



OIL AND NATURAL GAS CORPORATION LIMITED
TRIPURA ASSET, AGARTALA
Recruitment Section
Tel. No.0381-2363403/2363409

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

Guidelines for uploading the documents for further selection process

1. Candidates are required to upload the documents as per the advertisement and declaration in registration slip.
2. The candidates not possessing Domicile Certificate can upload their PRTC Certificate in place of Domicile certificate as a proof of resident of Tripura State.
3. Candidates who have been shortlisted in multiple posts should upload the relevant documents for all the posts in one go. The document uploading process is designed on the basis of registration number. The documents can't be uploaded post wise. Therefore, the relevant documents for all the posts for which a particular candidate has been shortlisted need to be uploaded under one registration number.
4. Each document should be in PDF format with not more than 1MB size.
5. Scanned documents should be clear and display each and every portion of the original document. Nothings should be kept hidden. Please note Candidate must possess all original documents and the same can be asked to produce any time.
6. Please keep ready all documents for uploading as the uploading of documents is to be done in single phase. Please further note that Candidates will not be allowed to change or upload the documents second time.
7. Candidate's eligibility to the post and assessment of marks for academic performance will be done on the basis of uploaded documents. Thus upload all requisite documents. Candidate will not be considered for Skill Test (If applicable to the applied post) in case his documents are either incomplete or not meeting with the eligibility criteria.
8. If candidate thinks that additional documents are required to be uploaded then the same can be done in the option given (Any other document).
9. For query related to uploading, please call on the following telephone numbers on working days :
0381-2363403/2363409
