



**OIL AND NATURAL GAS CORPORATION LIMITED  
TRIPURA ASSET, AGARTALA**

**Advt. No: 4/2018(R&P) (For Non-Executives) Tripura Asset**

**Online applications at [www.ONGCIndia.com](http://www ONGCIndia.com) from 30.01.2019 to 19.02.2019 till 1800 hours**

Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” Central Public Sector Enterprise (CPSE), and India’s flagship energy major is engaged in Exploration and Production of Oil and Gas in India and abroad. A global player in energy, it contributes about 70% of India’s domestic Oil and Gas production. Currently, ONGC, through its subsidiary ONGC Videsh, is India’s largest Transnational Corporate with overseas investment of over 28.36 Billion USD in 20 countries till FY 2018.

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 organisation focused on growth.

ONGC invites **Online Applications** from young and energetic candidates for the following **regular posts** for ONGC’s offices in **Tripura State**, with the pay scales as mentioned below.

**A. Pay scales, Emoluments & Other Benefits**

Sl. No	Post Level	Basic Pay Scale	Remarks
1	A-2 Level	Rs. 12,000-27,000/-*	In addition to this, annual increment @ 3%, allowances @ 47% of basic Pay under Cafeteria Approach, Dearness Allowance, House Rent Allowance, Mining allowance, Conveyance Maintenance, Substantial Performance Related Pay (PRP), Medical facility for Self & dependents, Self Contributory Post Retirement Benefit Scheme (PRBS), Composite Social Security Scheme (CSSS), Gratuity, Superannuation Benefits, Contributory Provident Fund (CPF), etc. are provided as per the Company’s rules from time to time*.
2	A-1 Level	Rs. 11,000-24,000/-*	
3	W-1 Level	Rs 10,000-18,000/-*	

\* Under revision w.e.f. 01.01.2017

**B. Details of the posts, Reservations and essential qualifications:-**

**Table-1: New Posts**

Sl. No	Level	Posts	No. of posts					Reserved for Ex-Service men	PWD reservation		Minimum Essential Qualification
			SC	ST	OBC	UR	Total		Posts identified for PwDs	Reserved for PWD	
1	A2	Assistant Technician ( Mechanical)	0	0	0	1	1	0	OH {OA, OL, BL}, HH	HH-1	3 Years Diploma in Mechanical Engineering
2	A2	Assistant Technician (Electronics)	1	1	0	3	5	2	OH {OA, OL, BL}, HH	OH-1	3 years Diploma in Electronics/ Telecom./ E&T Engineering Or M.Sc. in Physics with Electronics
3	A2	Assistant Technician (Production)	1	0	0	1	2	0	-	--	3 years Diploma in Mechanical/ Chemical/ Petroleum Engineering
4	A2	Assistant Rigman (Drilling)	1	3	0	4	8	0	-	--	3 Years Diploma in Mechanical / Petroleum Engineering. Minimum Physical Standard required as per table-4 below.
5.	A2	Technical Assistant Grade-III (Chemistry)	1	1	0	2	4	1	OH {OL, OA, BL}, HH	HH-1	Post Graduate Degree in Chemistry
6	A1	Pharmacist Gd-IV (Allopathy)	0	0	0	3	3	0	OH {OL, BL}	--	Diploma in Pharmacy of minimum 2 years duration. Should be registered with Pharmacy Council. **
7	A1	Junior Assistant (Accounts)	0	1	0	1	2	0	OH {OA, OL, OAL, BL}, HH, VH {B, LV}	VH-1	B.Com. with proficiency in typing 30 w.p.m. and Certificate/Diploma of minimum duration of six months in Computer

Sl. No	Level	Posts	No. of posts					Reserved for Ex-Service men	PWD reservation		Minimum Essential Qualification
			SC	ST	OBC	UR	Total		Posts identified for PwDs	Reserved for PWD	
											Applications in the office environment.
8	A1	Junior Assistant (Personnel & Administration)	1	1	0	2	4	0	OH {OA, OL, OAL, BL}, HH, VH {B, LV}		Graduate with Typing speed 30 w.p.m. Certificate/ Diploma of minimum duration of six months in Computer Applications in the office environment.
9	A1	Junior Assistant Technician (Electrical)	1	3	0	4	8	3	OH {OL}, HH	HH-1	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrician Trade. Certificate of Competency as Electrical supervisor.
10	A1	Medical Assistant Gd-IV (Dental Hygiene)	0	0	0	1	1	0	OH {OL}, HH, VH {LV}	VH-1	Diploma/ Certificate of Minimum one year duration in Dental Hygiene or Dental Assistant*. Minimum 1 year inline Experience.
11	A1	Junior Assistant Technician (Fitting)	0	1	0	2	3	1	-	-	High School or Class X Equivalent Board Examinations with Science, and Trade Certificate in Fitting.
12	A1	Junior Assistant Technician (Machining)	0	0	0	1	1	0	-	-	High School or Class X Equivalent Board Examinations with Science, and Trade Certificate in Machining. Test apply
13	A1	Junior Assistant Rigman (Drilling)	2	4	0	6	12	0	-	-	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting or Mechanic Trades The trades in respect of Mechanic are: Diesel / Instrumentation / Turner/Machining/ Tractor/Motor Vehicle/Welding/Black Smithy / Boiler Attendant and Machinist Grinder. Minimum Physical Standard required as per table-4 below
14	A1	Junior Assistant Technician (Auto)	1	0	0	1	2	1	-	-	High School or Class X Equivalent Board Examinations with Science, and Trade Certificate in Auto / Motor Mechanic trade.
15	A1	Junior Motor Vehicle Driver (Heavy Vehicle)	0	0	0	1	1	0	-	-	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving Experience of heavy vehicles. Test Apply. Driving test on Heavy Vehicle applicable.
16	A1	Junior Motor Vehicle Driver (Winch Operations)	0	1	0	1	2	0	-	-	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle

Sl. No	Level	Posts	No. of posts					Reserved for Ex-Service men	PWD reservation		Minimum Essential Qualification
			SC	ST	OBC	UR	Total		Posts identified for PwDs	Reserved for PWD	
											and 3 years driving Experience of heavy vehicles. Test Apply. Driving test on Heavy Vehicle applicable.
17	A1	Junior Assistant Technician (Cementing )	1	1	0	2	4	1	-	-	High School or Class X Equivalent Board Examinations with Science, and Trade Certificate in Auto/Fitting/Mechanic Trades. Should have Valid Heavy Vehicle Driving Licence. The trades in respect of Mechanic are: Diesel / Instrumentation / Turner / Machining / Tractor / Motor Vehicle / Welding/Black Smithy / Boiler Attendant and Machinist Grinder. Driving test on Heavy Vehicle applicable.
18	A1	Junior Technical Assistant (Survey)	0	0	0	1	1	0	-	-	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Surveying.
19	A1	Junior Security Supervisor	1	0	0	1	2	1	-	-	Intermediate with 6 (Six) months training / experience in Security with minimum physical standard as per details given below at Table 3. Physical Efficiency Test as per details given below at Table 5.
20	A1	Junior Assistant Technician ( Diesel )	0	0	0	1	1	0	-	-	High School or Class X Equivalent Board Examinations with Science, and Trade Certificate in Diesel. Test apply
21	A1	Junior Assistant (Materials Management)	0	0	0	1	1	0	OH {OA,OL}, HH	-	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing 30 w.p.m. with Certificate / Diploma of minimum duration of six months in Computer applications in the office environment. Test apply.
22	W1	Junior Fireman	1	1	0	6	8	2	OL, HH	HH-1	High School or Class X Equivalent Board Examinations with Fireman's training of three months' duration. Valid Driving Licence for Heavy Vehicles essential. Driving Test on Fire Tender/ Heavy Vehicle applicable. Physical standards required as per table-3 below. Physical Efficiency Test as per details given below at Table 5.
		<b>TOTAL</b>	<b>12</b>	<b>18</b>	<b>0</b>	<b>46</b>	<b>76</b>	<b>12</b>			

**\*\*Qualifications should be from government recognised institute/ college / university.**

**Table-2: Backlog / Unfilled Post**

Sl. No	Level	Posts	No of Posts					Reserved for Ex-Servicemen	PWD reservation		Minimum Essential Qualification
			SC	ST	OBC	UR	Total		Posts identified for PwDs	Reserved for PWD	
1	A2	Assistant Technician (Instrumentation )	1	1	0	1	3	1	OL, HH	HH-1	3 years Diploma in Instrumentation Engineering
2	A1	Junior Assistant Technician (Electrical )	1	2	0	1	4	0	OL, HH	--	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrician Trade. Certificate of Competency as Electrical supervisor
3	A1	Junior Assistant Technician (Machining)	0	0	0	1	1	0	-	-	High School or Class X Equivalent Board Examinations with Science, and Trade Certificate in Machining. Test apply
4	A1	Junior Security Supervisor	0	1	0	0	1	0	-	-	Intermediate with 6 (Six) months training / experience in Security with minimum physical standard as per details given below at Table 3. Physical Efficiency Test as per details given below at Table 5.
		<b>Total</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>3</b>	<b>9</b>	<b>1</b>			

**Abbreviations:** OA-One Arm; OL-One Leg; OAL-One Arm and One Leg; BL- Both Leg; HH- Hearing Impaired; B-Blind; LV- Low Vision.

**Table-3. Minimum Physical Standards Requirement – (Physical standards will be tested):**

Name of the Post	For Male Candidates				
	Category	Min. Height (cms)	Weight	Chest	
				Unexpanded (min) in cms	Expanded (min) in cms
<b>I. Junior Fireman</b>	For All categories	168 cms.	-	81 cms.	86 cms
	For Tribes/Hillmen	163 cms.	-	81 cms.	86 cms
<b>II. Junior Security Supervisor</b>	For persons from State of Assam	163 cms	-	79 cms	84 cms
	For Tribes/Hillmen from State of Assam	160 cms.	-	79 cms.	84 cms
	For Female Candidates				
	For All categories	152 cms.	Proportionate to height but not less than 46 kgs	-	-
For Tribes/Hillmen	147 cms.	-		-	

**Table-4. Minimum Physical Standard required for the post of Assistant Rigman (Drilling) & Junior Assistant Rigman (Drilling)**

Category	Min. Height (cms)	Weight	Chest (In cms)	
			Unexpanded (min) in cms	Expanded (min) in cms
<b>General/ OBC</b>	167 cms.	58 Kgs.	81 cms	86 cms

Category	Min. Height (cms)	Weight	Chest (In cms)	
			Unexpanded (min) in cms	Expanded (min) in cms
Candidates from Hill Areas / Tribes / SC/ST	162 cms.	50 Kgs.	79 cms	84 cms
Vision	6x6 without glasses, without any history of night / colour blindness etc.			

**Table 5. Physical Efficiency Test Parameters (PET)**

Post & Level	Physical Efficiency test (Male)	Physical Efficiency test (Female)
Junior Security Supervisor (A-I Level)	1] 1.6 Kms. Race within 8 minutes.	1] 800 Mtrs. Race within 6 minutes.
	2] Long Jump 9 feet. (3 Chances)	2] Long Jump 8 feet. (3 Chances)
	3] High Jump 3 ½ feet ( 3 chances)	3] High Jump 3 feet ( 3 chances)
Junior Fireman (W-I Level)	1] Running 800 Mtrs. 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 her 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 27 feet (9 Mtrs.) fully extended in 2 Minutes.

**Table-6. Skill Test will be conducted for short listed candidates for the following posts as mentioned below:**

Sl. No.	Posts	Skill Test (Male/Female)
1.	i. Junior Motor Vehicle Driver (Heavy Vehicles) ii. Junior Motor Vehicle Driver (Winch Operations) iii. Junior Fireman iv. Junior Assistant Technician (Cementing)	Testing of driving skills of heavy vehicle & any other test(s) as applicable.
2.	i. Junior Assistant-(Personnel & Administration) ii. Junior Assistant- ( Materials Management ) iii. Junior Assistant- ( Accounts )	Typing Test
3.	i. Pharmacist Grade-IV (Allopathy) ii Medical Assistant Gd-IV (Dental Hygiene)	Skill Test related to Pharmacy Skill test related to dental Hygiene

**C. Note for Candidates:**

- i. A candidate can apply for **MULTIPLE** posts for which he is eligible.
- ii. In case the candidate is eligible for multiple posts, the candidate will have to give his / her choice of posts in order of preference. No change in the order of preference will be considered later. **Only one offer** of appointment shall be given to the selected candidate based on his/ her choice of preference indicated in the online application.
- iii. Departmental candidates applying within the same level/ pay scale shall not be considered.
- iv. Some of the posts in this advertisement have been identified suitable for PWDs out of which few posts have been reserved for PWD's for the specified disability. The disability for which the post has been identified/ reserved has been indicated against each post. PWD candidates may apply for the posts identified suitable for them. **However, the benefit of reservation shall be given only to those PwD candidates for whom the posts have been reserved as per the Disability.** PWD candidates shall however be eligible for age relaxation irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for the relevant category of disability.
- v. Some of the posts in this advertisement are reserved for Ex-Serviceman. Ex-Serviceman shall be eligible for the benefit of reservation under Ex-Serviceman category provided they have not availed the benefit of Ex-servicemen on their first employment in civilian posts. This shall however not apply to those ex-servicemen who have been re-employed or are employed by private companies/autonomous bodies/ public sector undertakings/ government offices on **casual/contract/temporary ad-hoc basis** and who can be removed from such service at any time by their employer concerned. In case an Ex-Serviceman has availed the benefit of Ex-Serviceman reservation earlier, he would still be entitled for age relaxation as admissible to other ex-serviceman employees.
- vi. If sufficient number of eligible and suitable Ex-Servicemen candidates are not available to fill up the posts reserved for them, then the vacant posts may be filled up by other candidates.
- vii. Candidates must possess a **Certificate of Domicile of the State of Tripura / Permanent Resident of Tripura Certificate (PRTC)**. The candidates will have to produce a Certificate of Domicile from the state of Tripura / Permanent Resident of Tripura Certificate (PRTC) at the time of Skill Test/ uploading of documents.
- viii. Candidates must possess a minimum score of 40% marks in the essential qualification to be eligible.
- ix. The Candidate must possess the essential prescribed qualifications **on or before the last date of online Application**.
- x. For the posts mentioned above where one of the qualifications prescribed is a Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment, a B.C.A. or an M.C.A. or a B.Tech. / B.E. in Computer Science/ Engineering shall not be accepted in place of a Certificate/ Diploma of minimum 6 months. Even if the Graduation is B.C.A. or, a B.Tech. / B.E. in Computer Science/ Engineering, the required certificate of minimum duration of 6 months is mandatory. The Certificate/ Diploma should be attributable to Computer Applications and should clearly mention that the candidate has studied the course involving office environment such as applications of MS Word, Excel (spread sheet) etc.

- xi. For the post of AT (Electronics), one of the qualifications prescribed is M.Sc. in Physics with Electronics. The candidate must possess the degree of M.Sc in Physics with Electronics. Any variation in name from the prescribed nomenclature will not be acceptable.
- xii. **Candidates must possess qualifications recognized by the relevant statutory bodies like UGC/ AICTE etc. Trade Certificate should be recognized either by NCTV or State Board of Technical Education.** Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies.
- xiii. **For posts where Trade Certificate in Electrician trade is the prescribed qualification, a Trade Certificate in Wireman trade shall not be acceptable.**
- xiv. For the posts of Pharmacist Gd-IV (Allopathy) registration with the Indian/ State Pharmacy Council shall be a must.
- xv. Candidates **MUST** possess the essential qualification(s) mentioned against each posts e.g. for a post where essential qualification is Diploma in Engineering, a candidate not possessing the same shall **NOT** be eligible to apply even if he/ she possesses a B.Tech/ M.Tech in Engineering. Similarly where a specific duration has been prescribed for e.g. a 3 years Diploma, then the candidate must have pursued a 3 year Diploma course. A two year Diploma considered as equivalent to the 3 year Diploma shall not be acceptable. However, if the candidate had pursued a 3 year Diploma course but has been granted an exemption from appearing in certain subjects or has been granted a lateral entry in the 2<sup>nd</sup> year of the 3 year Diploma, then such qualifications shall also be acceptable.
- xvi. Candidates who are Ex-Servicemen and whose experience of service in the Armed forces has been equated by the Government of India with an induction level qualification prescribed in this advertisement, then the said experience shall be acceptable as an induction level qualification for the said posts in this recruitment. **The Ex-Serviceman candidate shall however have to produce an equivalency certificate stating that their qualification has been equated with the prescribed qualification in this advertisement failing which their candidature will not be considered.**
- xvii. For posts where no vacancies are earmarked for reserved category, the reserved category candidate can apply against unreserved vacancies. However he/ she may indicate his/ her actual category in the online application so as to avail of fee concession. His/ Her candidature shall however be treated at par with General category candidate.
- xviii. **For Persons with Disabilities**, Certificate of Disability should be issued by the Notified Medical Authority. The minimum degree of disability for a person to be eligible for any concession/benefits would be 40%.
- xix. **Ex-Servicemen** candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Uploading of Documents.
- xx. Appointment of selected candidates will be **subject to their passing the company's Medical Examination** as per standards laid down under ONGC Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's Website at [www.ongcindia.com](http://www.ongcindia.com).
- xxi. The jobs are transferable to any onshore/offshore location in the country.
- xxii. The designations mentioned in the this advertisement may undergo modifications.

#### D. Age:

**Date of Reckoning Age Limits shall be 19.02.2019 i.e the last date of receipt of On-line application.**

Sl. No.	Level	Category and Maximum/ Minimum age		
		General	OBC- Non Creamy layer	SC/ST
1	For A2 & A1 level Posts	Maximum 30 yrs Minimum 18 yrs (born between 20/02/1989 to 20/02/2001)	Maximum 33 yrs Minimum 18 yrs (born between 20/02/1986 to 20/02/2001)	Maximum 35 yrs Minimum 18 yrs (born between 20/02/1984 to 20/02/2001)
2	For W1 level Posts	Maximum 27 yrs Minimum 18 yrs (born between 20/02/1992 to 20/02/2001)	Maximum 30 yrs Minimum 18 yrs (born between 20/02/1989 to 20/02/2001)	Maximum 32 yrs Minimum 18 yrs (born between 20/02/1987 to 20/02/2001)

#### Relaxation in Age:

- Persons with Disabilities (PWD):** Upper age limit for persons with disabilities shall be relaxable by ten years (15 years for SCs/STs and 13 years for OBCs). Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
- Ex-Servicemen:** To the extent of length of service in Armed Forces Plus 3 years as per Govt. Rules. For **Disabled Defence Service personnel**, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC/ST.
- ONGC Departmental candidates:** To the extent of services rendered by them in ONGC. Tenure based employees (TBFOs), Contingent employees having CPF number and contractual Paramedics of ONGC will be treated as departmental candidates besides regular employees.
- ONGC Ex-Apprentices:** Age relaxation to **ONGC Ex-Apprentices having National Apprenticeship Certificate** shall be granted to the extent of their training undergone in **ONGC**. Apprentices, other than those from ONGC shall not be eligible for age relaxation.

#### E. Caste Criteria:

- Candidate's seeking reservation as SC/ST/OBC, will have to submit at the time of skill-test / joining, caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their

- caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for SC category the list of castes for each state is available on the site <http://socialjustice.nic.in> and for ST category the list of castes is available on the site <http://tribal.nic.in> ). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- ii. Prescribed format of the certificate for SC/ST/OBC/PwD for employment in government undertaking is down-loadable from the online application site.
  - iii. No change in the community status already indicated in the on-line application would ordinarily be allowed for this examination by a candidate.

#### E. Crucial dates for determining Eligibility Criteria

<ul style="list-style-type: none"> <li>• Age</li> <li>• Possession of Minimum Essential Qualifications as mentioned in this advertisement at para B including             <ol style="list-style-type: none"> <li>i. Possession of Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment (where applicable)</li> <li>ii. Heavy Vehicle Driving License</li> <li>iii. Registration with the relevant Statutory Council</li> <li>iv. Experience (wherever required)</li> </ol> </li> </ul>	<p><b>19.02.2019</b> <b>(i.e the Last date of Online Application)</b></p>
<ul style="list-style-type: none"> <li>• Caste/ PWD certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Validity of the SC/ST certificate shall be tested with respect to the last date of online application (19.02.2019) i.e. the caste/ tribe should be included in the list of SC/ST as on <b>19.02.2019</b> for the state of which he/she is ordinarily a resident.</li> <li>• OBC certificate should be the latest certificate. However the caste of the candidate should have been included in the Central List of OBC's as on <b>19.02.2019</b> (i.e. the last date of online application (19.02.2019) for the state of which he is ordinarily a resident.</li> <li>• Validity of the PWD certificate shall be tested with respect to the last date of online application (19.02.2019) i.e. the Disability should have been acquired before 19.02.2019. Further the Disability certificate should have been issued by the Competent Medical Board duly constituted by the Central/ State government.</li> </ul>

#### F. Important Dates:

1.	Start of Online Applications	30.01.2019
2.	End Date for Online Applications	19.02.2019, 1800 hours
3.	Last date for deposit of fee	20.02.2019
4.	Start of CBT (Tentative) (details shall be shared later)	March 2019

#### G. How to Apply:

- i. **Eligible candidates would be required to apply on-line ONLY through the link available on ONGC Website: [www.ongcindia.com](http://www.ongcindia.com) from 30.01.2019 to 19.02.2019 till 1800 hrs. No other mode of application shall be accepted.**
- ii. **Online Application methodology will be available on the online application site**
- iii. Before submitting their applications on the website candidates should possess the following:
  - a. Valid Email ID (should be valid for a period of 1 year from the date of application)
  - b. Mobile no (should be active and valid for at least a period of 1 year from the date of application)
  - c. Scanned copy of recent passport size colour photograph of the candidate with white background (**size between 20kb-50kb, of jpeg/ jpg file type ONLY**) and signature of the candidate again with a white background (**size between 10kb-20kb, of jpeg/ jpg file type ONLY**).
- iv. **Registration Fee**
  - a. For General/ OBC candidates- **Rs 370/- as Registration fee (Fee- Rs 299.20/- plus Bank charges- Rs 60/- plus GST-10.80/- on Bank charges). Registration fee is non-refundable.**
  - b. Registration fee can be deposited at any branch of State Bank of India in **ONGC Power Jyoti A/C No 30827318409 of SBI, Tel Bhavan, Dehradun through Challan Form. Payment of Registration fee by any**

other mode is not acceptable and payments made through other modes will **NOT** be returned or refunded to the candidates.

- c. ONGC Departmental candidates/Tenure based employees would also be required to deposit the applicable registration/processing fee through the Challan form. However, the same would be reimbursable.
- d. **SC/ST/PWD/Ex-Servicemen candidates are exempted to pay any fee.**
- v. No Changes shall be allowed once the candidate has submitted his/her online application.
- vi. Candidates are advised to submit only one application. In case of multiple applications from a candidate the last one shall be considered as final and the rest shall be rejected.
- vii. Candidate should retain the copy of their system generated Registration slip etc. for future reference. Print out of the same should not be tampered with. No documents including copy of Registration slip etc are to be sent to ONGC unless specifically asked for.
- viii. **All information regarding examination shall be available on the website of ONGC–[www.ongcindia.com](http://www.ongcindia.com). Candidates can download examination admit cards/call letter for skill test etc. from the site.** ONGC will not be responsible for any loss of e-mail/SMS sent due to invalid or wrong email ID/mobile phone no. or delivery of emails to spam/bulk mail folder.

#### H. Selection Process:

- a. **The selection of the candidates shall be done through a Computer Based Test (CBT)** followed by Physical Standard Test/Physical Efficiency Test/Typing tests wherever applicable. The candidates have to qualify at each stage separately.
- b. Skill test shall be conducted for posts at SI No 6, 10, 15, 16, 17 and 22. Typing test shall be conducted for posts at SI No 7, 8 and 21.
- c. **The Computer Based Test (CBT)** is tentatively scheduled from **15.03.2019**.
- d. **Candidates should indicate their choice of test centre in the online application.**
- e. ONGC reserves the right to add, cancel or change any of the aforementioned test cities at its discretion.
- f. Details of the schedule of CBT shall be shared with the candidates separately.
- g. SC/ST/PWD candidates attending the written test and whose mailing address is beyond municipal limits of the test city will be reimbursed to & fro second class rail/bus fare of the shortest route from their mailing address.

#### I. Format of CBT

- a. All Questions shall be multiple choice objective type for a total of 100 marks.
- b. There will be **No Negative Marking** in CBT.
- c. Total duration of the test shall be 2 hours.
- d. The test shall be in English & Hindi.
- e. PWD candidates who have physical limitation to write including that of speed shall be given compensatory time i.e. 20 minutes per hour (total 40 minutes). Scribe maybe provided by ONGC to those PWD candidates in the category of blindness and Locomotor disability who wish to avail one. The provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care Institution as per proforma prescribed by GOI.

Details of questions to be asked pertaining to each post is encapsulated in the table below:

Posts for	Subject Specific, Domain Related	General Mental Ability and Aptitude
AT (Mechanical) AT (Electronics) AT (Production) Assistant Rigman Drilling Assistant Technician (Instrumentation )	<b>80 questions</b> on subject knowledge, <b>80 marks</b> Questions will be commensurate with the level of Qualifications required for the post e.g. where Diploma in Engg is the essential qualification, questions shall be based on the curriculum of Diploma in the respective Engg stream, where M.Sc. in Physics with Electronics is the essential qualification, questions will be based on the curriculum of M.Sc in Physics with a sprinkling of questions on Electronics.	Questions on Interpersonal Skills/ Logical reasoning/ Analytical/ Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/ General Awareness
JAT (Electrical) JAT (Fitting), JAT (Machining) Jr. Asstt. Rigman (Drilling)/ JAT (Auto) JAT (Cementing) JTA (Survey) JMVD (HV) / JMVD (W/ops) JAT (Diesel)	<b>80 questions</b> on subject knowledge, <b>80 marks</b> Questions will be commensurate with the level of Qualifications required for the post e.g. where ITI is the essential qualification, questions shall be based on the curriculum of ITI in the respective Trade, where Matric the essential qualification, questions will be of the level of Matriculate.	
Jr. Asstt. (P&A)	<b>80 questions</b> Questions will be primarily focused on Reading	



Posts for	Subject Specific, Domain Related	General Mental Ability and Aptitude
	Comprehension, Grammar, Composition etc. and will include a mix of questions on MS-Office, <b>total 80 marks</b>	<b>20 questions, 20 marks</b>
Jr. Asstt. (Accounts)	<b>80 questions</b> Questions will be based on B.Com. qualification with a mix of questions on MS-Office, <b>total 80 marks</b>	
Jr. Asstt. (MM)	<b>80 questions</b> Questions will be based on the subject matter of B.Sc. (Physics) or B.Sc (Maths) and will include a mix of questions on MS-Office,	
Jr.Fireman, Technical Assistant Grade-III (Chemistry)	<b>80 questions</b> Questions will be based on Fire/ Chemistry disciplines and commensurate with the level of the post. <b>total 80 marks</b>	
Medical Assistant Gd-IV (Dental Hygiene) Pharmacist Gd-IV (Allopathy)	<b>80 questions</b> Questions will be based on the qualification prescribed for the post and commensurate with the level of the post <b>total 80 marks</b>	
Junior Security Supervisor	<b>80 questions</b> Questions will be based on the qualification prescribed for the post and commensurate with the level of the post <b>total 80 marks</b>	

#### J. Selection Criteria

- a) The final merit list shall be prepared based on the weightages assigned to various parameters as per following:

Sl No	Posts	Criteria
1	AT (Mechanical) AT (Production) Assistant Rigman Drilling Assistant Technician (Instrumentation) JAT (Electrical) JAT (Fitting) JAT (Machining) Jr. Asstt. Rigman (Drilling) JAT (Auto) JAT (Cementing) JAT (Diesel)	i. Written Test - 85 marks ii. Academic Performance - 10 marks iii. Apprenticeship Certificate - 05 marks <b>Total - 100 marks</b>
2	AT (Electronics)	i. Written Test - 85 marks ii. Academic Performance - 10 marks <b>Total - 95 marks</b>
3	Medical Assistant Gd-IV (Dental Hygiene) Junior Assistant (P&A) Junior Assistant (Accounts) Technical Assistant Grade-III (Chemistry) Pharmacist Gd-IV (Allopathy) Junior Technical Assistant (Survey) Junior Motor Vehicle Driver (Heavy Vehicle) Junior Motor Vehicle Driver (Winch Operations) Junior Security Supervisor Junior Assistant (MM)	i. Written Test - 85 marks ii. Academic Performance - 15 marks (On qualifying exam marks) <b>Total - 100 marks</b>
4	Junior Fireman	i. Written Test - 90 marks ii. Academic Performance - 10 marks (On qualifying exam marks) <b>Total - 100 marks</b>

- b) Candidates possessing a National Apprenticeship certificate (NAC)/ Provisional NAC issued under the aegis of National Council for Vocational Training (NCVT erstwhile NCTVT) in addition to a Trade Certificate or possessing a Certificate of Proficiency issued under the aegis of Ministry of HRD in addition to a Diploma in Engineering shall be given additional 5 marks for the posts of **AT (Mechanical) / AT (Production/ Assistant Rigman Drilling/ Assistant Technician (Instrumentation) / JAT (Electrical) / JAT (Fitting), JAT (Machining) / Jr. Asstt. Rigman (Drilling) / JAT (Auto) / JAT (Cementing) / JAT (Diesel)** respectively. Candidates must note that they should possess the certificate issued by the respective authority as on last date of the online application to be eligible for award of marks for apprenticeship certificate.
- c) 5 marks shall be granted to departmental candidates for the posts of, **AT (Mechanical), AT (Production), AT (Instrumentation), Assistant Rigman (Drilling), AT (Electronics), JAT (Electrical) / JAT (Fitting), JAT (Machining) / Jr. Asstt. Rigman (Drilling) / JAT (Auto) / JAT (Cementing) / JAT (Diesel)** who have served 5 years or more in the engineering discipline in ONGC, in line with the marks awarded to candidates possessing Apprenticeship training certificate.

- d) Candidates must possess a minimum score of 40% marks in the essential qualification.
- e) Weightage shall be given to Academic performance based on the marks obtained in the qualifying examination as follows:

Sl No	Posts	Above 40% and up to 50%	Above 50 % to up to 60%	Above 60%
1	<b>AT (Mechanical) / AT (Electronics)/AT (Production/ Assistant Rigman Drilling/ Assistant Technician (Instrumentation) / JAT (Electrical) / JAT (Fitting), JAT (Machining) / Jr. Asstt. Rigman (Drilling) / JAT (Auto) / JAT (Cementing) / JAT (Diesel)</b>	03	06	10
2	<b>Medical Assistant Gd-IV (Dental Hygiene), Jr Asstt (P&amp;A), Jr Asstt (Accounts), Technical Assistant Grade-III (Chemistry), Pharmacist Gd-IV (Allopathy), JAT (Surveying) / JMVD (HV) / JMVD (W/ops) / Jr. Asstt. (MM)</b>	05	10	15
3	<b>Junior Fireman</b>	03	06	10

- f) Typing test, Skill test, Physical Efficiency Test, Driving Test etc. wherever applicable shall continue to be of **qualifying nature** only i.e no weightage of marks for such tests shall be given.
- g) Candidates have to provide the overall marks scored by them in the essential qualification at the time of online application as per their final mark sheet. In cases where instead of marks CGPA/DGPA scores are awarded, the candidate shall enter the marks as per the conversion formula adopted by the institution/university etc. The candidate shall have to submit a certificate from the institution / university clearly stating such a formula. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution/ university to convert CGPA/ DGPA etc. into percentage, the candidate shall have to submit a certificate from his/ her institution certifying to this effect. In such cases, the candidate shall convert the CGPA/ DGPA etc. into percentage by the following formula: CGPA etc Obtained/ Total CGPA etc. \* 100.
- h) Candidates must provide correct and factual information regarding the marks scored by them in the essential qualification as this will become part of selection criteria and the same cannot be changed by them at a later stage. Candidates providing wrong / false data will be responsible for the consequences including termination (if appointed) apart from legal action by ONGC at any stage.
- i) The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies.
- j) For ex- Servicemen candidates, the qualification equivalency as per Govt. of India's instructions shall be applicable. They, however, must possess discharge certificate clearly indicating the qualification equivalency. In such a case they shall be given minimum marks in the qualification criteria. In case they possess actual qualification they shall be awarded marks as per table J(e) above.
- k) In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:
1. For the posts of Jr Asstt technician (Electrical), Jr Asstt technician (Fitting), Jr Asstt technician (Machining), Jr Asstt Rigman (Drilling), Jr Asstt technician (Auto), Jr Asstt technician (Cementing), Jr Asstt technician (Survey) and Jr Asstt technician (Diesel), weightage to Academic performance shall be given to the Trade Certificate qualification.
  2. For posts like Junior Asstt (Accts.) and Jr Asstt (P&A) and Jr. Asstt. (MM), weightage to Academic performance shall be given to the Graduate level qualification.
  3. For the post of Junior Motor Vehicle Driver (HV) and Junior Motor Vehicle Driver (Winch Operations) weightage shall be given to the Class X qualification.
  4. For the post of Junior Security Supervisor weightage shall be given to the Intermediate and for the post of Junior Fireman weightage shall be given to Class-X qualifications respectively.
- l) A candidate shall have to score minimum 40% marks in the CBT to be eligible for further consideration. Such candidates shall be awarded marks in academic performance and apprenticeship certificate (wherever applicable) and considered for further shortlisting in the ratio of 1:5 for
1. Verification of documents and empanelment or
  2. Calling them for Skill Tests. In case sufficient numbers of candidate do not qualify the Skill Tests more candidates maybe called for the skill test etc.
- m) Skill Tests (Typing Test, etc.) are only qualifying in nature. The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. CBT, Typing/Shorthand tests (wherever applicable) separately.
- n) Merit list shall be drawn for candidates who are awarded marks as per weightages assigned as per **J(a)** above. Offer of appointment shall be issued to the candidates as per merit in the respective posts.
- o) ONGC Departmental candidates /Tenure based employees shall be given first consideration in matters of selection viz-a-viz other candidates.
- p) In case of a tie between two candidates offer of appointment shall be given to those who score more marks in the CBT. In case still there is a tie then offer shall be given to those who are older in age.
- q) While selecting candidates for the Merit list as per para n) to r) above, in case the candidate is selected for multiple posts, offer of appointment shall be issued to the candidate for a post which he has ranked higher in order of choice. Thereafter

he shall not be considered for other posts even though he may be empaneled for the same. The order of choice given by the candidate shall remain firm for the entire exercise and no change shall be entertained after the test.

#### **K. General Instructions**

- (a) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. Their admission at all stages of the examination will be purely provisional. Mere issue of admit card/ call letter for Skill Tests etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- (b) Reservation provided for SC/ST/OBC/PWD candidates is as per government instructions on the subject.
- (c) Applicants are required to apply online only. No manual/ paper application will be entertained.
- (d) Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. 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.
- (e) Candidature of the registered candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- (f) Eligible SC/ST/PWD candidates called for CBT/ skill test will be reimbursed to & fro second class rail / bus fare by the shortest route, on production of railway ticket or bus ticket (candidates opting for examination city other than the city nearest from mailing **address will not be paid TA**).
- (g) Requests for change of mailing address, test centre/ category/ discipline as declared in the online application, **will not be entertained**.
- (h) **The Print out of Registration slip should not be tampered with**. In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected.
- (i) **Candidates should retain the copy of their Registration Slip/ Admit Card/ Call letter for Skill Tests etc. for future reference.**
- (j) **Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of Skill test/ upload of documents failing which their candidature shall be rejected.**
- (k) ONGC departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate field in the online form, failing which they shall not repeat **SHALL NOT** be screened/ considered as departmental candidates from ONGC
- (l) Court of Jurisdiction for any dispute will be Tripura.
- (m) Candidates will be required to provide bio-metric identification such as finger print etc

#### **L: NOTE**

1. The candidates applying for this examination should ensure that they fulfil all eligibility conditions for admission to the Examination. Their admission at all the stages of the examination will be purely provisional. Mere issue of admit card/ Call letter for Skill test etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
2. 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, 1996.

The physically challenged persons shall not be subjected to usual medical examination by the Appointing Authority immediately after appointment, but their appointment shall be based on the report of Medical Board attached to the Vocational Rehabilitation Centres for physically challenged persons or on the report of the Medical Board attached to the Special Employment Exchange for physically challenged persons. In case this is not possible, the medical examination may be done by ONGC's Medical Board.

3. The selected candidates are liable to be posted anywhere in India or abroad.
4. For more information about the Company you may visit our website [www.ongcindia.com](http://www.ongcindia.com).

#### **M. IMPORTANT NOTICE TO ALL CANDIDATES**

Canvassing in any form 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 candidates.

Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidates may check on ONGC's website [www.ongcindia.com](http://www.ongcindia.com).

**Chief Manager (HR)- I/c HRD  
ONGC, Tripura Asset, Agartala**

**Registration/Online Applications only at [www.ongcindia.com](http://www.ongcindia.com)**