



RECRUITMENT ADVERTISEMENT NO. 01/2013

ASSAM ASSET: NAZIRA

OIL AND NATURAL GAS CORPORATION LIMITED

India's Most Admired Energy Major
&
The Flagship "Maharatna"

Appendix – Advertisement No.1/2013

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OIL AND NATURAL GAS CORPORATION LIMITED **EASTERN SECTOR: ASSAM**

Advertisement No.01/2013

1. About ONGC

- (1) ONGC has been recognized as the world's No.3 in Global E&P companies. ONGC's vision is to be a Global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. ONGC is the only Indian energy major in Fortune's Most Admired List 2012. Government of India formally conferred coveted Maharatna status on ONGC in April 2011. ONGC accounts for 73% Oil & 48% of Gas production in the country. ONGC Videsh, the overseas arm of ONGC is currently operating in 16 countries in 33 projects with investment of over 10 Billion USD. ONGC's Annual net profit ` 25,123 Crores.**
- (2) 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.**

2. Who Can Apply ?

- 🚩 ONGC, Eastern Sector, Assam invites applications from Candidates with valid registration of Name and eligible requisite essential qualification(s) in any of the Employment Exchanges located within the State of Assam i.e. Candidate's Name and qualifications must be registered in the Employment Exchange on or before closing date of online registration process. The Employment Exchange certificate / card Registration should be valid during the online registration process.**
- Most of the Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any location within the country as demanded by the semi-mobile nature of operations.**

3. Posts Vs. Pay Vs. Essential Qualifications

3.1. PAY SCALES, EMOLUMENTS & OTHER BENEFITS :

SL. NO.	POST LEVEL	BASIC PAY SCALE (TOTAL EMOLUMENTS)	TOTAL EMOLUMENTS INCLUDE
1	A-II LEVEL (REGULAR)	₹ 12000-27000/- (Total emolument would be ₹ 32,000/- 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) North East Allowance.
2	A-I LEVEL (REGULAR)	₹ 11,000-24,000/- (Total emolument would be ₹ 30,000/- Approx. per month).	
3	W-I LEVEL (REGULAR)	₹ 10,000-18000/- (Total emolument would be ₹ 27,000/- Approx. per month).	

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. Housing Building Advance and Car / Scooter Advance.
7. An Annual increment of 3 % is admissible on basic pay.

3.2 DETAILS OF THE POSTS, RESERVATIONS, ESSENTIAL QUALIFICATION :

A-II LEVEL [PAY SCALE ` 12000-27000]

Sl. No.	Name of Post	Total No. of Posts	Break up				Essential Qualification
			SC	ST	OBC	UR	
1	Technical Assistant GD.III(Chemistry)	22	01	03	06	12	Post Graduate Degree in Chemistry .
2	Assistant Technician(Civil)	08	01	01	02	04	3 years Diploma in Civil Engineering/3 years Diploma in Draftsman (Civil)
3	Assistant Technician (Electrical)	09	01	01	03	04	3 years Diploma in Electrical Engineering. Should have valid Certificate of Competency as Electrical Supervisor.
4	Assistant Technician (Electronics)	08	00	01	02	05	3 years Diploma in Electronics/ Telecom /E&T Engineering or M.Sc. in Physics with Electronics.
5	Assistant Technician (Instrumentation)	11	00	02	04	05	3 years Diploma in Instrumentation Engineering.
6	Assistant Rigman (Drilling)	21	00	00	1	20	3 years Diploma in Mechanical/ Petroleum Engineering. Physical Standard as specified.
7	Assistant Technician (Production)	11	01	00	02	08	3 years Diploma in Mechanical Engineering/Chemical Engineering / Petroleum Engineering.
	Total	90	04	08	20	58	

A-I LEVEL [PAY SCALE ` 11000-24000]

Sl. No.	Name of Post	Total No. of Posts	Break up				Essential Qualification
			SC	ST	OBC	UR	
8	Jr.Assitant Technician (Electrical)	39	03	05	11	20	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrical Trade. Should have valid Certificate of Competency as Electrical Supervisor

9	Jr. Assistant Technician (Diesel)	05	00	00	01	04	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Diesel .
10	Jr. Assistant Rigman (Drilling)	25	01	00	1	23	High School or Class X Equivalent Board Examinations with Science and Trade Certificate Fitting or Mechanic Trade* Physical Standard as specified.
11	Jr. Assistant Technician (Production)	08	01	00	01	06	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting or Mechanic Trades*
12	Jr. Assistant Technician (Cementing)	03	00	00	01	02	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Auto/ Fitting or Mechanic Trades* Should have Valid Heavy Vehicle Driving Licence.
13	Jr. Assistant Technician (Welding)	01	00	00	01	00	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Welding.
14	Jr. Assistant Technician (Machining)	09	01	01	02	05	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Machining.
15	Jr. Assistant Technician (Fitting)	03	00	01	01	01	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting.
16	Jr. Motor Vehicle Driver (Winch/ Heavy Vehicle operations)	04	00	00	01	03	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving Experience of heavy vehicles. Test Apply.
17	Jr. Assistant (Material Management)	02	00	00	00	02	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing speed 30 w.p.m. with 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					

Sl. No.	Name of Post	Total No. of Posts	Break up				Essential Qualification
			SC	ST	OBC	UR	
18	Jr. Assistant (Accounts)	01	00	00	00	01	B.Com. with proficiency in typing speed 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					
19	Jr. Assistant (Steno-English)	02	00	00	00	02	Graduate with proficiency in 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. Test Apply.
		Note : Person with Disability can also apply. i.e. OH					
20	Jr.Fire Supervisor	01	00	00	00	01	Intermediate with 6 months continuous experience in Fire Services. Valid Heavy Vehicles Driving Licence essential. Physical Standard as specified. Physical Efficiency Test Apply.
Total		103	06	07	20	70	

W-1 LEVEL [PAY SCALE `10000-18000]

21	Jr.Fireman	14	01	01	03	09	High School or Class X Equivalent Board Examination with Fireman's training of three months' continuous duration. Valid Heavy Vehicles Driving Licence essential. Physical Standard as specified. Physical Efficiency Test Apply.
Total		14	01	01	03	09	

*The trades in respect of Mechanic are :-

Diesel/ Instrumentation/Turner / Machining / Tractor / Motor Vehicle /
Welding/Black Smithy / Boiler Attendant and Machinist Grinder.

Summary of Total Vacancy ::

Sr. No.	Level	Total Post	Category			
			SC	ST	OBC	UR
1	A –II	90	04	08	20	58
2	A –I	103	06	07	20	70
3	W-I	14	01	01	03	09
4	Total	207	11	16	43	137

3.3. IMPORTANT NOTE 1 :

1. Diploma should be recognized by AICTE and should be minimum 3(three) years of duration.
2. ITI should be recognized by State Board of Technical Education (ASBTE) / National Council for Vocational Training (NCVT).
3. Graduation, Post Graduate, Diploma degree, should be from recognized University.
4. Trade Certificate should be from respective ITIs / Technical Institutions recognized by State Board of Technical Education (ASBTE) / National Council for Vocational Training (NCVT).
5. In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India instructions will be required at the time of interview.

6. Crucial date of eligibility :-

Applicants must ensure that they are eligible in all respects on the closing date of online registration process (i.e. 15.07.2013) failing which their candidature will be rejected, Age will be reckoned as on 15.07.2013.

7. Fireman's Training Certificate should be from recognized Institute / Local Self Government.
8. Certificate of Disability should be issued by Civil Surgeon in case of Person with Disability (PwD) applicable to Post at Sl.No. 17, 18 & 19 only. The minimum degree of disability in order for a person to be eligible for any concession /benefits would be **40%**
9. Eligibility of Candidates belongs to PwD (Persons with Disability) are as under :

Sl. No.	Name of Post	Eligibility of Candidates under PwD	Category of Disabled Suitable for post
1	Jr.Asstt.(MM)	HH, OH	OA,OL,PD,D
2	Jr.Asstt.(Accounts)	HH, OH	OA, BL, OL, PD, D
3	Jr.Asstt.(Steno-English)	OH	OL, BL

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 of grip and (c) ataxia

BL – Both legs affected but not arms, OL – One leg affected (right or left),

PD – Partially deaf, D-Deaf.

4. Details of Physical Tests for posts at SI.No.6,10,20&21

4.1 PHYSICAL TESTS:-

Physical Standard Tests (PST) and Physical Efficiency Test (PET) will be conducted for short listed candidates for personal interviews in respect of the following posts (which ever applicable) :

Sl. No.	Post(s)	Category	Height (in cms)	Weight (in Kgs.)	Chest(in Cms) (Expansion Min.5.Cms)		Vision
					Un-expanded (Min)	Expanded (Min)	
1	Junior Fire Supervisor And Junior Fireman	Tribes/ Hill men	163	-	81	86	Not Applicable
		All Others	168	-	81	86	Not Applicable
		For persons from State of Assam					
		Tribes/ Hill men	160	-	79	84	Not Applicable
		All Others	163	-	79	84	Not Applicable
2	Junior Assistant Rigman(Drilling) / Assistant Rigman (Drilling)	GEN/ OBC	167	58	81	86	6X6 Without glasses & without any history of night/colour blindness / squint etc.
		SC/ST	162	50	79	84	

4.2 PARAMETERS OF PHYSICAL STANDARD FOR FEMALE:

Sl. NO	POST	PARAMETER	MINIMUM PHYSICAL STANDARD FOR FEMALE
1	Junior Fire Supervisor/ Junior Fireman	HEIGHT	152 cms. Relaxed 5 cms. For candidates from tribes/hills
		WEIGHT	Proportionate to height but not less than 46 kgs.

4.3 PHYSICAL EFFICIENCY TESTS (PET) :

SL. NO.	POST	PHYSICAL EFFICIENCY TEST	
		For Male	For Female
1	Junior Fire Supervisor / Junior Fireman	1] Running 800 Mts. Within 4(four) Minutes.	1] Running 800 Mtrs. Within 6 (six) Minutes.
		2] Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 100 mtrs.	2] Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 75 mtrs.
		3] Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.)fully extended in 2 Minutes.	3] Climbing a fire service extension ladder of 34 feet (10.5 Mtrs. fully extended in 2 Minutes.

5. Percentage of Marks Required, Age Limit & Application Fee

5.1 PERCENTAGE OF MARKS CRITERIA :

Category	% Marks Required in Essential qualification		
	Class X (For post sr.no.16 & 21)	Intermediate/ITI/ Diploma/ /Graduate	Post Graduate
General/ OBC	60% marks	60 (sixty) % marks	Pass
SC/ST	50 % marks	50 (Fifty) % marks	Pass

Note : Candidate has to enter the percentage of marks while filling the online application form only rounding off of percentage to the lower digit. (Decimal percentage of marks shall be rounded off to lower digit, e.g.59.9% means 59% only).

5.2 AGE CRITERIA FOR A-I AND A- II LEVEL:

Category	Age Limit as on (15.07.2013)	
General	Max 30 Years	Min 18 Years
OBC	Max 33 years	
SC/ST	Max 35 Years	

AGE CRITERIA FOR W- I LEVEL :-

Category	Age Limit as on (15.07.2013)	
General	Max 27 Years	Min 18 Years
OBC	Max 30 years	
SC/ST	Max 32 Years	

AGE CRITERIA FOR PwD [HH, OH CAN ALSO APPLY FOR THE POST CODE NO.17,18 & 19]

Category	Age Limit as on (15.07.2013)	
General	Max 40 Years	Min 18 Years
OBC	Max 43 years	
SC/ST	Max 45 Years	

Note :

- Age will be reckoned as on **15.07.2013**
- Candidate competing for General post should fulfill age criteria for General category.
- Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship Training in ONGC.
- 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.
- No age relaxation will be admissible to the post of Jr.Asstt.Rigman (Drilling) and Asstt.Rigman (Drilling) in lieu of Apprenticeship training done in ONGC.

5.3 PROCESSING FEE/ REGISTRATION FEE:

Category	Application Fee
General/OBC	₹ 150/- (One hundred Fifty)only
SC/ST	₹ 50/- (Fifty) only
Note : (i) Candidates are required to submit Registration Fee as per the format of SBI Bank Challan by downloading www.ongcindia.com (ii) Bank Charges shall be extra as applicable. (iii) Candidates belongs to Ex.Serviceman & PwD are exempted from Processing/Registration Fee.	

5.4 IMPORTANT NOTE:

- a) A candidate can apply for all eligible posts within a level of posts (i.e. A-II/A-I/W-I with one time Registration /Processing Charges applicable as mentioned in Point 5.3. If the candidate wish to apply for another level of post(s) then He/She may apply again as per the steps given in online or downloading as mentioned in how to apply.
- b) 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.
- c) Registration fee is purely non refundable.

6. Selection Process

6.1 SELECTION METHODOLOGY:

The selection methodology will comprise the following stages :

- (1) Written test
 - (2) Physical Test / Driving Test/ Physical Efficiency Test/Stenography Efficiency test / Typing Efficiency test. (Wherever applicable) and
 - (3) Personal Interview.
- The candidates have to qualify at each stage separately and in aggregate.
- (a) Eligible candidates will be required to appear for Written Test (Objective type) in the subject Discipline of the Qualification selected and General Awareness.
 - (b) Test paper will be Bilingual i.e. Hindi and English.
 - (c) The candidates who qualify in the Written Test shall be shortlisted based on the performance of written exam and called for Physical Standard test / Physical Efficiency Test / Driving Test / Stenography efficiency test / Typing efficiency test(whenever applicable) and Personnel Interview etc. However, the candidate who qualify Written test for the post of Jr.Asstt.Rigman(Drilling),Asstt.Rigman(Drilling), Jr.Fire

Supervisor and Jr.Fireman will be put on test for the Physical parameters – Height, Chest and are required to undergo the Physical Efficiency Test and Driving Test (Wherever applicable), 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.

- (d) The candidates who qualify in the Written test shall be called for Stenography test/typing test (Wherever applicable) and Personal interview etc. However, the candidate who qualify written test for the post of Jr.Asstt.(Steno-English) will have to undergo stenography and typing test prior to personal interview. For the post of Jr.Asstt.(Accounts) and Jr.Asstt.(MM) will have to undergo typing test prior to personal interview.
- (e) The Written Test is tentatively scheduled on **25.08.2013 (Sunday)** (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.
- (f) Screening and selection will be based on the details provided by the candidates, 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.
- (g) The candidate will have to qualify at each stage i.e. Written, Physical Standard, Physical Efficiency, Driving (wherever applicable), and in Interview separately.

6.2 PATTERN FOR WRITTEN TEST:

- Written test paper will consists of only 120 objective type . [100 from subject discipline and 20 from General Awareness & Aptitude, each question carrying 1(one) mark] and Duration of Examination will be 2 hours.
- Test paper will be Bilingual i.e. Hindi and English and no negative marking.
- Candidate eligible for multiple posts in same level will get paper of subject related to the multiple discipline in which candidate has applied.

Note: - The discipline in which candidate shall appear for the written test is purely based on the qualification possessed by the candidates. In case a candidate applies for two level say A-I & A-II and if the discipline is common for A-II and A-I levels then candidate will appear for A-II level discipline only.

7. How to Apply

7.1 INFORMATION REQUIRED IN HAND FOR APPLYING:

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

- (a) Valid E-mail ID, Contact Number - Mobile No.
- (b) Selection of test centre.
- (c) Details of Valid Employment Exchange registration of Assam for the post in Assam State i.e Number, Validity from to and name of exchange where registered.
- (d) Qualification, percentage of marks, year of passing and name of institute/University.
- (e) Date of Birth as mentioned in High School or Class X Equivalent Board Examinations Certificate / School leaving Certificate.
- (f) If Ex-Apprentices of ONGC, Place, Trade and period of training.
- (g) 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 website).

(h) If Ex-Serviceman Registration Card issued by the Employment Exchange/Ex-Servicemen Welfare Department situated within the State of Assam.

(i) Experience / Training Certificate as applicable.

Note :- Candidate must ensure that they meet the eligibility criteria laid down in this advertisement before making the payment through challan. Payment is purely non refundable.

7.2 HOW TO APPLY :

- ❖ 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 Assam may apply "Online" or by downloading the application form through the link "Recruitment 01/2013 – ER - Assam" available on ONGC website www.ongcindia.com
- ❖ Candidate should possess a valid E-mail ID before registering / submitting application online.
- ❖ All correspondence with candidates shall be done through E-mail only. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-mail/ordinary post. Responsibility of receiving, downloading and printing of admit card / call letter for interview and physical tests shall be that of the candidate. ONGC will not be responsible for any postal delay / loss of E-mail sent, due to invalid/wrong postal address/E-mail ID provided by the candidate or delivery of E-mails to spam/bulk mail folder etc.

7.3 TEST CENTRE FOR WRITTEN TEST:

The Written test is scheduled to be conducted tentatively in following four cities of Assam State depending upon the Number of applications received. Candidates are required to indicate their choice of Examination centre but the allotment will be at discretion of ONGC and NO change of Test Centre will be permitted at a later stage.

Name of the Test Centre			
Guwahati	Sivasagar	Jorhat	Silchar

Note :-

- The Written Test will be tentatively scheduled on **25.08.2013 (Sunday)** The exact date of Written Test will be communicated in the Admit-Card/SMS alert and same will be also available on the [www.ongcindia.com](http://www ONGC india com)
- Candidates will be allowed to appear in the Subject-paper relevant to the Qualification selected.
- Candidates who wants to compete for W-I level /A-I level /A-II level will have to fill ONLINE/ DOWNLOADING application form separately in each level wise for all the posts.

7.4 ADMIT CARD FOR WRITTEN EXAMINATION :

The Admit Card with details of the Candidates, Name, 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 Eastern Sector (Assam) by entering the unique Registration number printed on the Registration Form and Date of Birth. The same will also be informed by SMS alert, e mail and by post to the candidate at the address mentioned in the Registration form.

No other communication will be sent separately. The candidates are therefore advised to check their e mail and ONGC website www.ongcindia.com from time to time for details of examination, admit card and other relevant information.

Candidates must recheck the details given on the admit card well before appearing for the written examination to ensure that discipline mentioned is as per the qualification possessed by the candidates.

7.5 STEPS FOR APPLYING ONLINE OR BY DOWN LOADING APPLICATION FORMAT :

[A] Step to apply for REGULAR POST by online Registration :

Logon to [www.ONGCINDIA.COM](http://www ONGCINDIA.COM) and click on "Apply ONLINE for Regular Posts".

- (a) First fill the Application format.
- (b) Take the Printout of System Generated Application Form and Customized Bank Challan bearing unique Registration No.
- (c) The Unique Registration No. and Date of Birth will be used for future access the Admit Card, Application Status and Result.etc..
- (d) Affix Photograph in the space for photograph and put Signature across the photograph So that half signature on application form and other part on the photograph itself.
- (e) Candidate should Sign the Application Form at the space provided in the Application format.
- (f) Take the printout of System Generated Customized Bank Challan to deposit fees as, fees / charges (i.e. for GEN/OBC ` 150/- and for SC/ST – ` 50/-) in any SBI Branch alongwith applicable bank charges i.e. ` 20/- per challan.
- (g) Fill the Journal No., Branch Code and Branch Name, Date of deposit in the Application Format.
- (h) Send the Original Copy of Bank Challan and filled in Application format, alongwith relevant documents to the following address (any one) so as to reach on or before **20.07.2013** ONGC shall not be liable for any postal delay etc.

To,

The Advertiser OR (2)
Post Box No 84
Guwahati GPO,
Meghdoot Bhavan,
Guwahati 781 001

The Advertiser
Post Box No. 53
Silchar HPO
Silchar 788 001

OR (3) The Advertiser
Post Box No.05
Sivsagar HPO
Sivsagar 785 640

[B] To apply for REGULAR POST by DOWN LOADING APPLICATION FORMAT :

Logon to www.ongcindia.com and click on "DOWN LOAD
APPLICATION FORMAT for Regular Posts".

- ✚ Download application form and fill up requisite information.
- ✚ Take printout of customized Bank Challan form to deposit fees / charges (i.e. GEN/OBC - `150/- and for SC/ST – `50/-) in any SBI Branch alongwith applicable bank charges i.e. `20/- per challan.
- ✚ Make the payment of requisite fees as per the Customized SBI Bank Challan in any SBI branch and get the Journal No., Branch Code No., Branch Name and Date of Deposit which will be filled in the Bank Officials in the Challan.
- ✚ Fill the Journal No., Branch Code, Branch Name and Date of deposit of fees in the Application Format.

Submission of Application:-

- (For Online application) - Once the candidates has filled the Online Application form and submitted the same, the Candidate will get system generated customized Bank Challan and Application Format. Take the Printout of the same.
- (For Downloaded Application) - Once the candidate has filled the Application form, Affix Photograph in the space for photograph and put signature across the Photograph and wherever applicable in the Application format.
- Make the payment of requisite fees as per the Customized Bank Challan in any SBI branch and get the Journal No., Branch Code No., Branch Name and Date of Deposit, which will be filled in by Bank Officials in the challan.
- Write the Journal No., Branch Code No., Branch Name and Date of Deposit in the Application Format.

- 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 Original Customized Bank Challan alongwith original Application format, minimum requisite qualification certificates, Caste certificates/Ex-Serviceman Certificate/ PwD Certificate, Employment Exchange Registration of Assam etc. (Wherever applicable), to the any one of the following address by *Ordinary post only* so as to reach latest by **20.07.2013**. ONGC will not be responsible for any delay.

To,

The Advertiser OR (2)
Post Box No 84
Guwahati GPO,
Meghdoot Bhavan,
Guwahati-781 001

The Advertiser OR (3)
Post Box No.53
Silchar HPO
Silchar 788 001

The Advertiser
Post Box No.05
Sivsagar HPO
Sivsagar 785 640

- 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 documents in an envelop

Superscribed ("Application for the Post of _____").

- 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 Application format and Signature in the space provided.
- Customized 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 Eastern Sector(Assam) at ONGC
- website **www.ongcindia.com** (Alongwith valid Non creamy layer certificate in case of OBC as on date of registration of application)

- Copy of eligible minimum qualification certificate including copy of Valid Employment Registration Card in State of Assam/Valid Heavy Vehicle Driving Licence/Heavy Vehicle Driving Experience Certificate/ Certificate of Stenography/ Certificate or Diploma course with minimum duration of six month in Computer Applications in office environment/ Certificate of Competency as Electrical Supervisor/ Minimum 6 months continuous Experience in Fire Services/Minimum 3 month continuous Fireman's Training /Registration Certificate of Council (Wherever applicable). Copy of Higher qualification certificates if any are not required.
- 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.

8. General Instructions and Important Dates

8.1. GENERAL INSTRUCTIONS :

- a) Application format downloaded duly filled in or printout of the online Application form 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 Bank Challan Copy/ Valid Employment Registration Card in State of Assam/ 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 eligible minimum

qualification certificate including copy of Valid Heavy Vehicle Driving Licence/Heavy Vehicle Driving Experience Certificate/ Certificate of Stenography/ Certificate or Diploma course with minimum duration of six month in Computer Applications in office environment/ Certificate of Competency as Electrical Supervisor/ Minimum 6 months continuous Experience in Fire services/ Minimum 3 month continuous Fireman's Training /Registration Certificate of Council (Wherever applicable). Copy of Higher qualification certificates if any are not 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) The printout of Application Format should be untampered (No Photocopies are allowed). In case of any overwriting or tampering of Application Format the candidature of candidate shall be rejected.
- h) Candidate should retain the copy of their system generated Application format with details of Branch Code, Branch Name, Journal Number, Date of Deposit and Bank Challan after making payment in SBI for future reference.
- i) The candidates are required to deposit the applicable Registration/ Processing fees as indicated in Point No.5 .3 at any branch of State Bank of India. Candidature of candidates making deposit by other mode of fee or not submitting in original Application format / Bank Challan or mismatching of Bank document or any other discrepancy will be summarily rejected.
- j) An application not accompanied by requisite fess or not signed by the candidate or incomplete in any respect will not be entertained / liable to be rejected.

- k) Court of Jurisdiction for any dispute will be Sibsagar.
- l) Candidates working 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) Employment Exchanges of Jorhat/Golaghat/Sivasagar/Nazira/ Silchar/ Hailakandi/Karimjanj/Moran/Borpathar and Sonari have been requested to suitably inform the sponsored candidates, to apply online by visiting www.ongcindia.com against Recruitment of posts, Eastern Sector(Assam).
- 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 Eastern Sector (Assam) State or elsewhere based on organization need / requirement.
- q) For more information about the Company you may visit ONGC website www.ongcindia.com

8.2 IMPORTANT DATES:

Sl.No.	Details	Date	Time (hrs.)
1.	Online Registration Start Date	17.06.2013 (Monday)	10:00
2.	Online Registration Closing Date	15.07.2013 (Monday)	18:00
3.	Last date of Receipt of completed Application Format with relevant documents by ordinary Post at Post Box No.	20.07.2013 (Saturday)	18:00
4.	Tentative Date of Written Test	25.08.2013 (Sunday)	10:00-12:00

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.
- ❖ [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 Certificate.](#)

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