



OIL AND NATURAL GAS CORPORATION LIMITED

RECRUITMENT FOR CLASS III POSTS AT A1 LEVEL FOR POSTING AT OVL, DELHI

Advertisement No.1 / 2013

ONGC, a “Flagship Maharatna” Public Sector Enterprise, is the most valuable Company in India engaged in Exploration and Production of Oil & Gas in India and abroad invites applications from Candidates with valid registration in any of the Employment Exchanges located within Delhi for posting at ONGC Videsh Limited at Delhi.

The job is transferable to any Onshore / Offshore locations of ONGC within the Country. The company 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.

(A) The details of the eligibility criteria viz. Educational Qualifications, Age limit, etc. are given below which may be read carefully before applying:

Sl. No.	Discipline/Designation	Level	No. of posts	Essential Qualifications required
1.	Jr. Assistant (Steno-English)	A1	GEN: 03 OBC: 01	Graduate with Typing speed 30 w.p.m and shorthand at 80 w.p.m Certificate / Diploma of minimum duration of six months in Computer Applications in the office environment. Tests Apply
2.	Jr. Assistant (P&A)	A1	GEN: 03	Graduate with Typing speed 30 w.p.m. Certificate / Diploma of minimum duration of six months in Computer Applications in the office environment. Tests Apply
3.	Jr. Assistant (Accounts) *	A1	GEN: 03 OBC: 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. Tests Apply. * 01 post reserved for PWD-HH(Partially Deaf)

(B) PAY SCALE / ALLOWANCES & OTHER BENEFITS:

1.	Pay Scale	A1 level: Rs.11,000 – Rs.24,000/- with an annual increment of 3% on basic pay.
2.	Allowances	Dearness Allowance (Industrial DA), HRA, allowances @ 47% of Basic pay under Cafeteria Approach etc. as per rules of the Company.
3.	Other benefits	Medical facility for self & eligible dependents, Contributory Provident Fund, Gratuity, CMRE, Performance Related Pay, Self Contributory Post Retirement Benefit Scheme, Composite Social Security Scheme as per Rules of the Company.

(C) ELIGIBILITY CRITERIA FOR ‘PERSONS WITH DISABILITY’ (PwD) CANDIDATES:

Against the Posts at Para (A) 03, one vacancy out of four is reserved for PwD of HH (Partially Deaf). Such candidates have to fulfill the general standards of merit.

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

(D) AGE CRITERIA:

1. Age will be reckoned as on 06.09.2013.
2. Minimum age 18 years and maximum age for **GEN 30** years and for **OBC 33** Years, for all the posts.
3. Age limit for Person with Disability (PwD) of HH (Partially Deaf) for one post at Para (A) 03 - **GEN 40** years and **OBC 43** years.
4. Candidates competing for un-reserved posts should fulfill age criteria applicable for General Category.
5. Departmental candidates will be given age relaxation to the extent of their experience wherever applicable as per ONGC Rule.
6. Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship training in ONGC.

(E) EDUCATIONAL QUALIFICATION CRITERIA:

1. Percentage of Marks in Essential Educational Qualification:

Post at Sl.No.	Minimum Marks for GEN & OBC candidates
1 to 3	Pass *

*** Depending upon the number of candidates applied against the vacancy notified, ONGC reserves the right to decide on minimum marks in graduation, to becoming eligible to appear for written test.**

2. Decimal percentage of marks shall be rounded off to lower digit, e.g. 59.9% means 59% only.
3. Where the post is for General category only, the candidate must fulfill requisite percentage criteria applicable.
4. Qualification to be reckoned as on closing date of Online Registration. Applicants must ensure that they are eligible in all respect on the closing date of 'Online Registration' (i.e.06.09.2013), failing which their candidature will be rejected. Age will be reckoned as on 06.09.2013.
5. Candidates should possess the **Essential Qualifications** mentioned above as on 06.09.2013.
6. Graduate qualification should be from recognized university. Wherever Graduate qualifications are required, the order of studies should be 10th Std., 12th Std., Bachelor's Degree.
7. Wherever CGPS / OGPA or letter grade in Degree / Post grade is awarded, equivalent percentage of marks should be indicated in the online application as per norms adopted by University / Institute. Please also obtain a certificate to this effect from the University / Institute, which shall be required at the time of Written Test / interview.

(F) SELECTION METHODOLOGY:

1. Candidates who fulfill the qualifying criteria and having valid registration with Employment Exchanges in Delhi may only apply.
2. Initial screening will be based on the Online Application details submitted; hence it is necessary that only accurate, full and correct information is furnished by the applicant. Furnishing of wrong / false information will lead to disqualification and ONGC will not be responsible for any consequence of furnishing of such wrong / false information. Candidates submitting false certificates or suppression / submission of incorrect information shall be liable for disqualification / rejection at any stage.

3. Eligible candidates will be required to appear for Written Test (Objective type) consisting of Discipline concerned, MS Office, General awareness and Aptitude. The test paper will be in bilingual.
4. The candidates will have to qualify at each stage i.e. (1) written test (2) Stenography test / typing test, wherever applicable and (3) in interview separately and in aggregate, in any sequence as decided by ONGC, as per merit and criteria decided by the Competent authority.
5. The Candidates who qualify in the written test for the post of Junior Assistant (Steno-English) will have to undergo Stenography Test and Typing Test. For the post of Junior Assistant (P&A) and Junior Assistant (Accounts) candidates will have to undergo Typing test. Candidates qualified in these tests will be called for Personal Interview.
6. 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.
7. Departmental candidates fulfilling the required qualifications will be given first consideration.
8. Departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate column on the Online Application form failing which they **shall not**, repeat **shall not** be screened / considered as Departmental Candidates.
9. ONGC Departmental candidates holding the post of A1 and above level need not apply for the same Level of post shown above.
10. Departmental candidates of ONGC can apply directly by following the procedure laid down in para **H** below.

(G) TEST CENTRE:

The written Test will be conducted at **Delhi**. ONGC reserves the right to change the Test Centre at its discretion.

(H) HOW TO APPLY ONLINE: (www.ogcindia.com and click on Careers → Notices → Recruitment of Class III posts at A1 level for posting to OVL and follow the chart)

1. Take a printout of SBI Payment Challan form:

SBI payment Challan Form (Payment Form) is available on the home page. The applicant will get 3 portions of the payment form; **one for self, one for SBI and one to be sent to ONGC.**

The candidates have to deposit the Registration Fee, after filling the details in the challan form like Branch Name, Branch code & Deposit date, in any of the branch of State Bank of India, Rs.300/- for GEN / OBC candidates, Rs.100/- for PwD Candidates in Account No.33219726338, Branch Code: 09996. **No other mode of payment will be accepted.** Registration Fee once paid is not refundable under any circumstances.

2. To fill the online application form following details should be readily available with the Candidates:
 - a. Present Valid e-mail Id, since correspondence will be done through e-mail.
 - b. Mobile number of the candidate. The Mobile Number so mentioned by the candidate should be kept active to receive SMS alerts throughout the recruitment process.
 - c. Name of the Employment Exchange where registered, Registration Number, Current validity.
 - d. Qualification, percentage of marks, year of passing and name of Institute.
 - e. Date of Birth.
 - f. CPF No. and date of joining ONGC for Departmental Candidates.
 - g. If candidate is Ex-apprentice of ONGC, place of ONGC where Apprentice Training held, Trade, and period of Training.
 - h. In case of OBC, valid Non-creamy Layer Certificate, as applicable for appointment to posts in Central Government / Central Government

Undertaking, in the prescribed format, duly signed by Competent authority. Only those candidates whose caste name is in the Central List of OBCs and with Valid Non Creamy Layer Certificate will be treated as OBCs for the purpose of this recruitment.

- i. PwD candidates details (Percentage of disability, Type of disability). Certificate issued by competent authority in the prescribed format.
- j. Details of SBI payment Challan (Journal No. Branch Name, Branch Code, Deposit date, where the Registration fees has been paid).

3. **ONLINE SUBMISSION OF APPLICATION:**

- a) Candidates sponsored by the Delhi Employment Exchanges have also been informed to apply online. These candidates have to compulsorily register their applications online. **The candidates registered with any of the Delhi Employment Exchanges and submitted their application online based on paper advertisement, need not submit the application again.**
- b) ONGC Departmental Candidates and Contingent workers who are paid wages directly by ONGC have also to register their applications online.
- c) **No other mode of application will be accepted.**

4. **STEPS FOR APPLYING:**

- a. Once the candidate has paid requisite fee in SBI, Logon to ONGC website www.ogcindia.com and click on Careers → Notices → Recruitment of Class III posts at A1 level for posting to OVL and follow the chart.
- b. Select the post applied and fill in the requisite details in the **online application format**.
- c. Preview the entered details, edit if required and submit the application.
- d. Once you submit your application, the system will generate a unique **registration number**. Note down immediately the number and take a print out of your registration slip, which will have details filled by the candidate.
- e. Retain a photo copy of registration slip for your record.

5. **THE CANDIDATES ARE REQUIRED TO SEND THE FOLOWING DOCUMENTS:**

- a) Printed Registration Slip with affixed recent photograph (3.5 x 4.5 Cms with white background) and signature in the space provided.
- b) One additional Colour passport size photograph - 3.5 x 4.5 cms white back ground (write Registration number and name on reverse of photograph).
- c) **Departmental Candidates and also Contingent Workers who are paid wages directly by ONGC, required to obtain the Registration slip certified / duly signed by the I/C HR/ER or his authorized representative before forwarding, indicating the period of experience, without which the application will be rejected.**
- d) ONGC Departmental candidates have to send copy of their present **Identify Card** also.
- e) PwD Candidates to attach a copy of the relevant Certificate of Disability from the Competent Medical Authority as per the Format.
- f) Ex Apprentices of ONGC to attach copy of the requisite Apprentice Training Certificate of ONGC.
- g) **ONGC's copy of SBI payment challan** form with Bank seal.
- h) **Copy of Caste Certificate in case of OBC** (along with Non-creamy layer Certificate in case of OBC) issued by **Competent authority** as per the Format.
- i) Attested Photostat copies of Educational Certificates and Mark sheet.
- j) Attested copy of proof of date of birth.
- k) Attested copy of valid employment exchange registration card.

Envelope containing the documents duly super scribed as:

“Application for the post of _____” is to be sent by **ordinary post only** (since Post Box do not accept Registered Post / Speed Post / Courier Service) to the following address:

**The Advertiser (ONGC),
Post Box: 1102,
Jaya Nagar III Block,
Bangalore 560 011.**

NOTE: ONGC will not be responsible for any postal delay / loss.

6. ADMIT CARD FOR WRITTEN EXAMINATION:

Date of the Written Test shall be communicated through e-mail, SMS alert, to download the admit card available at website www.ongcindia.com.

Candidates may visit and check ONGC website. The Admit card can be downloaded directly from the website www.ongcindia.com at Recruitment of Posts for posting at OVL by entering the unique ‘registration number’ or ‘email id’ and ‘date of birth’ printed on the registration slip. The same will also be e-mailed to the candidate at the email address mentioned in the application form.

The candidates are therefore advised to have a valid e-mail id and keep it alive to check their e-mail and website www.ongcindia.com from time to time.

(I) 1. GENERAL INSTRUCTIONS:

- a. Candidates should note that the Written Test for all the above mentioned posts will be held on a single day at the same date and time.
- b. The number of posts may vary as per Company’s requirement. The distribution of vacancies will be as per Rules of Reservation of Appointments. Reservation provided for PwD (Persons with Disabilities) candidates are as per the GOI instructions on the subject. **Except specifically mentioned posts, other posts are not identified for Persons with Disabilities / Differently abled persons.**
- c. ONGC reserves the right to fill or not to fill, either wholly or in part, the number of vacancies advertised, without assigning any reasons.
- d. Merely fulfilling the age and educational qualifications itself do not constitute the right to be called for the written test, unless the candidates fulfill all other conditions laid down in this employment notification.
- e. Candidates must have essential qualifications in order to apply; candidates possessing qualifications inline over and above the essential qualification shall **NOT** be having any added advantage.
- f. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- g. ONGC is not responsible for any loss of e-mail sent due to invalid / wrong e-mail id provided by the candidates or delivery of e-mails to spam / bulk mail folders etc. Candidates have to check their spam / bulk mail folders also.

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:

- a) Valid Employment Exchange Registration Card issued by the Employment Exchange situated within Delhi.
- b) OBC Certificate in the prescribed format duly signed by Competent Authority (in case of OBC, valid Non-creamy Layer Certificate) in the prescribed format applicable for appointment to posts in Central Govt. / Central Govt. Undertaking.
- c) Educational qualification / MS office course Certificates and Mark sheet.
- d) Proof of Date of Birth.

- e) Photo ID card (any one of; College Photo ID card / Driving Licence / Voter Card / Passport / Adhar Card) to be produced at the time of **Written test & Interview.**
 - f) Certificate of Disability should be issued by Competent Medical Authority in the format in case of Person with Disability, applicable to post at (A) Sl.3.
 - g) In case of Departmental Candidates / Contingent workers who are paid wages directly by ONGC, a copy of Registration Slip duly signed by I/C HR-ER of the Work Centre or his authorized representative, along with **Identity card.**
 - h) In case of ONGC Ex-Apprentice, Certificate of Apprentice Training in ONGC.
 - i) No objection certificate in case of candidates in employment with Public Sector Undertakings / Government Service.
3. Request for change of mailing address / examination centre / category / discipline as declared in the application, will not be entertained. However, ONGC reserves the right to cancel or add any centre depending on the response in that area / centre.
 4. No manual application will be entertained. Only printout of the original **online registration slip** along with relevant documents should be submitted. Applications of Candidates remitting the Fees through other types of modes than the prescribed one or submitting photocopy of Registration slip / Challan Slip or any other discrepancy, **will be rejected.**
 5. Any application not accompanied by relevant certificates wherever necessary, or requisite Registration fees Challan or not signed by the candidate or incomplete in any respect will not be entertained and will be rejected.
 6. Candidates **should retain photo copy** of the Challan and registration slip for future reference.
 7. It is the responsibility of the candidates to produce the Bank Challan for remittance of registration fee on demand any time during the recruitment process.
 8. Candidates will have to appear for Written Test / Stenography test / Typing test / Interview at their own expenses. However, PwD candidates attending the written test / interview will be reimbursed 2nd class to and fro rail / bus fare based on the shortest route on production of railway / bus tickets.
 9. Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical Examination of Employees Rules. Such appointments will also be subject to Service Rules and CDA Rules of ONGC / OVL.
 10. Before applying, the Candidate should ensure that he / she 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 shortcoming is detected after appointment, the services of such candidates 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 candidates.
 11. The print out of registration slip should be un-tampered (No photocopies are allowed). In case of any **overwriting or tampering of Registration slip**, the candidature of the candidate **shall be rejected.**
 12. Court of Jurisdiction will be at Delhi.

(J) 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 candidates. In case of any dispute, the decision of the Competent Authority of ONGC will be final and binding on all the candidates.

Online Registration Slip has to be forwarded to the designated address by Ordinary post only since PO Box will not accept Registered / Speed post / Courier Service.

(K) IMPORTANT DATES:

Time Schedule for online registration / receipt of printed registration slip:

S.No.	Details	Date	Time
1.	Opening date for online registration of application	23/08/2013	10 00 Hrs.
2.	Closing date of online registration	06/09/2013	18 00 Hrs.
3.	Last date of receipt of Registration Slip	13/09/2013	18 00 Hrs.
4.	Written Test Date (Tentative)	29/09/2013	Forenoon
