



Recruitment Advertisement No. 01/2013, WOU, Mumbai

OIL AND NATURAL GAS CORPORATION Ltd.

India's Most Admired Energy Major

&

The Flagship "Maharatna"

Appendix - Advertisement No. 01/2013

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OIL AND NATURAL GAS CORPORATION
WESTERN OFFSHORE UNIT, MUMBAI

Advertisement No. 01/2013

(1) ONGC, a “**Maharatna**” Public Sector Enterprise, and India’s flagship energy company is engaged in Exploration and Production of Oil & Gas in India and abroad. A global energy major, it contributes **80%** of India’s domestic Oil production. ONGC’s annual net profit is ₹ **25,123 Cr.** Currently, ONGC through its subsidiary ONGC Videsh Ltd, is India’s largest Transnational Corporate with overseas **investment of over 10 billion USD in 16 countries.**

(2) ONGC offers one of the best compensation packages in cost to company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

ONGC, Western Offshore Unit, Mumbai invites applications from Candidates with valid registration in any of the Employment Exchanges located within the State of Maharashtra. i.e [Candidate’s Name and essential qualifications must be registered in the Employment Exchange on or before closing date of online registration process.](#)

The Employment Exchange certificate/card Registration should be valid during the online registration process.

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

3.1) Pay Scales, Emoluments & Other Benefits:

Sl. No	Post Level (Type of Post)	Basic Pay Scale (Total Emoluments)	Remarks
1	A-II level (Regular)	₹.12,000- 27000/- (Total emolument would be ₹. 30,000/- approx. per month.)	Total emoluments include:- (a) Allowances @47% of Basic Pay under Cafeteria Approach. (b) Dearness Allowance. (c) HRA/ Company Accommodation. (d) Contributory Provident Fund. (e) An annual increment of 3% is admissible on basic pay.
2	A-I level (Regular)	₹.11,000-24,000/- (Total emolument would be ₹. 27,000/- approx. per month.)	
3	W-1 level (Regular)	₹. 10,000-18,000/- (Total emolument would be ₹. 24,000/- approx. per month.)	

In addition to emoluments, Company also offers the following to regular employees as per Company Rules:

1. Liberal Performance Related Pay (PRP),
2. Medical Facility for self and Dependents,
3. Gratuity,
4. Self-Contributory Post Retirement Benefit Scheme,
5. Composite Social Security Scheme,
6. House Building Advance and Car/ Scooter Advance.

3.2) Details of the Posts, Reservations, Essential Qualification:

A-II Level (Regular Posts)							
Sl. No	Name of Post	No. of posts					Essential Qualification(s)
		Total	GN	OBC	SC	ST	
1	Assistant Technician (Electrical)	39	17	12	4	6	3 years Diploma in Electrical Engineering and should have Certificate of competency as Electrical Supervisor.
2	Assistant Technician (Mechanical)	41	20	13	4	4	3 years Diploma in Mechanical Engineering.
3	Assistant Technician (Production)	77	41	21	7	8	3 years Diploma in Mechanical/Chemical/ Petroleum Engineering.
4	Assistant Technician (Instrumentation)	34	18	13	-	3	3 years Diploma in Instrumentation Engineering.
5	Technical Assistant Gd.III (Chemistry)	14	8	4	1	1	Post Graduate Degree in Chemistry.
6	Assistant Technician (Electronics)	18	10	-	5	3	3 years Diploma in Electronics/ Telecom / E&T Engineering (or) M.Sc in Physics with Electronics.
7	Assistant Technician (Boiler)	13	8	3	1	1	3 years Diploma in Mechanical Engineering with 1 st Class Boiler Attendant Certificate.

8	Marine Radio Assistant Gd.III	34	20	8	3	3	Matric with second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India with Global Maritime Distress and Safety Systems (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. (OR) Radio Telephone Operator's Certificate of Proficiency in Maritime Mobile Service with Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. (OR) Diploma in Electronics/ Telecom with Global Maritime Distress and Safety Systems (GMDSS) certification issued by the Ministry of Communication (MoC), Govt. of India with one year experience in line.
9	Assistant Rigman (Drilling)	33	20	8	3	2	3 years Diploma in Mechanical/ Petroleum Engineering, Physical Standard as specified.
10	Assistant Gd.III(Materials Management)	2	2- PWD (OH, HH)				3 years Diploma in Materials Management / Inventory/Stock Control recognized by the State Board of Technical Education /One Year Post Graduate Diploma in Materials Management.
11	Nurse Grade - III	1	1	-	-	-	Graduate in Nursing / 3 Years Diploma in Nursing.
12	Assistant Gd.III (Accounts)	3	3 – PWD (OH, HH)				PG Degree in Commerce / Graduate in Commerce with one year Diploma in Finance& Accounts/ICWA (Inter) /CA (Inter).

Total A-II Level posts

309

A-I Level (Regular Posts)

Sl. No	Name of Post	No. of posts					Essential Qualification(s)
		Total	GN	OBC	SC	ST	
13	Junior Assistant Technician (Boiler)	14	9	3	1	1	High School or Class X equivalent Board Examinations with Science, with minimum II class Boiler Attendants (Oil/Gas Fired) Certificate.
14	Junior Assistant Technician (Production)	6	3	2	1	-	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/ Blacksmith/ Boiler Attendant and Machinist Grinder.
15	Junior Assistant Rigman (Drilling)	47	27	12	4	4	High School or Class X Equivalent Board Examinations with Science & Trade Certificate in Fitting or Mechanic Trades, The trades in respect of Mechanic are: Diesel/ Instrumentation/ Turner/Machining/ Tractor/ Motor Vehicle/ Welding/ Blacksmith/ Boiler Attendant and Machinist Grinder, Physical Standard as specified.
16	Junior Assistant Technician (Cementing)	7	6	1	-	-	High School or Class X equivalent Board Examinations with Science, and Trade Certificate in Auto/ Fitting/ Mechanic Trade. The trades in respect of Mechanic are: Diesel/ Instrumentation/ Turner/Machining/ Tractor/ Motor Vehicle/ Welding/ Blacksmith/ Boiler Attendant and Machinist Grinder. Should have valid Heavy Vehicle Driving License.

17	Junior Fire Supervisor	5	2	3	-	-	Intermediate with 6 months experience in fire services, Driving License for Heavy Vehicles essential. Physical Tests Apply. Testing of driving skills of heavy Vehicle apply.
18	Junior Motor Vehicle Driver (Winch Operations)	7	6	1	-	-	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving Experience of heavy vehicles. Test Apply.
19	Junior Assistant Technician (Diesel)	3	2	-	1	-	High School or Class X equivalent Board Examinations with Science, and Trade Certificate in Diesel Mechanic.
20	Junior Assistant Technician (Fitting)	26	14	7	2	3	High School or Class X equivalent Board Examinations with Science, and Trade Certificate in Fitting.
21	Junior Assistant Technician (Machining)	7	4	2	-	1	High School or Class X equivalent Board Examinations with Science, and Trade Certificate in Machining.
22	Junior Assistant Technician (Electrical)	7	3	2	1	1	High School or Class X equivalent Board Examinations with Science, & Trade Certificate in Electrical Trade. Should have Certificate of Competency as Electrical Supervisor.
23	Jr. Assistant (Steno English)	10	7	2	1	-	Graduate with Typing speed 30 w.p.m and short hand at 80 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Tests Apply.
		<i>PWD (OH) can also apply</i>					
24	Junior Assistant (Materials Management)	1	1	-	-	-	B. Sc with Physics or Mathematics as one of the subjects with proficiency in typing 30 w.p.m with Certificate/ Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply.
		<i>PWD (OH, HH) can also apply</i>					
25	Junior Assistant (Accounts)	8	6	2	-	-	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.
		<i>PWD (OH, HH) can also apply</i>					
26	Junior Security Supervisor	1	-	1	-	-	Intermediate with 6 months training / experience in Security. Physical Tests Apply.
Total A-I Level posts		149					

W-I Level (Regular Posts)

Sl. No	Name of Post	No. of posts					Essential Qualification
		Total	GN	OBC	SC	ST	
27	Junior Fireman	4	3	1	-	-	High School or Class X equivalent Board Examinations with Fireman's training of three months' duration. Driving Licence for Heavy Vehicles essential. Physical Tests Apply. Testing of driving skills of heavy Vehicle apply.
28	Health Care Attendant Gd-I	1	1	-	-	-	High School or Class X equivalent Board Examinations 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 is desirable.
Total W-I Level posts		5					

3.3 Important Note1:

1. Diploma should be recognized by AICTE and should be of minimum 3 years of duration.
2. ITI should be recognized by State Board of Technical Education (**MSBTE**) /National Council for Vocational Training (NCVT).
3. Graduation, Post Graduate degree/diploma should be from a recognized University.
4. Trade Certificate should be from respective ITIs/ Technical Institutions recognized by State Board of Technical Education (MSBTE) /National Council for Vocational Training (NCVT).
5. In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India instructions will be required at the time of interview.
6. **Crucial date of eligibility:**

Applicants must ensure that they are eligible in all respects on the **closing date of online registration process (i.e 05/04/2013)** failing which their candidature will be rejected, Age will be reckoned as on **31.03.2013**.

7. Fireman's Training Certificate should be from recognized Institute / Local Self Government.
8. Certificate of Disability should be issued by Civil Surgeon in case of Person with Disability (PWD) applicable to Posts at Sl. No. 10, 12, 23, 24, 25 only. The minimum degree of disability in order for a person to be eligible for any concessions/benefits would be 40%.
9. Eligible Candidates under PwD (Persons with Disability) are as mentioned below:

Post at Sl. No.	Name of the post	Eligible Candidates under PwD	Category of Disabled Suitable for post
10, 24	Assistant Gd.III (Materials Management), Junior Assistant (Materials Management)	OH, HH	OA,OL,PD,D
12, 25	Assistant Gd.III(Accounts), Junior Assistant (Accounts)	OH, HH	OA,BL,OL,PD,D
23	Jr. Assistant (Steno English)	OH	OA, OL, BL, OAL

Note: *OH-Orthopedically Handicapped, HH- Hearing Handicapped, OA- One Arm Effected [(right or left) – a) Impaired reach b) weakness of grip c) ataxia] , BL – Both legs affected but not arms, OL- One leg affected (right or left), OAL- One Arm and One Leg affected, PD – Partially deaf, D- Deaf.*

4.1) Physical Tests:

Physical Standard Tests (PST) and Physical Efficiency Tests (PET) will be conducted for short listed candidates for the following posts as mentioned below:

4.2) Physical Standard Tests (PST):

Post Sl. No	Post name	Category	HEIGHT (in Cms.)	WEIGHT (in Kgs)	CHEST		VISION
					Unexpanded (Min) in Cms.	Expanded (Min) in Cms.	
9, 15	Assistant Rigman (Drilling) / Jr. Assistant Rigman (Drilling)	GEN/OBC	170	60	85	91	6 x 6 Without glasses & Without any history of night/ colour blindness etc.
		SC/ST, NE/Hill/ Tribal Areas	167	58	81	87	
17, 26, 27	Junior Fire Supervisor / Junior Security Supervisor/ Jr. Fireman	Tribes/ Hill men	163	-	81	86	N.A
		All Others	168	-	81	86	N.A

4.3) Physical Efficiency Tests (PET):

Sl. No.	Post(s)	Physical Efficiency Test
17, 27	Junior Fire Supervisor / Jr. Fireman	a) Running 800 mtrs within 4 minutes. b) Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 100 mtrs. c) Climbing a fire service extension ladder of 34 feet (10.5 mtrs) fully extended in 2 mins. d) Testing of driving skills of heavy vehicle.
26	Junior Security Supervisor	a) 1.6 Kms race in 8 minutes. b) Long Jump: 9 feet (3 chances). c) High Jump: 3 1\2 feet (3 chances).

Note: No Physical Efficiency Tests for Ex-Serviceman.

5.1) Percentage of Marks Criteria:

Category	Minimum Qualification & % Marks Required in Essential Qualifications	
	Post Graduate/Class X*	Graduation/Diploma/ITI/ Intermediate
General/ OBC	<i>Pass Marks</i> (* For Jr. Fireman, Health Care Attendant Gd-I, Marine Radio Asstt Gd-III , Jr. Asstt Technician (Boiler) & Jr. MVD (Winch Operations) 60% marks would be required in Class X)	60%
SC/ ST	<i>Pass Marks</i> (*For Jr. Fireman, Health Care Attendant Gd-I, Marine Radio Asstt Gd-III , Jr. Asstt Technician (Boiler) & Jr. MVD (Winch Operations) 50% marks would be required in Class X)	50%
Departmental Candidates	<i>Pass Marks</i>	<i>Pass Marks</i>

Note: Candidate has to enter exact percentage of marks to a maximum of 2 decimals while filling the online application form i.e rounding off of percentage is strictly **not** allowed.

5.2) Age Criteria:

Category	Age limit as on (31/03/2013)	
General	<i>Max 30 Years</i>	<i>Min 18 Years</i>
OBC	<i>Max 33 Years</i>	
SC/ST	<i>Max 35 Years</i>	

Note 5.2:

- In case of **PwD** further **10** Years relaxation to the maximum age limit mentioned above.
- Departmental** candidates will be given age relaxation as per company rules **except for the posts at Sl. No 9, 15.**
- Ex- Servicemen** will be given age relaxation for length of service in Armed Forces **plus 3 years** as per Govt. Rules, subject to maximum age of **45** years and **50** years in case of disabled defence service personnel belonging to **SC/ST.**

5.3) Registration/ Processing Charges:

Category	Registration/ Processing Charges (Bank Charges shall be extra as applicable)
General/ OBC	₹. 300/-
SC/ST/PWD/Ex-Serviceman	₹. 100/-

Note 5.3:

- Candidates are required to pay Registration Fee vide SBI Challan downloadable from www.ongcindia.com.

5.4) Important Note 2:

- a. A Candidate can apply for all eligible posts within a level of posts (i.e A-II /A-I/ W-I) with one time Registration/ Processing Charges applicable as mentioned in 5.3. and If the candidate wish to apply for another level of post(s) then He/She may apply again as per the steps given in online website.
- b. 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.
- c. Departmental candidates would also be required to pay the applicable registration fee. However, the same would be reimbursable.
- d. Departmental candidates other than Tenure based Employees within same pay scale need not apply.
- e. Departmental candidates fulfilling the requisite qualifications will be given first consideration.

6.1) Selection Methodology:

The selection methodology will comprise of (1) Written Test, (2) Physical Tests (Wherever Applicable) and (3) Personal interview. The candidates will have to qualify at each stage separately and in aggregate.

6.2) Pattern for written Test:

Duration of Written Test 3 Hrs				There will be no negative marking. Each objective type question carries one mark.
	Type of Question	Number of Objective Type Questions	Marks	
For A-II Level:	Subject Discipline	90	90	
	General Awareness	30	30	
	Reasoning	30	30	
	Grand Total	150	150	
For A-I &W1 level	Type of Question	Number of Objective Type Questions	Marks	
	Subject Discipline	100	100	
	General Awareness	20	20	
	Grand Total	120	120	

Note: The discipline in which candidate shall appear for the Written Test is purely based on the qualification possessed by the candidate. In case a candidate applies for two levels say A -I &A-II and if the discipline is common for A-II and A-I levels then candidate will appear of A-II level discipline only.

7.1) Information required in hand for applying:

1) Take a printout of SBI Payment Challan form to pay registration charges:-

- SBI payment Challan Form (Payment Form) is available on the home page of web link provided in www.ongcindia.com.
- The applicant will get 3 copies of the payment form, one for self, one for SBI & one to be sent to ONGC.
- The candidates can submit the payment, after filling payment detail in the challan form like (Journal No., Branch Name, Branch Code & Deposit date) in any branch of State Bank of India (Rs.300/- for GEN/OBC candidates and Rs.100/- for SC/ST/Ex-Serviceman/PwD candidates) in ONGC A/c.No.30827318409, Branch Code No.1576.

Note: Candidates must ensure that they meet the eligibility criteria laid down in this advertisement before making the payment through challan. Payment once made will not be returned back

Details required:

- i. Details of Bank Challan i.e Fees Deposited, Bank Code, Journal No. etc.
- ii. SC/ST/OBC caste certificate details like date of issue, certificate No., issuing authority, Validity date of Non creamy layer certificate of OBC.
- iii. Essential Certifications like Certificate of Competency as Electrical Supervisor, GMDSS etc as required in respective disciplines as mentioned in essential qualifications in para 3.2.
- iv. Percentage of marks in Class X/Intermediate/ITI/Diploma/ Post Graduation etc.
- v. Valid email ID with validity for minimum period of six months.
- vi. Valid Employment Exchange Registration Card no. of Post Graduation/ Diploma/ ITI / HSC/ SSC qualification issued by Employment Exchange located in Maharashtra State, Date of Registration, Valid up to /Renewal due date, Name of Employment exchange.
- vii. Date of Birth as mentioned in the SSC/ Matriculation Board Certificate.
- viii. Incase of Ex-Serviceman, Registration card issued by the Employment Exchange/ Ex-Servicemen Welfare Department situated within the state of Maharashtra.
- ix. Certificate of Disability issued by the Competent Authority in case of PWD.
- x. Experience/ Training Certificates wherever required as per essential qualifications mentioned in para 3.2.

7.2) How to Apply:

- i) Candidates meeting the eligibility criteria, with **valid registration of Name and Requisite essential qualifications in any of the Employment Exchanges located within the State of Maharashtra** may apply “**Online**” through the link “**Recruitment 01/2013, WOU, Mumbai**” available on ONGC website **www.ongcindia.com**.
- ii) Candidate should possess a valid E-mail ID before registering/submitting application online.
- iii) 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 candidate. 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 Emails to spam/bulk mail folder etc.**

7.3) Choice of Test Centers for Written Test:

The written test is scheduled to be conducted tentatively in following four cites of Maharashtra 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.

Sr. No.	Test Centre
1	Mumbai
2	Thane
3	Nasik
4	Nagpur

7.4) Admit card for written examination:

Exact date of the written test shall be communicated through admit card and will also be available on www.ongcindia.com.

The admit card with details of the candidate, Name, Roll No., date, time, venue of the examination, post applied for, category and discipline can be downloaded directly from the www.ongcindia.com by entering the unique registration number printed on the registration slip . The same will also be emailed to the candidate at the email address mentioned in the application form.

No other communication will be sent separately. The candidates are therefore advised to check their email and ONGC website www.ongcindia.com from time to time for details of examination admit card and other relevant information.

Candidate must recheck the details given on the admit card well before appearing for the written examination to ensure that the discipline mentioned is as per the qualifications possessed by the candidate.

7.5) Steps for Applying Online:

1. Logon to www.ongcindia.com ONGC website and click on “**Recruitment 01/2013, WOU, Mumbai**” and then click on “**Apply Online**”.
2. Select among the list of eligible qualifications that the candidate possess and fill in the requisite details in the online application format.
3. Preview the entered details, edit if required and then submit the application.
4. Once the candidate submits the online Application, the System will generate a ***unique Registration Number and*** an E- mail will be sent to you mentioning the same. Take a printout of your Registered Application (Registration Slip) by clicking on **Print Registration slip**. Registration slip will consist of your basic details like name, category, post(s) applied for, Written Test Discipline and test centre opted etc.

Note:

After registration, users may use their Registration Id and Date of Birth or a combination of Email Id and date of birth to re-login and check their application status from time to time.

5. Keep a photo copy of registration slip for record.
6. Forward the following documents ***attached to each application separately:-***
 - a. Printed registration slip with affixed recent passport size photograph attested by Gazetted officer/ PSU Bank Manager or ONGC Officer at Manager Level or above.
 - b. Two self attested recent passport size photographs ***(write registration slip no and name on reverse of photographs)***.
 - c. Challan – ONGC Copy, Write your registration no. and name on reverse of Challan.
 - d. Attested Copy of SC/ST/OBC (with valid non creamy layer certificate) caste certificate ***in prescribed format (refer Annexure-A/ B)***.
 - e. Attested Copy of valid Employment Exchange registration Certificate with requisite essential qualifications mentioned & issued by any of the Employment Exchange of Maharashtra.
 - f. Certificate(s) of essential qualifications Class X/ Intermediate/ ITI/ Diploma / Graduation/Post Graduation.
 - g. In case of PWD, enclose Certificate of Disability issued by the Competent Authority.
 - h. NOC from concerned employer incase the applicant is working in any Govt Organization/PSU.

Envelope containing **Registration Slip, Challan** along with **recent passport size photographs** should be super scribed 'APPLICATION(s) FOR THE POST (S) OF 1.____ 2.____ 3.____ and be sent by **Ordinary Post only** so as to reach latest by **12.04.2013** to the following address:

To:

The Advertiser (ONGC).

Post Box No. – 9248.

Nagar Head Post Office.

Delhi – 110051

8. The Departmental Candidates, in addition to the above, are required to forward the registration slip (Original) and copy of challan form through proper channel **to I/c – R&P, ONGC, 4th Floor, NSE Building, Bandra Kurla Complex, Bandra I, Mumbai – 400 051.**

Note: Along with Registration Slip, Departmental Candidates must attach a certificate of experience in ONGC – issued by I/c – HR/ER concerned for claiming age relaxation and a copy of ONGC ID card duly attested by I/c – HR/ER for identification. Original Challan form – ONGC copy must be sent to post box along with registration slip.

8.1) Important Dates:

Online Registration Starting Date :-	14/03/2013
Online Registration Closing Date :-	05/04/2013
Last date of receipt of registration slip :-	12/04/2013
Tentative Date of Written Test :-	28/04/2013

Applications have to be forwarded to the designated address by Ordinary post only. Registered /Speed Post will not be accepted.

For any queries, send your email to: ongcjobs2013@gmail.com

8.2) General Instructions:

1. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
2. Following documents **in original** are required to be produced **at the time of Interview** (without which candidates will **not** be allowed to appear in the interview).
 - Valid Employment Exchange Registration Card/Certificate issued by Employment Exchange located in the State of Maharashtra.
 - Proof of Date of Birth and Mark Sheets/Pass Certificate of Academic and Technical 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.

3. Candidates belonging to OBC category should submit proper caste certificate as per the proforma of Govt. of India (refer Annexure – B), which should, among others specifically mention that person does not belong to the creamy layer.
4. Before applying, the candidate should ensure that (s)he fulfills eligibility criteria and other norms mentioned in the advertisement. ONGC will be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he has applied. Even if any short coming is detected after appointment, the services of such candidate are liable to be terminated. The decision of ONGC in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced at the time of examination, interview/ selection and any other matter relating to recruitment shall be final and binding on the candidate.
5. An application not accompanied by requisite fees or not signed by the candidate or incomplete in any respect will not be entertained/ liable to be rejected.
6. Candidates will have to appear for written test and/or interview at their own expense. However, SC/ST candidates attending the Written Test/Interview will be reimbursed 2nd class to and fro rail/bus fare of the shortest route. **They may download the TA form from ongc website, fill it, attach copy of tickets and caste certificate and bring the same at the time of examination.**
7. Any request for change of mailing address, Examination Centre and category declared in the application at a later stage will not be entertained. However ONGC reserves the right to cancel or add any centre depending upon the response in that area/centre.
8. Appointment of selected candidates is subject to his being declared medically fit as per the requirement of the ONGC. Such appointments will also be subject to service and conduct rules of the corporation.
9. Canvassing in any form will disqualify the candidature.
10. In case large numbers of applications are received, Management reserves the right to increase the minimum percentage of cut-off marks in prescribed qualification for determining the number of candidates to be called for test/interview.

11. Candidates sponsored by Mumbai and Panvel Employment Exchanges are being informed by Post to apply against said vacancies. However, they are free to apply online from 14.03.2013. through www.ongcindia.com
12. Candidates working in Govt organizations/ PSUs need to submit 'NOC from employer concerned' along with the application or at the time of interview.
13. Only those candidates whose caste name is in the Central List of OBCs and with Valid Non Creamy Layer Certificate will be treated as OBCs for the purpose of this recruitment.
14. Candidates must possess essential qualifications in order to apply; candidates possessing qualifications inline over and above the essential qualifications shall not be extended any added advantage.
15. Ex-Servicemen will have to establish their claim before interview failing which they will not be allowed to appear for the interview.
16. No Manual Application will be entertained. Only printout of the online application form along with relevant documents should be submitted.

ANNEXURE - A

**FORM OF CASTE CERTIFICATE
(To be produced by a candidate belonging to Scheduled Castes / Scheduled Tribes
in Support of His/Her Claim)**

This is to certify that Shri/Shrimathi*/Kumari* _____ Son/daughter* of _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belong to the _____

Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe*

Under:

- The Constitution (Scheduled Castes) Order, 1950
- *The Constitution (Scheduled Tribes) Order, 1950
- *The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- *The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

{As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

- *The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;
- *The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended; by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990
- *The Constitution (Scheduled Tribes) Order Amendment Act, 1991
- *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi*_____ father/mother* of Shri/Shrimathi/Kumari*_____ of village/town*_____ in District/Division*_____ of the State/Union Territory*_____ .. who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* _____ issued by the _____ . Dated _____

3. Shri/Shrimathi*/Kumari* _____ and/or* his/her family ordinarily reside(s) in village/town* _____ .. of _____ District/Division* of the State/Union Territory of _____

Place:

Date:

State
Union Territory

Signature

Designation _____
(With seal of Office)

ANNEXURE – B

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that _____ Son/daughter of _____ .Village_____ .District/Di
vision_____ in_____ ..State _____ belongs
to_____ community which is recognized as a backward
class under.

1. Resolution no. 12011/68/93-BCC(C) dated 10.09.1993 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 186 dated 13.09.1993.
2. Resolution no. 12011/9/94-BCC dated 10.10.1994 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 163 dated 20.10.1994.
3. Resolution no. 12011/7/95-BCC dated 24.05.1995 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 88 dated 25.05.1995.
4. Resolution no. 12011/44/96-BCC dated 06.12.1996 published in the Gazette of India, Extra ordinary, Part-I, Section-I, No. 210 dated 11.12.1996.
5. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 129, dated 08.07.1997.
6. Resolution no. 12011/12/96-BCC published in the Gazette of India, Extra ordinary no. 164, dated 01.09.1997.
7. Resolution no. 12011/99/94-BCC published in the Gazette of India, Extra ordinary no. 236, dated 11.12.1997.
8. Resolution no. 12011/13/97-BCC published in the Gazette of India, Extra ordinary no. 239, dated 03.12.1997.
9. Resolution no. 12011/12/96-BCC published in the Gazette of India, Extra ordinary no. 166, dated 03.08.1998.
10. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 171, dated 06.08.1998.
11. Resolution no. 12011/68/93-BCC published in the Gazette of India, Extra ordinary no. 241, dated 27.10.1999.
12. Resolution no. 12011/88/98-BCC published in the Gazette of India, Extra ordinary no. 270, dated 06.12.1999.
13. Resolution no. 12011/36/93-BCC published in the Gazette of India, Extra ordinary no. 71, dated 04.04.2000.

Shri_____ . And/or his family ordinarily resides in the
_____ .District/Division of the_____ .State. This is also
to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in column 3
of the Schedule to the government of India, Department of Personnel & Training OM No.
36012/22/93-Estt(SCT) dated 08.09.1993.

Dated:

Tahsildar
District Magistrate/Dy Commissioner etc.,

NOTE: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(b) The Authorities competent to issue caste certificates are indicated below:

- (i) The District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/ Sub-Magistrate/Extra Assistant Commissioner (not below the Rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar; and
- (iv) Sub-Divisional Officer of the area where the candidate And/or his family resides.