FAQ on Registration for engagement of Specialists/ Experts on Contract in ONGC		
S. No.	Query	Reply
1.	I have a qualification, which is equivalent to the qualifications prescribed for the post. Can I apply?	No. Candidates should possess the qualifications prescribed in the advertisement against the posts. (Possessing of qualifications, which may be equivalent to that prescribed in the advertisement, are not eligible to apply.) For example, AMIE is not an equivalent qualification for Engineering Degree.
2.	Is a qualification acquired through distance learning/ correspondence acceptable for applying for a position in ONGC?	Candidates possessing qualifications acquired through the distance-learning mode/ correspondence can apply, provided their qualifications are recognised by the relevant statutory bodies for employment to posts and services under the Central Government.
3.	What are the steps in Online Application Process?	All applicants have to register online only and fill in their details in the online application form. A registration slip will be generated on successful registration. Take a printout of this registration slip and keep it in a safe place. The candidate can also view his registered data by logging in using combination of his ONGC Registration ID, date of birth and registered email ID. After logging in, he can also take a print out of his registration slip.
4.	I want to apply for engagement of Specialists/ Experts on Contract in ONGC What are the documents that I need to keep handy before applying online?	You need not pay any application fees. Keep the following documents handy before applying: 1. Scanned copy of recent passport size colour photograph of the candidate with white background containing signature of the candidate in a small white sheet pasted just below the photograph (Not more than 70 KB size) 2. Scanned copy of all certificates in PDF format (Each scanned certificate not more than 1MB of size) 3. Active email id + valid mobile no. The online application requires applicants to upload the above documents.
5.	Should I upload my photograph & Signature in the online application?	Yes. Every candidate applying for the post in ONGC should upload scanned copy of their color photograph with the signature affixed under their photo. The total size of the photo with a signature should not exceed 70 kb. (Not more than 70 kb, jpg or jpeg format only). The

		photographs should have light shade background preferably.
6.	Do I need an email address and mobile number for filling in an on-line application?	Possessing a valid E-Mail ID and mobile number are necessary before filling the online application form.
7.	Should I mail the registration slip to ONGC after registration?	There is no need to mail the complete application. Registration slip is to be brought along with the interview call letter at the time of interview.
8.	I am unable to upload the scanned copy of the photograph & signature?	Check if the file type is .jpg or .jpeg. Any other file type will not be accepted. Also check if the file size is of the desired length. Please also note that the file name should necessarily be in small alphabets i.e. PHOTO.JPG is not acceptable but photo.jpg will be acceptable
9.	Will I be able to view my application after submitting the same online? Can I make changes in the online application?	Yes, you can view your application by logging in using your ONGC Registration Number, Date of Birth & registered E-mail ID. But, NO changes can be made to this online application.
10.	If I am not able to take a print out of the Registration Slip after filling the online application, can I take it at a later stage?	You can take a print out of the Registration slip at any time. You can view your Registration Slip by providing your ONGC Registration Number, Date of Birth and registered E-Mail ID as entered in online registration.
11.	My current residential address is temporary and is likely to change, so which address should I provide?	You may provide your temporary address for the time being. However, please make sure that you have provided your correct permanent address, a correct E-Mail ID and a correct landline/ mobile no as well in order to avoid any loss in receiving communication from ONGC.
12.	What documents should I keep for future reference?	A copy of your registration slip and interview call letter (if applicable) needs to be maintained till the end of the recruitment process
13.	During the application process, whom should we contact in case of any server error?	E-Mail address is given in Help Desk link.
14.	I am a reserved category (OBC/SC/ST) candidate. Can I get the age relaxation for the applied post?	**You are allowed to apply but the final eligibility of the candidates regarding age, qualification & experience will be checked at the time of scrutiny of all applications with uploaded documents as per advertisement and availability of posts in your category. Therefore relaxation in age in your category will be extended as per the availability of posts**
15.	What will be the applicable fee amount?	**There is no fee required to be paid by the applicant for this exercise**.

16.	Can I submit my application if I possess lesser than the requisite experience against advertised post under Point 5 of the advertisement?	Candidates meeting the eligibility criteria for the Area of Expertise detailed at Point No. 6 of advertisement may also apply .But their candidature will only be considered for next phase of engagement if posts under these expertise are not filled in the existing phase as. Information regarding the next phase will be notified at ongcindia.com. They need not apply again in the next phase of exercise if applied now .It may be noted that eligibility criteria, cut-off date of eligibility criteria (Age, Qualification, and Experience) and other things such as preference, job profile will remain unchanged. But reservations for the posts will be decided afresh and will be notified at ongcindia.com. Therefore it is expected that such candidates should apply and update themselves by checking ongcindia.com.
17.	My age is beyond maximum age permissible for particular post advertised, still I am able to submit the application successfully. It means I can be considered for engagement against advertisement?	**No, application process has been designed for receiving the online applications only, however your final eligibility regarding age, qualification & experience will be checked at the time of scrutiny of all applications with uploaded documents as per advertisement and availability of posts in your category. The list of such eligible candidates will be displayed at www.ongcindia.com. Therefore you are requested to update yourself by visiting www.ongcindia.com**
18.	Am I an eligible candidate for shortlisting after successful submission of my online application?	**No, the online registration portal is for mere facilitating the submission of applications for potential candidates. The final eligibility of the candidates will be checked at the time of scrutiny of all applications with uploaded documents as per advertisement and availability of posts in your category. The list of such eligible candidates will be displayed at www.ongcindia.com. Therefore you are requested to update yourself by visiting www.ongcindia.com**
19.	What internet browser I have to use?	Internet Explorer 7.0 & above.