



OIL AND NATURAL GAS CORPORATION LIMITED

RECRUITMENT FOR ONGC, CHENNAI

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1. 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. The Company offers one of the best compensation packages in cost to company terms in the Country.

2. ONGC- Southern Sector invites applications from young and energetic Indian Citizens for selection to the under mentioned Posts from the Candidates registered with any of the Employment Exchanges / Professional and Executive Employment Offices in the State of **Tamil Nadu**. The Employment Exchange Certificate/Card Registration should be valid as on the closing date of Online registration process.

Most of these jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills in the operational areas situated at remote places. The job is transferable to any Onshore/Offshore location within the Country.

3. The details of the eligibility criteria viz. Educational Qualifications, Age limit, Physical Standards measurements, Physical efficiency test, etc. are given below which may be read carefully before applying.

DETAILS OF POSTS, RESERVATIONS, ESSENTIAL QUALIFICATIONS REQUIRED:

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Vacancies				Total
				SC	OBC	UR (GEN)	Category of disability suitable for the job	
1	Assistant Gd. III (Transport)	A2	Three (3) years Diploma in Auto / Mechanical Engineering / Post Graduate Diploma in Business Management/ Administration OR Post Graduate. Valid Heavy Vehicle Driving Licence essential.	Nil	Nil	01	Not Identified	01
2	Assistant Technician (Electronics)	A2	Three (3) years Diploma in Electronics / Telecom / E&T Engineering OR M.Sc. in Physics with Electronics.	02	01	04	OA, OL, BL, HH.	07
3	Security Supervisor	A2	Graduate with relevant experience of One Year in the field of Security. Physical Standards, Physical Efficiency as specified below and Tests apply.	Nil	Nil	01	Not Identified	01
4	Assistant Gd. III (Accounts)	A2	PG Degree in Commerce or Graduate in Commerce with one year Diploma in Finance & Accounts / ICWA (Inter) / CA (Inter)	Nil	Nil	01	OA, OL, OAL, BL, HH, B, LV.	01

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Vacancies				
				SC	OBC	UR (GEN)	Category of disability suitable for the job	Total
5	Assistant Gd. III (Materials Management)	A2	Three (3) years Diploma in Materials Management/ Inventory/ Stock Control recognised by the State Board of Technical Education / 1 Year PG Diploma in Materials Management.	Nil	Nil	02	OA, OL, HH.	02
6	Junior Assistant (Accounts)	A1	1) B. Com. with proficiency in Typing 30 w.p.m. 2) Certificate / Diploma of minimum duration of 6 months in Computer Applications in the Office environment. Tests apply.	Nil	Nil	01	OA, OL, OAL, BL, HH, B, LV.	01
7	Junior Assistant (P&A)	A1	1) Graduate with Typing speed 30 w.p.m. 2) Certificate / Diploma of minimum duration of six months in Computer Applications in the office environment. Tests apply.	Nil	Nil	01	OA, OL, BL, OAL, HH, B, LV.	01
8	Junior Security Supervisor	A1	Intermediate with 6 months' training/ experience in security. Physical Standards, Physical Efficiency as specified below and Tests apply.	Nil	Nil	02	Not Identified	02
9	Junior Motor Vehicle Driver (HV)	A1	Matric PASS with Valid Driving Licence for Heavy Vehicle and three years driving experience of Heavy Vehicles. Testing of driving skills of Heavy Vehicle apply.	Nil	Nil	02	Not Identified	02
TOTAL NUMBER OF POSTS FOR CHENNAI :				02	01	15		18

4. PAY SCALE/ALLOWANCES & OTHER BENEFITS:

(i)	Pay Scale	A2 level :: Rs. 12000 - Rs. 27000; A1 level :: Rs. 11000 - Rs. 24000; An annual increment of 3% on Basic Pay is applicable.
(ii)	Allowances	Dearness Allowance, HRA, allowances @ 47% of Basic Pay under Cafeteria Approach etc. as per rules of the Corporation.
(iii)	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 Corporation.

5. ELIGIBILITY FOR 'PERSONS WITH DISABILITY' (PWD) CANDIDATES:

Reservation of posts for persons with disability as per Rules. The Posts identified for Persons with Disability and the types of disability are indicated above. The minimum degree of disability in order for a person to be eligible for any concession / benefit would be 40%.

Abbreviations used:

OH – Orthopedically Handicapped:

OA – One Arm, OL - One Leg, BL – Both Legs, OAL – One Arm and One Leg.

HH – Hearing Handicapped.

VH - Visually Handicapped: B : Blind, LV : Low Vision.

6. REQUIREMENT OF PHYSICAL STANDARDS - (Physical standards will be tested) :

S. No.	Post(s)	Category	Minimum Height (in Cms.)	CHEST	
				Unexpanded (Min) in Cms.	Expanded (Min) in Cms.
1 2	Security Supervisor Jr Security Supervisor	All Others ---	168	81	86
		Tribes/ Hill men---	163	81	86
		For Persons from State of Assam--	163	79	84
		For Persons from State of Assam – (for tribes/hill men) --	160	79	84

REQUIREMENT OF PHYSICAL STANDARDS (for Females) for recruitment in Security and Fire Discipline - (Physical standards will be tested) :

Sl.	Parameter	Minimum Physical Standard for Females
1	Height	152 Cms. Relaxed 5 Cms for candidates from tribes / hills
2	Weight	Proportionate to height but not less than 46 Kgs.

7. PHYSICAL EFFICIENCY TEST PARAMETERS (PET) – (PET will be tested) :

Post(s)	Physical Efficiency Test : Male	Physical Efficiency Test : Female
1. Security Supervisor	a) 1.6 Kms race in 8 minutes.	a) 800 Mtrs race in 6 minutes.
2. Junior Security Supervisor	b) Long Jump: 9 feet (3 chances).	b) Long Jump: 8 feet (3 chances).
	c) High Jump: 3 1/2 feet (3 chances).	c) High Jump: 3 feet (3 chances)
	No PET for Ex-Servicemen.	

8. AGE CRITERIA:

- Age will be reckoned as on **27.09.2014**.
- Minimum age 18 years and Maximum age **for GEN 30 years, for OBC 33 years & for SC 35 years.**
- Age Limit for Person with Disability (PwD) – GEN (UR) 40 Years, for OBC 43 years & for SC 45 years.**
- Candidates competing for Un-Reserved Posts should fulfill age criteria applicable for General Category.
- ONGC Departmental candidates will be given age relaxation to the extent of their experience wherever applicable as per ONGC Rules.

6. Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship training in ONGC.
7. For Ex-Servicemen age relaxation is available to the extent of their length of Service in Armed Forces **plus 3 years** as per Rules, **subject to maximum Age of 45 Years, and 50 Years in case of disabled defence service personnel belong to SC/ST.**

9. EDUCATIONAL QUALIFICATION CRITERIA:

1. Percentage of Marks in Essential Educational Qualification(s):-

Post at Sl. No.	Minimum Marks for GEN & OBC Candidates	Minimum Marks for SC Candidates
1 to 9	60%	50% Applicable wherever reserved posts are available.
For ONGC Departmental Candidates - PASS for all posts.		

2. **Decimal percentage of marks shall be rounded off to lower digit, e.g. 59.9% means 59% only.**
3. Where the Post is Unreserved, the candidate must fulfill requisite percentage criteria applicable for General category.
4. Qualification to be reckoned as on closing date of Online Registration. Applicants must ensure that they are eligible in all respects on the Closing date of '**Online Registration**' (i.e. **27.09.2014**), failing which their candidature will be rejected.
5. Candidates should invariably possess the **Essential Qualifications** mentioned above at the time of applying.
6. Diploma should be recognized by AICTE. Only those candidates with three (3) years Diploma regular / fulltime Diploma qualification need apply.
7. Graduate / Post Graduate Degrees should be from recognized University. Wherever Graduate / Post Graduate qualifications are required the order of studies should be 10th Std., 12th Std., Bachelor's Degree / Post Graduate Degree.
8. Wherever CGPA / OGPA or letter grade in Diploma / Degree / Post Graduate 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.**
9. **Security Discipline:** Experience / Training Certificate should be from any State or Central Government Agency, or Private Company, or Registered Agencies.
10. **BCA and MCA** will not be treated as equivalent to 'Six months course in Computer Applications in office environment'. Candidates should possess the required Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment, which is mandatory to get eligible for the Posts wherever applicable.

10. SELECTION METHODOLOGY:

1. Candidates who fulfill the qualifying criteria and having valid registration with the Employment Exchanges / Professional Employment Offices **in the State of Tamil Nadu** may only apply. Candidate's name and essential qualifications must be registered in the Employment Exchange on or before closing date of online registration process.
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 applicants. 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. The candidates will have to qualify at each stage i.e. (1) Written Test, (2) Physical Standards measurement Test, Physical Efficiency Test, Typing Test, HV Driving Skills 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 Management.
4. The Candidates who qualify in the Written Test for the Post(s) of **Junior Assistant (P&A)** and **Junior Assistant (Accounts)** will have to undergo Typing Test. Candidates passing the test will only be called for Personal Interview.
5. Candidates who apply for the posts of (1) Security Supervisor, (2) Junior Security Supervisor, must satisfy themselves that they have the Physical Standards prescribed, and they will be tested for Physical Standards Parameters: Height, Weight, Chest, and Physical Efficiency, as 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 these tests. Candidates passing these tests will only be called for Personal Interview. **Candidates not meeting the prescribed Physical Standards need not apply.**
6. **SC/ST/OBC** Candidates, while applying for an Unreserved post, where there are no vacancies in their respective reserved categories, will be treated as General Candidates and no relaxation in the criteria will be applicable to these Candidates.
7. **ONGC Departmental candidates fulfilling the requisite qualifications will be given first consideration.**
8. ONGC Departmental candidates must ensure filling up their own **CPF Number** in ONGC in the appropriate column on the Online Application form failing which they **SHALL NOT** be screened / considered as Departmental Candidates.
9. ONGC Departmental Candidates holding the Post of either A2/A1 Level post 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 13 below.

11. TEST CENTRE:

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

12. PATTERN OF WRITTEN TEST:

Eligible candidates will be required to appear for a Written Test (Objective type) in **OMR** answer sheet pattern, consisting questions of :

A1 & W1 Level:	(1) Concerned Discipline/Domain/Subject – 100 Marks, (2) General Awareness – 20 Marks.	Test Paper will be Trilingual (English, Hindi & Tamil).
A2 Level	(1) Concerned Discipline/Domain/Subject – 80 Marks, (2) General Awareness – 40 Marks.	Test Paper will be in English.

Syllabus for Written Test will be as per the essential qualification mentioned against each posts. There shall be no Negative Marking.

13. HOW TO APPLY ONLINE:

1. ONLINE SUBMISSION OF APPLICATION :

- All the prospective Candidates are to apply Online against the above mentioned vacancies notified. **No other mode of application will be accepted.**
- Local Employment Exchanges, Ex-Servicemen Offices, and Professional & Executive Employment Exchanges concerned have been requested to inform the sponsored Candidates to apply online, against the above mentioned vacancies notified. **These candidates have to compulsorily register their applications Online.**
- ONGC Departmental Candidates, and Contingent Workers who are paid wages directly by ONGC have also to register their applications Online.

2. Take a printout of SBI Payment Challan form: SBI payment Challan Form (with Bank A/C details of ONGC) is available on the web page; candidate to use the same for depositing the registration fee.

3. Payment of Registration Fee:

Registration fee is Rs. 300/- for GEN /OBC candidates, Rs. 100/- for SC/ST, PwD & Ex-Servicemen Candidates.

Candidates have to deposit the Registration Fee through the downloaded Challan Form, in **any branch of State Bank of India. ONGC Account No. 30827318409. Branch Code: 1576**

After paying, the Candidate has to preserve the counter foil of the SBI Challan, till the time of Interview.

No other mode of payment will be accepted. Registration Fee once paid is not refundable under any circumstances.

4. To fill the online application form following details should be readily available with the Candidates:

1. Present Valid E-mail Id, since correspondence will be done through e-mail.
2. Mobile Number of the Candidate. The Mobile Number so registered by the Candidate should be kept active to receive SMS alerts throughout the recruitment process.
3. Name of the Employment Exchange where registered, Registration Number, Current Validity.
4. Qualification, percentage of marks, year of passing and Name of Institute.
5. Experience / Training Certificates wherever required.
6. Date of Birth.
7. CPF No. for ONGC Departmental Candidates.
8. If candidate is Ex-Apprentice of ONGC, Place of ONGC where Apprentice Training held, Trade, and period of Training.
9. SC/ST/OBC Certificate in the prescribed format duly signed by Competent Authority.
10. In case of OBC, valid Non-creamy Layer Certificate, as applicable for appointment to posts in Central Govt. / Central Govt. Undertaking, in the prescribed format enclosed. 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.
11. PwD Candidates Details [Percentage of disability, Type of disability].
12. Details of valid Heavy Vehicle Driving Licence (for the posts at Sl. No. 1 & 9).
13. Details of SBI payment Challan (Journal No, Branch Name, Branch code, Deposit date, where the Registration Fees has been paid).
14. Ex-Servicemen Details [Experience period, Date of discharge from Army, Reason for discharge, Registration Card issued by the Employment Exchange].
15. Scanned copy of Candidate's pass-port size colour photograph (50 KB size).
16. Scanned signature of the Candidate (20 KB size).

5. STEPS FOR APPLYING:

- (i) Once the candidate has paid requisite fees in SBI, Logon to ONGC website www.ongcindia.com and click on Careers → Recruitment Notices → Southern Sector Rectt → **Chennai Posts** and follow the flow chart.
- (ii) Select the post applied and fill in the requisite details in the online application format.
- (iii) Attach Scanned copy of recent passport size colour photograph of the Candidate with white background (not more than 50 KB size – image type "jpeg/jpg") and signature of the candidate (not more than 20 KB size – image type "jpeg/jpg").
- (iv) Preview the entered details, edit if required, and submit the application. No changes shall be allowed once the candidate has saved and submitted his/her application.

- (v) 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. Retain the Registration Slip for submission at the time of Interview.

APPLICANTS NEED NOT FORWARD ANY DOCUMENTS TO ONGC.

14. Admit card for Written Examination:

The likely date of the Written Test is 16/11/2014. Any change in the date of written test shall be published in our website www.ongcindia.com.

The Admit Card can be downloaded directly from the website **www.ongcindia.com** at **Recruitment of Posts for Southern Sector** by entering the unique registration number and date of birth printed on the registration slip. The date of likely availability of admit card download is 28/10/2014 onwards.

The candidates are therefore advised to have a valid e-mail id and Mobile Number and keep it alive to check their e-mail & SMS and visit ONGC website www.ongcindia.com regularly for updates. No dispatch of Admit Cards through post.

15. GENERAL INSTRUCTIONS:

I. APPLICATION STAGE:

1. Candidates should note that the Written Test for all the above mentioned Posts will be held on a single day at the same Time and Date. Candidates can apply for **one post ONLY**.
2. 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 instructions on the subject.
3. ONGC reserves the right to fill or not to fill, either wholly or in part, the number of vacancies advertised, without assigning any reasons.
4. Merely fulfilling the age and educational qualifications itself do not constitute the right to be called for the Written Test unless the candidate fulfills all other conditions laid down in this employment notification.
5. Candidates must have essential qualifications in order to apply; candidates possessing qualifications inline over and above the essential qualifications shall NOT be having any added advantage.
6. Ex-Servicemen claiming equivalence of Educational qualification should submit the evidence for such claim at the time of Written Test/Interview.
7. 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.
8. No manual Applications will be entertained. Only printout of the Original Online Registration Slip along with relevant documents should be submitted, **at the time of Interview**. 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.
9. Candidates should retain the Challan and Registration Slip for future reference.

10. 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.

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.

II. WRITTEN TEST STAGE:

1. Admission to the test center will be on production of Admit Card only.
2. Candidates to bring one photo identity proof (Driving license/Voter ID Card etc.) in original for verification purpose. Departmental candidates should also bring their ONGC Id Card.
3. Candidates to bring copy of SC/ST/PwD Certificate in the prescribed format duly signed by Competent Authority (for claiming of TA payment, if applicable).

4. Candidates to bring and submit an attested copy of valid HV Driving License (wherever applicable) during the time of written test, which shall be collected along with the Admit Card for verification.

III. INTERVIEW STAGE:

Following documents in Original & One Set of Xerox copy are required to be produced at the time of Interview, without which candidates will not be allowed to appear in the Interview:

- 1) Registration Slip with the Photo of Candidate duly attested by a Gazetted Officer.
- 2) Valid Employment Exchange Registration Card issued by the Employment Exchange situated within the State of **Tamil Nadu**.
- 3) SC/ST/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.
- 4) Educational / Technical qualification Certificates & Mark Lists.
- 5) Proof of Date of Birth
- 6) Photo ID Card (any one of : College Photo ID Card / Driving Licence / Voter Card / Pass Port / Adhar Card) to be produced at the time of Written Test / Interview.
- 7) Certificate of Disability should be issued by Competent Medical Authority in the Format in case of Person with Disability.
- 8) In case of ONGC 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**.
- 9) In case of ONGC Ex-Apprentice, Certificate of Apprentice Training in ONGC.
- 10) In case of Ex-Servicemen, Valid Discharge Certificate & **Qualification Equivalency Certificate**.
- 11) Valid Heavy Vehicle Driving Licence (wherever applicable).
- 12) No Objection Certificate in case of candidates in employment of Public Sector Undertakings / Govt. Service.
- 13) Experience / Training Certificates wherever required.

16. Payment of TA to SC/ST/PwD Candidates:

Candidates will have to appear for Written Test / Physical Standards Measurement Test / Physical Efficiency Test / Typing Test / Interview at their own expenses. However, SC/ST/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.

17. IMPORTANT NOTICE TO ALL CANDIDATES:

1. All correspondence will be done through e-mail and/or SMS alert.

2. ONGC takes no responsibility for any delay in receipt or loss of mail in transit of any communication.

3. 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.

4. 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.

5. 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.

6. 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 Management of ONGC will be final and binding on all the candidates.

7. Court of Jurisdiction will be at **Chennai**.

18. IMPORTANT DATES:

S. No.	Details	Date	Time
1	Opening date for online Registration of Application	06.09.2014	10 00 Hrs
2	Closing date of online Registration	27.09.2014	18 00 Hrs
3	Tentative date of Admit Card download	28.10.2014 onwards	
4	Likely date of Written Test. Any change in date of written test will be published in website ongcindia.com	16.11.2014 (Sunday)	Forenoon