

**OIL AND NATURAL GAS CORPORATION LIMITED****ऑयल एंड नेचुरल गैस कॉरपोरेशन लि.****AHMEDABAD ASSET****अहमदाबाद परिसम्पत्ति**

Advt. No. AMD/Apprentices/01/2017

Notification for Engagement of Apprentices under Apprentices Act 1961

Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” Public Sector Enterprise and flagship energy major, engaged in Exploration and Production of Oil and Gas in India and abroad proposes to engage Apprentices at its office located in Ahmedabad.

2. Applications are invited from eligible candidates in the following designated trades for engagement as Apprentices under Apprenticeship Act 1961, read in conjunction with apprentice rules 1992 and Apprentice’s amendment Act 2014.

Sl. No	Trade/ Discipline	No of Apprentices to be Trained	Essential / Desirable qualification as per the Apprentice Act 1961.	Duration of Apprentice Training
1	Instrument Mechanic	13	Passed 10 <sup>th</sup> class examination under 10+2 system of education with Science as one of the subjects or its equivalent and Trade certificate in Instrument Mechanic.	01
2	Laboratory Assistant (Chemical Plant)	11	Passed 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent with Science (Physics & Chemistry) & Maths as subjects or its equivalent and Trade Certificate in Laboratory Assistant (Chemical Plant).	01
3	Mechanic Diesel	18	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Mechanic Diesel.	02
4	Fitter	19	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Fitter Trade.	01
5	Machinist	5	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Machinist Trade.	01
6	Mechanic (Motor Vehicle)	9	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Mechanic (Motor Vehicle).	01
7	Welder(Gas & Electric)	8	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Welder (Gas & Electric) Trade.	01
8	Electronics Mechanic	3	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Electronics Mechanic Trade.	01
9	Electrician	16	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Electrician trade .	01
10	Turner	2	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Turner trade.	01
11	Information Technology & Electronic System Maintenance (IT & ESM)	2	Passed 10 <sup>th</sup> class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in IT & ESM trade.	01

Cont..2/-

12	Surveyor	2	Passed 10 <sup>th</sup> class examination under 10+2 system with Science and Mathematics as subjects and Trade certificate in Surveyor trade.	01
13	Computer Operator & Programming Assistant*	11	Passed 10 <sup>th</sup> class examination with Science or its equivalent and Trade Certificate in Computer Operator and Programming Assistant (COPA) trade.	01

**Note:** \*One post reserved for VH and two posts for OH(One Leg effected/Both Leg effected), subject to availability of eligible candidate(s).

**3. Reservation in Training :** Government guidelines in reservation for SC/ST/OBC/PWD, shall be followed with applicable age relaxation.

**4. Eligibility criteria:-**

- A. **Qualifications:** Prescribed qualification as mentioned above or amended thereof, if any, with a minimum of 50 % marks in qualifying exams.
- B. **Age:** The candidate should have attained the age of 14 years and should not have attained the age of 21 years as on 07.03.2017.
- C. **Minimum Physical standards:** As prescribed in the apprenticeship Rules 1992 clause 4 and amendments thereof if any.
- D. **Previous Training:** Candidates who have already undergone or are currently undergoing apprenticeship under Apprenticeship Act 1961 in any Government or Public Sector or Private Industrial Organization are not eligible to apply.
- E. The applicant should not have undergone Apprenticeship earlier or pursuing Apprenticeship training as per the Apprentices Act, 1961/1973 as amended from time to time.
- F. The applicant should not have completed three years after passing of the qualifying exam. as on 07.03.2017.

**5. Stipend :** Monthly stipend will be paid as per the prescribed rates governed by Apprenticeship Act.

**6. Duration of Training:** The duration of training as mentioned above, however, the actual training period will be as per the prescribed training duration, governed by Apprenticeship Act.

**7. Selection procedure :** Shortlisting of candidates will be done based on the percentage of marks obtained in the basic prescribed qualifications as applicable to the respective trade.

**8. Boarding/Lodging/TA-DA :** No TA-DA/Boarding or Lodging expenses are admissible.

**9.** Application is to be submitted with the following documents duly attested by the candidate:

- A. Passport photos -05 Nos.
- B. 10<sup>th</sup> class/SSC/Matriculation Mark sheet.
- C. ITI Certificate & Marksheet, if applicable.
- D. Proof of date of birth.
- E. Cast (SC/ST/OBC) Certificate, if applicable.
- F. Certificate of Physical disability, if applicable.
- G. Character certificate signed by Gazetted Officer.
- H. Aadhar Card (Compulsory).

**10. Incomplete/Erroneous applications** received will be rejected. No further communication in this regard will be entertained.

**11. Medical Fitness :** Candidates will have to submit medical fitness certificate obtained from a medical officer not below the rank of assistant Surgeon (Gazetted).

**12. Registration and Submission of Application:-**

- a) Candidates are first required to register in the web portal <http://apprenticeship.gov.in> for enrollment as apprentices. The application will not be accepted without registration in the above mentioned web portal.

- b) **E12152400751**, is the Establishment Id for ONGC Ahmedabad Asset, Ahmedabad.
- c) Applicants can apply for one trade only.
- d) Candidates are required to download the application format (**Annexure-1**) available herein and forward the filled in application along with all documents as mentioned above to the following address:-

General Manager (HR)-Head HR/ER,  
Oil and Natural Gas Corporation Limited  
Ahmedabad Asset, Avani Bhavan, Chandkheda,  
Ahmedabad (Gujarat) -380005

13. Candidates should ensure that their applications reach the above address on or before **1700 hrs on 07.03.2017**.  
ONGC shall not be responsible for late receipt of applications.

14. ONGC reserves right to accept or reject any applications without showing any cause/reasons what so ever. In a particular trade, if suitable candidates are not available, at the sole discretion of ONGC, (as per rules) other trades can be accepted/engaged. Further, it shall not be obligatory on the part of ONGC to employ Apprentice Trainee(s) on completion of Apprenticeship Training nor shall it be obligatory on the part of the Apprentice to accept an employment under the employer. The selected candidates will be governed by the rules and terms & conditions as per Apprenticeship Act.1961 and further amendments made therein.

GM (HR)-Head HR/ER  
Ahmedabad Asset

**Application for engagement of Apprentices for the Trade of.....in Oil and Natural Gas Corporation Ltd., Ahmedabad Asset, Ahmedabad.**

To,

The General Manager(HR)-Head HR-ER,  
Oil and Natural Gas Corporation Ltd.  
Ahmedabad Asset,  
5<sup>th</sup> Floor, Avani Bhavan, Chandkheda,  
Ahmedabad-380005

Pl. paste  
passport  
size photo  
here

Sir,

In response to your Advertisement No.....dated....., I hereby apply for the Trade of ..... as Apprentice in your organization with the following details :-

1	Name (IN BLOCK LETTERS) :				
2	Enrolment/ Registration No. as indicated in web portal <a href="http://apprenticeship.gov.in">http://apprenticeship.gov.in</a>				
3	Father's Name:				
4	Correspondence Address :				
5	Active email Add.:				
	Mobile No. (for contact):				
6	Date of birth :				
7	Age as on 07.03.2017 (YY/MM/DD)				
8	Category ( SC/ST/OBC/Gen) :				
9	Whether person with disabilities (PWD)/ward of Armed Forces Personnel :				
10	Educational Qualifications:				
	<b>Exam Passed</b>	<b>Details</b>			
	Name of Board/Council/University	Year of passing	Grade / Division obtained	Total marks obtained	% of marks obtained

**Declaration** : I hereby declare that all the particulars given in the application are true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being declared before or after selection, my candidature will be treated as cancelled.

I also understand that it is purely an Apprenticeship Training and ONGC shall have no obligation to offer employment on the grounds of completion of Apprenticeship Training.

Date : ..... Place: .....

(FULL SIGNATURE OF THE APPLICANT)