

Summer/ Winter/MCA/ trainings at ONGC for students:

Duration:

The duration of summer / winter training will be 1-2 months and for MCA Students will be for 6 months.

Summer/Winter trainings for college students are provided by ONGC in the following 20 disciplines

MBA (HR) MBA (Finance) MBA (Marketing) Geology Geophysics MSc. -Chemistry	Mech. Engineering Petroleum Engineering Electrical Engineering Chem. Engineering Civil Engineering BE/B Tech- Computer Science BE/B Tech- IT	BE / BTech Electronics.& Telecommunication Law Environment Science Mass Communication Micro-Biology Logistics MCA
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Eligibility ;

All regular students undergoing the following courses in Universities/ Deemed Universities/Institutions recognized by the University Grant Commission (UGC) and/ or approved by All India Council for Technical Education (AICTE), shall be eligible to apply for undertaking Students training at ONGC.

1. Graduate Degree/Post Graduate Degree in various branches of Engineering
2. Graduate Degree/Post Graduate Degree in Computer Programming / Computer Applications.
3. Post Graduate Degree in Business Administration / Business Management.

How and when to apply?.

- Students will apply on the standard application form available on **ongcindia.com** with all the required documents prescribed in the form before the last date of receipt of application form.(at Annexure - 1)
- The application must reach the concerned office before the cut-off date. No requests would be entertained after the cut-off date of applying.
- All work centres may not be having facilities for providing students' trainings in all 20 disciplines. Student trainings would only be provided subject to facilities at the respective work centre.

The Schedule for students' training will be as follows:

	Summer training	Winter training	MCA
Applying date	1 st February	1 st October	1 st October
Last date of receipt of application	On or before 15 th April	On or before 31 st October	On or before 30 th November
Finalization of list	On or before 10 th May	On or before 15 th November	On or before 24 th December
Training commences	15 th May to 30 th June	20 th November- 31 st December	On or before 1 st January
Training ends on or before	15 th July to 31 st August	20 th January to 28 th February	On or before 30 th June

The above dates may vary, as per the requirements and convenience of Mentors, to be decided by Head RTI/ Coordinator ONGCA/I/c HR/ERs at Work centres.

Completion of trainings:

- At the successful completion of the student's training, the trainee would submit a report (soft and hard copies) to the mentor. On the basis of the report, the Mentor would issue a letter of completion to the trainee, specifying the period of training and the topic/ subject on which the training was conducted.
- The trainee would submit this completion letter along with a copy of the report (soft and hard copies) and the letter issued by the controlling authority for starting the students' training to Training Coordinator of the concerned work centre for issuing Certificate of Completion.
- Certificate of completion would be issued by Coordinator training ONGCA / I/c HR/ER / I/c HRD / Head RTI on a Standardized format of the certificate.

Annexure-1



OIL AND NATURAL GAS CORPORATION LTD
Application for Student's Training
(Summer/Winter/MCA Training)
(To be filled in by Applicant)

Affix recent
Passport size
photograph

Details of the trainee (Strike-out whatever is not applicable)

Name (in capital) _____
Date of Birth _____ Gender: M/F, Category: Gen/SC/ST/OBC/Others
Address _____

Mobile No. + 91 _____ E-mail _____
Father/Mother's Name: _____
Father/Mother's occupation: _____

If employee of ONGC:

Designation: _____ CPF _____
Section _____ Location _____
Phone No _____ Mobile No _____

Academic Details:

Name of the present Institute _____
Name of the present course _____
Present Semester/Year: _____
Last Semester % age: _____ % age in 10+2: _____ (Attach proof).

I _____ son /daughter of _____ request the I/c nodal agency for granting me the permission to undertake student's training at ONGC. I have not undergone any student's training in ONGC, of similar type, before. Date _____ (Signature of Applicant)	I shall be responsible for the applicant's conduct and discipline during the student's training at ONGC. (Signature of Parents/ Guardian)
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For office use:

- Training Approved: Yes/No
- If Training approved.

Name of the Mentor _____ Designation _____
Section/Site _____ Location _____

Date: _____ (Signature of Training Co-ordinator ONGCA/Head RTI/I/c HR/ER)

Note:

- Certificate Copy (in case of SC/ST/OBC/MOBC candidate).
- The application to be submitted with sponsorship letter from Institute.
- Student trainings at work centres would be subject to facilities available at the respective work centres.