



## OIL AND NATURAL GAS CORPORATION LIMITED

### RECRUITMENT FOR ONGC, RAJAHMUNDRY & KAKINADA

#### Advertisement No. 4 / 2013

ONGC, a "Flagship Maharatna" Public Sector Enterprise, is the most valuable Company in India engaged in Exploration and Production of Oil & Gas in India and abroad. The Company offers one of the best compensation packages in cost to company terms in the Country.

ONGC- Southern Sector invites applications from young and energetic Indian citizens for selection to the under mentioned posts from candidates registered with the Employment Exchanges / Ex-Servicemen Welfare Departments / Professional and Executive Employment Offices in the State of **Andhra Pradesh**. The Employment Exchange Certificate/Card Registration should be valid during the Online registration process.

Most of these jobs demand outdoor field works in shifts requiring considerable physical efforts and technical skills in the operational areas situated at remote places. The deployment may be on round the clock shift on/off duty pattern of work. The job is transferable to any Onshore/Offshore location within the Country.

**The details of the eligibility criteria viz. Educational Qualifications, Age limit, Physical Standards measurements, Physical efficiency test, etc. are given below which may be read carefully before applying.**

#### A. DETAILS OF POSTS, RESERVATIONS, AND ESSENTIAL QUALIFICATIONS REQUIRED:

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Vacancies					
				SC	ST	OBC	UR (GEN)	PwD	Total
01	Technical Assistant Gd. III (Chemistry)	A2	Post Graduate Degree in Chemistry	02	Nil	05	13	Nil	20
02	Assistant Technician (Civil)	A2	Three (3) years Diploma in Civil Engineering.	Nil	Nil	01	06	Nil	07
03	Assistant Technician (Electrical)	A2	Three (3) years Diploma in Electrical Engineering. <b>Should have Valid Certificate of Competency as Electrical Supervisor</b>	04	01	07	17	Nil	29
04	Assistant Technician (Electronics)	A2	Three (3) years Diploma in Electronics / Telecom / E&T Engineering <b>OR</b> M.Sc. in Physics with Electronics.	Nil	Nil	Nil	03	Nil	03
05	Assistant Technician (Instrumentation)	A2	Three (3) years Diploma in Instrumentation Engineering.	Nil	Nil	01	05	Nil	06
06	Security Supervisor	A2	Graduate with relevant experience in the field of Security. <b>Physical Standards, Physical Efficiency as specified below and Tests apply.</b>	Nil	Nil	01	04	Nil	05

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Vacancies					
				SC	ST	OBC	UR (GEN)	PwD	Total
07	Assistant Rigman (Drilling)	A2	Three (3) years Diploma in Mechanical Engineering / Petroleum Engineering. <b>Physical Standards as specified below and Test apply.</b>	01	Nil	02	08	Nil	11
08	Assistant Gd. III (Transport)	A2	Three (3) years Diploma in Auto/ Mechanical Engineering/ Post Graduate Diploma in Business Management/ Administration <b>OR</b> Post Graduate. <b>Valid Heavy Vehicle Driving Licence essential.</b>	Nil	Nil	Nil	01	Nil	01
09	Assistant Technician (Production)	A2	Three (3) years Diploma in - Mechanical Engineering / Chemical Engineering / Petroleum Engineering.	01	Nil	02	07	Nil	10
10	Assistant Technician (Mechanical)	A2	Three (3) years Diploma in Mechanical Engineering.	01	Nil	02	07	Nil	10
11	Junior Security Supervisor	A1	Intermediate with 6 months' training/experience in security. <b>Physical Standards, Physical Efficiency as specified below and Tests apply.</b>	Nil	Nil	Nil	05	Nil	05
12	Junior Assistant Technician (Boiler)	A1	i) Matric with Science (10th Std.) PASS ii) II Class Boiler Attendants (Oil/Gas fired) Certificate.	Nil	Nil	01	03	Nil	04
13	Junior Assistant Technician (Diesel)	A1	i) Matric with Science (10th Std.) PASS ii) ITI Trade Certificate in Diesel.	01	Nil	01	05	Nil	07
14	Junior Assistant Technician (Fitting)	A1	i) Matric with Science (10th Std.) PASS ii) ITI Trade Certificate in Fitting.	Nil	Nil	01	05	Nil	06
15	Junior Assistant Technician (Machining)	A1	i) Matric with Science (10th Std.) PASS ii) ITI Trade Certificate in Machining.	Nil	Nil	Nil	01	Nil	01
16	Junior Assistant Technician (Production)	A1	i) Matric with Science (10th Std.) PASS ii) ITI Trade Certificate in Fitting/ Diesel/ Instrumentation / Turner/ Machining/ Tractor/ Motor Vehicle/ Welding/ Black smithy/ Boiler Attendant/ Machinist Grinder.	Nil	Nil	Nil	02	Nil	02
17	Junior Assistant Technician (Welding)	A1	i) Matric with Science (10th Std.) PASS ii) ITI Trade Certificate in Welding.	Nil	Nil	Nil	03	Nil	03
18	Junior Motor Vehicle Driver (Winch)	A1	Matric PASS with <b>Valid Driving Licence for Heavy Vehicle and three years driving experience of Heavy Vehicles.</b>	Nil	Nil	Nil	01	Nil	01

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Vacancies					
				SC	ST	OBC	UR (GEN)	PwD	Total
19	Junior Assistant (Steno-English)	A1	Graduate with Typing speed 30 w.p.m. & Shorthand at 80 w.p.m. Certificate / Diploma of minimum duration of six months in Computer Applications in the Office environment. Tests apply.	Nil	Nil	Nil	01	1-OH	02
20	Junior Assistant (Accounts)	A1	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. Tests apply.	Nil	Nil	Nil	02	1-OH	03
21	Junior Assistant (P&A)	A1	Graduate with Typing speed 30 w.p.m. with Certificate / Diploma of minimum duration of six months in Computer Applications in the office environment. Tests apply.	Nil	Nil	Nil	01	1-HH	02
22	Junior Assistant (Materials Management)	A1	B.Sc. With Physics or Maths 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. Tests apply.	Nil	Nil	Nil	03	Nil	03
23	Junior Fire Supervisor	A1	i) Intermediate (12 <sup>th</sup> Std.) PASS ii) 6 months' experience in Fire Services. <b>iii) Physical Standards, Physical Efficiency as specified below and Tests apply.</b> <b>iv) Valid Driving Licence for Heavy Vehicles Essential.</b> <b>v) Testing of driving skills of Heavy Vehicle apply.</b>	01	Nil	01	05	Nil	07
24	Junior Fireman	W1	i) Matriculate (10 <sup>th</sup> Std.) PASS ii) Fireman's training of three months' duration. <b>iii) Physical Standards, Physical Efficiency as specified below and Tests apply.</b> <b>iv) Valid Driving Licence for Heavy Vehicles Essential.</b> <b>v) Testing of driving skills of Heavy Vehicle apply.</b>	01	Nil	02	06	Nil	09
<b>TOTAL NO. OF POSTS FOR RAJAHMUNDRY &amp; KAKINADA :</b>									<b>157</b>

Post at S. No. 22 is identified Post for Persons with Disabilities (PWD) – OH/HH.  
Such Candidates have to fulfil the general standards of merit.

**B. PAY SCALE/ALLOWANCES & OTHER BENEFITS:**

(i)	Pay Scale	A2 level :: Rs. 12000 - Rs. 27000; A1 level :: Rs. 11000 - Rs. 24000; W1 level :: Rs. 10000 - Rs. 18000 An annual increment of 3% on Basic Pay is applicable.
(ii)	Allowances	Dearness Allowance, HRA, allowances @ 47% of Basic Pay under Cafeteria Approach etc. as per rules of the Corporation.
(iii)	Other Benefits	Medical Facility for self & eligible dependents, Contributory Provident Fund, Gratuity, CMRE, Performance Related Pay, Self Contributory Post Retirement Benefit Scheme, Composite Social Security Scheme as per Rules of the Corporation.

**C. REQUIREMENT OF PHYSICAL STANDARDS – (Physical standards will be tested) :**

Post at S.No	Post	Category	HEIGHT (in Cms.)	WEIGHT (in Kgs.)	CHEST		VISION
					Unexpanded (Min) in Cms.	Expanded (Min) in Cms.	
07	Assistant Rigman (Drilling)	GEN & OBC	167	58	81	86	6 x 6 without glasses and without any history of night / colour blindness, etc.
		SC & ST	162	50	79	84	

Post at S.No.	Post(s)	Category	Minimum Height (in Cms.)	CHEST	
				Unexpanded (Min) in Cms.	Expanded (Min) in Cms.
06 11 23 24	Security Supervisor Jr Security Supervisor Jr Fire Supervisor Jr Fireman	All Others ---	168	81	86
		Tribes/ Hill men---	163	81	86
		For Persons from State of Assam-	163	79	84
		For Persons from State of Assam- - (for tribes/hill men)	160	79	84

**D. PHYSICAL EFFICIENCY TEST PARAMETERS (PET) – (PET will be tested) :**

Post(s)	Physical Efficiency Test
i. Junior Fire Supervisor	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.
ii. Junior Fireman	c. Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 minutes. d. Testing of Driving skills of Heavy Vehicle.
i. Security Supervisor	a) 1.6 Kms race in 8 minutes. b) Long Jump: 9 feet (3 chances).
ii. Junior Security Supervisor	c) High Jump: 3 1/2 feet (3 chances). d) No PET for Ex-Servicemen

**E. ELIGIBLE POSTS FOR Ex-SERVICEMEN CANDIDATES:**

Post at S.No.	Posts	Level of Post	Total No. of vacancies	Level-wise Number of vacancies Earmarked for Ex-SM
<b>01</b>	Tech Asst Gd. III (Chemistry)	A-2	20 }	<b>9 (Nine only)</b>
<b>03</b>	AT (Electrical)		29 }	
<b>09</b>	AT (Production)		10 }	
<b>10</b>	AT (Mechanical)		10 }	
<b>13</b>	JAT (Diesel)	A-1	7 }	<b>2 (Two only)</b>
<b>23</b>	Jr. Fire Supervisor		7 } 14	
<b>24</b>	Jr. Fireman	W-1	9	<b>1 (One only)</b>

**F. ELIGIBILITY FOR 'PERSONS WITH DISABILITY' (PWD) CANDIDATES:**

Post at S. No.	Name of the Posts identified suitable for persons with disability of the relevant category	Eligible Category of Candidates under PwD	Disability suitable for the Post
<b>19</b>	Junior Assistant (Steno-English)	<b>OH</b>	<b>BL, OL.</b>
<b>20</b>	Junior Assistant (Accounts)	<b>OH</b>	<b>OA, BL, OL.</b>
<b>21</b>	Junior Assistant (P&A)	<b>HH</b>	<b>D, PD.</b>
<b>Note:</b> <b>OH – Orthopedically Handicapped:</b> <b>BL – Both legs affected but not arms</b> <b>OL – One leg affected (right or left). (a) Impaired reach (b) Weakness of grip (c) Ataxic.</b> <b>OA – One Arm affected (right or left): (a) Impaired reach (b) Weakness of grip (c) Ataxic.</b> <b>HH – Hearing Handicapped:</b> <b>D - Deaf</b> <b>PD – Partially Deaf</b>			
<b>The minimum degree of disability in order for a person to be eligible for any concession / benefit would be 40%.</b>			

**G. AGE CRITERIA:**

- 1) Age will be reckoned as on **20.04.2013**.
- 2) Minimum age 18 years and Maximum age **for GEN 30 years, for OBC 33 years & for SC/ST 35 years**, (for all the posts except for the post of Junior Fireman - W1 Level Post).
- 3) For Junior Fireman - W1 level post, the minimum age is 18 years and Maximum age **for GEN 27 years, for OBC 30 years, & for SC 32 years**.
- 4) **Age Limit for Person with Disability (PwD) with OH/HH for Posts at S. Nos. 19, 20 & 21 – GEN (UR) 40 Years, for OBC 43 years & for SC/ST 45 years.**
- 5) Candidates competing for Un-Reserved Posts should fulfill age criteria applicable for General Category.
- 6) Departmental candidates will be given age relaxation to the extent of their experience wherever applicable as per ONGC Rules. **However, for the Post of Asst. Rigman (Drilling) no age relaxation for experience will be admissible.**

- 7) Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship training in ONGC. **However, for the Post of Asst. Rigman (Drilling) no age relaxation will be admissible.**
- 8) For Ex-Servicemen age relaxation for experience for the Post of **Asst. Rigman (Drilling) is not available.** However, age relaxation for other Posts is available wherever applicable for length of Service in Armed Forces **plus 3 years** as per Rules, **subject to maximum Age of 45 Years.**

#### **H. EDUCATIONAL QUALIFICATION CRITERIA:**

##### **1. Percentage of Marks in Essential Educational Qualification(s):-**

<b>Post at Sl. No.</b>	<b>Minimum Marks for GEN &amp; OBC Candidates</b>	<b>Minimum Marks for SC/ST Candidates</b>
1 to 22	60%	50%
23 and 24 (Fire discipline)	PASS	PASS
For ONGC Departmental Candidates - PASS for all posts.		

- Decimal percentage of marks shall be rounded off to lower digit, e.g. 59.9% means 59% only.**
- Where the Post is for General category only, the candidate must fulfill requisite percentage criteria applicable.
- Qualification to be reckoned as on closing date of Online Registration. Applicants must ensure that they are eligible in all respects on the Closing date of '**Online Registration**' (i.e. **06.05.2013**), failing which their candidature will be rejected. Age will be reckoned as on **20.04.2013**.
- Candidates should invariably possess the **Essential Qualifications** mentioned above at the time of applying.
- Diploma should be recognized by AICTE. Only those candidates with three (3) years Diploma regular / fulltime Diploma qualification need apply.
- ITI Trade Certificate should be recognized by SCVT/NCVT and should be in **specific Trade** indicated against post concerned only.
- Graduate / Post Graduate Degrees should be from recognized University. Wherever Graduate / Post Graduate qualifications are required the order of studies should be 10<sup>th</sup> Std., 12<sup>th</sup> Std., Bachelor's Degree / Post Graduate Degree.
- Wherever CGPA / OGPA or letter grade in Diploma / Degree / Post Graduate is awarded, equivalent percentage of marks should be indicated in the online application as per norms adopted by University / Institute. Please also obtain a certificate to this effect from the University / Institute, which shall be required at the time of Written Test / Interview.

#### **I. SELECTION METHODOLOGY:**

- Candidates who fulfill the qualifying criteria and having valid registration with the Employment Exchanges / Professional Employment Offices / Ex Servicemen Welfare Departments **in the State of Andhra Pradesh** may only apply.
- Initial Screening will be based on the Online Application details submitted; hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will lead to disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong / false information. Candidates submitting false certificates or suppression / submission of incorrect information shall be liable for disqualification / rejection at any stage.
- Eligible candidates will be required to appear for Written Test (Objective type) consisting of Technical / Discipline concerned & General awareness. The Test Paper will be in English.

4. The candidates will have to qualify at each stage i.e. (1) Written Test, (2) Physical Standards measurement Test, Vision Test, Physical Efficiency Test, Heavy Vehicle Driving Skills Test, Stenography Test/Typing Test, wherever applicable, and (3) in Interview separately and in aggregate, in any sequence as decided by ONGC, as per merit and criteria decided by the Management.

5. The Candidates who qualify in the Written Test for the Post of Junior Assistant (Steno-English) will have to undergo Stenography Test & Typing Test. For the Posts of Junior Assistant (Accounts) and Junior Assistant (MM) Candidates will have to undergo Typing Test. Candidates qualified in these tests will be called for Personal Interview.

6. Candidates who apply for the posts of (1) Asst. Rigman (Drilling), (2) Security Supervisor, (3) Junior Security Supervisor, (4) Junior Fire Supervisor, and (5) Junior Fireman, must satisfy themselves that they have the Physical Standards prescribed, and they will be tested for Physical Standards Parameters – Height, Weight, Chest, Vision – Physical Efficiency (wherever required), and HV Driving Skill Test (wherever applicable) as part of the selection process for recruitment 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 these tests. Candidates qualified in these tests will be called for Personal Interview. **Candidates not meeting the prescribed Physical Standards need not apply. Candidates not fulfilling the Vision criteria indicated for the post at S. No. 7 i.e. Asst. Rigman (Drilling) need not apply.**

7. **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.

8. **Departmental candidates fulfilling the requisite qualifications will be given first consideration.**

9. Departmental candidates must ensure filling their own **CPF Number** of ONGC in the appropriate column on the Online Application form failing which they shall not, repeat **SHALL NOT**, be screened / considered as Departmental Candidates.

10. ONGC Departmental Candidates holding the Post of either A2/A1/W1 Level post, need not apply for the same Level of Post shown above.

11. Departmental candidates of ONGC can apply directly by following the procedure laid down in para K below:

#### **J. TEST CENTRE:**

The Written Test will be conducted at **Rajahmundry**. ONGC reserves the right to change the Test Centre at its discretion.

#### **K. HOW TO APPLY ONLINE:**

##### **1. Take a printout of SBI Payment Challan form:**

SBI payment Challan Form (Payment Form) is available on the home page. The applicant will get 3 portions of the payment form; **one for self, one for SBI & one to be sent to ONGC.**

The candidates have to deposit the Registration Fee, after filling the details in the challan form like Branch Name, Branch code & Deposit date, in **any of the branch of State Bank of India Rs. 300/- for GEN /OBC candidates, Rs. 100/- for SC/ST, PwD & Ex-Servicemen Candidates in ONGC Account No. 30827318409. Branch Code: 1576. No other mode of payment will be accepted. Registration Fee once paid is not refundable under any circumstances.**

**2. To fill the online application form following details should be readily available with the Candidates:**

1. Present Valid E-mail Id, since correspondence will be done through e-mail.
2. Mobile Number of the Candidate. The Mobile Number so registered by the Candidate should be kept active to receive SMS alerts throughout the recruitment process.
3. Name of the Employment Exchange / Ex Servicemen Welfare Department where registered, Registration Number, Current Validity.
4. Qualification, percentage of marks, year of passing and Name of Institute.
5. Date of Birth.
6. CPF No. for Departmental Candidates.
7. If candidate is Ex-Apprentice of ONGC, Place of ONGC where Apprentice Training held, Trade, and period of Training.
8. SC/ST/OBC Certificate in the prescribed format duly signed by Competent Authority.
9. In case of OBC, valid Non-creamy Layer Certificate, as applicable for appointment to posts in Central Govt. / Central Govt. Undertaking, in the prescribed format enclosed. 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.
10. Ex-Servicemen Details [Experience period, Date of discharge from Army, Reason for discharge].
11. PwD Candidates Details [Percentage of disability, Type of disability].
12. Details of *Valid Certificate of Competency as Electrical Supervisor* (for the post of AT (Electrical)).
13. Details of valid Heavy Vehicle Driving Licence (for the posts at Sl. Nos. 08, 18, 23 & 24).
14. Details of SBI payment Challan (Journal No, Branch Name, Branch code, Deposit date, where the Registration Fees has been paid).

**3. ONLINE SUBMISSION OF APPLICATION :**

- a) Candidates sponsored by the Local Employment Exchanges / Ex-Servicemen Offices / Professional & Executive Employment Exchanges concerned have also been informed to apply online. These candidates have to compulsorily register their applications Online.
- b) ONGC Departmental Candidates and Contingent Workers who are paid wages directly by ONGC have also to register their applications Online.
- c) **No other mode of application will be accepted.**

**4. STEPS FOR APPLYING:**

- (i) Once the candidate has paid requisite fees in SBI, Logon to ONGC website [www.ongcindia.com](http://www.ongcindia.com) and click on Careers → Recruitment Notices → Southern Sector Rectt → **Rajahmundry/Kakinada Posts** and follow the flow chart.
- (ii) Select the post applied and fill in the requisite details in the online application format.
- (iii) Preview the entered details, edit if required, and submit the application.
- (iv) Once you submit your Application, the System will generate a unique Registration Number. **Note down** immediately the Number and take a **print** out of your Registration Slip, which will have details filled by the candidate.
- (v) Retain a photo copy of Registration Slip for your record.

**5. THE CANDIDATES ARE REQUIRED TO SEND THE FOLLOWING DOCUMENTS :**

1. **Printed Registration Slip** with affixed recent photograph (3.5 x 4.5 Cms with white background) and signature in the space provided.
2. **Departmental Candidates, and also Contingent Workers who are paid wages directly by ONGC, required to obtain the Registration Slip Certified / duly signed by the I/C HR-ER or his authorized representative before forwarding, indicating the period of experience, without which the Application will be rejected.**



3. PwD Candidates to attach a copy of the relevant Certificate of Disability from the Competent Medical Authority as per the Format.
4. Ex-Servicemen to attach a copy of the Discharge Certificate & Educational Qualification Equivalency Certificate.
5. Ex Apprentices of ONGC to attach copy of the requisite Apprentice Training Certificate of ONGC.
6. **ONGC's copy of the SBI payment challan** form with Bank seal.
7. ONGC Departmental candidates would also be required to pay the applicable Registration Fee. However, the same would be reimbursable. They have to send copy of their present Identity card also.
8. **Copy of Caste Certificate in case of SC/ST/OBC** (along with Non-creamy layer Certificate in case of OBC).
9. Attested Photostat Copies of Educational / Technical qualification Certificates and Mark Lists.
10. Attested Copy of Proof of Date of Birth
11. Attested Copy of Valid Heavy Vehicle Driving Licence (wherever applicable)
12. Attested Copy of Valid Employment Exchange Registration Card
13. Attested Copy of Valid Certificate of Competency as Electrical Supervisor (for the post of AT (Electrical)).

**Envelope containing the Documents duly super scribed as :**

**"RAJAHMUNDRY/KAKINADA - Application for the post of \_\_\_\_\_" is to be sent by Ordinary Post (since Post Box do not accept Registered Post/Speed Post/Courier Service) to the following Address :**

**To:  
The Advertiser (ONGC-SS)  
P.O. Box: 9248  
Krishna Nagar Head Post Office  
DELHI - 110 051**

**NOTE: ONGC will not be responsible for any postal delay / loss.**

#### **6. Admit card for Written Examination:**

**Date of the Written Test shall be communicated through e-mail, SMS alert, to down load the admit card available at ONGC website [www.ongcindia.com](http://www.ongcindia.com)**

Candidates may visit and check ONGC website. The Admit Card can be downloaded directly from the website **www.ongcindia.com** at **Recruitment of Posts for Southern Sector** by entering the unique registration number and date of birth printed on the registration slip. The same will also be emailed to the candidate at the email address mentioned in the application form.

**The candidates are therefore advised to have a valid e-mail id and keep it alive to check their e-mail & ONGC website [www.ongcindia.com](http://www.ongcindia.com) from time to time.**

#### **L. GENERAL INSTRUCTIONS:**

1. Candidates should note that the Written Test for all the above mentioned Posts will be held on a single day at the same Time and Date.
2. The number of posts may vary as per Company's requirement. The distribution of vacancies will be as per Rules of Reservation of Appointments. Reservation provided for PwD (Persons with Disabilities) Candidates are as per the instructions on the subject. **Except specifically mentioned posts, other posts are not identified for Persons with Disabilities / Differently Abled Persons.**
3. ONGC reserves the right to fill or not to fill, either wholly or in part, the number of vacancies advertised, without assigning any reasons.

4. Merely fulfilling the age and educational qualifications itself do not constitute the right to be called for the Written Test unless the candidate fulfills all other conditions laid down in this employment notification.

5. Candidates must have essential qualifications in order to apply; candidates possessing qualifications inline over and above the essential qualifications shall NOT be having any added advantage.

6. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.

7. ONGC is not responsible for any loss of e-mail sent due to invalid/wrong e-mail ID provided by the Candidates or delivery of e-mails to Spam/Bulk Mail folders etc. Candidates have to check their Spam/Bulk Mail folders also.

**8. 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:**

- 1) Valid Employment Exchange / EX-SM Office Registration Card issued by the Employment Exchange / Ex-Servicemen Welfare Department situated within the State of **Andhra Pradesh**.
- 2) SC/ST/OBC Certificate in the prescribed format duly signed by Competent Authority (in case of OBC, valid Non-creamy Layer Certificate) in the prescribed format applicable for appointment to posts in Central Govt. / Central Govt. Undertaking.
- 3) Educational / Technical qualification Certificates & Mark Lists.
- 4) Proof of Date of Birth
- 5) Photo ID Card (any one of : College Photo ID Card / Driving Licence / Voter Card / Pass Port / Adhar Card) to be produced at the time of Written Test / Interview.
- 6) In case of Ex-Servicemen, Valid Discharge Certificate & **Qualification Equivalency Certificate**.
- 7) Certificate of Disability should be issued by Competent Medical Authority in the Format in case of Person with Disability, applicable to Posts at S. Nos. 19, 20 & 21.
- 8) Fireman's Training Certificate should be from a reputed Institute / Local Self Government.
- 9) In case of Departmental Candidates/Contingent Workers who are paid wages directly by ONGC, a copy of Registration Slip duly signed by I/C HR-ER of the Work Centre or his authorized representative, along with **Identity Card**.
- 10) In case of ONGC Ex-Apprentice, Certificate of Apprentice Training in ONGC.
- 11) No Objection Certificate in case of candidates in employment of Public Sector Undertakings / Govt. Service.
- 12) Valid Certificate of Competency for Electrical Supervisor (for the Post of AT/Electrical).
- 13) Valid Heavy Vehicle Driving Licence (wherever applicable).

9. Request for change of mailing address / examination centre / category / discipline as declared in the application, will not be entertained. However, ONGC reserves the right to cancel or add any centre depending on the response in that area / centre.

10. No manual Applications will be entertained. Only printout of the Original Online Registration Slip along with relevant documents should be submitted. Applications of Candidates remitting the Fees through other types of modes than the prescribed one or submitting photocopy of Registration Slip/Challan Slip or any other discrepancy will be rejected.

11. Any application not accompanied by relevant certificates wherever necessary, or requisite Registration fees Challan or not signed by the candidate or incomplete in any respect will not be entertained and will be rejected.

12. Candidates should retain the photo copy of the Challan and Registration Slip for future reference.

13. It is the responsibility of the Candidates to produce the Bank Challan for remittance of Registration Fee on demand any time during the recruitment process.

14. Candidates will have to appear for Written Test / Physical Standards Measurement Test / Physical Efficiency Test / HV Driving Skill Test / Stenography Test / Typing Test / Interview at their own expenses. However, SC/ST/PwD candidates attending the Written Test/Interview will be reimbursed 2<sup>nd</sup> class to and fro rail/bus fare based on the shortest route on production of railway/bus tickets.

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 Examination of Employees Rules. Such appointments will also be subject to Service Rules and CDA Rules of ONGC.

16. Before applying, the Candidate should ensure that he/she 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/she has applied. Even if any shortcoming is detected after appointment, the services of such candidates 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 candidates.

17. Ex-Servicemen claiming equivalence of Educational qualification should submit the evidence for such claim at the time of Written Test/Interview.

18. The print out of Registration Slip should be un-tampered (No photocopies are allowed). In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected.

19. Court of Jurisdiction will be at **Chennai**.

#### **M. IMPORTANT NOTICE TO ALL CANDIDATES:**

Any sort of canvassing or influencing the officials related to the selection / recruitment process would result in immediate disqualification of the candidates. In case of any dispute, the decision of the Management of ONGC will be final and binding on all the candidates.

**Online Registration Slip has to be forwarded to the designated address by Ordinary Post only. Registered / Speed Post / Courier Service will not be accepted.**

#### **N. IMPORTANT DATES:**

##### **Time Schedule for online registration/receipt of printed registration slip:**

<b>S. No.</b>	<b>Details</b>	<b>Date</b>	<b>Time</b>
<b>1</b>	<b>Opening date for online Registration of Application</b>	<b>16.04.2013</b>	<b>10 00 Hrs</b>
<b>2</b>	<b>Closing date of online Registration</b>	<b>06.05.2013</b>	<b>18 00 Hrs</b>
<b>3</b>	<b>Last date of receipt of Registration Slip</b>	<b>16.05.2013</b>	<b>18 00 Hrs</b>
<b>4</b>	<b>Written Test Date (Tentative)</b>	<b>09.06.2013 (Sunday)</b>	<b>Forenoon</b>