



OIL AND NATURAL GAS CORPORATION LIMITED
RAJASTHAN KUTCH – ONLAND EXPLORATORY ASSET
RECRUITMENT FOR NON EXECUTIVES ON REGULAR BASIS
Advertisement No.01(A)/2019(R&P)

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

Online applications at www.ongcindia.com from 31.01.2019 (10.00 hrs.) to 20.02.2019 (18.00 hrs.)

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. A global player in energy, it contributes about 70% of India's domestic Oil and Gas production. Currently, ONGC through its subsidiary ONGC Videsh Limited 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 professionally managed organization focussed on growth.

Oil and Natural Gas Corporation Limited, Rajasthan Kutch – Onland Exploratory Asset invites Online Applications from young and energetic candidates for the following regular posts with the pay scales as mentioned below.

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

1.1] PAY SCALE, EMOLUMENTS & OTHER BENEFITS :-

Sl. No.	Level	Total No. of Posts	Basic Pay Scale (Total Emolument)	REMARKS
1	A-2 Level	01 No.	Rs.12000-27000/-* (Total emolument would be Rs.31,500/- approx.. per month)	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	09 Nos.	Rs.11000- 24000/-* (Rs.29,000/- approx.. per month)	
Total post		10 Nos.		

*Under revision w.e.f.01.01.2017

- 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					Reserv ed for Ex-Service men	PwD Reservation		Minimum Essential Qualification
		SC	ST	OBC	UR	TOTAL		Post Identified for PwDs	Post reserv- ed for PwD	
01	Assistant Technician (Electronics)	00	00	00	01	01	00	OH(OA, OL,BL), HH	00	3 years Diploma in Electronics/ Telecom / E&T Engineering (or) M.Sc. in Physics with Electronics.
	Total					01	00			

A-I LEVEL (Pay Scale Rs.11000/- to Rs.24000/-)

Post Code	Post	No. of Posts					Reserv ed for Ex-Service men	PwD Reservation		Minimum Essential Qualification
		SC	ST	OBC	UR	TOTAL		Post Identifi ed for PwDs	Post reserv- ed for PwD	
02	Jr.Assistant Technician (Electrical)	00	00	01	04	05	01	OH(OL) HH	01-HH*	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrician Trade. Should have Valid Certificate of Competency as Electrical Supervisor.
03	Jr.Assistant Technician (Fitting)	00	00	01	00	01	00	--	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting Trade.
04	Jr.Assistant Technician (Welding)	00	00	00	01	01	00	HH, OH(OL)		High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Welder Trade.
05	Jr.Assistant (Material Management)	00	00	00	01	01	00	OH(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.
06	Jr.Assistant (P&A)	00	00	00	01	01	00	VH(B,L V), OH(OA, OL,OAL BL), HH	01-VH*	Graduate with typing speed 30 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment.
	Total	00	00	02	07	09	01		02	

\$ Qualifications should be from government recognized college / University.

These posts includes backlog & carry forward vacancies of PwD

01 post reserved for Visually Impaired (B,LV), is carried Forward post.

01 post reserved for Hearing Impaired (HH), is carried forward post.

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.

Reservation for PwD and Ex-servicemen

Level	A-2 & A-1	Total
PwD*	02	02
Ex-Servicemen**	01	01

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

If sufficient number of eligible and suitable PwD candidates are not available, other than PwD candidates shall be considered.

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

1.3] IMPORTANT NOTE FOR THE CANDIDATES :-

- 1] A candidate can apply for **MULTIPLE posts** for which he/ she is eligible.
- 2] In case the candidate is eligible for multiple posts, the candidate will have to give his / her 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.
- 3] Departmental candidates holding the same level / Pay Scale shall not be eligible for applying to posts at the same Level / Pay Scale.
- 4] 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.
- 5] Some of the posts in this advertisement are reserved for Ex-Servicemen. Ex-servicemen shall be eligible for the benefit of reservation under Ex-Servicemen category provided they have not availed all the benefit of Ex-Servicemen on their first re-employment in civilian posts. This shall however not apply to those ex-servicemen who have been re-employed or are re-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-Servicemen has availed of the benefit of Ex-Servicemen reservation, he would still be entitled for relaxation in age as admissible to civil employees in the normal course.
- 6] 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 shall be filled up from other candidates.
- 7] Candidates must possess a **Valid Certificate of Domicile of the State of Rajasthan at the time of Online Application.** The candidates will have to produce a Certificate of Domicile from the Rajasthan state at the time of Skill Test / Uploading documents.
- 8] Candidates must possess a minimum score of **40% marks** in the essential qualification to be eligible.
- 9] The Candidate must possess the essential prescribed qualifications on **or before the last date of online application.**
- 10] 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 in BCA or a B.Tech / BE 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.
- 11] For the post of AT(Electronics), one of the qualifications prescribed is M.Sc. in Physics with Electronics. The candidates must possess the degree of M.Sc. in Physics with Electronics. **Any variation in name from the prescribed nomenclature will not be acceptable.**
- 12] **The candidate must possess qualifications recognized by the relevant statutory bodies like UGC / AICTE etc.** Trade Certificate should necessarily be a National Trade Certificate (NTC) issued by NCVT/SCVT. Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies.
- 13] **For post where Trade Certificate in Electrician trade is prescribed qualification, a Trade Certificate in Wireman trade shall not be acceptable.**
- 14] The candidate **MUST** possess the essential qualification(s) mentioned against each posts eg. 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 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.**

- 15] Diploma should be in the prescribed discipline as mentioned in the essential qualification. **(No equivalency will be acceptable).**
- 16] **The qualification details with percentage as submitted during the online registration process will be treated as final and hence, no request for a change /addition in qualification details will be entertained at a later stage.**
- 17] 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-Servicemen 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.**
- 18] For posts where no vacancies earmarked for Reserved Category, the reserved category candidate can apply against Unreserved vacancies. However he / she may indicate 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.
- 19] **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%.
- 20] **Ex-Servicemen** candidates have to produce a valid Discharge Certificate at the time of Skill Tests / Uploading of documents.
- 21] 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.
- 22] The jobs are transferable to any onshore / offshore location in the country.

2] DETAILS OF SKILL TEST :-

2.1] SKILL TEST :-

Post Code No.	Post Name	Level	Description of Skill test
05	Jr.Asstt.(MM)	A-1	Typing Speed test on Computer
06	Jr.Asstt.(P&A)	A-1	

3] AGE LIMIT :-

Date of Reckoning Age Limits shall be 20.02.2019 ie. the last date of receipt of Online application.

Sl. No.	Level	Category		
		General	OBC	SC/ST
1	For A2 & A1 level posts	Maximum 30 years Minimum 18 years (Born between 20/02/1989 to 20/02/2001)	Maximum 33 years Minimum 18 years (Born between 20/02/1986 to 20/02/2001)	Maximum 35 years Minimum 18 years (Born between 20/02/1984 to 20/02/2001)
2	For W1 level posts	Maximum 27 years Minimum 18 years (Born between 20/02/1992 to 20/02/2001)	Maximum 30 years Minimum 18 years (Born between 20/02/1989 to 20/02/2001)	Maximum 32 years Minimum 18 years (Born between 20/02/1987 to 20/02/2001)

3.1] RELAXATION IN AGE :-

- i] **Persons with Disabilities (PwD):** Upper age limit for persons with disabilities shall be relaxable by ten years (15 years for SCs/STs 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 upto 45 years for Gen/OBC & 50 years for SC/ST.
- iii] **ONGC Departmental candidates** : To the extent of services rendered by them in ONGC.
- iv] **Tenure Based Employees (TBFO), Contingent and Contractual Paramedics** will be treated as departmental candidates besides regular employees.
- v] **ONGC Ex-Apprentices : Age relaxation to ONGC Ex-Apprentices shall be granted to the extent of their training undergone in ONGC.**
- vi] **SC/ST/OBC competing for unreserved post (General) should fulfill age criteria of General category.**
- vii] **The designation as mentioned in the advertisement may undergo modifications.**

3.2] CASTE CRITERIA :-

- (i) Candidate seeking reservation as SC/ST/OBC, shall have to produce a certificate in the prescribed proforma ONLY 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. 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> and ST category the list of castes is available on the site <http://tribal.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.
- (i) 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.
- (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 online application, Skill Test/joining.
- (iv) No change in the community status already indicated by a candidate in his / her online application form for this examination will ordinarily be allowed.

4] CRUCIAL DATES FOR DETERMINING ELIGIBILITY CRITERIA :-

<ul style="list-style-type: none"> • Age • Possession of Minimum Essential Qualifications as mentioned in this advertisement. (i) Certificate of Competency as Electrical Supervisor (where applicable) (ii) Possession of Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. (where applicable) 	<p>20.02.2019 (i.e. the Last date of Online Application)</p>
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<ul style="list-style-type: none"> • Caste / Pwd Certificate 	<ul style="list-style-type: none"> • Validity of the SC/ST certificate shall be tested with respect to the last date of the online application i.e. should have been issued on or before 20.02.2019 and the caste/tribe should be included in the list of SC/ST as on 20.02.2019. • 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 20.02.2019 (i.e. the last date of online application (20.02.2019) 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 the online application (20.02.2019) i.e. the Disability should have been acquired before 20.02.2019. Further the Disability certificate should have been issued by the Competent Medical Board duly constituted by the Central / State Government.
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5] **CENTRE FOR COMPUTER BASED TEST :-**

The Computer Based Test is scheduled to be conducted tentatively in following three cities of Rajasthan 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. ONGC reserves the right to change any of the aforementioned test cities at its discretion.

Name of the Test Centre		
JODHPUR	JAIPUR	KOTA

Note :-

- The Computer Based Test is tentatively scheduled in last week of **March'2019**. 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.

5.1] **HOW TO APPLY :-**

5.2] **APPLY ONLINE :-**

- Eligible candidates would be required to apply online **ONLY** through the link available on ONGC Website : www.ongcindia.com from **31.01.2019** to **20.02.2019** till 18.00 hrs. **NO** other mode of application shall be accepted.
- Online application methodology will be available on the online application site.
- Before registering / submitting their applications on the website candidates should possess the following :
 - Valid E-mail 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 with White background (size between **20kb-50kb, of jpeg/jpg file type Only**) and signature of the candidate again with white background (size between **10kb-20kb, of jpeg/jpg file type Only**)

(iv) **Registration Fee**

- (a) For General / OBC candidates – **Rs. 370/= as Registration fee. (Fee Rs.299.20/- plus Bank Charges Rs.60/- plus GST- 10.80/- on Bank Charges). Registration fee is non-refundable.**
- (b) **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 payment 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.**
- (c) 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.**
- (v) No change shall be allowed once the candidate submitted his / her online application.
- (vi) 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.
- (vii) Candidates 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.**
- (viii) **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 send due to invalid or wrong email ID / mobile phone No. or delivery of emails to spam/bulk mail folder.**

6] **SELECTION PROCESS :-**

6.1] **Candidates must possess a minimum score of 40% marks in the essential qualification.**

NOTE :- Candidate has to enter exact percentage of marks while filling the Online Physical Application form i.e. rounding off of percentage is strictly not allowed. (e.g.40.007% means 40.007%)

6.2] **SELECTION METHODOLOGY :-**

The selection methodology will comprise the following stages :-

- (a) **Computer Based Test.**
- (b) **Skill Test i.e. Typing Test (wherever applicable)**
- (i) **The Selection of the candidates shall be done through a Computer Based Test (CBT) followed by Typing Tests wherever applicable. The candidates have to qualify at each stage separately.**
- (ii) **Skill test shall be conducted for posts at Sl. No.05 & 06.**
- (iii) **The Computer Based Test (CBT) is tentatively scheduled in last week of March'2019.**
- (iv) **Candidates should indicate their choice of test centre in the online application.**
- (v) **ONGC reserves the right to add, cancel or change any of the aforementioned test cities at its discretion.**
- (vi) **Details of the schedule of CBT shall be shared with the candidates separately.**
- (vii) **SC/ST/PwD candidates attending the CBT (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 on production of proof.**

6.3] FORMAT OF COMPUTER BASE TEST (CBT) :

- a. All Questions shall be multiple choice objective type for a total of 100 marks.
- b. There will be NO negative marking in CBT.
- c. Total duration of the test shall be 2 hours.
- d. The test shall be in English and Hindi. However those candidates who opt for Hindi as the language of choice the test shall be bilingual i.e. in both Hindi and English.
For the post of Jr.Asstt.(OL) the test will be in Hindi.
- e. 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 GOI.

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

Posts	Subject Specific, Domain Related	General Mental Ability and Aptitude
For Engineering Discipline and ITI Discipline.	<p>80 questions on subject knowledge for 80 marks. Questions will be commensurate with the level of qualification required for the post eg. Where Diploma in Engg. Is the essential qualification, questions shall be based on the curriculum of Diploma in respective engg. Stream, where M.Sc. in Physics with Electronics is the essential qualification, questions 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, question shall be based on the curriculum of Trade Certificate in the respective stream.</p>	<p>Question on Interpersonal Skills/ Logical reasoning/ Analytical/Comprehension Ability/ Basic Numeracy and Data Interpretation Skills / General Awareness</p>
For Support Discipline Jr.Asstt.(P&A) Jr.Asstt.(MM)	<p>80 question on subject knowledge for 80 marks. Question will commensurate with the level of qualification required for the post. Jr.Asstt.(P&A)/(SE) 80 Questions will be primarily focused on Reading , Comprehension, Grammar, Composition etc. mix of question on MS-Office. Total 80 marks. Jr.Asstt.(MM) 80 question will be based on the subject matter of B.Sc.(Maths) or (Physics) with a mix of questions on MS Office. Total 80 Marks</p>	<p>20 questions for 20 marks</p>

6.4] **SELECTION CRITERIA :-**

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

SL.NO.	POSTS	CRITERIA	
1	Diploma level post , ITI level post	i. Written test	- 85 marks
		ii. Academic Performance (On NCVT Cert-A-1/Eng.Dip-A2)	- 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	P&A/MM	i. Written test	- 85 marks
		ii. Academic Performance	- 15 marks
		Total	- 100 marks

- 2 Weightage shall be given to Academic performance based on the marks obtained in the qualifying Examination as follows:

Sl. No.	Posts	Above 40% upto 50%	Above 50% to upto 60%	Above 60%
1	Engineering Discipline & ITI	03	06	10
2	Support Discipline	05	10	15

3. Candidates possessing a National Apprenticeship certificate issued by the NCVT/ SCVT 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 posts mentioned at **table No.6.4(1)** above.
4. 5 marks shall be granted to departmental candidates for the Technical post who have served 5 years or more in the Engineering discipline in ONGC, inline with the marks awarded to candidates possessing Apprenticeship training certificate.
5. Candidates must possess a minimum score of 40% marks in the essential qualification.
6. The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies. 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 No. 6.4(2) above**.
7. Skill test – Typing test wherever applicable shall continue to be of **qualifying nature** only.
i.e. No weightage of marks for such test.
8. Candidates have to provide the marks scored by them in the essential qualification at the time of online application as per their final marksheet. In cases where instead of marks CGPA/DCPA scores are awarded, the candidates shall enter the marks as per conversion formula adopted by 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 candidates shall convert the CGPA / DGPA etc. into percentage by the following formula : $CGPA \text{ etc. Obtained} / \text{Total CGPA etc.} * 100$,
9. The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies.
10. 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 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 6.4(2) above**.

11. In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:
 - a. For posts Engineering disciplines based on marks scored in Trade Certificate / Diploma in Engineering as the case maybe.
 - b. For posts of Support disciplines based on marks scored in Graduation as the case maybe.
12. Screening and selection will be based on the details provided by the candidates. Candidates should be factual and correct as this will become part of selection criteria and same cannot be changed at a later stage. Candidates providing wrong/false data will be responsible for the consequences including termination (if appointed) apart from legal action by ONGC at any stage.
13. 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
 - (a) Verification of documents and empanelment or for
 - (b) Calling them for Skill Tests. In case sufficient number of candidates do not qualify the skill test more candidates may be called for the skill test etc.
 - (c) If sufficient number of PwD candidates are not available on the basis of general standard to fill all the vacancies reserved for them. ONGC may consider to relax the standard to fill up remaining vacancies reserved for them provided they are not found unfit for such posts. In such a case, the standards in the written test score may be relaxed, but not less than 5% i.e. no candidates scoring below 35% marks may be considered in any case.
14. The candidates will have to qualify at each stage separately and in aggregate.
15. **Skill Tests (Typing Test) is only qualifying in nature.** The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Written Test, typing test (wherever applicable) separately.
16. Merit list shall be drawn for candidates who are awarded marks as per weightage assigned **as per 6.4 above**. Offer of appointment shall be issued to the candidates as per merit in the respective posts.
17. ONGC Departmental candidates / Tenure Based Employees shall be given first consideration in the matters of selection vis-a-vis other candidates.
18. ONGC Ex-apprentices shall be given age relaxation to the extent of their training period in ONGC.
19. In case of tie between two candidates, offer of appointment shall be given to those who score more marks in CBT. In case still there is a tie then offer shall be given to those who are older in age.
20. While selecting candidates for the Merit list as per **para-15 to 19** above, in case the candidate is selected for multiple posts offer of appointment shall be issued to the post which he /she has ranked higher in order of choice. Thereafter he/she shall not be considered for other posts even though he/she may be empanelled 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.

7] **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/ST/OBC/PwD candidates is as per government instruction 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 candidates, hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong/false information will be disqualification and ONGC will **NOT** be responsible for the consequences including termination (if appointed) apart from legal action by ONGC at any stage.
- (e) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment process 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 (wherever applicable) will be reimbursed to & fro 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**). **TA claim Form is downloaded from website.**
- (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 Test 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) Selected candidates (Non-PwD) shall also serve Territorial Army.
- (m) Candidates will be required to provide bio-metric identification such as finger print etc.
- (n) **Court of Jurisdiction for any dispute will be Jodhpur**

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

Sl.No.	Details	Date	Time (hrs.)
1.	Start Date of Online Registration	31-01-2019	10:00hrs.
2.	End Date of Online Registration	20-02-2019	18:00 hrs.
3.	Last date for Remittance of Application Registration Charges in bank	22-02-2019	18:00 hrs.
4.	Tentative Date of Computer Base Test (Details shall be shared later)	Last week of March'2019	Exact Date & Timing will be given in Admit Card.

9] **Note**

- (a) The candidates applying for this examination 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 card, Call letter for Skill test etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- (b) 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.
- (c) The selected candidates are liable to be posted anywhere in India or aboard.
- (d) For more information about the Company you may visit our website www.ongcindia.com

10] **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 and binding on all candidates.

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

Manager(HR)- I/c.R&P
ONGC, Western Sector-Vadodara

Registration /Online Applications only at www.ongcindia.com

ONGC is not responsible for printing errors if any.
