

HOW TO APPLY, SUBMISSION OF APPLICATION AND PRINTING OF ADMIT CARD

1. Read the advertisement and instructions carefully. Apply only if you are sure that you meet the eligibility criteria.
2. Click to download challan format and visit the nearest SBI Bank to deposit fees if eligible as under :-
 - (a) Take the printout of System Generated Customized Bank Challan to deposit fees / charges (i.e. for GEN/OBC -Rs.250/- and for SC/ST/Ex-Serviceman/PwD -Rs.50/-) in any SBI Branch, alongwith applicable bank charges.
 - (b) All candidate including Departmental Candidates and Tenure Based employees will have to pay Registration charges as above (a).
 - (c) The candidates can submit the payment, after filling payment detail in the challan form like Journal No., Branch Code, Branch Name, Branch City & Deposit Date in any of the branch of State Bank of India.

3. To fill the Online Application Form following details should be ready with the candidates.

- Details of Bank Challan Fees Deposited, Bank Code, Journal No. etc.
- Valid E-mail ID, Contact Number/Mobile Number.
- Selection of Test Centre.
- Details of **valid Employment Exchange registration (of Gujarat for post in Gujarat State)/ (of Rajasthan for post of Rajasthan State) [as per requirement]** i.e. Number, Validity from and Valid up to, and name of Employment exchange where registered.
- Qualification, percentage of marks, year of passing and Name of Institute/University.
- Date of Birth as mentioned in SSC Marksheet / School Leaving Certificate.
- CPF No. for Departmental candidates including Tenure Based Field Operator.
- If Ex-Apprentice of ONGC, Work Centre of ONGC where training was undertaken and Trade and period should be mentioned.
- SC/ST/OBC/PwD 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 Gujarat (post for Gujarat State) / Rajasthan (Post for Rajasthan State) (as per requirement).

4. HOW TO APPLY :-

- (a) Once the candidate has paid requisite fees through challan by downloading the challan from website then candidate can apply online to www.ongcindia.com ONGC website and click as applicable :-
 - (i) “Apply ONLINE for External candidate for Gujarat Post”
 - (ii) “Apply ONLINE for External candidate for Rajasthan State”
 - (iii) “Apply ONLINE for ONGC’s Departmental candidates for Gujarat / Rajasthan Post”.
- (b) Fill all the details in the Bank deposit information like Journal No., Branch Code, Branch Name, Branch City, Deposit Date, Amount deposit and save bank deposit information on online registration to proceed further for filling up application format.

- (c) After the application format is completely filled by the applicant he/she has to submit it by clicking on **SUBMIT** button.
- (d) Once the form is submitted **NO** change will be allowed.
- (e) Take the **Printout** of the Application format with unique Registration Number, space for photograph, signature and other details of the candidates filled by him / her.
- (f) The Unique Registration No. & Date of Birth will be used (for future access) to Admit Card, Application Status and Result.
- (g) Affix Photograph in the space for photograph and put Signature across the photograph so that half signature on Registration slip and other part on the photograph itself.
- (h) Candidate should also Sign the Registration slip at the space provided in the Registration slip.

5. **SUBMISSION OF APPLICATION :-**

- Once the candidates has filled the Online Application form and submitted the same, the Candidate will get system generated Application format. Take a print out of the same.
- Affix Photograph in the space for photograph and put Signature across the Photograph and wherever applicable in the Application format.
- Send the ONGC copy of Bank Challan in original alongwith original Application format, minimum requisite Qualification certificates, Caste Certificates/ Ex-Serviceman Certificate/PwD Certificate, Employment Exchange Registration of Gujarat / Rajasthan etc. (Wherever applicable), to **Post Box No. 12026, COSSIPORE POST OFFICE, KOLKATA-700002** by Ordinary post only, so as to reach latest by **04.01.2013**. ONGC will not be responsible for any delay.
- **No other mode of application will be accepted.**

The Downloaded Application format alongwith following documents to be forwarded to the designated address by **Ordinary post only Repeat Ordinary post only**. (Since Post Box do not accept **Registered post/ Speed post**).

IMPORTANT

The candidates are required to send following four documents in an envelop **Superscribed** ("Application for the Post of _____").

To,

**Post Box No. 12026,
COSSIPORE POST OFFICE,
KOLKATA-700002.**

- **Printed Application format** in original with affixed recent photograph (3.5x4.5 cms with white background) along with the details of Journal number, Branch Code No., Branch name and Date of deposit written in the Registration slip and Signature in the space provided.
- **ONGC's copy of the SBI payment Challan form** in original with Bank Seal, Journal Number, Branch Code Number, Branch Name and Date of Deposit etc.
- **Copy of Caste certificate in case of SC/ST/OBC** in prescribed format available on Recruitment of Posts in Western Sector (Gujarat) at ONGC website **www.ongcindia.com**. (Alongwith Non-creamy layer certificate in case of OBC).
- **Copy of eligible minimum qualification certificate including copy of Valid Heavy Vehicle Driving Licence/3 years driving experience of heavy vehicle/Certificate of Competency as Electrical Supervisor/Experience-Training in Security/Experience in Fire/1st Class Boiler Attendant Certificate/ 2nd class boiler attendant certificate/ certificate/ diploma of minimum six months duration in Computer applications in office environment/ (Wherever applicable)/ Copy of Higher qualification certificate 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.
- If the applicant is Departmental candidate, Tenure Based Employees, Dependent of Deceased Employees of ONGC (Death occurred prior to 31.05.98) who have not availed Financial Assistance, Contingent who have completed 240 days in 12 consecutive months etc. needs to get the Application Format Certified / duly signed by the Incharge HR-ER or his duly authorized representative before forwarding Ex-Apprentices of ONGC are required to attach requisite Apprentice Training Certificate of ONGC.

6. **ADMIT CARD FOR WRITTEN EXAMINATION :-**

The tentative date of test is **03.02.2013**.

Exact Date of the Written Test and Test centre 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 of Post in Western Sector (Gujarat) / Recruitment of Post in Western Sector (Rajasthan) by entering the unique Registration number printed on the Application Form 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 candidates are therefore advised to check their e-mail and ONGC website www.ongcindia.com from time to time.

7. **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.**

Note :-

These are summarized instructions. For complete Instructions please read :-

[Advertisement No.R-03/2012 for Recruitment of Regular Post in Western Sector\(Gujarat\).](#)

[Advertisement No.R-03\(A\)/2012 for Recruitment of Regular Post in Western Sector\(Rajasthan\).](#)