



## OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No: ONGC/APPR/2/2019/

Date of Notification: 23.07.2019

Last Date of receipt of applications: 05.08.2019

### ENGAGEMENT OF APPRENTICES UNDER THE APPRENTICES ACT, 1961

Oil and Natural Gas Corporation Limited (ONGC), which is India's flagship energy major and a 'Maharatna' Central Public Sector Enterprise engaged in Exploration and Production of Oil & Gas in India and abroad, as a measure of Skill Building initiative for the Nation, proposes to engage apprentices at its offices in Mumbai.

Applications are invited from candidates for ONGC, Mumbai in the following trades meeting the qualifications mentioned below for engagement as Apprentices for a period of 12 months under Apprentices Act 1961 (as amended from time to time) in the trade/disciplines mentioned below:

Work Centre	Sl. No	Trade	Tentative No. of Seats	Qualification Requirement
Mumbai	1	Accountant	5	Bachelors degree (Graduation) in Commerce from a Govt. recognized institute/University
	2	Assistant HR	125	Bachelors degree (Graduation) in B.A. or B.B.A from a Govt. recognized institute/ University
	3	Secretarial Assistant	46	ITI in Secretarial Assistant Trade
	4	Electrician	5	ITI in Electrician Trade
	5	Electronics Mechanic	3	ITI in Electronics Mechanic Trade
	6	Instrument Mechanic	8	ITI in Instrument Mechanic Trade
	7	Laboratory Assistant (Chemical Plant)	12	B.Sc. with PCM or PCB ITI in Lab. Asst (Chemical Plant) Trade
	8	Computer Operator & Programming Assistant	10	ITI in Computer Operator & Programming Assistant Trade
<b>Total</b>			<b>214</b>	

#### Note:

- The trades and number of seats mentioned above are tentative which may change without prior notice. The candidates can apply for a trade through paper based application in prescribed format **during 23.07.2019 to 05.08.2019. The Application along with requisite attachments has to reach by 1700 hrs on 05.08.2019.**
- **Only residents of all districts of Maharashtra are eligible to apply for above mentioned trades.**
- The applicant must have obtained minimum 45% marks in **aggregate** for General & OBC candidates and 40% marks in **aggregate** in case of SC/ST/PwBD candidates against reserved positions.
- Reservation for SC/ST/OBC & PwBD (in identified trades) will be applicable as per the Govt. of India prescribed percentage for recruitment.
- Duration of contract for Apprenticeship shall be 12 months for all trades mentioned above.

**A. AGE CRITERIA**

Minimum 18 years and maximum 24 years as on 05.08.2019

Category and Minimum/Maximum Age			
General	Other Backward Class – Non Creamy layer	Scheduled Caste / Scheduled Tribe	Persons with Disability
Maximum 24 yrs Minimum 18 yrs (born between 05.08.1995 to 05.08.2001)	Maximum 27 yrs Minimum 18 yrs (born between 05.08.1992 to 05.08.2001)	Maximum 29 yrs Minimum 18 yrs (born between 05.08.1990 to 05.08.2001)	<p>General Max. 34 yrs &amp; Min.18 yrs (born between 05.08.1985 to 05.08.2001)</p> <p>OBC-Non Creamy layer Max. 37 yrs &amp; Min.18 yrs (born between 05.08.1982 to 05.08.2001)</p> <p>SC/ST Max. 39 yrs &amp; Min.18 yrs (born between 05.08.1980 to 05.08.2001)</p>

**Concession & Relaxation:**

- I. Upper age is relaxed by 5 years for SC/ST candidates and 3 years for OBC candidates for the trades reserved for them.
- II. Candidates belonging to PwBD categories shall be given age relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (Non-Creamy Layer) Candidates)

**B. PwBD consideration :** Trades as under are suitable for Persons with Benchmark Disabilities (PwBD)

Trade Name	Electronics Mechanic	Accountant / Assistant Human Resource / Secretarial Assistant
Disability Details	<ul style="list-style-type: none"> <li>• Leprosy Cured</li> <li>• Dwarfism</li> <li>• Acid Attack Victims</li> <li>• Multiple disabilities from among above</li> </ul>	<ul style="list-style-type: none"> <li>• Low Vision</li> <li>• Hard of Hearing</li> <li>• Musculoskeletal (one leg, Both Legs,), Leprosy Cured, Dwarfism, Acid Attack Victims, Thalassemia</li> <li>• Multiple disabilities as of above</li> </ul>

1. Persons with Bench mark Disabilities as mentioned with Minimum 40% disability shall be considered as PwBD candidates as per Rights of persons with Disabilities 2016 and applicable concessions and relaxation shall be available to them.
2. The certificate of Disability should be in terms of Rule 19(1) &20 of the Rights of Persons with Disabilities Rules 2017 in the prescribed Form.

**C. SELECTION**

Selections for engagement of Apprentices would be based on the basis of marks obtained in the minimum prescribed qualification and Merit drawn thereon. In case of a similar number in merit, a person with higher age would be considered.

#### D. GENERAL CONDITIONS

1. Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.
2. **The candidates should NOT have undergone Apprenticeship either in ONGC or in any other organization, earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961.**
3. Candidates, who had training or job experience for a period of one year or more after the attainment of these qualifications, shall NOT be eligible for being engaged as Apprentices.
4. **ONGC shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period. After successful completion of Apprenticeship period, candidates shall be relieved from the respective workarea without any notice. Further, the Apprentices shall not have any right to be considered for recruitment against any regular employment in preference to other candidates in case ONGC wishes to make regular employment against any vacancies at any time during or after completion of the Apprenticeship period.**
5. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available only on official website of ONGC viz. [www.ongcindia.com](http://www.ongcindia.com). Candidates are thus advised to periodically visit the said website as all future notices and latest information shall be available only on the said website.
6. Candidates can apply for one trade **ONLY**. Further, only one mobile number and one email Id can be used for applying for the post. The same mobile number and email ID cannot be used by any other candidate for filling application against this notification.
7. **Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall NOT be considered.**
8. Candidates having higher/professional qualification of Graduate and above Degree in Engineering, Degrees of MCA, MBA or its equivalent, 2-year Post-Graduate Diploma in Marketing/Finance/Human Resource/MSW/Personnel Management & Industrial Relations, CA/ICWA, Master's Degree in Journalism/Public Relations & Mass Communication, PhD, LL.B. and any other Graduate and above professional qualification, need not apply as they have higher qualifications than the prescribed qualifications for the advertised seats. However, the aforesaid list of higher qualifications mentioned above is only indicative and not exhaustive. Management may determine any other qualification as a higher qualification which is/ are not listed above. The decision of the management in this regard shall be final and no further enquiry shall be entertained in this respect.
9. Suppression or wilful concealment of information regarding possession or pursuance of higher studies and already having undergone or pursuing apprenticeship training in any organization, shall render a candidate ineligible for consideration at any stage of selection process, and if engaged termination of Apprenticeship contract if so entered into, any time during the course of engagement as Apprentice.
10. The candidature of the applicant would be provisional and subject to subsequent verification of certificates and testimonials. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s), his/her candidature shall stand cancelled without any notice. If any of these shortcomings is/are detected even after engagement, his/her engagement is liable to be terminated.
11. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Apprenticeship Act, 1961 as amended from time to time. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.

12. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, higher qualification etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled-up due to non-availability of suitable candidates or for any other reason whatsoever.
13. Applications which are incomplete or not fulfilling the eligibility criteria shall not be considered "Eligible" and shall be treated as "Rejected". No separate information shall be sent to such candidates.
14. The service terms and conditions of the apprentices shall be governed by The Apprentices Act, 1961 and Rules made thereunder, as amended from time to time.
15. **Before applying for above apprentices positions, candidates have to first register themselves in online portals of the following agencies of Govt. of India:**
  - (a) **For Trades - Accountant and Assistant Human Resources (Trades mentioned in Sl. No 1 & 2): With National Skill Development Council (NSDC) at <https://apprenticeshipindia.org>**
  - (b) **For other Trade Apprentices (Trades mentioned in Sl. No 3-8): With Ministry of Skill Development & Entrepreneurship (MSDE) at <http://www.apprenticeship.gov.in>**
16. It may be noted that in case candidate does not pre-register themselves online with concerned RDAT/ NSDC and subsequently after selection as apprentice in ONGC, their registration of contract as apprentice does not happen with NSDC/RDAT due to any reason, the candidate himself/herself shall be responsible for the same and shall not be considered for engaging as apprentice. In such case, candidature of the applicant shall stand cancelled and offer shall be issued to next candidate from the panel.
17. The candidate must have an active email ID and Mobile Number which must be valid till the end of the Apprenticeship and 1 year thereafter.
18. The candidate must ascertain the correctness of all information before submitting Application Form.
19. The candidate shall be wholly/exclusively responsible for the information provided in his/her application form.
20. The candidate, who is selected as an Apprentice in ONGC, Mumbai, is required to possess an Aadhar linked bank account in his/her own name (preferably a nationalized bank with internet banking/electronic banking facilities) and PAN Card so as to remit the monthly stipend from ONGC through electronic form.

#### **E. HOW TO APPLY**

- i. The candidate may apply for apprenticeship in the trade as per their eligibility, appended as Annexure-A and send it to the following address via post or courier, super scribing as "Apprentice Application" on the upper right corner of the envelop:-

**In-charge SDC, ONGC, Mumbai  
NBP Green Heights, Plot No. C-69, Bandra Kurla Complex,  
Bandra (East), Mumbai-400051**

- ii. The candidates can apply **during 23.07.2019 to 05.08.2019**. The **Annexure-A** along with requisite attachments should reach the above mentioned address latest **by 1700 hrs. of 05.08.2019**.
- iii. Candidates have to apply for any **ONE TRADE ONLY** as per their eligibility. If any candidate/applicant submit application for more than one trade then all the applications shall be rejected.

## **F. DOCUMENTS TO BE ATTACHED ALONG WITH APPLICATION FORM**

- I. 10th pass/Matriculation certificate/Birth Certificate issued by the concerned education board/Concerned Authority as proof of date of birth. No other document will be accepted for verification of date of birth.
- II. Semester-wise/year-wise mark sheets & Graduation Degree/ITI Pass certificate in respective Discipline.
- III. Conversion Certificate/Formula issued by University/College (If only CGPA/Grades are mentioned in Mark sheets).
- IV. SC/ST/OBC/Disability certificates by reserved category candidates in the prescribed format issued by the Competent Authority. OBC non-creamy layer status should be valid and OBC certificate issued by the Competent Authority should be latest one.
- V. Copy of Aadhar Card.
- VI. Copy of PAN Card.

## **G. VERIFICATION OF DOCUMENTS**

The physical verification of the original documents shall be done prior to joining on a specific date. An intimation of selection will be sent through SMS once the selection is completed. The following original documents along with a self-attested copy should be furnished:

- I. 10th pass/Matriculation certificate/Birth Certificate issued by the concerned education board/Concerned Authority as proof of date of birth. No other document will be accepted for verification of date of birth.
- II. SC/ST/OBC/Disability certificates by reserved category candidates in the prescribed format issued by the Competent Authority. OBC non-creamy layer status should be valid and OBC certificate issued by the Competent Authority should be latest one.
- III. Semester-wise/year-wise mark sheets & Graduation Degree/ITI Pass certificate in respective Discipline.
- IV. Conversion Certificate/Formula issued by University/College (If only CGPA/Grades are mentioned in Mark sheets).
- V. SSC and HSC Mark sheets.
- VI. One passport size Photograph.
- VII. Duly filled Self Declaration Form (Annexure-B) & Bank details (Annexure-C).
- VIII. Medical Certificate of fitness (Annexure-D) from a Registered Medical Officer/ Practitioner giving complete name, address and registration number of the medical authority or from Government hospital.

## **H. EMOLUMENTS**

- i. The apprentices are eligible for monthly stipend during their period of engagement which is subject to the periodic revision in minimum wages as applicable to particular location.
- ii. The trainee is not eligible for any TA-DA/Boarding or Lodging expenses incurred during the period of training. ONGC will not provide any transportation facility or any financial assistance towards transportation at the time of document verification/joining or during the period of training.

## **I. IMPORTANT DATES**

**Date of receipt of Applications: From 23.07.2019 to 31.07.2019 by 17:00 hours**

For any further query please contact at **022-26274279**

**APPLICATION FORMAT**

**Enrolment for Apprenticeship Training at ONGC, Mumbai**  
(All the fields are mandatory)



1. Trade Applied for : .....

2. Apprentice Registration No : .....

3. Name of the Applicant : .....

4. Gender : Male  Female  Others

5. Father's Name (as per Aadhar Card) : .....

6. Mother's Name : ..... 7. Date of Birth .....  
(As per 10<sup>th</sup> Standard Certificate)

8. Educational/Professional Qualifications :

Examination Passed	Year Of Passing	Academic Qualification	Name of the Institute	Marks Obtained	Total Marks	% of Marks
SSC/Matriculation						
HSC/Intermediate						
ITI						
Graduation						

9. Category of Community : SC  ST  OBC (NCL)  Gen

10. Whether PwBD : Yes  No

11. Mobile No : ..... Email ID .....

12. Aadhar Card No : ..... PAN Card No : .....

13. Permanent Address : .....  
.....

14. I have NOT undergone Apprenticeship Training Earlier : Yes  No

I hereby solemnly and sincerely affirm that the particulars furnished above are true and correct.

Signature of the Applicant

Check list of enclosures: (Self Attested Copies)

- As per list in Advertisement

**Note: Enclose the requisite documents along with this application form and send it to the office so as to reach latest by 17:00 hrs on 05.08.2019.**

To  
I/c-HR ER  
\_\_\_\_\_  
Oil and Natural Gas Corporation Limited,  
\_\_\_\_\_  
\_\_\_\_\_  
Mumbai

Respected Madam/Sir,

**Sub: Apprenticeship Training 2019**

I, \_\_\_\_\_ hereby, solemnly affirm & certify the following:

- a) that I have not undergone Apprenticeship Training under the Apprentices Act, 1961 in ONGC OR in any other Organization prior to my joining of this training.
- b) that I do not have any work experience more than one year in any organization.
- c) that I have not undergone any Professional course / higher qualification apart from those intimated to ONGC.
- d) that all the information pertaining to age, education, category, etc submitted by me, is true to the best of my knowledge

I understand that If found otherwise I will be liable for action, termination of Apprenticeship Training and bound to refund the cost of training and stipend, as prescribed under the Apprentices Act, by ONGC.

Thanking you,

Yours faithfully,

(Signature of Apprentice)

Name \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

VENDOR CODE (for office use) :

Name of Vendor : \_\_\_\_\_

Pan Card No. of Vendor :

Mobile No. of Vendor :

Email Address of Vendor: \_\_\_\_\_

Bank A/c of Vendor :

Name of the Bank : \_\_\_\_\_

Name of the Bank Branch: \_\_\_\_\_

Branch code :

MICR Code of the Bank :

IFSC of the Bank :

Address of the Bank : \_\_\_\_\_

\_\_\_\_\_

Nature of the Bank : Non-SBI  SBI with Core banking  SBI non-core Banking

The above particulars have been verified and found ok

\_\_\_\_\_  
Signature of the Vendor



\_\_\_\_\_  
Signature of the Bank/Branch Manager with Seal

Paste One Cancelled Cheque at this line, touching this Line above,  
**SPACE FOR Cancelled CHEQUE**



**DO NOT WRITE,  
DO NOT SIGN  
DO NOT PUT STAMP** | **IN THIS SPACE**

**MEDICAL CERTIFICATE**

(Parameters enclosed)

Certified that I have examined Mr. /Ms. \_\_\_\_\_

S/o/D/o/W/o Shri \_\_\_\_\_

whose signature is given below. I have carried out his/her medical examination for parameters as prescribed under the Apprentices Act for the trade \_\_\_\_\_

On the basis of above mentioned tests, He/she has been found fit to undertake Apprenticeship training in Oil and Natural Gas Corporation Ltd, \_\_\_\_\_

\_\_\_\_\_  
(Signature of Candidate)

\_\_\_\_\_  
Signature of Medical Officer

Name: \_\_\_\_\_

(Seal of Medical Office)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**(To be certified by Medical officer not below the rank of an Assistant Surgeon or above)**

# **MEDICAL FITNESS PARAMETERS**

(As per Apprentices Act, 1961, SCHEDULE-II. (See Rule 4))

## **Standards of Physical Fitness for Training**

1. A candidate should be free from evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public. He should also be free from evidence of tuberculosis in any form active or healed.

### **2. Height, Weight and Chest**

Candidate should satisfy the following minimum standards, namely:

Height: 137 Centimeter

Weight: 25.4 Kilograms

Chest: Chest expansion should not be less than 3.8 Centimeters irrespective of size of the Chest.

Provided that where a candidate does not satisfy the said minimum standards but is certified, in writing. By a Medical Officer not below the rank of an Assistant Surgeon (Gazetted) to be physically fit for being engaged as an apprentice in that trade.

### **3. Eyes**

There should be no evidence of any morbid condition of either eye or of the lids of either eye which may be liable to risk of aggravation or recurrence.

#### **STANDARD OF VISION**

(A) Visual acuity:

The minimum standard of vision acuity for all trades shall be:

6/18 in each eye or

6/12 in one eye and 6/24 in the other eye without glasses or

6/9 with glasses in both eyes.

Candidate with vision in one eye only shall be rejected.

### **4. Ears**

Hearing must be good in both ears and there should be no sign of supportive disease.

No hearing aid shall be permitted.

### **5. Skin**

There should be no evidence of acute or chronic ulceration.

## **MEDICAL FITNESS PARAMETERS**

**(As per Apprentices Act, 1961, SCHEDULE-II. (See Rule 4))**

### **6. Speech**

Speech should preferably be without impediment.

### **7. Alimentary System**

- a. Candidate should have sufficient number of natural teeth (in healthy state) for mastication.
- b. Spleen should not be palpably enlarged and there should be no evidence of tenderness in the splenic area.
- c. Liver should not be palpably tender.
- d. There should be no oral sepsis.
- e. There should be no sugar in urine.
- f. Candidate should not be suffering from hemorrhoids, fissures in and testis anal hernia or bubonocele or ischio-rectal abscess or hydrocele.

### **8. Cardio-vascular system**

- a. Blood pressure should not exceed 85 diastolic and 140 systolic.
- b. Candidates with low blood pressure (i.e. systolic below 100) should be rejected.
- c. There should be no sign of any cardio-vascular disease.

### **9. Respiratory system**

Candidate should be free from all disease of respiratory system, there should be no deformity of chest which may cause impediment to breathing.

### **10. Genitor-Urinary system**

There should be no evidence of genitourinary – urinary disease or any abnormality.

### **11. Skeletal system**

- a. The function of all limbs should be within normal limits.
- b. There should be no evidence of serious deformity of the Spinal Column or of the extremities.

### **12. Nervous system**

There should be no evidence of any disease of nervous system or of any mental disease.

### **13. Glandular system**

There should be no evidence of tuberculosis or other disease of the glandular system including the endocrine glands.

**For PwBD candidates the standards are prescribed as per the trade**