



OIL AND NATURAL GAS CORPORATION LIMITED
EASTERN SECTOR : ASSAM

RECRUITMENT ADVERTISEMENT NO. 2/2014





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ABOUT COMPANY

Global Ranking India's Most Valuable Public Sector Enterprise

ONGC was founded in the year 1956 to power a new-born republic making rapid strides towards growth and development. Today, ONGC is the world's No.3 Exploration and Production Company a India's most profitable and highest dividend paying corporation.

It is the country's trust in our vision that makes us the largest exploration and mining lease holder in the country. We have gone beyond the seven seas. Our wholly-owned subsidiary ONGC Videsh Ltd.(OVL) is the nation's biggest E&P multinational, managing 32 overseas hydrocarbon properties in 16 countries, with a cumulative investment over US\$17 billion.

Winning hearts and awards world over, we are the only Indian energy major in Fortune's Most Admired List 2012 in the Mining, Crude Oil Production category. ONGC was ranked at 155 in the Forbes Global 2000 List 2012 of the world's biggest companies.

Who Can Apply ?

- ❖ ***ONGC, Eastern Sector, Assam invites applications from young and energetic Indian citizens for selection to the under mentioned posts with valid registration of Name and eligible requisite essential qualification(s) in any of the Employment Exchanges located within the State of Assam i.e. Candidate's Name and qualifications must be registered in the Employment Exchange on or before closing date of online registration process. The Employment Exchange certificate / card Registration should be valid during the online registration process.***
- ❖ ***Most of the Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any location within the country as demanded by the semi-mobile nature of operations.***

Section : 1

Posts And Qualification

- **Details Of Posts, Reservations and Essential Qualifications**
- **Pay Scale and Other Benefits**
- **Recognition Of Qualifications**
- **Physical Test – Physical Standards Test
Physical Efficiency Test**
- **Percentage Of Marks, Age Limit and Application Process
Fee and Important Note**



1.1 PAY SCALES, EMOLUMENTS & OTHER BENEFITS:

| SL. NO. | POST LEVEL | BASIC PAY SCALE | ALLOWANCES |
|---------|------------|--------------------|---|
| 1 | A-II LEVEL | Rs.12000-27000/- | In addition to the this, allowances @ 47% of basic Pay under Cafeteria Approach, Dearness Allowance, House Rent Allowance, Medical facility for Self & dependents, Self Contributory Post Retirement Benefit Scheme (PRBS), Composite Social Security Scheme (CSSS), Gratuity, Superannuation Benefits, Mining allowance, Contributory Provident Fund (CPF), Conveyance Maintenance, Substantial Performance Related Pay (PRP), etc. are provided as per the Company's rules from time to time. |
| 2 | A-I LEVEL | Rs.11,000-24,000/- | |
| 3 | W-I LEVEL | Rs.10,000-18000/- | |

1.2 DETAILS OF THE POSTS, RESERVATIONS,

ESSENTIAL QUALIFICATION:

A-II LEVEL [PAY SCALE Rs.12000-27000]: Total emoluments would be Rs.32,000/-approximately per month.

| Sl. No. | Name of Post | Total No. of Posts | Break up | | | | | Essential Qualification |
|---------|--|--------------------|----------|----|-----|----|----------------------|--|
| | | | SC | ST | OBC | UR | PwD* | |
| 1 | Technical Assistant GD.III (Chemistry) | 16 | 1 | 2 | 4 | 9 | OA OL BL HH | Post Graduate Degree in Chemistry. |
| 2 | Assistant Technician(Civil) | 06 | 0 | 1 | 2 | 3 | OA OL BL HH | 3 years Diploma in Civil Engineering |
| 3 | Assistant Technician (Electrical) | 10 | 0 | 2 | 3 | 5 | OL HH | 3 years Diploma in Electrical Engineering. Should have valid Certificate of Competency as Electrical Supervisor. |
| 4 | Assistant Technician (Instrumentation) | 04 | 1 | 0 | 1 | 2 | OL HH | 3 years Diploma in Instrumentation Engineering. |
| 5 | Assistant Technician (Production) | 54 | 3 | 7 | 14 | 30 | ---- | 3 years Diploma in Mechanical Engineering/Chemical Engineering / Petroleum Engineering. |
| 6 | Assistant Technician (Mechanical) | 36 | 3 | 4 | 9 | 20 | OL OA HH | 3 years Diploma in Mechanical Engineering. |

| Sl. No. | Name of Post | Total No. of Posts | Break up | | | | | Essential Qualification |
|---------|---|--------------------|----------|----|-----|----|----------|--|
| | | | SC | ST | OBC | UR | PwD* | |
| 7 | Nurse Gr.III | 01 | 0 | 1 | 0 | 0 | OL | Graduate Degree in Nursing / Diploma in Nursing of 03 years or more duration recognized by a statutory body and registered with Nursing Council. |
| 8 | Medical Attendant Gr.III (Industrial Hygiene) | 01 | 0 | 0 | 0 | 1 | ---- | Diploma in Industrial Hygiene for 3 (three) years duration recognized by statutory body and registered with council |
| 9 | Asst. Rigman (Drilling) | 07 | 1 | 1 | 1 | 4 | ---- | 3 years Diploma in Mechanical/ Petroleum Engineering. Physical Standard as specified. |
| 10 | Asst. Technician (Boiler) | 05 | 0 | 0 | 1 | 4 | OL HH | 3 Years Diploma in Mechanical Engg. With First class Boiler Attendant Certificate |

A-I LEVEL [PAY SCALE Rs.11000-24000] Total emoluments would be Rs.30,000/-approximately per month

| Sl. No. | Name of Post | Total No. of Posts | Break up | | | | | Essential Qualification |
|---------|---------------------------------------|--------------------|----------|----|-----|----|----------------------|---|
| | | | SC | ST | OBC | UR | PwD* | |
| 11 | Jr. Techn. Assistant (Chemistry) | 03 | 0 | 1 | 1 | 1 | OA OL BL HH | B.Sc. with Chemistry as main Subject. |
| 12 | Jr. Assistant Technician (Electrical) | 21 | 1 | 2 | 5 | 13 | OL HH | High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Electrical Trade. Should have valid Certificate of Competency as Electrical Supervisor |
| 13 | Jr. Assistant Technician (Diesel) | 26 | 2 | 4 | 6 | 14 | ---- | High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Diesel. |
| 14 | Jr. Assistant Rigman (Drilling) | 167 | 10 | 20 | 46 | 91 | ---- | High School or Class X Equivalent Board Examinations with Science and Trade Certificate Fitting or Mechanic Trade** Physical Standard as specified. |
| 15 | Jr. Assistant Technician (Production) | 47 | 3 | 6 | 13 | 25 | ---- | High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting or Mechanic Trades** |
| 16 | Jr. Assistant Technician (Cementing) | 06 | 1 | 1 | 0 | 4 | ---- | High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Auto/ Fitting or Mechanic Trades** Should have Valid Heavy Vehicle Driving Licence. |

| Sl. No. | Name of Post | Total No. of Posts | Break up | | | | | Essential Qualification |
|---------|--|--------------------|----------|----|-----|----|-------------------------------|--|
| | | | SC | ST | OBC | UR | PwD* | |
| 17 | Jr. Assistant Technician (Welding) | 07 | 0 | 1 | 2 | 4 | OL HH | High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Welding. |
| 18 | Jr. Assistant Technician (Machining) | 01 | 0 | 0 | 0 | 1 | ---- | High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Machining. |
| 19 | Jr. Assistant Technician (Fitting) | 32 | 2 | 3 | 8 | 19 | ---- | High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting. |
| 20 | Jr. Fire Supervisor | 02 | 0 | 0 | 1 | 1 | ---- | Intermediate with 6 months continuous experience in Fire Services. Valid Heavy Vehicles Driving Licence essential. Physical Standard as specified. Physical Efficiency Test Apply. |
| 21 | Jr. Assistant (Steno-English) | 02 | 00 | 00 | 00 | 02 | OL OA BL OAL B,LV | Graduate with proficiency in typing speed 30 w.p.m. and Shorthand at 80 w.p.m. Certificate /Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply. |
| 22 | Jr. Assistant (Material Management) | 03 | 0 | 0 | 1 | 2 | OA OL HH | B.Sc. with Physics or Maths as one of the subjects with proficiency in typing speed 30 w.p.m. with Certificate / Diploma of minimum duration of six months in Computer applications in the Office Environment. Test Apply. |
| 23 | Jr. Motor Vehicle Driver (Winch / HV Operations) | 15 | 1 | 2 | 3 | 9 | ---- | High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving Experience of heavy Vehicles. Test Apply. |

W-1 LEVEL [PAY SCALE Rs.10000-18000] Total emoluments would be Rs.27,000/-approximately per month

| | | | | | | | | |
|----|----------------------------|----|---|---|---|---|----------|---|
| 24 | Jr. Fireman | 16 | 1 | 4 | 6 | 5 | ---- | High School or Class X Equivalent Board Examination with Fireman's training of three months' continuous duration. Valid Heavy Vehicles Driving Licence essential. Physical Standard as specified. Physical Efficiency Test Apply. |
| 25 | Health Care Attendant Gr.I | 1 | 0 | 0 | 0 | 1 | OL HH | Matriculation with First Aid Certificate from statutory body/ Institute like St.John's Ambulance or Red Cross Society etc. Six months experience as Technician in ECG/ CSSD / Plaster/Anaesthesia desirable. |

Note : Reservations as per Government of India's Guidelines.

- * PwD can also apply as mentioned against each post subject to provisions of Mines Act.
 - ** Mechanic Trades are: Diesel/ Instrumentation/ Turner / Machining / Tractor / Motor Vehicle / Welding/ Black Smithy / Boiler Attendant and Machinist Grinder.
- Ex. Serviceman can also apply as per eligibility criteria.

OA = ONE ARM, OL = ONE LEG, BL = BOTH LEGS, BA = BOTH ARMS, B= BLIND, HH = HEARING IMPAIRED, OAL = ONE ARM AND ONE LEG, LV= LOW VISION

1.3 IMPORTANT NOTE:

1. Post-Graduation, Graduation and Diploma courses should be recognized by University/State Technical Education Board/AICTE.
2. Diploma should be minimum 3(three) years of duration.
3. Trade Certificate should be from respective ITIs/ Technical Institutions recognized by State Board of Technical Education (ASBTE) /National Council for Vocational Training (NCVT).
4. Fireman's Training Certificate should be from recognized Institute / Local Self Government.
5. In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India's instructions will be required at the time of interview.
6. Applicants must ensure that they are eligible in all respects on the date of online registration process or closing date whichever is earlier, failing which their Candidature will be liable to reject. Age will be reckoned as on **17.06.2014**
7. Certificate of Disabilities should be issued by Civil Surgeon in case of Person with Disabilities (PwD) applicable. The minimum degree of disabilities in order for a person to be eligible for any concession /benefits would be 40%

1.4 PHYSICAL TESTS:-

Physical Standard Tests (PST) and Physical Efficiency Test (PET) (which ever applicable) will be conducted for short listed candidates for personal interviews in respect of the following posts:

| Sl No | Post(s) | Category | Height (in cms) | Weight (in Kgs.) | Chest(in Cms) (Expansion Min 5. Cms) | | Vision | |
|-------|---|---------------------------------|-----------------|------------------|--------------------------------------|----------------|---|--|
| | | | | | Un-expanded (Min) | Expanded (Min) | | |
| 1 | Junior Fire Supervisor And Junior Fireman | Tribes/ Hill men | 163 | - | 81 | 86 | Not Applicable | |
| | | All Others | 168 | - | 81 | 86 | Not Applicable | |
| | | For persons from State of Assam | | | | | | |
| | | Tribes/ Hill men | 160 | - | 79 | 84 | Not Applicable | |
| | | All Others | 163 | - | 79 | 84 | Not Applicable | |
| 2 | Asst. Rigman/ Jr.Asst.Rigman (Drilling) | GEN/OBC | 167 | 58 | 81 | 86 | 6X6 Without glasses & without any history of night/colour blindness / squint etc. | |
| | | SC/ST | 162 | 50 | 79 | 84 | | |

1.5 PARAMETERS OF PHYSICAL STANDARD FOR FEMALE:

| Sl. No. | POST | PARAMETER | MINIMUM PHYSICAL STANDARD FOR FEMALE |
|---------|---|-----------|---|
| 1 | Junior Fire Supervisor/ Junior Fireman | HEIGHT | 152 cms. Relaxed 5 cms. For candidates from tribes/hills |
| | | WEIGHT | Proportionate to height but not less than 46 kgs. |

PHYSICAL EFFICIENCY TESTS (PET) :

| SL. No. | POST | PHYSICAL EFFICIENCY TEST | |
|---------|--|--|---|
| | | For Male | For Female |
| 1 | Junior Fire Supervisor / Junior Fireman | 1] Running 800 Mts. Within 4 (four) Minutes. | 1] Running 800 Mtrs. Within 6 (six) Minutes. |
| | | 2] Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 100 mtrs. | 2] Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 75 mtrs. |
| | | 3] Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 Minutes. | 3] Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 Minutes. |

1.6 PERCENTAGE OF MARKS CRITERIA:

| Category | % Marks Required in Essential qualification | |
|-------------------------|---|-----------------------|
| | Intermediate/ITI/Diploma/ /Graduate | Class X/Post Graduate |
| General/OBC | 60 (sixty) % marks | Pass |
| SC/ST | 50 (Fifty) % marks | Pass |
| Departmental Candidates | Pass Class | |

Note : Candidate has to enter the percentage of marks while filling the online Application form only rounding off of percentage to the lower digit. (Decimal Percentage of marks shall be rounded off to lower digit; e.g.59.9% means 59% only).

1.7 AGE CRITERIA FOR A-I /A- II AND W1 LEVEL:

| Sr. No. | Level | Category and Maximum age | | | Minimum Age |
|---------|---------|--------------------------|----------|----------|---------------------------|
| | | SC/ST | OBC | UR | |
| 1 | A1 & A2 | 35 Years | 33 Years | 30 Years | 18 years as on 17.06.2014 |
| 2 | W1 | 32 Years | 30 Years | 27 Years | |

- Age will be reckoned as on **17.06.2014**
- Candidate competing for General post should fulfill age criteria for General Category.
- Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship Training in ONGC except for the post of Asst..Rigman(Drilling) and Jr.Asstt.Rigman (Drilling).
- PwD candidates will be given further 10 Years relaxation to the maximum age limit Mentioned above.
- Ex-Serviceman will be given age relaxation for length of service in Armed Forces Plus 3 years as per Govt. Rules, subject to maximum age of 45 years and 50 years in case of Disabled Defense Service personnel belonging to SC/ST.
- Departmental candidates will be given age relaxation to the extent of services rendered by them in ONGC except for the post of Asstt.Rigman (Drilling) and Jr.Asstt. Rigman(Drilling) .
- No age relaxation will be admissible to the post of Jr.Asstt.Rigman (Drilling) and Asstt.Rigman (Drilling) in lieu of Apprenticeship training done in ONGC.
- Tenure Based Field Operators who are discharging the role of Rigman on Drilling Rigs in ONGC, will be given age relaxation to the extent of services rendered by them in ONGC on Drilling Rigs for post of AR(Drilling)/ JAR(Drilling) whichever is applicable.

1.7 PROCESSING FEE/ REGISTRATION FEE:

| Category | Application Process Fee |
|----------------|--|
| General/OBC | <i>Rs.200/-</i> (Rupees Two hundred only) |
| SC/ST/PwD | <i>Rs.50/-</i> (Rupees fifty only) |
| Ex. Serviceman | Exempted |
| Note : | |
| (i) | Candidates are required to submit Registration Fee as per the Format of SBI Bank Challan by downloading www.ongcindia.com |
| (ii) | Bank Charges as applicable. |
| (iii) | Departmental candidates would also be required to pay the Application Process charges/Fees as applicable |

1.8 IMPORTANT NOTE:

1. Candidate can apply for all eligible posts within a level of posts (i.e. A-II/A-I/ W-I level) with one time Registration /Processing Charges applicable as mentioned in above. If the candidates wish to apply for another level of post(s) then He/ She may apply again as per the steps given in online as mentioned in how to apply.
2. SC/ST/OBC candidates, while applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates only and no relaxation in any criteria will be applicable to these candidates. However, they may indicate their actual category in online application so as to avail of fee concession as applicable.
3. Registration fee is purely non refundable.
4. Departmental candidates other than Tenure based Employees within same pay scale and same level need not apply.
5. Departmental candidates fulfilling the requisite qualifications and Criteria will be given first consideration.
6. In pursuance of the orders of the Hon'ble Supreme Court of India in CA No.4755/2001, contingent workers who are a party in CA No.4755/2001 and who fulfill the criteria for selection to the above mentioned posts are advised to apply.

Section 2- Selection Process

- **Selection Methodology**
- **Pattern of Written Test and Crucial Dates**



2.1 SELECTION METHODOLOGY:

The selection methodology will comprise the following stages:

- (a) Written test.
- (b) Physical Standard Test / Driving Test/ Physical Efficiency Test/ Stenography Efficiency test / Typing Efficiency test. (Wherever applicable).
- (d) Personal Interview.
- (e) The candidates have to qualify at each stage separately and in Aggregate.
- (f) The candidates who qualify in the Written Test shall be shortlisted based on the performance of the written exam and called for Physical Standard test / Physical Efficiency Test/ Stenography Efficiency test / Typing Efficiency test/ Driving Test (wherever applicable) prior to Personnel Interview as a part of the selection process for recruitment on their own free will/consent, and will not hold ONGC responsible for any injury or mishap/accident. Further, candidates will have to follow the safety guidelines as explained to them before the test.
- (g) The candidate will have to qualify at each stage i.e. Written, Physical Standard/ Stenography Efficiency test / Typing Efficiency test., Physical Efficiency, Driving (wherever applicable), and in Interview separately.
- (h) The Written Test is tentatively scheduled on **27.07.2014 (Sunday)**. The exact date of the test shall be communicated to the candidates through Admit card and will also be available on ONGC website www.ongcindia.com This can also be downloaded by entering the Registration No. and Date of Birth/Name from the website.
- (i) Screening and selection will be based on the details provided by the candidates; hence, it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and ONGC will NOT be responsible for any consequence of furnishing of such wrong / false information.

2.2 PATTERN FOR WRITTEN TEST:

- (a) Written test paper will consists of only 120 objective type [100 from Subject discipline and 20 from General Awareness & Aptitude, each Question carrying 1(one) mark] and Duration of Examination will be 2 hours.
- (b) Test paper will be Bilingual i.e. Hindi and English and no negative Marking.
- (c) Candidate eligible for multiple posts in same level will get paper of subject related to the multiple discipline in which candidate has applied.

2.3 IMPORTANT NOTICE TO ALL CANDIDATES:-

- i) Any sort of canvassing or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate. In case of any dispute, the decision of the management of ONGC will be final & binding on all the candidates.
- ii) Candidates are also advised not to respond any unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidate may check on our official ONGC's website www.ongcindia.com.
- iii) ONGC does not seek payment of any kind from the candidates except during the registration process which is either Rs.50/- or Rs.200/- depending upon the category of the candidates.

2.4. CRUCIAL DATES:

| Sl.No. | Details | Date | Time (hrs.) |
|--------|--|---|-----------------------------|
| 1. | Online Registration Start Date | 28.05.2014 (Wednesday) | 10:00 |
| 2. | Online Registration Closing Date | 17.06.2014 (Tuesday) | 18:00 |
| 3. | Remittance of application process Charges/fee in Bank (only on bank working days) | 28.05.2014 (Wednesday) to 21.06.2014 (Saturday) | During Banking Hrs |
| 4. | Tentative Date of Written Test | 27.07.2014(Sunday) | 10:00-12:00 14:00 -16:00 |
| 5. | Last date for receipt of completed application format with relevant documents by ordinary post to the designated post box. | So as to reach on or before 05.07.2014(Saturday) | |

Section 3

Process for Online Registration

- **Information Required In Hand For Applying online Registration.**
- **How To Apply**
- **Test Centers for Written Exam**
- **Downloading The Admit Card For Written Exam**
- **Steps For Registration of Online Application**



3.1 INFORMATION REQUIRED IN HAND FOR APPLYING:

To fill the online application form following details should be ready with the candidates

- (a) Valid E-mail ID, Contact Number - Mobile No. which should be continued at least for minimum period of one year from the date of registration of online application.
- (b) Selection of test centre.
- (c) Details of Valid Employment Exchange registration Number, Validity from & to, and name of exchange where registered of Assam State only.
- (d) Qualification, percentage of marks, year of passing and name of Institute/University/ Educational Boards.
- (e) Date of Birth as mentioned in High School or Class X Equivalent Board Examinations Certificate / School leaving Certificate.
- (f) If Ex-Apprentices of ONGC, Place, Trade and period of training.
- (g) SC/ST/OBC certificate (In case of OBC, valid Non-Creamy layer certificate in the format applicable for post in Central Govt./ Central Govt. Undertaking) if applicable in the prescribed format duly signed by Competent Authority. (SAMPLE Format is available on the website).
- (h) If Ex-Serviceman Registration Card issued by the Employment Exchange/Ex-Servicemen Welfare department situated within the State of Assam.
- (i) Experience / Training Certificate as applicable.

Note: - Candidate must ensure that they meet the eligibility criteria laid down in this advertisement before making the payment through challan. Payment is purely non refundable

3.2 TEST CENTRE FOR WRITTEN TEST:

The Written test is scheduled to be conducted tentatively in following four cities of Assam State depending upon the Number of applications received. Candidates are required to indicate their choice of Examination centre but the allotment will be at discretion of ONGC and NO change of Test Centre will be permitted at a later stage.

| Sr.No | Test Centre | Sr.No | Test Centre |
|-------|-------------|-------|-------------|
| 1 | Guwahati | 3 | Jorhat |
| 2 | Sivasagar | 4 | Silchar |

Note :-

- The Written Test will be tentatively scheduled on **27.07.2014 (Sunday)**. The exact date of Written Test will be communicated in the Admit Card /SMS alert and same will be also available on the www.ongcindia.com.
- Candidates will be allowed to appear in the Subject–paper relevant to the Qualification selected.
- Candidates who wants to compete for W-I level /A-I level /A-II level will have to fill ONLINE application form separately in each level wise for all the posts with separate email id which should be active/valid and continued at least for a minimum period of one year from the date of registration.

3.3 ADMIT CARD FOR WRITTEN EXAMINATION:

- ❖ The Admit Card with details of the Candidates, Name, Roll No., Date, Time, Venue of the Examination, Post Applied for, Category and Discipline can be downloaded directly from the www.ongcindia.com at Recruitment 02/2014 - Eastern Sector(Assam)” by entering the unique Registration number printed on the Registration Form and Date of Birth. The same will also be informed by SMS alert, e mail and by post to the candidate at the address mentioned in the Registration form.
- ❖ No other communication will be sent separately. The candidates are therefore advised to check their e mail and ONGC website www.ongcindia.com from time to time for details of examination, admit card and other relevant information.
- ❖ Candidates must recheck the details given on the admit card well before appearing for the written examination to ensure that discipline mentioned is as per the qualification possessed by the candidates.

3.4 HOW TO APPLY:

{i} Important instructions for online Registration :

- Candidates meeting the eligibility criteria, with valid registration of Name and Requisite essential qualifications in any of the Employment Exchanges located within the State of Assam may apply “Online” through the link “Recruitment 02/2014 - Eastern Sector(Assam)” available on ONGC website www.ongcindia.com
- Valid E-mail ID, Contact Number - Mobile No. which should be Valid/Active and continued at least for minimum period of one year from the date of registration of online application.

- All correspondence with candidates shall be done through E-mail only. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-mail/ordinary post. Responsibility of receiving, downloading and printing of admit card / call letter for interview and physical tests shall be that of the candidate. ONGC will not be responsible for any postal delay / loss of E-mail sent, due to invalid/wrong postal address/E-mail ID provided by the candidate or delivery of E-mails to spam/bulk mail folder etc.
- Scanned copies of recent pass port size colour photograph of the candidate with white background (10 KB to 40 KB size – image type : “jpeg/jpg”) and signature of the candidate (10 KB to 40KB size image type : “jpeg/jpg”).
- No changes shall be allowed once the candidate has saved and submitted the application form.
- An application not accompanied by requisite fees or incomplete in any respect will not be entertained / liable to be rejected.

{ii} Step to apply for online Registration :

- Logon to www.ongcindia.com-Recruitment:02/2014-Eastern Sector(Assam)”.
- Fill up the application Form by Click on “Online Registration”
- Once the candidates has filled the Online Application form and submitted the same, the Candidate will get system generated customized Bank Challan and Application Format.
- Take the Printout of System Generated Application Form and Customized Bank Challan bearing unique Registration No.
- Deposit the application Process Charges /fee as per system generated Bank Challan i.e. for GEN/OBC *Rs.200/-* and for SC/ST/PwD - *Rs.50/-* in any SBI Branch alongwith applicable bank charges i.e. *Rs.20/-* per challan.
- The Unique Registration No. and Date of Birth will be used for future access Admit Card, Application Status and Result. etc.
- The candidates are required to send completed application format alongwith Customized ONGC’s copy of the SBI payment Challan form in original with bank seal, Journal Number, Branch Code Number, Branch Name and Date of Deposit etc. in an envelope Superscribed (Application for the Post of _____”) to the following address by *Ordinary post only* so as to reach on or before 05.07.2014. ONGC will not be responsible for any postal delay. No other mode of application will be accepted.

To,
 The Advertiser (ONGC –ASSAM),
 Post Box No. 9248
 Krishna Nagar Head Post Office
 Delhi – 110051.

Registered/Speed Post will not be accepted.

Section: 4
General Instructions and Format of Caste Certificate
for SC/ST and OBC Candidates



GENERAL INSTRUCTIONS:

- a) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information is provided by the individual is found false or is not found in confirmative with eligibility criteria mentioned in the advertisement.
- b) Request for change of mailing Address, Examination Centre and Category as declared in the Application will not be entertained. However, ONGC reserves the right to cancel or add any centre depending upon the response in that area/centre.
- e) Reservation for Ex-Serviceman/PwD & SC/ST/OBC is as per Government of India's guide lines.
- h) Candidate should retain the copy of their system generated Application format and Bank Challan after making payment in SBI for future reference.
- i) The candidates are required to deposit the applicable Registration/ Processing fees as indicated in Point No.1.7 at any branch of State Bank of India. Candidature of candidates making deposit by other mode of fee or not submitting in original Application format / Bank Challan or mismatching of Bank document or any other discrepancy will be summarily rejected.
- k) Court of Jurisdiction for any dispute will be Sibsagar.
- l) Candidates working in Employment of Public Sector Undertaking/ Govt. Service will be required to produce No Objection Certificate at the time of Interview.
- n) Employment Exchanges of Jorhat/Golaghat/Sivasagar/Nazira/ Silchar/ Hailakandi/ Karimganj/Moran/Borpathar and Sonari have been requested to suitably inform the sponsored candidates, to apply online by visiting www.ongcindia.com against "Recruitment 02/2014-Eastern Sector(Assam)".
- o) Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical and Health Policy.
- p) The selected candidates are liable to be posted anywhere in Eastern Sector (Assam) State or elsewhere based on organization need / requirement and the job is transferable to any location within the country as demanded by the semi-mobile nature of operations.

- q) The entire process of Registration of Application is through Online mode only and Screening of application is based on the information provided by the candidate therefore, please ensure that the details filled up in application is accurate and true, failing which the candidature of short listed applicant for personal interview is liable to be cancelled/ disqualified during the verification of documents at the time of personal interview only.
- r) For more information about the Company you may visit ONGC website www.ongcindia.com



R&P TEAM NAZIRA

Thanks!