



Recruitment Advertisement No. 02/2017 - WOU, Mumbai

OIL AND NATURAL GAS CORPORATION Ltd.

**India's Most Attractive Energy Major
&
The Flagship "Maharatna"**

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OIL AND NATURAL GAS CORPORATION
WESTERN OFFSHORE UNIT, MUMBAI
Advertisement No. 02-2017,WOU,Mumbai

A. Introduction

(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 **69%** of India’s domestic Oil production & **62%** of Natural Gas Production. ONGC’s annual net profit was **₹ Rs.16004 Cr.** In Financial Year 2015-16. Currently, ONGC through its subsidiary ONGC Videsh Ltd, is India’s largest Transnational Corporate with overseas **investment of over 23 billion USD in 17 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 desirous candidates for the regular posts with the pay scales mentioned below.

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.

B .Pay Scales, Emoluments & Other Benefits:

Sl. No	Post Level (Type of Post)	Basic Pay Scale (Total Emoluments)	Remarks
1.	A-II level (Regular)	Rs. 12,000- 27000/- (Total emolument would be Rs.31,500/- 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)	Rs. 11,000-24,000/- (Total emolument would be Rs. 29,000/- 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.

C. Details of the Posts, Reservations, Essential Qualification

Special Recruitment Drive Unfilled Posts for PWD							
Regular A-II Level posts (Sl. No. 1-2)							
Sl. No	Name of Post	Total	UR	OBC	SC	ST	Essential Qualification(s)
1.	Assistant Technician (Boiler)**	12	08	03	01	-	3 years Diploma in Mechanical Engineering with 1 st Class Boiler Attendant Certificate.
		PWD (OH [OL] , HH) Non-PWD candidates can also apply for these posts (OH-04, HH-08)					
2.	Marine Radio Assistant Gd.III **	16	05	05	03	03	A. High School or Class X equivalent Board Examinations with : (i) Second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India with Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. (ii) 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 B. 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.
		PWD (OH [OA, OL] , VH [B, LV]) Non- PWD candidates can also apply for these posts (OH-03, VH-13)					
Total A- II Level posts						28	
Regular A-I Level post (Sl. No. 3)							
3.	Jr. Assistant (Steno- English)**	01	-	-	01	-	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. Test Apply.
		PWD (OH [OA, OL,BL,OAL] , VH [B, LV]) Non- PWD candidates can also apply for these posts (VH-01)					

Total A- I Level posts	01
Grand Total	29

Note: The posts (Sl. No.1- 3)with ** are reserved for PWD candidates. However this being the third attempt of Special Recruitment Drive for Persons' with Disabilities (PWD), hence as per government guidelines, in case suitable number of candidates are not available to fill up the posts reserved for PWDs, then these posts can be filled up by non-PWD candidates. Hence non-PWD candidates can also apply for these posts. However, the selection will first be done within PWD candidates. Non-PWD candidates will be given consideration, only if the posts remain vacant after selection within PWD candidates.

Regular A-II Level posts (Sl. No. 4)							
Sl. No	Name of Post	Total	UR	OBC	SC	ST	Essential Qualification(s)
4.	Assistant Technician (Instrumentation)	01	01	-	-	-	3 years Diploma in Instrumentation Engineering
		PWD (OH [OL] , HH) PWD candidates can also apply for these posts					
Total A-II Level posts		01					
Regular A-I Level posts (Sl. No. 5-8)							
Sl.No	Posts	Total	UR	OBC	SC	ST	Essential Qualification (s)
5.	Junior Assistant (Materials Management)	01	-	-	01	-	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. Test apply.
		PWD (OH(OA,OL), HH) PWD candidates can also apply for these posts					
6.	Junior Slinger Cum Rigger	01	-	-	-	01	High School or Class X equivalent Board Examinations with Driving License for Heavy Vehicle. 3 years' Experience in Loading & Unloading . Tests Apply.
7.	Junior Assistant Operator (Heavy Equipment)	29	16	08	02	03	High School or Class X Equivalent Board Examinations with Driving License for Heavy Vehicle. 3 years' Experience of Heavy Vehicles/ Crane operations. (And) Valid Grade-I certificate as per API-RP 2D or OISD RP- 205. Tests Apply.
8.	Jr. Roustabout	24	14	06	02	02	High School or Class X Equivalent board Examination with 1 year Experience in Lashing, Loading & Unloading cargo and painting of ships/boats.
Total A-I Level posts		55					
Grand Total		56					

Abbreviations: OA-One Arm, OL- One Leg, OAL- One Arm and One Leg, BL-Both Leg, HH- Hearing Handicapped, B-Blind, LV-Low Vision.

Last date of online application of posts is 15/03/2017. Crucial date of eligibility: Applicants must ensure that they are eligible in all respects as on last date of online registration process i.e.

15/03/2017 failing which their candidature will be rejected for above mentioned posts. Age will be reckoned as on 15/03/2017.

D. Note for Candidates:

1. The certificates for essential qualification mentioned against each post should be recognised by respective statutory authority/ies.
2. In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India instructions will be required at the time of Verification of documents/Skill Test /Joining.
3. Certificate of Disability should be issued by Notified Medical Authority in case of Person with Disability (PWD) applicable to posts as mentioned above. The minimum degree of disability in order for a person to be eligible for any concessions/benefits would be 40%. Candidates will have to produce the original certificates at the time of Verification of documents/ Skill tests/ Joining
4. Any candidate irrespective of his social reservation category can apply against the above mentioned posts (except where it has been clearly specified that the post is reserved for the specific social reservation category).
5. PWD candidates may apply for the above mentioned posts provided he belongs to PWD category with the specified disability. Reservation to PWD candidates will be applicable as per government guidelines.
6. A candidate can apply against ONE Post only.
7. Departmental candidates within same pay scale need not apply.
8. Departmental candidates meeting the eligibility conditions will be given first consideration.
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. shall not be accepted in place of a Certificate/ Diploma of minimum 6 months. Even if the Graduation is B.C.A., the required certificate of minimum duration of 6 months is mandatory.
11. Graduation should be from a University/Institute recognized by UGC/ AIU. Engineering Diploma should be of minimum 3(three) years duration and recognized by AICTE.

12. The candidates must possess the essential qualification(s) mentioned against each posts e.g. 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 higher qualification such as graduate/ post graduate degree in Engineering. The experience certificate mentioned in essential qualification should be before the last date of filling up the applications.

13. Ex-Servicemen candidates have to produce a valid Discharge Certificate at the time of Verification of documents/Skill Tests/ Joining. In case of Ex-Servicemen, Registration card should be issued by the Ex-Servicemen Welfare Department. Reservation to Ex-servicemen will be applicable as per government guidelines.

14. 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

E. Physical Test:

Physical Efficiency Test (PET) & Skill Test will be conducted for short listed candidates for the following posts as mentioned above.

Physical Efficiency Test & Skill Test:

Sl. No.	Posts	Physical Efficiency Test / Skill Test (Male/Female)
1.	i. Junior Assistant Operator (Heavy Equipment), ii. Junior. Slinger Cum Rigger	Testing of driving skills of heavy vehicle
2.	iii. Junior. Assistant-(Steno English)	Typing Test & Short hand Test
3.	iv. Junior Assistant- (Materials Management)	Typing Test
Note: No Physical Efficiency Tests for Ex-servicemen		

F. Age Criteria:

- i. Date of Reckoning of age limits shall be 15/03/2017.i.e. the last date of receipt of On-line application. **Date of Birth as mentioned in the SSC/ Matriculation Board Certificate will only be considered as valid proof.**

Category	A-I, A-II	For Jr. Assistant Operator (Heavy Equipment)	Min. 18 Years
General	Max. 30 Years	Max. 35 Years	
OBC	Max. 33 Years	Max. 38 Years	
SC/ST	Max. 35 Years	Max. 40 Years	

Relaxation in Age:

- 1. In case of PWD further 10 years relaxation to the maximum age limit mentioned above.**
- 2. Ex-Servicemen:** Ex- servicemen will be given age relaxation for length of service in Armed Forces plus 3 years as per Govt. Rules. However, for Disabled Defence Service personnel, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC/ST.
- 3. Departmental candidates (including Tenure Based & Direct employee) will be given age relaxation to the extent of their service in ONGC.**

G. Caste Criteria:

- i. Candidate's 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 recognised 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 for 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.

- ii. 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 he (father) originally belongs.
- iii. Prescribed format of the certificate for SC/ST/OBC/PWD/Typing Test exemption certificate (PWD) for employment in government undertaking is down-loadable from the online application site.
- iv. No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.

H. Crucial dates for determining Eligibility Criteria :

<ul style="list-style-type: none"> • Age • Possession of Minimum Essential Qualifications as mentioned in this advertisement <ul style="list-style-type: none"> (i) Possession of Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment (where applicable) (ii) 1st class Boiler Attendant Certificate (where applicable) (iii) Second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India (where applicable) (iv) Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) (where applicable) (v) Radio Telephone Operator's Certificate of Proficiency in Maritime Mobile Service (where applicable) (vi) Heavy Vehicle Driving License (where applicable) (vii) Valid Grade-I certificate as per API-RP 2D or OISD RP- 205. 	<p>The date for determining eligibility is 15/03/2017</p>
<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 15/03/2017 and the caste/tribe should be included in the list of SC/ST as on 15/03/2017.

- Validity of the OBC certificate shall be tested with respect to the current financial year and the last date of online application i.e the certificate should have been issued between 01/04/2016 and 15/03/2017 unless the validity period has been clearly specified in the caste certificate/ government notification.
- Validity of the PWD certificate shall be tested with respect to the last date of the online application i.e. should have been issued on or before 15/03/2017 and the Disability should have been acquired before above mentioned dates for respective posts. Also the Disability should have been listed as part of the Identified/Reserved posts before such date.

I. Important Dates : (Tentative)

1.	Start of Online Applications	09/02/2017
2.	End Date for Online Applications	15/03/2017 (1800 hrs)
3.	Written Test Date (Tentative)	02/04/2017 (Sunday)

J. Registration /Processing Charges:

Category	Registration /Processing Charges
General/OBC	Rs. 300/-
SC/ST/PWD/Ex-servicemen	No Fee

Note: Candidates are required to pay Registration Fees vide SBI Challan downloadable from application site of ongcindia.com. Bank charges of Rs. 20/- shall be extra as applicable. Departmental candidates shall also pay applicable registration fee. However, the same would be reimbursable.

K. How to Apply:

- i. **Eligible candidates would be required to apply on-line ONLY through the link available on ONGC Website: www.ongcindia.com from 09/02/2017 to 15/03/2017. No other mode of application shall be accepted.**
- ii. **Online Application methodology will be available on the online application site at Frequently Asked Question (FAQ).**
- iii. Before registering/submitting their applications on the website candidates should possess the following
 - a. Valid Email ID (should be valid for a period of 1 year from the date of application)
 - b. Mobile no (should be active and valid for at least a period of 1 year)
 - c. Scanned copy of recent passport size colour photograph (20-70 kb size of jpeg/jpg file type) of the candidate with white background along with signature of the candidate (10-20 kb size of jpeg/jpg file type) again with a white background just below the photograph.
 - d. Scanned copy of PWD Certificate where applicable (pdf file of size between 10 kb to 100kb). (i.e. for post at Sl. No. 1-3).
- iv. No Changes shall be allowed once the candidate has submitted his/her online application.
- v. 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.
- vi. Candidate 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.
- vii. **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 sent due to invalid or wrong email ID/mobile phone no. or delivery of emails to spam/bulk mail folder.**

L. Selection Process:

- a. **Written Test & Centers:** **Written Test** is tentatively scheduled on 02/04/2017 (Sunday) or any date as decided , and will be held on the same day for all the posts.

The written test is scheduled to be conducted tentatively in following four cities 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 the 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.

Sr. No.	Test Centre
1	Mumbai
2	Aurangabad
3	Nashik
4	Nagpur

M. Format of Written Test:

Posts	Subject Specific, Domain Related	General Ability and Aptitude	Mental and
For Posts- Assistant Technician (Boiler) & Assistant Technician (Instrumentation)	80 questions on subject knowledge for 80 marks . Questions will be commensurate with the level of qualifications required for the post e.g. where Diploma in Engg. is the essential qualification, questions shall be based on the curriculum of Diploma in Engg.	Questions on Interpersonal Skills/ Logical reasoning/ Analytical Ability /Comprehension/	
Marine Radio Assistant Grade - III	80 questions on subject knowledge for 80 marks . Subject paper shall be commensurate with the qualifications required for the post	Basic Numeracy and Data Interpretation Skills/	

Junior Assistant(Material Management)	80 questions on Maths and Physics of B.Sc level with a mix of questions on MS-Office for 80 marks	General Awareness 20 questions for 20 marks
Junior. Assistant (Steno-Eng)	80 questions Questions will be primarily focused on Reading Comprehension, Grammar, Composition, Stenography etc. and will include a mix of questions on MS-Office for 80 marks	
Junior Slinger cum Rigger, Junior Assistant Operator (Heavy Equipment) & Junior Roustabout.	80 questions commensurate with the level of post for 80 marks	

- The test paper shall consist of Multiple Choice Questions and shall be of 2 hours duration
- There will be No negative marking in the written test.**
- The test paper shall be bilingual i.e. in both Hindi and English.
- PWD Candidates can opt for question paper in big font.
- In case of PWD candidates who opt for scribe, compensatory time of 40 minutes (i.e 20 minutes per hour) shall be given.

N. Selection Criteria:

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

Sl. No	Posts	Criteria
(i).	Assistant Technician (Instrumentation), Assistant Technician (Boiler)	i. Written Test- 85 marks ii. Academic Performance - 10 marks On NCVT Cert A-I/ Eng.Diploma A-II iii. Apprenticeship Certificate - 05 marks Total 100 marks
(ii).	Junior Assistant (Steno-English), Junior Assistant (Material Management)	i. Written Test- 85 marks ii. Academic Performance- 15 marks (On qualifying exam marks) Total 100 marks
(iii).	Marine Radio Assistant Gd-III, Junior Slinger cum Rigger, Junior Assistant Operator (Heavy Equipment) ,Junior Roustabout	i. Written Test 85 marks ii. Academic Performance 10 marks (On qualifying exam marks) Total 95marks

2. Weightage shall be given to academic performance based on the marks obtained in the qualifying examination as follows:

Sl.No	Posts	Up to 45%	Above 45 % to up to 55%	Above 55%
a.	<u>Engineering Discipline</u> Assistant Technician (Boiler), Assistant Technician (Instrumentation)	03	06	10
b.	<u>Engineering Discipline which has non-engineering qualification in any one of the prescribed essential qualification/s</u> Marine Radio Assistant Gd-III Junior Slinger cum Rigger, Junior Assistant Operator (Heavy Equipment), Junior Roustabout	03	06	10
c.	<u>Support Discipline</u> Junior Assistant (Steno-English), Junior Assistant (Material Management)	05	10	15

3. Candidates possessing a National Apprenticeship certificate issued by the NCVT 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 'N 2 (a)' above .
4. Screening and selection will be based on the details provided by the candidate. Hence, it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong/ false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong/ false information.
5. 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 at N (2) above.

6. Candidates have to provide the marks scored by them in the essential qualification at the time of online application as calculated as per their University/ Institution rules. **Candidate has to enter exact percentage of marks to a maximum of 2 decimals while filing the online application form i.e. rounding off to percentage is strictly not allowed.** In case the percentage of marks is not clearly mentioned in the marksheet/ degree/ certificate, the candidate shall have to submit a certificate from the institution clearly stating the marks obtained by him/ her in the essential qualification. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution to convert letter Grade i.e. 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 candidate shall convert the CGPA/ DGPA etc. into percentage by the following formula: $\text{CGPA etc. Obtained} / \text{Total CGPA etc.} * 100$.
7. In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:
- a. For posts like Assistant Technician (Boiler), Assistant Technician (Instrumentation) in Engineering disciplines having engineering qualification based on the marks scored in Diploma in engineering.
 - b. For posts like Junior Asstt (MM), Jr Asstt (Steno-English) weightage to Academic performance shall be given to Graduation level qualification.
 - c. For the qualification Diploma in Electronics/ Telecom with Global Maritime Distress and Safety Systems (GMDSS) certification issued by the Ministry of Communication (MoC), Govt. of India for the post of Marine Radio Assistant Grade -III, weightage to academic performance shall be given to Diploma in Electronics /Telecom.
 - d. For the qualification of High School / Class X equivalent Board Examination with 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) for the post of Marine Radio Assistant Grade -III, weightage to academic performance shall be given to High School / Class X equivalent qualification.
 - e. For the qualification of High School or Class X equivalent Board Examinations with second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India with Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) for the post of

Marine Radio Assistant Grade – III, weightage to academic performance shall be given to High School / Class X equivalent qualification.

- f. For the posts of Junior Slinger cum Rigger, Junior Assistant Operator (Heavy Equipment), Junior Roustabout, weightage of marks shall be given to the High School / Class X equivalent qualification.

8. A candidate shall have to score minimum 40% marks in the written test to be eligible for further consideration with the following methodology :

Sl. No.	Posts	Skill Test	Step 1	Step 2
1.	(i) Assistant Technician (Boiler), (ii) Assistant Technician (Instrumentation), (iii) Marine Radio Assistant Gd-III, (iv) Junior Roustabout	No	Candidates shall be given weightage for academic performance as per table in N(2)	Candidates shall be shortlisted in the ratio of 1:5 for verification by uploading scanned documents for further empanelment.
2.	(v) Junior Assistant (Steno-English), (vi) Junior Assistant (Material Management), (vii) Junior Slinger cum Rigger, (viii) Junior Assistant Operator (Heavy Equipment)	Yes	Candidates shall be given weightage for academic performance as per table in N(2)	Candidates shall be called for skill test in the ratio of 1:5. The documents shall be verified at the time of skill test. Candidates shall undergo skill test only after verification of documents. . In case sufficient number of candidates do not qualify the Skill Tests/ PET more candidates maybe called for the skill test etc.

Offer of appointment shall be issued to the candidates as per merit in the respective posts.

9. The candidates will have to qualify at each stage separately and in aggregate.
10. Skill Tests (Typing Test, Shorthand Test), Physical Standards Test & Physical Efficiency Tests are 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, Physical

standards test, Physical Efficiency Tests, Typing/Shorthand tests, Driving test (wherever applicable) separately.

11. ONGC Departmental candidates shall be given first consideration in matters of selection viz-a-viz other candidates.

O. General Instructions:

(a) All applicants must fulfil 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 PWD candidates is as per the instructions 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 candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong / false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong/false information. (e) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment 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 written test & 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 (candidates opting for examination city other than the city nearest from mailing **address will not be paid TA**. TA Claim Form is downloadable 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 Tests 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/verification of documents/ Joining (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** be screened/ considered as departmental candidates from ONGC (l) Departmental candidates must produce a certificate of experience in ONGC issued by concerned Incharge HR/ER for claiming age relaxation and a copy

of ONGC ID Card duly attested by Incharge HR/ER for identification at the time of verification of document. (M) Selected candidates (Non-PWD) shall also serve Territorial Army. (N) Court of Jurisdiction for any dispute will be Mumbai.

P. 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 & binding on all candidates.

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

**Manager (HR) - Incharge R&P
WOU, Mumbai**