



You could be one of the
Flagbearers of
India's Flagship Energy Company



Recruitment Advertisement No. 05/2015,SRD- WOU, Mumbai

**Special Recruitment Drive
for
Persons with Disabilities (PWDs)**

OIL AND NATURAL GAS CORPORATION Ltd.

**India's Most Attractive Energy Major
&
The Flagship "Maharatna"**

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OIL AND NATURAL GAS CORPORATION
WESTERN OFFSHORE UNIT, MUMBAI
Advertisement No. 05/2015-SRD,WOU,Mumbai

(1) ONGC, a “Maharatna” Public Sector Enterprise, and India’s flagship energy company is engaged in Exploration and Production of Oil & Gas in India and abroad. A global energy major, it contributes **69%** of India’s domestic Oil production & **62%** of Natural Gas Production. ONGC’s annual net profit was **₹ 17,732 Cr.** In Financial Year 2015. Currently, ONGC through its subsidiary ONGC Videsh Ltd, is India’s largest Transnational Corporate with overseas **investment of over 10 billion USD in 16 countries.**

(2) ONGC offers one of the best compensation packages in Cost to Company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

ONGC, Western Offshore Unit, Mumbai invites applications from Persons with Disabilities (PWD) with valid registration in any of the Employment Exchanges located within the State of Maharashtra. i.e. [Candidate must be registered in the Employment Exchange on or before closing date of manual application process.](#)

The Employment Exchange certificate/card Registration should be valid as on the last date of manual application process.

Most of these Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any Offshore/ Onshore location within the country as demanded by the semi-mobile nature of operations.

3.1) Pay Scales, Emoluments & Other Benefits:

Sl. No	Post Level (Type of Post)	Basic Pay Scale (Total Emoluments)	Remarks
1	A-II level (Regular)	Rs. 12,000- 27000/- (Total emolument would be Rs.31,500/- approx. per month.)	Total emoluments include:- (a) Allowances @47% of Basic Pay under Cafeteria Approach. (b) Dearness Allowance.
2	A-I level (Regular)	Rs. 11,000-24,000/- (Total emolument would be Rs. 29,000/- approx. per month.)	(c) HRA/ Company Accommodation. (d) Contributory Provident Fund. (e) An annual increment of 3% is admissible on basic pay.

In addition to emoluments, Company also offers the following to regular employees as per Company Rules:

1. Liberal Performance Related Pay (PRP),
2. Medical Facility for self and Dependents,
3. Gratuity,
4. Self-Contributory Post Retirement Benefit Scheme,
5. Composite Social Security Scheme,
6. House Building Advance and Car/ Scooter Advance.

3.2) Details of the Posts, Reservations, Essential Qualification:

Regular A-II Level posts (Sl. No. 1-2)			
Sl. No	Name of Post	No. of Posts	Essential Qualification(s)
1	Assistant Technician (Boiler)	12	3 years Diploma in Mechanical Engineering with 1 st Class Boiler Attendant Certificate.
		PWD (OH [OL], HH) 04 seats are reserved for OH (OL). 08 seats are reserved for HH	
2	Marine Radio Assistant Gd.III	16	High School or Class X equivalent Board Examinations with second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India with Global Maritime Distress and Safety (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. OR Radio Telephone Operator's Certificate of Proficiency in Maritime Mobile Service with Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. OR Diploma in Electronics/ Telecom with Global Maritime Distress and Safety Systems (GMDSS) certification issued by the Ministry of Communication (MoC), Govt. of India with one year experience in line.
		PWD (OH [OA, OL], VH [B, LV]) 03 seats are reserved OH for (OA, OL). 13 seats are reserved for VH [B, LV].	
Total A-II Level posts		28	
Regular A-I Level posts (Sl. No. 3-4)			
Sl. No	Name of Post	No. of Posts	Essential Qualification(s)
3	Jr. Assistant (Steno English)	02	Graduate with Typing speed 30 w.p.m and short hand at 80 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply*.
		PWD (OH [OA, OL, BL, OAL], VH [B, LV]) 01 seat is reserved for OH [OA, OL, BL, OAL]. 01 seat is reserved for VH [B, LV].	
4	Junior Assistant (Accounts)	01	B.Com. with proficiency in typing 30 w.p.m and Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply*.
		PWD (OH [OA, OL, BL, OAL], VH [B, LV], HH) 01 seat is reserved for HH	
Total A-I Level posts		03	
Grand Total		31	

Note: Persons with Disabilities (PWD) Candidates may apply for relevant posts as per the eligibility mentioned.
Abbreviations: OH-Orthopedically Handicapped, HH- Hearing Handicapped, VH- Visually Handicapped, OA- One Arm affected [(right or left) – a) Impaired reach b) weakness of grip c) ataxia] , BL – Both legs affected but not arms, OL- One leg affected (right or left), OAL- One Arm (right or left)and One Leg Affected(right or left), B-Blind, LV-Low Vision.

*- Short hand/ Typing test will be conducted as part of the selection process.

Physically handicapped persons who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the handicapped (or by a Civil Surgeon where there is no such board) shall be exempted from passing the typing test. (Certificate Given at Annexure C)

3.3 Important Note:

1. Diploma should be recognized by AICTE and should be of minimum 3 years of duration.
2. Graduation should be from a recognized University.
3. In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India instructions will be required at the time of interview.
4. **Crucial date of eligibility:** Applicants must ensure that they are eligible in all respects as on last date of receipt of application i.e. 01/12/2015 failing which their candidature will be rejected, Age will be reckoned as on **01/12/2015**.
5. Certificate of Disability should be issued by Competent Authority in case of Person with Disability (PWD) applicable to Posts as mentioned above. The minimum degree of disability in order for a person to be eligible for any concessions/benefits would be 40%.
6. Compensatory time of 40 minutes would be provided.

4.1) Percentage of Marks Criteria:

PASS Marks for all the posts.

4.2) Age Criteria:

Category	Age limit as on 01/12/2015	
	A-I/A-II	Min 18 Years
General & PWD	Max 40 Years	
OBC & PWD	Max 43 Years	
SC/ST & PWD	Max 45 Years	
Ex-Servicemen- General/OBC & PWD	Max 45 Years	
Ex-Servicemen- SC/ST & PWD	Max 50 Years	

Note:

- **Departmental** candidates will be given an additional age relaxation to the extent of their service in ONGC;
- **Disabled Ex- Servicemen** will be given age relaxation for length of service in Armed Forces plus 3 years as per Govt. Rules subject to a maximum of 45 years for General/OBC and a maximum of 50 years for SC/ST Candidates.

4.3) Important Note:

- a. Candidates can apply for one post ONLY.
- b. Departmental candidates within same pay scale need not apply.
- c. Departmental candidates fulfilling the requisite qualifications will be given first consideration.

5.1) Selection Methodology:

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

- I. Written Test - 60 Marks
- II. Interview - 15 Marks
- III. Qualification - 25 Marks(20 marks for essential qualification and 5 marks for Additional inline qualification)

Total 100 Marks

The candidates will have to qualify at each stage separately and in aggregate.

5.2) Pattern for written Test:

Duration of Written Test 2 Hrs. 40 minutes (Including Compensatory time of 40 minutes for 2 hours paper)					
For A-II Level:	Type of Question	Number of Objective Type Questions	Marks	There will be no negative marking. Each objective type question carries one mark.	
	Subject Discipline	100	100		
	General Awareness	10	10		
	Reasoning	10	10		
Grand Total	120	120			
For A-I level	Type of Question	Number of Objective Type Questions	Marks		
	Subject Discipline	100	100		
	General Awareness	20	20		
	Grand Total	120	120		

6.1) How to Apply:

Details required before applying:

- i. SC/ST/OBC caste certificate details like date of issue, certificate No., issuing authority, Validity date of Non creamy layer certificate of OBC.

- ii. Essential Certifications like GMDSS etc. as required in respective disciplines as mentioned in essential qualifications in para 3.2.
- iii. Percentage of marks in Class X/Diploma etc.
- iv. Valid email ID, valid for next six months.
- v. Valid Employment Exchange Registration Card with entry of Diploma/ SSC qualification issued by Employment Exchange located in Maharashtra State, Date of Registration and Name of Employment exchange.
- vi. Date of Birth as mentioned in the SSC/ Matriculation Board Certificate.
- vii. In case of Ex-Servicemen, Registration card issued by the Employment Exchange/ Ex-Servicemen Welfare Department situated within the state of Maharashtra.
- viii. Certificate of Disability issued by the Competent Authority.
- ix. Experience Certificates wherever required as per essential qualifications mentioned in para 3.2.

6.2) Process:

1. Candidates can apply only through the application Form available on **www.ongcindia.com** by downloading through the link "Recruitment 05/2015,SRD-WOU, Mumbai". Hard copy of the Form be downloaded, all the necessary information be filled, and all the documents be attached along with the application form. The duly filled in application along with necessary documents shall be sent by **ordinary** post to the following address:

DGM(HR)- I/C R&P,
Recruitment & Promotion Section
ONGC NBP Green Heights, Quadrant 1, Floor 3,
Plot No: C-69, Bandra Kurla Complex, Opp MCA, Bandra (E), Mumbai- 400051
The envelope containing the application form should clearly mention
'Application for the Post of _____, SRD-05/2015, WOU, Mumbai'

2. The following documents are to be attached along with the application:-

- a) Self attested SSC Board Certificate and Mark sheet (for qualification as well as proof of date of birth)
- b) Self attested copy of Experience Letter (The period of experience should be specifically mentioned in the letter)
- c) Valid employment exchange registration certificate in any of the employment exchanges of Maharashtra.
- d) Self Attested Copy of Caste Certificate in prescribed format.
- e) Self Attested copy of OBC Non-Creamy Layer certificate. OBC/NCL certificate should be valid during the financial year 2015-16
- f) Self attested copy of Discharge Certificate in case of Ex Serviceman.

- g) Self attested copy of GMDSS/ COP/ Diploma/ Graduation.
- h) Departmental candidates should submit experience letter from concerned I/ C HR/ER
- i) Candidates already working in government organization/PSUs should produce NOC from their concerned employer at the time of interview failing which their candidature will be rejected.

6.3) Test Centres for Written Test:

The written test is scheduled to be conducted in Mumbai city.

ONGC reserves the right to conduct written test in other cities of Maharashtra depending on the number of applications received.

6.4) General Instructions:

- a) Applications as mentioned above should reach the addressee by 01.12.2015. No application received after 01.12.2015 will be entertained. Also no other form/ method of application will be entertained.
- b) Candidates should have all the qualification / experience / certificate as on 01.12.2015 i.e. closing date of application.
- c) The date/venue of written test/ interview will be intimated via e-mail. Candidates from out station shall be reimbursed second class rail/bus fare as per the shortest route.
- d) The candidates should possess valid email id and mobile phone no. for at least one year for communication. No change of address, email id and mobile phone will be entertained.
- e) Any form of canvassing will render the candidate ineligible for the post.
- f) Caste Certificate/ NCL should be in format as prescribed in the advertisement signed by competent authority. OBC/ NCL certificate should be as per Performa for **appointments under Govt. of India**. Only those candidates whose caste name is in central list of OBC with valid non creamy layer will be treated as OBC.
- g) All the original documents will be checked at the time of interview.
- h) Before applying, candidates should ensure that all the eligibility criteria is fulfilled.
- i) Candidates sponsored through Panvel/ Mumbai Employment exchanges should also apply in the same format.
- j) Candidates must possess the essential qualification as mentioned in the advertisement. No other qualification will be entertained even if the qualification is higher.
- k) Ex Serviceman registered in Zila Sainik Board of Maharashtra may also apply
- l) All queries must be raised to ongcwousrd2015@gmail.com

7) Important Dates & General Instructions:

Availability of Full advertisement along with Application form on www.ongcindia.com :-	11/11/2015
Last date of receipt of application :-	01/12/2015
Tentative Date of Written Test:-	06/12/2015

ANNEXURE - A

**FORM OF CASTE CERTIFICATE
(To be produced by a candidate belonging to Scheduled Castes / Scheduled Tribes
in Support of His/Her Claim)**

This is to certify that Shri/Shrimathi*/Kumari* Son/daughter* of
..... of village/town* in District/Division*
..... of the State/Union Territory* belong to the
.....

Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe*
Under:

- The Constitution (Scheduled Castes) Order, 1950
- *The Constitution (Scheduled Tribes) Order, 1950
- *The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- *The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

{As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

- *The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;
- *The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959, as amended;
by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964;
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990
- *The Constitution (Scheduled Tribes) Order Amendment Act, 1991
- *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimathi*.....father/mother* of Shri/Shrimathi/Kumari*.....of village/town*..... in District/Division*..... of the State/Union Territory* who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the Dated

3. Shri/Shrimathi*/Kumari* and/or* his/her family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory of

Place:

Date:

State
Union Territory

Signature

Designation.....
(With seal of Office)

ANNEXURE -B

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____
in District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does
not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT)
dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of
Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.

TYPING TEST EXEMPTION CERTIFICATE FOR PERSONS WITH DISABILITIES (PWD)

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____

DISABILITY CERTIFICATE

1. This is certified that Smt./Shri/ Kum* _____
Son/daughter* of Shri _____ Age _____

Male /Female having identification marks as below.

_____ Is suffering from permanent disability of following category.

A. Locomotor or cerebral palsy :

BL-Both legs affected but not arms.

- (i) BA-Both arms affected. (a) Impaired reach (b) Weakness of grip
- (ii) OL-One leg affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (iii) OA- One leg affected (right or left) (a) Impaired reach (b) Weakness of grip (c) Ataxic
- (iv) BH- Stiff back and hips (cannot sit or stoop)
- (v) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

C. Hearing Impairment :

- (i) B-Blind (ii) PB-Partially Blind (i) D-Deaf (ii) PD – Partially Deaf (Delete the category whichever not applicable).

This is certified that Smt./Shri/Kum* _____ Being unable to perform the Typing test because of his/her physical disability may be Exempted from Typing test.

2. This condition is progressive /non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ year _____ months.

3. Percentage of disability in his/her case is _____ percent.

4. Smt./Shri/Kum* _____ meets the following physical requirement for discharge of his/her duties :

(i) F- can perform work by manipulating with fingers.	Yes	Yes	No
(ii) PP-can perform work by pulling and pushing	Yes	No	No
(iii) L-can perform work by lifting	Yes	Yes	No
(iv) KC-can perform work by kneeling and crouching	Yes	Yes	No
(v) B-can perform by bending	Yes	No	No
(vi) S-can perform work by sitting	Yes	Yes	No
(vii) ST-can perform work by standing	Yes	Yes	No
(viii) W-can perform work by walking	Yes	Yes	No
(ix) SE-can perform work by seeing	Yes	Yes	No
(x) H-can perform work by hearing speaking	Yes	Yes	No
(xi) RW-can perform work by reading and writing	Yes	No	No

(Signature of Doctor)

Name :

Registration No. :

Member, Medical Board Board

(Signature of Doctor)

Name :

Registration No. :

Member, Medical Board

(Signature of Doctor)

Name :

Registration No. :

Member/Chairperson, Medical Board

Place :

Date :

**Counter signature of the Medical Superintendent/
CMO/ Head of Hospital (with seal)**

Note : (i) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participants) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Centre or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / hearing and speech disability, mental retardation and leprosy cured, as the case may be.

(ii) The Certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as permanent.

Kindly attach copy of 1. Caste certificate 2. Tickets along with this form and submit at venue.



**OIL & NATURAL GAS CORPORATION LIMITED
RECRUITMENT & PROMOTION
WESTERN OFFSHORE UNIT, MUMBAI**

TO BE FILLED BY SC/ST CANDIDATE AND SUBMITTED AT EXAMINATION HALL /
VENUE OF INTERVIEW ALONG WITH A COPY OF CALL LETTER

Head of Account : Gen. Adm. Mumbai. TA to candidates for written test/ interview. Claims for the Oil and Natural Gas Corporations, contribution towards the Traveling Expenses Paid to Shri..... In connection with his/her written test/ Interview aton..... for the post of

Name & Address (in block letters)	Particulars of journey				Class	Rail /Bus fare		Remarks
	Departure		Arrival			Rs.	Paise	
	Stn.	Date	Stn.	Date				
	Journey (To)							
	Journey (Fro)							
Total Travel Allowance claimed:								

Certified that I have travelled by class and will travel by the same class of accommodation while going back to
Railway/Bus receipt/ticket No. & date..... Interview letter No. & date.....

Signature of the Candidate

(FOR OFFICE USE ONLY)

Certified that Shri..... resident of
has appeared interview for the post of

Sr. HR Executive

The claim has verified and certified for payment of Rs.
(Rupees.....)Checked and verified.

FINANCE & ACCOUNTS OFFICER



Signature of the candidate with
Revenue Stamp where necessary



ADVT No. 05/2015, WOU, Mumbai.

**ONGC WOU-MUMBAI
APPLICATION FORMAT**

Paste a Recent
Passport size
Photograph –self
attested

Name of Post:	Written Test Center:		
	Mumbai (Detailed address will be given on Admit Card)		
Employment Exchange & Registration Details (Not required to be filled by Departmental Candidates):			
Employment Exchange Name/ Zilla Sainik Board:	(within Maharashtra only)		
Employment Exchange/ Sainik Board Registration No:			
Date of Employment Exchange Registration:			
Valid upto:	[/ /] (dd /mm /yyyy)		
Personal Details:			
Candidate's Name:	(as per SSC Board Certificate)		
Correspondence Address: (Don't write your name again)			
City/ Town:	Pin:	State:	
Nearest Railway Station:			
Tel No. (With STD Code):	Mobile:		
Candidate's Email ID:			
Gender (Male/Female):	MALE [] FEMALE []		
Date of Birth:	(dd/mm/yyyy)		
Father's Name:			
Category:	GEN []	OBC []	SC [] ST [] (Tick correct one)
In case of SC/ST/OBC:	Name of Caste /Community:		
	Date of issue of Caste Certificate:	(dd/ mm/ yyyy)	
	Caste Certificate Issuing Authority:		
	OBC(NCL) certificate valid till:	(dd/ mm/ yyyy)	
Category of Physical Challenge	Orthopedically Handicapped [] Visually Handicapped [] Hearing Handicapped [] Mention the sub category here: _____		
Scribe Needed	Yes [] / No [] (Tick the correct one)		
Paper with bigger font Needed	Yes [] / No [] (Tick the correct one)		
Marital Status:	Single [] / Married [] (Tick the correct one)		
Whether belongs to Ex-Servicemen?	Yes [] / No [] (Tick the correct one) If Yes, No. of Years Served in Armed Forces : _____ Date of Discharge : [/ /] (dd /mm /yyyy)		
Whether ONGC Employee?	Yes [] / No [] (If Yes, please mention the following details.) CPF No: _____ Designation: _____ Date of joining ONGC: _____ Work Center: _____		

Fill the Essential qualifications you possess and mention the relevant details				
Sl. No.	Examination Passed	Year of Passing	% of Marks	Subjects
1				
2				
3				
4				
5	Additional inline Qualification (If any):			
<p>I declare that all the information given above is true to the best of my knowledge. In case it is detected at any stage of recruitment process that I do not fulfil the eligibility criteria and/or do not comply with other requirements as per advertisement and / or I have furnished any incorrect / false information or have suppressed any material facts, my candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, my services are liable to be terminated without any notice.</p>				
(Candidate's Signature)			Date:	Place:

Important Instructions: Before submission the candidate must ensure that:

1. The application form is correctly and completely filled up.
2. Incomplete Applications/ without any of the below mentioned enclosures shall be summarily rejected.
3. Photograph must be self - attested.
4. The candidate meets all eligibility conditions desired for the post as notified in the advertisement failing which his candidature will be summarily rejected at any stage of verification & scrutiny of application / during the selection process.
5. **Age limit will be reckoned as on 01.12.2015.**

List of Self attested Enclosures:

- i. Self-attested SSC Board Certificate and Mark sheets (for qualification as well as proof of date of birth).
- ii. Self-attested copy of Experience Letter (The period of experience should be specifically mentioned in the letter).
- iii. Valid employment exchange registration certificate in any of the employment exchanges of Maharashtra.
- iv. Self Attested Copy of Caste Certificate in prescribed format.
- v. Self-attested copy of OBC/NCL certificate. OBC NCL should be valid during the financial year 2015-16.
- vi. Self attested copy of Discharge Certificate in case of Ex Serviceman.
- vii. Self-attested copy of GMDSS/ COP/ Diploma/ Graduation.
- viii. Candidates already working in government organization/PSUs should produce NOC from their concerned employer at the time of interview failing which their candidature will be cancelled.
- ix. Departmental candidates should submit experience letter from concerned I/ C HR/ER.

And send the application by **ordinary** post so as to reach the following address by **01.12.2015**

DGM(HR)- I/C R&P,

Recruitment & Promotion Section

ONGC NBP Green Heights, Quadrant 1, Floor 3,

Plot No: C-69, Bandra Kurla Complex, Opp MCA, Bandra (E), Mumbai- 400051

The envelope containing the application form should clearly mention "**Application for the Post of _____, SRD-05/2015,WOU, Mumbai**"

------(END OF APPLICATION FORM)-----