OIL AND NATURAL GAS CORPORATION
WESTERN OFFSHORE UNIT, MUMBAI

Recruitment Advertisement No. 03/2013, WOU (for Goa)

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(1) ONGC, a "**Maharatna**" Public Sector Enterprise, and India's flagship energy major is engaged in Exploration and Production of Oil & Gas in India and abroad. A global player in energy, it contributes **about 65%** of India's domestic Oil and Gas production. Currently, ONGC through its subsidiary ONGC Videsh Ltd, is India's largest Transnational Corporate with overseas **investment of over 10 billion USD in 16 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, invites applications for the post of Health Care Attendant Grade I from Candidates with valid registration in any of the Employment Exchanges located within the State of Goa for its training institute IPSHEM Goa. However, the job is transferable to any onshore/ offshore location in the country or abroad. The candidates should possess valid Employment Exchange certificate/card at the time of application. The registration should mention the name and essential qualification of the candidate.

(3.1)Details of Post:

Sl. No.	Name of Posts	No. of Posts	Essential Qualification
1	Health Care Attendant Gd-I (WI level)	1(UR)	High School or Class X equivalent Board Examination with First Aid certificate from Statutory Body/Institute like St. John's Ambulance or Red Cross Society etc. Six months experience as Technician in ECG/ CSSD/ Plaster/Anaesthesia is desirable. 45% marks* in Matric/ High School.

*Pass Marks for departmental candidates

3.2Pay Scales, Emoluments & Other Benefits:

Post Level (Type of Post)	Basic Pay Scale (Total Emoluments)	Remarks
Healthcare Attendant Gd I (W-1 level)	Rs. 10,000-18,000/- (Total emolument would be **Rs. 24,000/-** 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.

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.

4) Age Criteria:

Maximum age of the candidate should be 30 years, while minimum age should be 18 years as on 15.10.2013.

Departmental candidates will be given age relaxation to the extent of service provided in ONGC.

Ex Servicemen will be given age relaxation for length of service in Armed Forces plus 3 years as per Govt. Rules, subject to max. of 45 years.

5) Application Fee:

Category	Registration/ Processing Charges (Bank Charges shall be extra as applicable)
General	**Rs. 300/-**
Ex-Serviceman	**Rs. 100/-**

Note 5.1:

a) Candidates are required to pay Registration Fee vide SBI Challan downloadable from www.ongcindia.com.

6) Important Notes:

a. **Since there is no reserved vacancy, SC/ST/OBC candidates can apply in unreserved category; however, no relaxations/concessions will be given to them.**
b. **Departmental candidates would also be required to pay the applicable registration fee. However, the same would be reimbursable.**
c. **Departmental candidates other than Tenure based Employees within same pay scale need not apply.**
d. **Departmental candidates fulfilling the requisite qualifications will be given first consideration.**

7) Selection Methodology:

The selection methodology will comprise of (1) Written Test and (2) Personal interview. The candidates will have to qualify at each stage

Pattern for written Test:

For A-I &W1 level	**Type of Question**	**Number of Objective Type Questions**	**Marks**	There will be no negative marking. Each objective type question carries one mark.
	Subject Discipline	100	100	
	General Awareness	20	20	
	Grand Total	**120**	**120**	

8.1) Information required in hand for applying:

- **The payment can be made by filling detail in challan form like journal no., branch name, branch code and deposit date in any of the State Bank of India in ONGC A/C No. 30827318409, branch code 1576**

Details required:

- Matriculation Certificate ,Percentage of marks in Class X. etc.
- Valid email ID with validity for minimum period of six months.
- Valid Employment Exchange Registration Card no. with qualification issued by Employment Exchange located in Goa State, Date of Registration, Valid up to /Renewal due date, Name of Employment exchange.
- Date of Birth will be reckoned as mentioned in the SSC/ Matriculation Board Certificate.
- Incase of Ex-Serviceman, Registration card issued by the Employment Exchange/ Ex-Servicemen Welfare Department situated within the state of Goa.

- Experience/ Training Certificates wherever required as per essential qualifications mentioned in para 3.1

8.2) How to Apply:

i) Candidates meeting the eligibility criteria, with **valid registration of Name and Requisite essential qualifications in any of the Employment Exchanges located within the State of Goa** may apply as per Attached Format

ii) **Candidate should possess a valid E-mail ID before registering/submitting application.**

iii) Candidates who have applied in response to our advertisement No. 02/2013, WOU(for Goa) need not apply. However they may kindly note that their candidature will be judged as per their application, attached documents submitted by them at that time. If the candidates feel that they have new information/documents to be attached, they can apply again along with the fees mentioned above.

8.3) Test Centers for Written Test:

Test will be conducted in Goa and exact Venue, Date and timing will be communicated in the admit card.

Candidate must recheck the details given on the admit card well before appearing for the written examination.

8.4) Steps for Applying :

1. You can download challan form from the website. Fill the forms and make payment in SBI Bank.
2. Fill all the details in the physical application form.
3. Attach all the documents mentioned in the Application Form.
3. Affix recent passport size photograph attested by Gazetted officer/ PSU Bank Manager or ONGC Officer at Manager Level or above.
4. Attach Two more self attested recent passport size photographs.
5. Challan – ONGC Copy and write your name on reverse of Challan.

6. Attested Copy of valid Employment Exchange registration Certificate with requisite essential qualifications mentioned & issued by any of the Employment Exchange of Goa.
7. Certificate(s) of essential qualifications mentioned in the post.
8. NOC from concerned employer incase the applicant is working in any Govt Organization/PSU.
9. The application is to be sent to **DGM(HR)-I/C R&P, 4th Floor, ONGC, NSE Building(Exchange Plaza), Bandra Kurla Complex, Bandra(E), Mumbai -400051**

Envelope containing **Application Form, Challan, Proof of Birth(Matriculation Certificate), Proof of Essential Qualifications and Marks, Certificates of** Experience along with **recent passport size photographs** and above documents should be super scribed '**APPLICATION FOR THE POST OF Healthcare Attendant Grade I (for Goa)**

Note: Along with Application Form, Departmental Candidates must attach a certificate of experience in ONGC – issued by I/c – HR/ER concerned for claiming age relaxation and a copy of ONGC ID card duly attested by I/c – HR/ER for identification.

9.1) Important Dates:

Last Date of Receipt of Application Form	**15.10.2013**
Tentative Date of Written Examination	**Shall be intimated later**

Application has to be forwarded to the designated authority only.

For any queries, send your email to: ongcjobs2013goa@gmail.com

9.2) General Instructions:

1. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
2. 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).

- Valid Employment Exchange Registration Card/Certificate issued by Employment Exchange located in the State of Goa.
- Proof of Date of Birth and Mark Sheets/Pass Certificate of Academic and Technical Qualifications/ Experience Certificate

3. Before applying, the candidate should ensure that (s)he 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 short coming is detected after appointment, the services of such candidate 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 candidate.

4. An application not accompanied by requisite fees or not signed by the candidate or incomplete in any respect will not be entertained/ liable to be rejected.
5. Candidates will have to appear for written test and/or interview at their own expense.
6. Any request for change of mailing address, Examination Centre and category declared in the application at a later stage will not be entertained. However ONGC reserves the right to cancel or add any centre depending upon the response in that area/centre.
7. Appointment of selected candidates is subject to his being declared medically fit as per the requirement of the ONGC. Such appointments will also be subject to service and conduct rules of the corporation.
8. Canvassing in any form will disqualify the candidature.
9. In case large numbers of applications are received, Management reserves the right to increase the minimum percentage of cut-off marks in prescribed qualification for determining the number of candidates to be called for test/interview.
10. Candidates working in Govt organizations/ PSUs need to submit 'NOC from employer concerned' along with the application or at the time of interview.
11. Candidates must possess essential qualifications in order to apply; candidates possessing qualifications inline over and above the essential qualifications shall not be extended any added advantage.
12. Ex-Servicemen will have to establish their claim before interview failing which they will not be allowed to appear for the interview.
13. Candidates will have to fulfil all eligibility criteria as on the closing date of application.

ADVT No. 03/2013, WOU, (For Goa)

Paste a Recent Passport size Photograph duly attested by any Gazetted officer/ PSU Bank Manager or ONGC Officer at Manager Level.

ONGC - IPSHEM – GOA
APPLICATION FORMAT ROR THE POST OF HEALTH CARE ATTENDANT GRADE

Employment Exchange & Registration Details *(Not required to be filled by Departmental Candidates)*:					
Employment Exchange Name:	(within Goa only)				
Employment Exchange Registration No:					
Date of Employment Exchange Registration:					
Valid upto/ Renewal due on:	[/ /] (dd /mm /yyyy)				
Personal Details:					
Candidate's Name:					
Correspondence Address: City/ Town: State: Pin:		**Permanent Address:** City/ Town: State: Pin:			
Nearest Railway Station:					
Tel No. (With STD Code):		Mobile:			
Candidate's Email ID:					
Gender (Male/Female):					
Date of Birth:	(dd/mm/yyyy)				
Father's Name:					
Category:	GEN[ ]	OBC[ ]	SC[ ]	ST[ ]	
	(Tick appropriately, However OBC/SC/ST candidates will be treated as General as there are no vacancies in reserved categories)				
Marital Status:	Single [ ] / Married [ ] (Tick appropriately)				
Whether ONGC Employee?	Yes [ ] / No [ ] (If Yes, please mention the following details.) CPF No: Designation: Date of joining ONGC: Work Center:				

Qualification Details:

Sl. No.	Examination Passed	Board/ Institute	Year of Passing	% of Marks	Subjects
1	High School / SSC				
2	First Aid Certificate from Statutory Body / Institute like St. John's Ambulance or Red Cross Society				
3	Whether having six months experience as Technician in ECG/CSSD/Plaster/ Anaesthesia Yes [ ] / No [ ] (Tick the correct one)				
4	Additional inline Qualification (If any):				
5	Details of Experience (if any):	Name of Company / Hospital: Nature of Job: Period of Service: (In no. of months)			

SBI Challan Details:		
Journal No:	Date:	Amount:
Issuing Branch Name:	Issuing Branch Code:	
(Note: SBI Challan form is attached at page no. 11 of full advertisement.)		
I declare that all the information given are true to the best of my knowledge. In case it is detected at any stage of recruitment process that I do not fulfil the eligibility criteria and/or do not comply with other requirements as per advertisement and / or I have furnished any incorrect / false information or have suppressed any material facts, my candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment my services are liable to be terminated without any notice.		
(Candidate's Signature)	Date:	Place:

Important Instructions: Before submission the candidate must note that:

1. The application from is correctly and completely filled up.
2. Incomplete Applications will be summarily rejected.
3. Photograph must be attested by Gazetted Officer /PSU Bank Manager or ONGC Officer at Manager level.
4. Attach the attested copy of following documents with this application form:

   (a) ONGC Copy of SBI challan.
   (b) Two self-attested recent passport size photographs (write name on reverse of photographs).
   (c) Matric/ SSC Board Marksheet and certificate(For Qualification as well as age)
   (d) Valid Employment Exchange Registration card issued by any of the Employment Exchange within the state of Goa. (not required from departmental candidates)
   (e) First Aid certificate.
   (f) Certificate of Experience if any.

5. The candidate should meet all eligibility conditions desired for the post as notified in the advertisement failing which his/her candidature will be summarily rejected at any stage of verification & scrutiny of application / during the selection process.

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NB: Apart from the above documents, the Departmental candidates are required to:

(a) Attach a certificate of experience in ONGC, issued by I/c –HR/ER concerned for claiming age relaxation.
(b) Attach a copy of ONGC Identity card duly attested by I/c – HR/ER concerned for identification.

And route their applications through proper channel as mentioned in departmental circular; however, an advance copy be forwarded to below mentioned address.

The Correct & Complete application form should be submitted by Ordinary post addressed to **"The DGM (HR), I/c-Recruitment &Promotion, ONGC, Western Offshore Unit, 4th Floor, NSE Building, Exchange Plaza, Bandra Kurla Complex, Bandra (East), Mumbai - 400051** so as to reach latest by **15.10.2013**

----------(END OF APPLICATION FORM)----------

Bank Copy

State Bank of India
Challan for remittance of application fee
for Oil and Natural Gas Corporation Limited
Recruitment No. 03/2013,WOU(for Goa)

Account No: **30827318409**
At Tel Bhavan Branch, Dehradun (Code no 1576)

Details of the Applicant (to be filled by the applicant)

Mr./Ms._____

Date of Birth _____

Father's Name_____

Category : Gen/ OBC/SC/ST/ PWD

To be filled by Branch:
Branch Name _____
Branch Code No.

Journal No.

Date of Deposit_____

Fee Details:

	Rs
Application Fee	
Branch Commission *	020
Total	
Rupees _____ Only.	

Signature of the Remitter

Signature of the authorised official with Branch Seal

* Branch Commission Rs 20/- to be received per challan and credited to Branch Commission A/C vide CGM, Delhi Circle Note No. 2105 dated 30.07.2009.

** Fee receiving branch should write the Branch Name, Branch Code, Journal No. & Dt. of remittance invariably and handover both the ONGC's copy and applicant copy to the remitter duly signed.

ONGC Copy

State Bank of India
Challan for remittance of application fee
for Oil and Natural Gas Corporation Limited
Recruitment No. 03/2013,WOU(for Goa)

Account No: **30827318409**
At Tel Bhavan Branch, Dehradun (Code no 1576)

Details of the Applicant (to be filled by the applicant)

Mr./Ms._____

Date of Birth _____

Father's Name_____

Category : Gen/ OBC/SC/ST/ PWD

To be filled by Branch:
Branch Name _____
Branch Code No.

Journal No.

Date of Deposit_____

Fee Details:

	Rs
Application Fee	
Branch Commission *	020
Total	
Rupees _____ Only.	

Signature of the Remitter

Signature of the authorised official with Branch Seal

* Branch Commission Rs 20/- to be received per challan and credited to Branch Commission A/C vide CGM, Delhi Circle Note No. 2105 dated 30.07.2009.

** Fee receiving branch should write the Branch Name Branch Code, Journal No. & Dt. of remittance invariably and handover both the ONGC's copy and applicant copy to the remitter duly signed.

Applicant Copy

State Bank of India
Challan for remittance of application fee
for Oil and Natural Gas Corporation Limited
Recruitment No. 03/2013,WOU(for Goa)

Account No: **30827318409**
At Tel Bhavan Branch, Dehradun (Code no 1576)

Details of the Applicant (to be filled by the applicant)

Mr./Ms._____

Date of Birth _____

Father's Name_____

Category : Gen/ OBC/SC/ST/ PWD

To be filled by Branch:
Branch Name _____
Branch Code No.

Journal No.

Date of Deposit_____

Fee Details:

	Rs
Application Fee	
Branch Commission *	020
Total	
Rupees _____ Only.	

Signature of the Remitter

Signature of the authorised official with Branch Seal

* Branch Commission Rs 20/- to be received per challan and credited to Branch Commission A/C vide CGM, Delhi Circle Note No. 2105 dated 30.07.2009.

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