



**OIL AND NATURAL GAS CORPORATION LIMITED
WESTERN ONSHORE BASIN : VADODARA**

**RECRUITMENT OF REGULAR POST
IN WESTERN SECTOR (RAJASTHAN)
ADVERTISEMENT NO.R-03(A)/2012(R&P)**

JOIN US AND BE PART OF ONGC – A MAHARATNA COMPANY OF INDIA

ONGC, a 'Maha Ratna' Public Sector Enterprise, and India's flagship energy company is engaged in Exploration and Production of Oil and Gas in India and abroad. A Global Energy majors, it contributes to 80% of India's Domestic Oil Production. ONGC's annual net profit is excess of ` .25,123 Crores currently. ONGC, through its subsidiary ONGC Videsh Ltd.(OVL), is India's biggest Transnational Corporate with overseas investment of over 10 Billion USD in 16 Countries.

ONGC – Western Onshore Basin invites applications from young and energetic Indian Citizens for selection of following posts with valid registration of the employment exchanges located within the State of Rajasthan. The Employment Exchange certificate / Card registration should be valid during the online registration process.

SL. NO.	POST	LEVEL	TOTAL NO. OF POST	PAY SCALE/ TOTAL EMOLUMENT	REMARKS
1	Regular	A-1 Level	03	` .11000- 24000/- (Total emolument would be ` .29000/- Approx. per month.)	Total emoluments includes :- (a) Allowance @47% of Basic Pay under Cafeteria Approach. (b) Dearness Allowance. (c) Mining Allowance. (d) HRA/ Company Accommodation. (e) Contributory Provident Fund. (f) Performance Related Pay (PRP). (g) Medical Facility for self and Dependents. (h) Gratuity. (i) Self Contributory Post Retirement Benefit Scheme. (j) Composite Social Security Scheme as per Company Rules.
2	Regular	A-2 Level	23	` .12000-27000/- (Total emolument would be ` .32000/- Approx. per month.)	
Total post		26 Nos.			

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

A. DETAILS OF NO. OF POSTS, RESERVATIONS AND MINIMUM ESSENTIAL QUALIFICATIONS :-

A-2 Level (Pay Scale of ` .12000-27000/-) (Post Code No.31 to 33)							
POST CODE	POST	NO. OF POSTS					MINIMUM ESSENTIAL QUALIFICATION
		Total	SC	ST	OBC	GEN	
31.	Technical Assistant GD.III(Chemistry)	01	00	00	00	01	Post Graduate Degree in Chemistry.
32.	Assistant Technician (Mechanical)	01	00	00	00	01	3 years Diploma in Mechanical Engineering.
33.	Assistant Technician (Civil)	01	00	00	00	01	3 years Diploma in Civil Engineering.
Total		03 Nos.					
A-1 Level (Pay Scale of ` .11000-24000/-) (Post Code No.34 to 39)							
34.	Jr.Assistant Technician (Electrical)	03	00	00	00	03	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrical Trade. Should have Certificate of Competency as Electrical Supervisor.
35.	Jr.Assistant Rigman (Drilling)	08	01	01	01	05	High School or Class X Equivalent Board Examinations with Science & Trade Certificate in Fitting or Mechanic Trades● Physical Standard as specified.

POST CODE	POST	NO. OF POSTS					MINIMUM ESSENTIAL QUALIFICATION
		Total	SC	ST	OBC	GEN	
36.	Jr. Assistant Technician (Diesel)	05	00	00	01	04	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Diesel Mechanic.
37.	Jr. Assistant Technician (Fitting)	04	00	00	00	04	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting.
38.	Jr. Assistant Technician (Welding)	02	00	00	00	02	High School or Class-X Equivalent Board Examinations with Science and Trade Certificate in Welding.
39.	Jr. Assistant (Accounts)	01	00	00	00	01	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.
		Note : Person with Disability can also Apply i.e. HH/OH					
Total post		23 Nos.					

Note : Number of post may vary as per company's requirement.

- The trades in respect of Mechanic are : Diesel / Instrumentation / Turner / Machining / Tractor / Motor Vehicle / Welding / Black Smithy / Boiler Attendant and Machinist Grinder.

PHYSICAL STANDARD FOR FOLLOWING POSTS :-

POST CODE	POST		HEIGHT (Minimum)	WEIGHT (Minimum)	CHEST (Expansion Min.5 Cms.)	
					Unexpanded(Min)	Expanded (Min.)
35.	Jr. Assistant Rigman(Drilling)	GEN/OBC	167 Cms.	58 Kg.	81 Cms.	86 Cms.
		SC/ST	162 Cms.	50 Kg.	79 Cms.	84 Cms.
Vision : 6x6 without Glasses without any history of night / colour blindness etc.						

Note :-

- The number of posts may vary as per organizational requirement.
- Diploma should be recognized by AICTE (3 years duration).
- ITI should be recognized by State Board of Technical Education (SCVT)/ National Council for Vocational Training (NCVT).
- Graduate Degree should be from UGC recognized University.
- Candidates should have acquired qualification as a regular candidates.
- In case of Ex-Serviceman, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India Instructions.
- Certificate of Disability should be issued by Civil Surgeon in case of Person with Disability applicable to **Post Code No.39** only.
- The minimum degree of disability in order for a person to be eligible for any concessions/benefits would be **40%**.

(B) OTHER CRITERIA i.e. Percentage required, Age, and Test Centre etc.

(i) Percentage of Marks in Minimum Qualification :-

CATEGORY	MINIMUM QUALIFICATION & % REQUIRED	
	POST GRADUATE	ITI/DIPLOMA/GRADUATE
GENERAL/OBC	PASS	60%
SC/ST	PASS	50%
DEPARTMENTAL CANDIDATES	PASS	PASS

Note :-

Where post is only of General Category the candidates must fulfill requisite percentage criteria applicable to General category.

*Candidate has to enter exact percentage of marks while filling the Online/Physical Application form i.e. rounding off of percentage is strictly not allowed. (Decimal percentage of marks shall be rounded off to lower digit, e.g.59.9% means 59% only).

(ii) **Age Criteria :-**

Category	Age limit as on (18.12.2012)	
General	Max 30 years	Minimum 18 years
OBC	Max 33 years	
SC/ST	Max 35 years	

Age Limit for Person with Disability (PwD) (OH/HH can also apply for Post Code No.39)

Category	Age limit as on (18.12.2012)	
General	Max 40 years	Minimum 18 years
OBC	Max 43 years	
SC/ST	Max 45 years	

Note :-

- Age will be reckoned as on 18.12.2012.
- Candidate competing for General post should fulfill age criteria for General category.
- Departmental candidates will be given age relaxation as per company rules except for post Code No. 35.
- Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship training in ONGC except for post code No.35.
- Ex-Serviceman 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 defense service personnel belonging to SC/ST.
- In respect of post code No.35 no age relaxation will be admissible.

(iii) **Eligible Candidates under PwD (Person with Disability) are as mentioned below :-**

Post Code	Name of the post	Eligible Candidates Under PwD	Category of Disabled Suitable for post
39.	Jr.Asstt.(Accounts)	HH, OH	OA, BL, OL, PD, D

Note :- The minimum degree of disability in order for a person to be eligible for any concession / Benefit would be 40%.

OH-Orthopedically Handicapped, HH – Hearing Handicapped, OA- One Arm Effected(right or left) (a) impaired reach (b) weakness or grip (c) ataxia, BL – Both legs affected but not arm, OL – One leg affected (right or left), PD- Partially Deaf, D – Deaf.

(iv) **Test Centre :-**

The Written test is scheduled to be conducted tentatively at Jodhpur for Rajasthan State. Depending upon the number of applications received the allotment of test centre will be at the discretion of ONGC at a later stage.

Sl.No.	Test Centre
1.	Jodhpur

Note :-

- The Written Test will be tentatively scheduled on 03.02.2013. The exact date of Written Test will be communicated in the Admit-Card/SMS alert and same will also be available on the website www.ongcindia.com
- Candidates will be allowed to appear in the Subject-paper relevant to the Qualification selected.

(C) **SELECTION METHODOLOGY :-**

- Eligible candidates will be required to appear for Written Test (Objective type) in the subject Discipline of the Qualification selected and General Awareness.
- Test paper will be Bilingual i.e. Hindi and English.

- (c) The candidates who qualify in the Written Test shall be called for Physical Standard, Vision test and Personnel Interview etc. However, the candidate who qualify Written test for the post of Jr.Assistant Rigman(Drilling), will be put on test for the Physical parameters – Height, Weight, Chest, Vision test as a 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 the test.

The candidates who qualify in the Written test for the post of Jr.Assistant(Accounts) will have to undergo typing test prior to personnel interview.

- (d) The Written Test is tentatively scheduled on 03.02.2013 (The exact date of the test shall be communicated to the candidates through Admit card and will also be available on ONGC website www.ongcindia.com. This can also be downloaded by entering the Registration No. and Date of Birth from the website.
- (e) Screening and selection will be based on the details provided, hence it is necessary that only accurate, full and correct information is furnished by the applicants. 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.
- (f) Departmental candidates must ensure filling their own **CPF No.** of ONGC in the appropriate column on the Online form failing which they shall not repeat **SHALL NOT** be screened / considered as departmental candidates. They shall have to pay the fees also which shall be reimbursed by concerned Establishment.
- (g) The candidate will have to qualify at each stage i.e. Written, Physical Standard, Typing test (wherever applicable), and in Interview separately.

(D) **REGISTRATION / PROCESSING CHARGES :-**

Category	Registration/ Processing Charges (Bank charges shall be extra as applicable)
General / OBC	Rs.250/-
SC/ST/PwD/Ex-Serviceman	Rs.50/-

IMPORTANT NOTE :-

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| <p>a. 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.</p> <p>b. Departmental candidates would also be required to deposit the applicable registration fee. However, the same will be reimbursable by Establishment.</p> <p>c. Departmental candidates other than Tenure based Employees within same pay scale need not apply.</p> <p>d. Departmental candidates fulfilling the requisite qualifications will be given first consideration.</p> |
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(E) **HOW TO APPLY :-**

- Logon to www.ongcindia.com ONGC website and click on “Apply ONLINE for Regular Posts for Rajasthan State”

(i) **Take a printout of SBI Payment Challan form :-**

SBI payment Challan Form (Payment Form) is available on the **home page**. To Download the same **Click here** ►► 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 of the branch of State Bank of India (Rs.250/- for GEN/OBC candidates and Rs.50/- for SC/ST/Ex-Serviceman/PwD candidates) in **ONGC A/c.No.30827318409, Branch Code No.1576.**

All candidates including departmental candidates and Tenure Based employees will have to pay registration charges. The same will be reimbursed in case of ONGC departmental candidates by concerned Establishment.

(ii) To fill the online application form following details should be ready with the candidates :-

- Valid E-mail ID, Contact Number - Mobile Number.
- Selection of test centre.
- Details of Valid Employment Exchange registration of Rajasthan for the post in Rajasthan State i.e Number, Validity from to and name of exchange where registered.
- Qualification, percentage of marks, year of passing and name of institute/University.
- Date of Birth as mentioned in SSC/ School Leaving Certificate..
- CPF No. for departmental candidates including Tenure Based Field Operators.
- If Ex-Apprentices of ONGC, Place, Trade and period of training.
- SC/ST/OBC certificate (In case of OBC, valid Non-Creamy layer certificate in the format applicable for post in Central Govt./ Central Govt. Undertaking) if applicable in the prescribed format duly signed by Competent Authority. **(SAMPLE Format is available on the site).**
- If Ex-Serviceman Registration Card issued by the Employment Exchange /Ex-Servicemen Welfare Department situated within the State of Rajasthan.
- Details of SBI payment Challan (Journal No., Branch Name, Branch Code, Deposit date, where the registration charges have been paid).

(iii) Online submission of Application :

- Once the candidate paid requisite fees in the Challan as mentioned in **Para E(i)** above, eligible candidates would require to apply online through a link **Apply Online for Recruitment for Western Sector (Rajasthan) at ONGC website www.ongcindia.com**
- Write the Journal No., Branch Code No., Branch Name and Date of Deposit in the Application Format.

No other mode of application will be accepted.

(iv) Take a print out of the online application :-

Once the form is filled and submitted, the candidate is required to download the system generated Registration Slip with unique registration number, space for photograph, signature and other details of the candidates filled by him.

- Affix Photograph in the space for photograph and put Signature across the Photograph and wherever applicable in the Registration Slip.
- Send the ONGC copy of Original Customized Bank Challan alongwith original Application format, minimum requisite qualification certificates, Caste Certificate/Ex-Serviceman Certificate/PwD Certificate, Employment Exchange Registration of Rajasthan State etc. (Wherever applicable), to the **Post Box. No. Post Box. No.12026, COSSIPORE POST OFFICE, KOLKATA – 700 002** - by Ordinary post only so as to reach latest by 04.01.2013 .

Note :-

Concerned Employment Exchanges have also been informed to intimate eligible candidates to apply online to give wider publicity. Thus all candidates will have to apply online (including ONGC departmental candidates, eligible DOD's, Contingent employees, Ex-apprentices of ONGC, Employment Exchange sponsored candidates etc.)

ONGC will not be responsible for any postal delay or loss.

IMPORTANT**(v) Documents to be sent by ordinary post. (Since Post Box do not accept registered post).**

The candidates are required to send following documents in an envelope superscribed (“Application for the post of _____”).

To,

**The Post Box No.12026
COSSIPORE POST OFFICE
KOLKATA – 700 002.**

- **Printed Application Format in original with** affixed recent photograph (3.5x4.5 cms with white background) and duly signed in the space provided .

Note :- If the applicant is Departmental Candidates, Dependent of Deceased Employees of ONGC (Death occurred prior to 31.05.98 and who have not availed Financial Assistance), Contingent and Casual employees who has completed 240 days in 12 consecutive months etc. needs to get the Registration Slip Certified / duly signed by Incharge HR-ER or his duly authorized representative before forwarding. Ex-Apprentices of ONGC to attach requisite Apprentices training certificate of ONGC.

- **ONGC's copy of the SBI payment challan form in original with bank seal. (Departmental candidates working in ONGC to send copy of their identity card also in addition to challan copy)**
- **Copy of Caste certificate in case of SC/ST/OBC in prescribed format available on Recruitment for Western Sector (Rajasthan) at ONGC website www.ongcindia.com (alongwith Non-creamy layer certificate in case of OBC).**
- **Copy of eligible minimum qualification certificate including copy of Certificate / Diploma of minimum duration of six month in Computer Applications in office environment (Wherever applicable). Copy of Higher qualification certificates if any are not needed.**
- **In case of Ex-Serviceman enclose the relevant Certificate of Govt. of India for eligibility.**
- **In case of Person with Disability enclose the relevant Certificate of Disability from Civil Surgeon.**

(vi) **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 web-site.

The Admit Card with details of the Candidates, Roll No., Date, Time, Venue of the Examination, Post Applied for, Category and Discipline can be downloaded directly from the www.ongcindia.com at Recruitment for Western Sector (Rajasthan) by entering the unique Registration number printed on the Registration Slip and Date of Birth. The same will also be e-mailed to the candidate at the e-mail address mentioned in the Registration Slip.

The same will also be sent by post but candidates are advised to download Admit Card from website, to avoid delay etc.

The candidates are therefore advised to check their e-mail and ONGC website www.ongcindia.com from time to time.

(F) **GENERAL INSTRUCTIONS :-**

- (a) No manual/paper Application will be entertained. Only print-out of the online Registration slip alongwith relevant documents should be submitted.
- (b) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information is provided by the individual is found false or is not found in confirmative with eligibility criteria mentioned in the advertisement.
- (c) **Request for change of mailing Address, Examination Centre and Category as declared in the Application will not be entertained.** However, ONGC reserves the right to cancel or add any centre depending upon the response in that area/centre.

- (d) Application format should not have any enclosure except the customised Bank Challan copy/ SC/ST/OBC certificate in prescribed format/ in case of Person With Disability(PwD) Certificate from the Civil Surgeon/ in case of Ex-Serviceman Certificate from Govt. of India and copy of Minimum educational certificate/ Certificate-Diploma of minimum duration of 6 months in Computer Applications in office environment (wherever applicable) is required.
- (e) Reservation for Person with Disability (PwD) as per PWD Act,1995. **The minimum degree of disability in order for a person to be eligible for any concessions/benefits would be 40%.**
- (f) Reservation for Ex-Serviceman as per Govt. Rules.
- (g) Departmental candidates will be allowed relaxation in age as per existing rules i.e. length of services put in by them in ONGC **except for the post code No.35.**
- (h) The printout of Registration slip should be untampered (No Photocopies are allowed). In case of any overwriting or tampering of Registration Slip, the candidature of candidate shall be rejected.
- (i) **Candidate should retain the copy of their Bank Challan and Registration slip for future reference.**
- (j) The candidates are required to deposit the applicable charges as indicated in **Para (D)** above at any branch of State Bank of India. Candidature of candidates making deposit by other mode of fee or not submitting original Registration slip / Bank Challan or mismatching of Bank document or any other discrepancy will be summarily rejected.
- (k) Court of Jurisdiction for any dispute will be Jodhpur.
- (l) Candidates in Employment of Public Sector Undertaking/ Govt. Service will be required to produce No Objection Certificate at the time of Interview.
- (m) **ONGC shall not be responsible for late receipt due to postal delay or loss in transit of any application.**
- (n) Additionally Employment Exchanges of Jaisalmer / Jodhpur have been requested to suitably inform the sponsored candidates, to apply online by visiting www.ongcindia.com against Recruitment for Western Sector (Rajasthan)
- (o) Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical and Health Policy.
- (p) The selected candidates are liable to be posted anywhere in Western Sector –Rajasthan State or elsewhere based on organization need / requirement.
- (q) For more information about the Company you may visit ONGC website www.ongcindia.com

(G) TIME SCHEDULE FOR ONLINE REGISTRATION /RECEIPT OF PRINTED REGISTRATION SLIP.

Sl.No.	Details	Date	Time
1.	Opening date for Online Registration	26.11.2012	10:00 - hrs.
2.	Closing date of Online Registration	18.12.2012	18:00 - hrs.
3.	Last date of Receipt of completed Application Format with relevant documents by Post at Post Box No.12026, Cossipore Post Office, Kolkata- 700 002.	04.01.2013	18:00 - hrs.
4.	Written Test (Tentative Date)	03.02.2013	Exact date & timing will be given in Admit card

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 candidate. In case of any dispute, the decision of the management of ONGC will be final & binding on all the candidates.
- Applications have to be forwarded to the designated address by Ordinary Post only. **Registered/ Speed Post will not be accepted.**

DGM(HR)-HEAD HR-ER
WON : BARODA

- **[Click here to download SBI Bank Challan form.](#)**
- **[Click here to download Sample Format for OBC Caste Certificate.](#)**
- **[Click here to download Sample Format for SC/ST Caste Certificate.](#)**
- **[Click here to download Sample Format for PwD.](#)**
