



OIL AND NATURAL GAS CORPORATION LIMITED
WESTERN SECTOR : GUJARAT
Advertisement No.03/2014(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 69% 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 16 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-II LEVEL	230 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	408 Nos.	Rs.11000- 24000/-	
3	W-I LEVEL	36 Nos.	Rs.10000- 18000/-	
	Total post	674 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 MINIMUM ESSENTIAL QUALIFICATIONS :-

A-II LEVEL (Pay Scale of Rs. 12000-27000/-) (Post Code No. 1 to 12)																														
Post Code No.	Post	No. of Posts						Essential Qualification																						
		SC	ST	OBC	GEN	TOTAL	PwD																							
01.	Technical Assistant GD.III (Chemistry)	00	02	14	01	17	OA,OL, BL, HH	Post Graduate Degree in Chemistry .																						
02.	Assistant Technician (Civil)	00	00	08	05	13	OA,OL, BL,HH	3 years Diploma in Civil Engineering.																						
03.	Assistant Technician (Electrical)	05	08	15	26	54	OL, HH	3 years Diploma in Electrical Engineering. Should have Certificate of Competency as Electrical Supervisor.																						
04.	Assistant Technician (Electronics)	01	01	03	05	10	OA,OL, BL,HH	3 years Diploma in Electronics/ Telecom/ E&T Engineering . M.Sc. in Physics with Electronics.																						
05.	Assistant Technician (Instrumentation)	00	02	01	02	05	OL, HH	3 years Diploma in Instrumentation Engineering.																						
06.	Assistant Technician (Mechanical)	01	02	05	09	17	OA,OL, HH	3 years Diploma in Mechanical Engineering.																						
07.	Assistant Rigman (Drilling)	02	07	09	19	37	--	3 years Diploma in Mechanical/ Petroleum Engineering. Physical Standard :- <table border="1" style="margin-left: 20px;"> <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</th> <th>Expanded</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	Expanded	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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08.	Assistant Technician (Production)	04	09	18	34	65	--	3 years Diploma in Mechanical/ Chemical/Petroleum Engineering.																						
09.	Assistant Technician (Boiler)	00	01	01	05	07	OL,HH	3 years Diploma in Mechanical Engineering with 1 st Class Boiler Attendant Certificate.																						
10.	Assistant GD.III (Material Management)+	01	01	00	00	02+	OA,OL, HH	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.																						
11.	Nurse GD.III	00	00	00	01	01	OL	Graduate in Nursing / Diploma in Nursing of 3 years or more duration, Recognized by statutory body and registered with Nursing Council.																						

A-II LEVEL (Pay Scale of Rs. 12000-27000/-) (Post Code No. 1 to 12)																																									
Post Code No.	Post	No. of Posts						Essential Qualification																																	
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12.	Security Supervisor	00	00	01	01	02	--	Graduate with one year Training/ Experience in security. Physical Standard :- <table border="1" style="margin-top: 10px;"> <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-Expanded</th> <th>Expanded</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-Expanded	Expanded	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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Total A-2 Level posts		230 Nos.																																							

A-I Level (Pay Scale of Rs.11000-24000/-) (Post Code No.13 to 32)								
Post Code No.	Post	No. of Posts						Essential Qualification
		SC	ST	OBC	GEN	TOTAL	PwD	
13.	Junior Technical Assistant (Chemistry)	00	00	01	02	03	OA,OL, BL, HH	B.Sc. with Chemistry as main Subject.
14.	Junior Technical Assistant (Geology)	00	01	00	00	01	OA,OL, HH	B.Sc with Geology as main Subject
15.	Junior Assistant Technician (Electronics)	00	00	00	01	01	OA, OL, BL, HH	High School or Class X Equivalent Board Examinations with Science & Trade Certificate in Electronics Engineering/ Radio Engineering.
16.	Junior Assistant Technician (Electrical)	04	10	18	34	66	OL, HH	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrical Trade. Should have Certificate of Competency as Electrical Supervisor.
17.	Junior Assistant Technician (Auto)	00	00	00	01	01	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Auto / Motor Mechanic trade.
18.	Junior Assistant Technician (Diesel)	01	04	09	17	31	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Diesel trade.

A-I Level (Pay Scale of Rs.11000-24000/-) (Post Code No.13 to 32)

Post Code No.	Post	No. of Posts						Essential Qualification																						
		SC	ST	OBC	GEN	TOTAL	PwD																							
19.	Junior Assistant Rigman(Drilling)	04	23	47	71	145	--	<p>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.</p> <p>Physical Standard :-</p> <table border="1"> <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</th> <th>Expanded</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	Expanded	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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20.	Junior Assistant Technician (Production)	05	07	13	23	48	--	<p>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.</p>																						
21.	Junior Assistant Technician (Cementing)	00	00	01	04	05	--	<p>High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Auto/Fitting or Mechanic Trades. Should have Valid Heavy Vehicle Driving Licence.</p> <p>The trades in respect of Mechanic are : Diesel / Instrumentation / Turner / Machining/Tractor/Motor Vehicle/ Welding/Black Smithy / Boiler Attendant and Machinist Grinder.</p> <p>Driving test on Heavy Vehicle applicable.</p>																						
22.	Junior Assistant Technician (Welding)	00	01	03	04	08	OL, HH	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Welding.																						
23.	Junior Assistant Technician (Machining)	00	00	01	04	05	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Machining.																						
24.	Junior Assistant Technician (Fitting)	02	04	07	15	28	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting.																						

A-I Level (Pay Scale of Rs.11000-24000/-) (Post Code No.13 to 32)								
Post Code No.	Post	No. of Posts						Essential Qualification
		SC	ST	OBC	GEN	TOTAL	PwD	
25.	Junior Assistant Technician(Boiler)	00	00	00	05	05	OL, HH	High School or Class X Equivalent Board Examinations with Science with II Class Boiler Attendants(Oil/Gas fired) Certificate
26.	Junior Motor Vehicle Driver (Winch Operation)	01	02	04	07	14	--	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.
27.	Junior Motor Vehicle Driver (HV Operation)	00	00	01	05	06	--	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.
28.	Junior Assistant (Material Management)*	00	01	02	09	12	OA,OL, 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. Test apply.
29.	Junior Assistant (Accounts)*	01	02	03	04	10	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. Test Apply.
30.	Junior Assistant (Steno-English)*	01	00	00	02	03	OA,OL, OAL,BL B,LV	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. Test Apply.
31.	Junior Assistant (P&A)	01	01	03	06	11	OA,OL, OAL,BL, HH,B, LV	Graduate with typing speed 30 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply.

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32.	Junior Fire Supervisor	00	00	04	01	05	HH	<p>Intermediate with 6 months experience in Fire services. Driving Licence for Heavy Vehicles essential. Physical Standard :-</p> <table border="1"> <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-Expanded</th> <th>Expanded</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-Expanded	Expanded	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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33.	Junior Fireman	00	10	13	00	23	OL, HH	<p>High School or Class X equivalent Board Examinations with Fireman's training of three month's duration. Physical Standard :-</p> <table border="1"> <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-Expanded</th> <th>Expanded</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>Driving Licence for Heavy Vehicle essential. Physical Efficiency as specified in Para No. 2.3. Test Apply. Driving test on Heavy Vehicle applicable.</p>		Cat.	Height	Chest		Un-Expanded	Expanded	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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Post Code No.	Post	No. of Posts						Essential Qualification
		SC	ST	OBC	GEN	TOTAL	PwD	
34.	Health Care Attendant GD.I*	00	01	03	09	13	OL, HH	Matriculation with First Aid Certificate from Statutory body / Institute like St.John's Ambulance or Red Cross Society etc. Six months experience as Technician in ECG/ CSSD/ Plaster/Anaesthesia desirable.
Total W-1 Level post		36 Nos.						

The above posts include the unfilled vacancies from previous years.

* Posts includes for Hazira plant.

+ Balance posts of SRD.

Note :-

(a) Reservations as per Government of India's Guidelines.

(b) PwD can also apply as mentioned against each post subject to provision of Mines Act.

(c) 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 as at A-1 level post where ITI is the basic qualification no direct Diploma holder are eligible to apply.

(d) Persons with Disabilities (PwD) candidates may apply for relevant posts wherever the eligibility is mentioned.

8 posts reserved for Visually Impaired (B,LV), 8 post reserved for Hearing Impaired (HH), 05 posts reserved for Orthopedically Impaired (OA,OL,OAL, BL).

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

1.3] IMPORTANT NOTE FOR ESSENTIAL QUALIFICATION :-

- (i) Diploma should be recognized by AICTE and should be minimum 3 years duration.
- (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(SCVT) / 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 qualification as a regular candidate.
- (vi) In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalent Certificate as per Govt. of India instructions will be required at the time of Interview.
- (vii) The degree of disability for a person in order to be eligible for any concessions/benefit would be 40% and above.
- (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) The candidates must possess Certificate/Diploma of minimum duration of six months in Computer Application in the office environment for the post wherever applicable . BCA/MCA will not be equated with 6 months Certificate/Diploma course.
- (xi) Experience for Security & Fire discipline should be from Govt. Agency (State or Central) OR any Private Limited Company OR any Registered agency.

2] DETAILS OF PHYSICAL TESTS FOR POSTS AT SL.NO.7,12, 19,32 & 33

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
7 & 19	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, 32 & 33	(For Males) Security Supervisor, (A-II Level) Junior Fire 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.)	
12, 32 & 33	(For Females) Security Supervisor, (A-II Level) Junior Fire Supervisor (A-I Level) & 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)	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] Age limit for A-II and A-I level

Category	Age limit as on (15.10.2014)	
General	Max 30 years	Minimum 18 years
OBC	Max 33 years	
SC/ST	Max 35 years	

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

Category	Age limit as on (15.10.2014)	
General	Max 40 years	Minimum 18 years
OBC	Max 43 years	
SC/ST	Max 45 years	

3.1(b) Age limit for W-I level

Category	Age limit as on (15.10.2014)	
General	Max 27 years	Minimum 18 years
OBC	Max 30 years	
SC/ST	Max 32 years	

3.1(c) Age Limit for Person with Disability (PwD) for W-I Level

Category	Age limit as on (15.10.2014)	
General	Max 37 years	Minimum 18 years
OBC	Max 40 years	
SC/ST	Max 42 years	

Note :

1. Age will be reckoned as on **15.10.2014**
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. A certificate to this effect is to be furnished by Tenure Based Field Operator 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), Contingent and Casual employees who has completed 240 days in 12 consecutive months etc. 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-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 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).
9. 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).

3.2] **REGISTRATION / PROCESSING CHARGES :-**

Category	Amount
General/OBC	Rs.300/-(Rupees Three hundred only)
SC/ST/PwD/Ex-Serviceman	Rs.100/-(Rupees One hundred only)

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. Candidate can apply within the level i.e.A-II or A-I or W-I level by giving preference of choice for the post indicated in online application with one time Registration / Processing Charges applicable as mentioned in Para No.3.2 and as per the steps given in online as mentioned in Para No.6.3.
- e. Examination for A-II/A-I/W-I level will be conducted on same day at same time.
- f. 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.
- g. Departmental candidates would also be required to deposit the applicable registration charges. However, the same will be reimbursable by concerned Establishment as per rules.
- h. Departmental candidates other than Tenure based Employees within the same pay scale need not apply.
- i. 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, 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 down loaded from the online application site.
- (iii) OBC candidates must ensure that they possess the **latest Non Creamy Layer** certificate at the time of 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 (Multiple choice question - Objective type) comprising two sections. Subject/ Discipline related and General Awareness for a total **duration of 2 hours**.
- (b) The section pertaining to subject / discipline related question shall consist of **100 questions** and General Awareness 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 questions will be common to all commensurate with level of post.
- (d) **Written Test paper will be Bilingual i.e. Hindi and English.**
- (e) 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.
- (f) 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.
- (g) 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.
- (h) 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 **23.11.2014** (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 may apply “Online” through the link **“Recruitment 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.
- (i) 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 Ist Class Boiler Attendants, Certificate with II Class Boiler Attendants (Oil/Gas fired), 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 “**Recruitment for Western Sector (Gujarat)**” and then click on “**Click Here to Apply Online**”.
- b] After reading the Instruction “**Click Here to Apply Online**”.
- c] Once the candidate filled the online application form and **Submit** the same, the candidates will get system generated customized **Bank Challan**.
- d] Take the Printout of System Generated Customized Bank Challan bearing **Unique Registration Number**.
- e] Deposit the Registration Charges in any SBI Branch as per System Generated Bank Challan i.e. for GEN/OBC – Rs.300/- and for SC/ST/PwD/Ex-Servicemen – Rs.100/- and applicable bank charges i.e.Rs.20/- per challan.
- f] 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**.
- g] **Non filling of Bank details in the Online Application will be treated as incomplete application and liable to be rejected.**
- h] **Upload** the scanned **Photo and Signature** in the space provided in Online Application and then Click the **Submit** button.
- i] The Unique Registration No. 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 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 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.
 - 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.
- 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] Reservation for Ex-Serviceman as per Government Rules.
- 8] 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.
- 9] 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.
- 10] **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.**
- 11] 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.
- 12] Court of Jurisdiction for any dispute will be Vadodara.
- 13] Candidates working in Employment of Public Sector Undertaking/ Govt. Service will be required to produce No Objection Certificate at the time of Interview.

- 14] 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](http://www ONGC india.com) against **Recruitment for Western Sector (Gujarat)**.
- 15] 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.
- 16] The candidates applied for Multiple posts in Technical discipline and qualified /shortlisted for the post of Asstt.Rigman(Drilling) / Jr.Asstt.Rigman(Drilling) will be subjected to vision test. The candidates who disqualified in the vision test will not be allowed to appear for further selection process for any of the multiple post he/she opted.
- 17] The selected candidates are liable to be posted anywhere in Western Sector (Gujarat State) or elsewhere based on organizational need / requirement.
- 18] 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.
- 19] 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
- 20] ONGC does not seek payment of any kind from the candidates except Rs.100/- or Rs.300/- as Registration charges depending upon the category of the candidates.
- 21] For more information about the Company you may visit ONGC website www.ongcindia.com

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

Sl.No.	Details	Date	Time (hrs.)
1.	Online Registration Start Date	25.09.2014 (Thursday)	10:00 hrs.
2.	Online Registration Closing Date	15.10.2014 (Wednesday)	18:00 hrs.
3.	a) Last date for Remittance of Application Registration Charges in bank b) Filling of Bank details & Uploading Photo & Signature in Online application.	18.10.2014 (Saturday)	18:00 hrs.
4.	Tentative Date of Written Test	23.11.2014 (Sunday)	Exact Date & Timing will be given in Admit Card.

TEAM R&P
VADODARA