<ins>Guidelines for uploading the documents for further selection process</ins>

1. You are required to upload the documents as per the advertisement and your declaration in registration slip.
2. Each document should be in PDF format with not more than 1MB size.
3. Scanned documents should be clear and display each and every portion of the original document. Nothings should be kept hidden. Please note that you must possess all original documents and the same can be asked to produce any time .
4. Please keep ready all documents for uploading as the uploading of documents are to be done in single phase. Please further note that you will not be allowed to change or upload your documents. However uploaded documents can be checked after relogin .In case any document is not uploaded properly the same can be sent immediately to the email id **ddrecruit@ongcrecruit.in** and recruitment@ongc.co.in . Please note that only such mail will be considered which was sent during uploading module i.e. only up to 13.11.2019. Mail sent after closing of uploading module will not be considered.
5. Your 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. You will not be considered for Skill Test (If applicable to the applied post) in case your documents are either incomplete or not meeting with the eligibility criteria.
6. If you think that additional documents are required to be uploaded than the same can be done in the option given (Any other document).
7. Documents uploading will be available from 06.11.2019 to 13.11.2019(1700 hrs.).You are required to complete the uploading within the given period.
8. **Please note that you cannot download the call letter for skill test unless you upload the documents now.**