e. for A-2 level Post where essential qualification is Diploma level, no candidate with direct BE/ Degree will be eligible and same at A-1 level post where ITI is the basic qualification no direct Diploma holder are eligible to apply.
- 4] Persons with Disabilities (PwD) may apply for the posts identified for them as indicated against each post. However, the benefit of reservation shall be given to only those Person with Disabilities for whom the posts have been reserved as per the disability.

5] Reservation for PwD and Ex-servicemen

Level	A-2 & A-1	W-1	Total
PwD**	53 Nos.	3 Nos.	56 Nos.
Ex-Servicemen***	67 Nos.	2 Nos.	69 Nos.

** These PwD posts also include backlog / carried forward vacancies of PwD.

*** If sufficient number of eligible and suitable Ex-Servicemen candidates are not available, other Candidates may be considered.

1.3] **IMPORTANT NOTE FOR ESSENTIAL QUALIFICATION:-**

- (i) Diploma should be of minimum 3 years duration and should be recognized by AICTE .
(Six semester marksheet is essential for 3 years diploma)
- (ii) Diploma should be in the prescribed discipline as mentioned in the essential qualification
(no equivalency will be acceptable).
- (iii) ITI should be recognized by State Board of Technical Education(SBTE) / National Council for Vocational Training (NCVT).
- (iv) Graduate / Post Graduate Degree, Post Graduate Diploma should be from a University / Institute recognized by UGC/AICTE/AIU.
- (v) Candidates should have acquired qualifications as a regular candidate.
- (vi) Ex-Servicemen have to produce Discharge Certificate at the time of interview.
- (vii) For Persons with Disabilities Certificate should be issued by the Notified Medical Authority. The minimum Degree of Disability for a person to be eligible for any concession / benefits would not be less than 40%. They have to produce original certificates pertaining to disability at the time of interview.
- (viii) In Fire discipline the 6 months experience required should be continuous.
- (ix) Fireman's training certificate should be from recognized Institute / Local Self Government.
- (x) *Where one of the qualifications prescribed is a Certificate / Diploma of minimum duration of 6 months In Computer Applications in the office environment, Degree of B.C.A. or an M.C.A. shall not be accepted in Place of a Certificate /Diploma of minimum 6 months. Even if the graduation is BCA, the required certificate Of minimum duration of 6 months is mandatory.*
- (xi) Experience for Security & Fire discipline should be from Govt. Agency (State or Central) OR any Private Limited Company OR any Registered agency.
- (xii) *The additional inline higher qualification shall carry extra marks which will be considered at the time of Interview.*
- (xiii) *The higher qualification details as submitted during the online registration process will be treated as final and hence, no request for a change /addition in higher qualification details will be entertained at a later stage.*

2] DETAILS OF PHYSICAL TESTS FOR POSTS AT SL.NO.8, 12,15,27,28 & 29.

2.1] Physical Standard Tests (PST) and Physical Efficiency Test (PET) will be conducted for short listed candidates for personal interviews in respect of the following posts (which ever applicable) :-

2.2] MINIMUM PHYSICAL STANDARDS REQUIREMENT :- (Physical standards will be tested) :-

Post Code No. of post in the table above 1.2	Name of the Post & Level	Category	Height	Weight	Chest (unexpanded)	Vision
08 & 15	Asstt. Rigman (Drilling) (A-II Level) & Junior Asstt. Rigman (Drilling) (A-I Level)	GEN/OBC	167 cms.	58 Kgs.	81 cms. (with expansion of 5 cms.)	6x6 without glasses, without any history of night/ colour blindness etc.
		SC/ST	162 cms.	50 Kgs.	79 cms. (with expansion of 5 cms.)	
12,27,28 & 29	(For Males) Security Supervisor, (A-II Level), Jr. Fire Supervisor (A-I Level), Jr. Security Supervisor (A-I Level) and Junior Fireman (W-I Level)	All Categories	168 cms.	-	81 cms. (with expansion of 5 cms.)	
		For Tribes / Hillman	163 cms.	-	81 cms. (with expansion of 5 cms.)	
		For tribes/ Hillman from State of Assam	160 cms.		79 cms. (with expansion of 5 cms.)	
	(For Females) Security Supervisor, (A-II Level), Jr. Fire Supervisor (A-I Level), Jr. Security Supervisor (A-I Level) and Junior Fireman (W-I Level)	All Categories	152 cms.	Proportionate to height but not less than 46 Kgs.	-	-
	For Tribes/ Hillman	147 cms.	-		-	

2.3] PHYSICAL EFFICIENCY TEST PARAMETERS (PET) – (PET will be tested) :-

Post & Level	Physical Efficiency test (Male)	Physical Efficiency test (Female)
Security Supervisor (A-II Level) & Junior Security Supervisor (A-I Level)	1] 1.6 Kms. Race 8 minutes.	1] 800 Mtrs. Race 6 minutes.
	2] Long Jump 9 feet. (3 Chances)	2] Long Jump 8 feet. (3 Chances)
	3] High Jump 3 ½ feet (3 chances)	3] High Jump 3 feet (3 chances)
	4] No PET for Ex-Servicemen	
Junior Fire Supervisor (A-I Level) & Junior Fireman (W-I Level)	1] Running 800 Mtrs. within 4(four) Minutes.	1] Running 800 Mtrs. within 6 (six) Minutes.
	2] Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 100 mtrs.	2] Lifting and carrying a person of approximately her own weight by the fireman lift method without any break to a distance of 75 mtrs.
	3] Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 Minutes.	3] Climbing a fire service extension ladder of 27 feet (9 Mtrs.) fully extended in 2 Minutes.
	4] Testing of Driving skill on Heavy Vehicle.	4] Testing of Driving Skill on Heavy Vehicle.

3] **AGE LIMIT & REGISTRATION CHARGES :-**

3.1](a) **Age limit for A-II and A-I level**

Category	Age limit as on (06.11.2015)	
General	Max 30 years	Minimum 18 years
OBC	Max 33 years	
SC/ST	Max 35 years	

3.1](b) **Age Limit for Person with Disability (PwD) for A-II and A-I Level**

Category	Age limit as on (06.11.2015)	
General	Max 40 years	Minimum 18 years
OBC	Max 43 years	
SC/ST	Max 45 years	

3.1](c) **Age limit for W-I level**

Category	Age limit as on (06.11.2015)	
General	Max 27 years	Minimum 18 years
OBC	Max 30 years	
SC/ST	Max 32 years	

3.1](d) **Age Limit for Person with Disability (PwD) for W-I Level**

Category	Age limit as on (06.11.2015)	
General	Max 37 years	Minimum 18 years
OBC	Max 40 years	
SC/ST	Max 42 years	

Note :

1. Age will be reckoned as on **06.11.2015**
2. SC/ST/OBC candidates competing for General posts should fulfill age criteria of General category.
3. ONGC's departmental candidates shall be given relaxation in age to the extent of their Service rendered in ONGC, except **for the post of Assistant Rigman (Drilling) and Junior Assistant Rigman(Drilling)**.
4. Age relaxation will be admissible to Tenure Based Field Operators working in ONGC to the extent of services rendered by them while discharging the role of Rigman on Drilling/Work Over Rigs in ONGC for applying for Regular post of Assistant Rigman(Drilling) and Junior Assistant Rigman(Drilling). However, the upper age limit of 50 years as prescribed for Tenure Based Field Operator shall be applicable.
5. In support of his claim, TBFO must furnish a certificate duly signed by Incharge HR-ER at the time of Personal Interview for availing age relaxation for the post of Assistant Rigman (Drilling) and Junior Assistant Rigman(Drilling).
6. Departmental Candidates, Dependent of Deceased Employees of ONGC (Death occurred prior to 31.05.1998 and who have not availed Financial Assistance) needs to get Certificate duly signed by Incharge HR-ER or his duly authorized representative at the time of Personal Interview.
7. Ex-Apprentices of ONGC should bring Apprentices training certificate of ONGC at the time of Personal Interview.
8. Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship Training in ONGC but no relaxation in age shall be given for the post of Assistant Rigman (Drilling) and Junior Assistant Rigman (Drilling).
9. Ex-Serviceman will be given age relaxation for length of service in Armed Forces plus 3 years as per Govt. Rules. However for Disabled Defense Service personnel the maximum age limit shall be 45 years for GEN / OBC and 50 years in case of SC/ST. However, no age relaxation shall be given for the post of Assistant Rigman(Drilling) & Junior Assistant Rigman(Drilling).

3.2] REGISTRATION / PROCESSING CHARGES:-

Category	Amount
General/OBC	Rs.300/- (Rupees Three hundred only)
SC/ST/PwD/ Ex-Serviceman	No Processing Charges

3.3.] NOTE:-

- a. Candidates are required to submit Registration Charges as per the format of SBI Bank Challan by downloading www.ongcindia.com
- b. Bank Charges shall be extra as applicable.
- c. Registration Charge is purely non-refundable.
- d. Examination for A-II/A-I/W-I level will be conducted on same day at same time.
- e. SC/ST/OBC candidates, while applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates except in case of fees.
- f. Departmental candidates would also be required to deposit the applicable registration charges. However, the same will be reimbursable by concerned Establishment as per rules.
- g. Departmental candidates other than Tenure based Employees within the same pay scale need not apply.
- h. Departmental candidates fulfilling the requisite qualification will be given first consideration in the matters of selection viz-a-viz other candidates.

4] CASTE CERTIFICATE:-

- (i) Candidate seeking reservation as SC/ST/OBC, will have to submit at the time of interview, the 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 recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of.
- (ii) Prescribed format of the caste certificate for SC/ST/OBC & PwD for employment in government undertaking is to be downloaded from the online application site.
- (iii) OBC candidates must ensure that they possess the **latest Non Creamy Layer** certificate at the time of application and interview. They must also ensure that the name of their caste (including its spelling) as indicated in their certificates, should be exactly the same as published in the lists, notified by the Central Government from time to time. A Certificate containing any variation in the caste name will not be accepted.
- (iv) The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his / her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him / her based on his/her father's OBC certificate from the State to which his / her (father) originally belongs.
- (v) No change in the community status already indicated by a candidate in his / her online application form for this examination will ordinarily be allowed.

5] SELECTION PROCESS :-

5.1] SELECTION METHODOLOGY :-

The selection methodology will comprise the following stages :

- (1) **Written test**
- (2) **Physical Test / Driving Test/ Physical Efficiency Test/Stenography test / Typing test. (Wherever applicable) and**
- (3) **Personal Interview.**

5.2] PATTERN FOR WRITTEN TEST:-

- (a) Eligible candidates will be required to appear for Written Test comprises of two sections - Subject/ Discipline related and General Awareness for a total **duration of 2 hours**. The written test will consist of only OMR based Multiple choice questions to be answered using Pen.
- (b) The section pertaining to subject / discipline related question shall consist of **100 questions** and General Awareness / Aptitude consist of **20 questions**. All questions shall be of one mark each. The total marks allotted to the written test are **120. There will be no negative marking.**
- (c) The General Awareness / Aptitude questions will be common to all commensurate with level of post.
- (d) **Candidates will have the option of choosing Hindi or English as a medium of the written test.**
- (e) **In order to qualify in the interview, General and OBC candidates must obtain a minimum of 60% marks and SC/ST/PwD candidates must obtain a minimum of 40% marks.**
- (f) **The final merit list shall be prepared based on the weightages assigned to various parameters as per the followings :-**

(i)	Written test	:	60 marks
(ii)	Qualification	:	25 marks
(iii)	Personal Interview	:	<u>15 marks</u>
	Total	:	<u>100 marks</u>

- (g) In order to be selected candidates in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Written test, Physical Efficiency Test, Driving Test, Stenography test, typing test (wherever applicable) and interview separately.
- (h) The candidates will be required to undergo physical standard, physical efficiency test, driving test etc. wherever applicable as a part of selection process on their own free will / consent and will not hold ONGC responsible for any injury or mishap / accident. Further, candidates will have to follow the safety guidelines as explained to them before the test.
- (i) Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing such wrong / false information.
- (j) Departmental candidates of ONGC must ensure filling their own **CPF No.** in the appropriate column on the Online form failing which they shall not repeat **SHALL NOT** be screened / considered as departmental candidates. They shall have to pay the fees also which shall be reimbursed by concerned Establishment.

5.3] TEST CENTRE FOR WRITTEN TEST :-

The Written test is scheduled to be conducted tentatively in following three cities of Gujarat State depending upon the Number of applications received. Candidates are required to indicate their choice of Examination centre but the allotment will be at discretion of ONGC and NO change of Test Centre will be permitted at a later stage.

Name of the Test Centre		
AHMEDABAD	BARODA	SURAT

Note :-

- The Written Test is tentatively scheduled on **13.12.2015** (The exact date of the test shall be communicated to the candidates through Admit card and will also be available on ONGC website www.ongcindia.com. This can also be downloaded by entering the Registration No. and Date of Birth from the website.
- Candidates will be allowed to appear in the Subject paper (in his/her own domain) relevant to the qualification selected.

6] HOW TO APPLY :-

6.1] APPLY ONLINE :-

- ❖ Candidates meeting the eligibility criteria, requisite essential qualifications and having valid registration in any of the Employment Exchanges located within the State of Gujarat only may apply "Online" through the link "[Recruitment for Regular Posts for Western Sector\(Gujarat\)](#)" available on ONGC website www.ongcindia.com
- ❖ All correspondence with candidates shall be done through e-mail only. All information regarding Examination Schedule / Admit Card / Interview Call letters etc. shall be provided through e-mail. Responsibility of receiving, downloading and printing of Admit Card / Call letter for Interview and Physical tests shall be that of the candidates. ONGC will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate or delivery of e-mails to Spam/ Bulk mail folder etc.

6.2] INFORMATION REQUIRED IN HAND FOR APPLYING :-

- (a) Valid E-mail ID & Mobile No. with minimum validity of one year.
- (b) Place of Test Centre for selection.
- (c) Details of Valid Employment Exchange Registration of Gujarat ONLY (No other State Employment Registration will be entertained) for the post in Gujarat State i.e Registration Number, Validity-Date and Name of Employment exchange, where registered.
- (d) Qualification, percentage of marks, year of Passing and Name of Institute/University.
- (e) Date of Birth (as mentioned in High School or Class X Equivalent Board Examinations) or (School Leaving Certificate)
- (f) If Ex-Apprentices of ONGC, Place, Trade and Period of Training.
- (g) SC/ST/OBC/PwD Certificate (in case of OBC, valid Non-Creamy layer Certificate in the format applicable for posts in Central Govt./ Central Govt. Undertaking), if applicable in the prescribed format duly signed by Competent Authority. (SAMPLE Format is available on the website).
- (h) If Ex-Serviceman, Registration Card issued by the Employment Exchange/ Ex-Servicemen Welfare Department situated within the State of Gujarat.
- (k) Experience / Training Certificate wherever required as per essential qualification.
- (J) Certificate of Disability from Competent Authority for PwD (wherever applicable). (Sample format available on the website).
- (K) Essential certificates like Certificate of Competency as Electrical Supervisor, Certificate of 1st Class Boiler Attendants, Certificate/Diploma of minimum duration of six months in Computer Applications in office environment as required in the disciplines (wherever applicable).
- (L) Scanned copies of recent Passport size colour photograph of the candidate with white background (Maximum File size : 50 KB) and Scanned Signature of the candidate (Maximum file size : 20 KB). Image/file type should be "jpeg/jpg"

Note :- Candidate must ensure that they meet all the eligibility criteria laid down in this advertisement before making the payment through Challan. Payment is Non-refundable.

6.3]. STEPS FOR APPLYING ONLINE AND SUBMISSION OF APPLICATION :-

- a) Logon to www.ongcindia.com ONGC website and click on "Quick Links to Recruitment".
- b) Go to "Recruitment for Regular Posts for Western Sector (Gujarat)" and Read the Instructions. Then click on "Click Here to Apply Online".
- c) SC/ST/PwD/Ex-Servicemen candidates will not get customized Bank Challan. They have to fill the form until submit button and will get Unique Registration No. after submitting the form.

- d) **For General (UR) / OBC candidate**, once the candidate filled the online application form and **Submit** the same, the candidates will get system generated customized **Bank Challan**.
- e) Take the Printout of System Generated Customized Bank Challan bearing **Unique Registration Number**.
- f) Deposit the Registration Charges in any SBI Branch as per System Generated Bank Challan i.e. for GEN/OBC – Rs.300/- and applicable bank charges i.e.Rs.20/- per challan.
- g) Open the Online-Application by Clicking **Login for Registered Candidates** link by using Unique Registration Number and Date of Birth and fill the details like **Journal No., Branch Code and Branch Name, Date of deposit**. Take Print out of the Registration Slip.
- h) **Non filling of Bank details in the Online Application will be treated as incomplete application and liable to be rejected.**
- i) The Unique Registration Number and Date of Birth will be used in the **Login for Registered Candidates** link for future access to know the Application Status and to download Admit Card and Result etc.

7] **ADMIT CARD FOR WRITTEN EXAMINATION :-**

- Exact Date of the Written Test shall be communicated through Admit Card and will also be available on ONGC website www.ongcindia.com
- Candidates can download their Admit Card by clicking on the link **Download Admit-Card for Recruitment for Western Sector (Gujarat)** on www.ongcindia.com website by entering the unique Registration number and Date of Birth. The Admit Card with details of the Candidates like Name, Photo, Date-Time & Venue of the Examination, Post Applied, Category and Discipline etc. The same will also be informed by SMS alert, E-mail and by post to the candidate at the address mentioned in the Registration form.
- **No other communication will be sent separately.** The candidates are therefore advised to check their **e-mail** and link **Recruitment for Western Sector(Gujarat)** on www.ongcindia.com website from time to time for details of Examination, Admit-card and other relevant information.
- Candidates must recheck the details given on the Admit-card well before appearing for the written examination to ensure that discipline mentioned is as per the qualification possessed by the candidates.
- Candidates must bring any one of the original Photo ID Proof like Driving Licence, Voter ID, Adhar Card etc. at the time of written test.

8] **GENERAL INSTRUCTIONS:-**

- 1) Following documents in original as well as attested copies are required to be produced at the time of Interview (without which candidates will not be allowed to appear in the interview).
 - Any one of the Photo ID Proof like Driving Licence, Voter ID, Adhar Card etc.
 - Valid Employment Exchange Registration Card issued by Employment Exchange located within the State of Gujarat.
 - Proof of Date of Birth (as per High School/SSC Certificate).
 - Mark Sheets / Pass Certificate of Academic, Technical/Professional qualifications.
 - SC/ST & OBC certificates (with Valid Non-creamy layer certificate), if applicable, in the prescribed format duly signed by Competent Authority. **(Sample format is available on the website).**
 - PwD, Ex-Servicemen must produce relevant certificate as specified in advertisement above.
 - ONGC's copy of Bank Challan duly signed by the Bank should be produced at the time of written test as well as personal interview.

- 2) Candidates belonging to OBC category should submit proper caste certificate as per the Performa of Govt. of India which should, among other with specific mention that person does not belong to the creamy layer.
(Sample format is available on the website).
- 3) No manual/ Paper application will be entertained.
- 4) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information is provided by the individual is found false or is not found in confirmative with eligibility criteria mentioned in the advertisement.
- 5) Any Request for change of mailing Address, Examination Centre and Category as declared in the Application will not be entertained. However, ONGC reserves the right to cancel or add any Examination Centre depending upon the response in that area/centre.
- 6) Reservation for Person with Disability (PwD) as per PwD Act, 1995. In order for a disable person to be eligible for any concessions/benefits would be 40% and above.
- 7) PwD candidates will be allowed Compensatory time of 20 minutes extra per hour i.e. 40 minutes for 02 hours duration, wherever applicable.
- 8) The visually impaired candidates and candidates whose writing speed is affected by cerebral palsy will be provided scribe during the examination on request. Candidate has to opt the requirement of Scribe while applying online. For low vision candidates, Question Paper will be provided in Bigger Font for which they have to Opt the requirement of "Bigger Font" Question Paper while applying online.
- 9) For shortlisted visually handicapped (Blind) candidates for the Post of Jr.Assistant (MM), Jr. Assistant (Accounts), Jr.Assistant (P&A) and Jr.Assistant (Steno-English), the typewriting passage will be given in Braille. Candidates will have to bring their own typewriting machine. For low vision candidates, type writing passage will be provided in bigger font/print.
- 10) Reservation for Ex-Serviceman as per Government Rules.
- 11) Candidate should retain the copy of their system generated Application format with details of Branch Code, Branch Name, Journal Number, Date of Deposit and Bank Challan after making payment in SBI for future reference.
- 12) The candidates are required to deposit the applicable Registration/Processing Charges as indicated in Para No.3.2 at any branch of State Bank of India. Applicant making deposit of Registration Charges by any other mode or mismatching / discrepancy in filling the bank details in online application will be summarily rejected.
- 13) **The candidates are required to fill the bank details in online application like Bank Code, Journal-No, Registration Charges Paid, date etc. Not filling of Bank Details in the online application will be treated as incomplete and will be summarily rejected.**
- 14) In case large numbers of applications are received, Management reserves the right to increase the minimum Percentage of cut-off mark in prescribed qualification for determining the number of candidates to be called for test / interviews.
- 15) Court of Jurisdiction for any dispute will be Vadodara.
- 16) Candidates working in Public Sector Undertaking/ Govt. Service will be required to produce No Objection Certificate at the time of Interview.
- 17) Additionally Employment Exchanges of Ahmedabd / Mehsana / Bharuch / Anand / Chhota Udaipur / Gandhinagar / Vadodara have been requested to suitably inform the sponsored candidates, to apply online by visiting www.ongcindia.com against **Recruitment for Western Sector (Gujarat)**.
- 18) Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical and Health Policy.

- 19) **Candidates must possess Essential Qualification, SC/ST/OBC/PwD/ Ex-Servicemen Certificate at the time of applying as well as written test and personal interview.**
- 20) Eligible SC/ST/PWD candidates called for written test will be reimbursed second class rail / bus fare by the shortest route on production of railway ticket or bus ticket (candidate opting for examination city other than the city nearest from mailing address will not be paid TA).
- 21) The selected candidates are liable to be posted anywhere in Western Sector (Gujarat State) or elsewhere based on organizational need / requirement.
- 22) Any sort of canvassing 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 management of ONGC will be final and binding on all the candidates.
- 23) Candidates are also advised not to respond any unscrupulous advertisements appearing in any newspaper for authenticity of any advertisement, the candidate may check on our official ONGC website www.ongcindia.com
- 24) ONGC does not seek payment of any kind from the candidates except Rs.300/- as Registration charges from GEN / OBC.

NOTE :

- 1] The candidates applying for any post as mentioned in this advertisement should ensure that they fulfill 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 / interview call letter to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- 2] 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 :-

S.N.	Medical Conditions	Remarks
1.	Complete or Partial Colour Blindness	Acceptable only for the posts of Assistant Grade III (Material Management), Jr. Assistant (Material Management), Jr. Assistant (Accounts), Jr. Assistant (P&A) and Junior Assistant (Steno-English)
2.	Total amount of Myopia (including the cylinder) shall not exceed -4.00 D and Total amount of Hypermetropia (including the cylinder) shall not exceed +4.00 D.	Acceptable for all posts.
3.	For Candidates of more than 20 years of age, the total amount of Myopia shall not exceed -6.00 D and total amount of Hypermetropia shall not exceed +6.00 D (provided there are no degenerative changes in the vitreous or retina and where the disease is not likely to progress).	Acceptable only for the posts of Technical Assistant Grade-III (Geophysics-Surface), Technical Assistant Grade-III (Chemistry), Assistant Grade-III (Material Management), Jr. Assistant (Material Management), Jr. Assistant (Accounts), Jr. Assistant (P&A), Junior Assistant (Steno-English), Security Supervisor, Jr. Security Supervisor, Junior Fire Supervisor and Junior Fireman. Disqualification for all others.
4.	Congenital Night Blindness	Not acceptable for all posts.
Correction with contract lenses and intraocular 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 person. In case this is not possible, the medical examination may be done by ONGC's Medical Board.		

9] **TIME SCHEDULE FOR ONLINE REGISTRATION /RECEIPT OF PRINTED REGISTRATION SLIP.**

Sl.No.	Details	Date	Time (hrs.)
1.	Online Registration Start Date	16.10.2015	14:00 hrs.
2.	Online Registration Closing Date	06.11.2015	18:00 hrs.
3.	Last date for Remittance of Application Registration Charges in bank	07.11.2015	18:00 hrs.
4.	Tentative Date of Written Test	13.12.2015	Exact Date & Timing will be given in Admit Card.

For more information about the Company you may visit our website www.ongcindia.com

**TEAM R&P
VADODARA**