



## OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No: 1/2017(R&P) (For Non-Executives) (For Delhi & Dehradun)

Online applications at [www.ongcindia.com](http://www.ongcindia.com) from 30.01.2017 to 06.03.2017 till 1800 hours

Oil and Natural Gas Corporation Limited invites **Online Applications** from desirous candidates for the following **regular posts** for ONGC's offices in Delhi and Dehradun, with the pay scales as mentioned below.

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

| Sl. No | Post Level | Basic Pay Scale     | Total Approximate Emoluments per Month                |
|--------|------------|---------------------|---|
| 1      | A-2 Level  | Rs. 12,000-27,000/- | Rs. 31,500/- p.m. + HRA & Other Benefits as per Rules |
| 2      | A-1 Level  | Rs. 11,000-24,000/- | Rs. 29,000/- p.m. + HRA & Other Benefits as per Rules |

### B. Details of the posts and essential qualifications:-

Table 1. POSTS FOR DEHRADUN

| Sl. No | Level | Posts                                   | SC | ST | OBC | UR | Total | Posts identified for PwDs | Minimum Essential Qualification  |
|--------|-------|---|----|----|-----|----|-------|---------------------------|--|
| 01     | A2    | Assistant Technician (Instrumentation)  | 0  | 0  | 0   | 2  | 2     | OL, HH                    | 3 years Diploma in Instrumentation Engineering   |
| 02     | A1    | Junior Assistant Technician(Electrical) | 0  | 0  | 0   | 2  | 2     | OL, HH                    | High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrician Trade with a valid Certificate of Competency as Electrical Supervisor |
| Total  |       |   | 0  | 0  | 0   | 4  | 4     |                           |  |

Table 2. POSTS FOR DELHI

| Sl. No | Level | Posts                       | SC | ST | OBC | UR | Total | Posts identified for PwDs | Minimum Essential Qualification        |
|--------|-------|-----------------------------|----|----|-----|----|-------|---------------------------|--|
| 01     | A1    | Junior Assistant (Accounts) | 0  | 7  | 0   | 0  | 7     | OA, OL,                   | B.Com., with typing speed of 30 w.p.m. |

|              |    |   |          |  |          |          |           |  |  |   |
|--------------|----|---|----------|--|----------|----------|-----------|--|--|---|
|              |    |   |          |  |          |          |           |  | OAL,<br>BL,<br>HH, B,<br>LV              | and Certificate /<br>Diploma of minimum<br>duration of 6 months<br>in Computer<br>Applications in the<br>Office Environment.<br>Typing Test Apply   |
| 02           | A1 | Junior Assistant<br>(Personnel &<br>Administration) | 0        | 2                                      | 0        | 0        | 2         |  | OA,<br>OL,<br>OAL<br>BL,<br>HH, B,<br>LV | Graduate with Typing<br>speed 30 w.p.m. and<br>Certificate/Diploma of<br>minimum duration of 6<br>months in Computer<br>Applications in the<br>Office Environment.<br>Typing Test Apply   |
| 03           | A1 | Junior Assistant<br>(Steno-English) *               | 0        | 2<br>( one<br>reserv<br>ed for<br>VH ) | 0        | 0        | 2         |  | OA,<br>OL,<br>OAL,<br>BL,<br>B, LV       | Graduate with Typing<br>speed 30 w.p.m and<br>Shorthand at 80<br>w.p.m. Certificate/<br>Diploma of minimum<br>duration of 6 months<br>in Computer<br>Applications in the<br>Office Environment.<br>Typing and<br>Stenography Tests<br>Apply |
| <b>Total</b> |    |   | <b>0</b> | <b>11</b>                              | <b>0</b> | <b>0</b> | <b>11</b> |  |  |   |

\* This is the 3<sup>rd</sup> attempt to fill up one PWD post reserved for VH, having advertised the same in 2015 & 2016. Therefore if suitable PWD candidates belonging to ST – VH category are not available for selection, the post shall be filled in by PWD candidates belonging to ST category of other identified disabilities / non PwD candidates of ST category. Hence, candidates belonging to ST category of PWD/Non PWD, can apply for the above mentioned post in sl.no.3 of Table. 2.

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

### C. Note for Candidates:

- i. For the posts of Dehradun mentioned above in Table 1 :- Any candidate irrespective of his social reservation category can apply against the above mentioned posts. The posts are **not reserved** for PWD/SC/ST/OBC. Candidates belonging to reserved category or having the identified disability can also apply against the said posts. They shall however be considered as per general standards except in age (for PWD candidates) where relaxation shall be given as per the govt. instructions.
- ii. For the posts of Delhi mentioned above in Table 2:- The posts are reserved for ST candidates and hence only such candidates can apply. These are the unfilled posts of previous years.
- iii. A candidate can apply against ONE Post and for ONE location only.
- iv. The Candidate must possess the essential prescribed qualifications on or before the last date of online Application.

- v. 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.
- vi. **The candidate must possess qualifications recognized by the relevant statutory bodies.** Trade Certificate should necessarily be a National Trade Certificate (NTC) issued by NCVT. Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies.
- vii. **For posts where Trade Certificate in Electrician trade is the prescribed qualification, a Trade Certificate in Wireman trade shall not be acceptable.**
- viii. The 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 higher qualification such as graduate/ post graduate degree in Engineering. Similarly, where Trade Certificate is the essential qualification, a candidate not possessing the same shall not be eligible even if he/ she possesses Diploma / Degree in Engineering
- ix. **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%.
- x. **Ex-Servicemen** candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Joining.
- xi. 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).

**A. Age:**

**Date of Reckoning Age Limits shall be 06/03/2017 i.e the last date of receipt of On-line application.**

| Sl. No | Level                   | GEN   | ST  |
|--------|-------------------------|---|---|
| 1.     | For A2 & A1 Posts       | Maximum 30 yrs<br>Minimum 18 yrs<br>(born between 07/03/1987 to 07/03/1999) | Maximum 35 yrs<br>Minimum 18 yrs<br>(born between 07/03/1982 to 07/03/1999) |
| 2.     | For PwD (A2 & A1 Posts) | Maximum 40 yrs<br>Minimum 18 yrs<br>(born between 07/03/1977 to 07/03/1999) | Maximum 45 yrs<br>Minimum 18 yrs<br>(born between 07/03/1972 to 07/03/1999) |

### Relaxation in Age:

- i. **Ex-Servicemen:** To the extent of length of service in Armed Forces Plus 3 years as per Govt. Rules. For **Disabled Defense Service personnel**, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC/ST.
- ii. **ONGC Departmental candidates/Tenure based employees:** To the extent of services rendered by them in ONGC.

### E. Caste Criteria:

- i. Candidate's seeking reservation as ST, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates tribe, the Act/Order under which the tribe is recognised as ST. 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 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.
- ii. Prescribed format of the certificate for ST/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 by a candidate for this examination will be allowed.

### 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. Certificate of Competency as Electrical Supervisor (where applicable)</li></ol></li></ul> | <b>06.03.2017</b><br><b>(i.e the Last date of Online Application)</b>   |
| <ul style="list-style-type: none"><li>• Caste/ PWD certificate</li></ul>  | <ul style="list-style-type: none"><li>• <b>Validity of the ST certificate shall be tested with respect to the last date of the online application (06.03.2017) i.e. should have been issued on or before 06.03.2017 and the caste/ tribe should be included in the list of ST as on 06.03.2017.</b></li><li>• <b>Validity of the PWD certificate shall be tested with respect to the last date of the online application (06.03.2017) i.e. should have been issued on or before 06.03.2017 and the Disability should have been acquired</b></li></ul> |

|  |  |
|--|--|
|  | before 06.03.2017. Also the Disability should have been listed as part of the Identified/ Reserved posts before such date. |
|--|--|

#### F. Important Dates:

|    |                                  |                        |
|----|----------------------------------|------------------------|
| 1. | Start of Online Applications     | 30.01.2017             |
| 2. | End Date for Online Applications | 06.03.2017, 1800 hours |
| 3. | Written Test Date (Tentative)    | 02.04.2017 (SUNDAY)    |

#### 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 30.01.2017 to 06.03.2017 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 registering/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)
  - c) Scanned copy of recent passport size colour photograph of the candidate with white background (size between 20kb-70kb, 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 candidates- Rs 300/- as Registration fee. Over and above the Registration fee, an amount of Rs 20/- shall be payable to the bank as 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. Written Test & Centers:** **Written Test** is tentatively scheduled on **02.04.2017** and will be held on the same day for all the posts/levels at Delhi (for posts of Delhi) and Dehradun (for posts of Dehradun). *ONGC reserves the right to change any of the aforementioned test cities at its discretion.*

**b.** 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 Written Test

| Posts for  | Subject Specific, Domain Related   | General Ability and Mental Aptitude   |
|--|--|---|
| <b>Asstt. Technician (Instrumentation) and Jr Asstt. Technician (Electrical)</b> | <b>80 questions</b> on subject knowledge, <b>80 marks</b><br>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 engg. | Questions on Interpersonal Skills/ Logical reasoning/ Analytical/ Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/ General Awareness |
| <b>Jr. Asstt. (P&amp;A)</b>  | <b>80 questions</b><br>Questions will be primarily focused on Reading 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>   |

|                               |   |  |
|-------------------------------|---|--|
| <b>Jr. Asstt. (Steno-Eng)</b> | <b>80 questions</b><br>Questions will be primarily focused on Reading Comprehension, Grammar, Composition, <b>Stenography</b> etc. and will include a mix of questions on MS-Office., <b>total 80 marks</b> |  |
| <b>Jr. Asstt. (Accounts)</b>  | <b>80 questions</b> based on B.Com. qualification with a mix of questions on MS-Office, <b>total 80 marks</b>   |  |

- The test paper shall consist of Multiple Choice Questions and shall be of 2 hours duration
- There will be No negative marking in the written test.**
- The test paper shall be bilingual i.e. in both Hindi and English.

#### **J. Selection Criteria**

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

| <b>SI No</b> | <b>Posts</b>   | <b>Criteria</b>  |
|--------------|--|--|
| 1            | <b>AT (Instrumentation), JAT (Electrical)</b>                            | i. Written Test - 85 marks<br>ii. Academic Performance (On NCTVT Cert-1/Eng.Dip-A2) - 10 marks<br>iii. Apprenticeship Certificate - 05 marks<br><p style="text-align: right;"><b>Total - 100 marks</b></p> |
| 2            | <b>Jr Asstt (P&amp;A), Jr Asstt (Steno-English), Jr Asstt (Accounts)</b> | i. Written Test - 85 marks<br>ii. Academic Performance (On qualifying exam marks) - 15 marks<br><p style="text-align: right;"><b>Total - 100 marks</b></p>   |

- Weightage shall be given to Academic performance based on the marks obtained in the qualifying examination as follows:

| <b>SI No</b> | <b>Posts</b>   | <b>Up to 45%</b> | <b>Above 45 % to up to 55%</b> | <b>Above 55%</b> |
|--------------|--|------------------|--------------------------------|------------------|
| 1            | <b>AT (Instrumentation), JAT (Electrical),</b>                           | 03               | 06                             | 10               |
| 2            | <b>Jr Asstt (P&amp;A), Jr Asstt (Steno-English), Jr Asstt (Accounts)</b> | 05               | 10                             | 15               |



- iii. The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies. 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 at (ii) above.
- iv. Candidates have to provide the marks scored by them in the essential qualification at the time of online application as calculated as per their University/ Institution rules. In case the percentage of marks is not clearly mentioned in the marksheet/ degree/ certificate, the candidate shall have to submit a certificate from the institution clearly stating the marks obtained by him/ her in the essential qualification. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution to convert letter Grade i.e. 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:  $\text{CGPA etc. Obtained} / \text{Total CGPA etc.} \times 100$ .
- v. In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:
  - a. For Engineering disciplines based on the marks scored in Trade Certificate/ Diploma in engineering as the case maybe.
  - b. For posts like Jr Asstt (P&A), Jr Asstt (Steno-English), Jr Asstt (Accounts) weightage to Academic performance shall be given to the Graduation level qualification.
- vi. Candidates possessing a National Apprenticeship certificate issued by the NCVT in addition to a Trade Certificate or possessing a Certificate of Proficiency issued by the Ministry of HRD in addition to a Diploma in Engineering shall be given additional 5 marks for posts mentioned at (i). above.
- vii. A candidate shall have to score minimum 40% marks in the written test 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
  - a. Verification of documents and empanelment or for
  - b. Calling them for Skill Tests. In case sufficient number of candidates do not qualify the Skill Tests more candidates maybe called for the skill test etc.
- viii. If sufficient number of ST/PWD candidates are not available on the basis of general standard to fill all the vacancies reserved for them. ONGC may consider to relax the standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such posts. In such a case, the standards in the written test score may be relaxed, but not less than 5% i.e no candidate scoring below 35 % marks maybe considered in any case.
- ix. ONGC Departmental candidates/Tenure based employees shall be given first consideration in matters of selection viz-a-viz other candidates.



- xi. Merit list shall be drawn for candidates who are awarded marks as per weightages assigned as per (i) above. Offer of appointment shall be issued to the candidates as per merit in the respective posts.
- xii. Skill Tests (Typing Test, Shorthand Test) are only qualifying in nature. The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Written test, Typing/Shorthand tests (wherever applicable) separately.

## **K. General Instructions**

- (a) All applicants must fulfill 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 ST/PWD candidates is as per the 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 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 written test/ 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/ Joining** (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 New Delhi.

## **I. 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).

**DGM (HR)-Recruitment  
ONGC, Tel Bhavan, Dehradun**

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

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