



RECRUITMENT ADVERTISEMENT NO. 04/2013

ASSAM ASSET: NAZIRA

OIL AND NATURAL GAS CORPORATION LIMITED

India's Most Admired Energy Major

&

The Flagship "Maharatna"



OIL AND NATURAL GAS CORPORATION LIMITED **EASTERN SECTOR: ASSAM**

1. About ONGC

- (1) ONGC has been recognized as the world's No.3 in Global E&P companies. ONGC's vision is to be a Global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices. ONGC is the only Indian energy major in Fortune's Most Admired List 2012. Government of India formally conferred coveted Maharatna status on ONGC in April 2011. ONGC accounts for 73% Oil & 48% of Gas production in the country. ONGC Videsh, the overseas arm of ONGC is currently operating in 16 countries in 33 projects with investment of over 10 Billion USD. ONGC's Annual net profit Rs.25,123 Crores.**
- (2) The Company 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.**

2. Who Can Apply ?

- + ONGC, Eastern Sector, Assam invites applications from Candidates 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 last date of receipt of application. 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.

3. PAY SCALES, EMOLUMENTS & OTHER BENEFITS :

SL. NO.	POST LEVEL	BASIC PAY SCALE (TOTAL EMOLUMENTS)	TOTAL EMOLUMENTS INCLUDE
1	A-II LEVEL (REGULAR)	Rs.12000-27000/- (Total emolument would be Rs.32,000/- Approx. per month).	Total emoluments includes :- (a) Allowance @47% of Basic Pay under Cafeteria Approach. (b) Dearness Allowance. (c) Mining Allowance. (d) HRA/ Company Accommodation. (e) Contributory Provident Fund. (f) North East Allowance.

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. Housing Building Advance and Car / Scooter Advance.
7. An Annual increment of 3 % is admissible on basic pay.

3. DETAILS OF THE POSTS, RESERVATIONS, ESSENTIAL QUALIFICATION :

A-II LEVEL [PAY SCALE Rs.12000-27000]

Sl. No.	Name of Post	Total No. of Posts	Break up				Essential Qualification
			SC	ST	OBC	UR	
1	Nurse Gd.III	08	00	00	02	06	Graduate Degree in Nursing / Diploma in Nursing of 03 years or more duration recognized by a statutory body and registered with Nursing Council.
2.	Medical Assistant Gr.III (Industrial Hygiene)	01	00	00	00	01	Diploma in Industrial Hygiene for 3 (three) years duration recognized by statutory body and registered with council

4. AGE CRITERIA:

Category	Age Limit as on 11.12.2013.	
General	Max 30 Years	Min 18 Years
OBC	Max 33 years	
SC/ST	Max 35 Years	

Note :

- Candidate competing for General post should fulfill age criteria for General category.
- 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.

Note: - The candidate shall appear for the written test is purely based on the qualification possessed by the candidates.

5. GENERAL INSTRUCTIONS :

- 1) The deployment may be on round the clock shift pattern of work.
- 2) Selected candidates may be assigned to work in any onshore or offshore locations in India.
- 3) After initial screening, the candidates will be required to undergo written test and interview in any sequence as decided by ONGC. The pattern of Written Test as under :
 - 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) The candidates will have to qualify at each stage separately.
 - d) The candidates who qualify in the Written Test shall be shortlisted based on the performance of written exam and called for Personal Interview.
 - e) 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.
 - f) The Written Test is tentatively scheduled on **22.12.2013 (Sunday)** (The exact date of the test shall be communicated to the candidates through email id/SMS alert. Hence it is mandatory to provide exact email address in the application form.
- 4) The OBC caste certificate (with non-creamy layer) should be valid and in the format prescribed for appointment to posts under the Government of India. Only caste certificates issued by the Competent Authority i.e. District Magistrate / Additional District Magistrate / Collector / Dy. Commissioner / Additional Dy. Commissioner / Dy. Collector/ First Class Stipendiary Magistrate / Sub Divisional Magistrate /

Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class stipendiary Magistrate / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Chief Revenue Officer not below the rank of Tahsildar / Sub Divisional Officer of the area where the candidate and / or his family normally resides are acceptable.

- 5) The educational / technical qualification should be recognized by the Govt. of India or UGC or AICTE.
- 6) Candidates with additional qualification over and above the prescribed qualification may also apply.
- 7) Candidates who meet the above criteria and are willing to work in any Onshore or Offshore locations in India, may apply by submitting an application form as per attached format, preferably **Printed Application Format in original with** affixed recent photograph (3.5x4.5 cms with blue background) and duly signed in the space provided and send to the following address so as to reach positively on or before 11.12.2013. **in an envelope superscribed (“Application for the post of _____”).**

**Dy. Manager (HR)
ONGC, R&P Section,
ROB-III, 2nd Floor,
Nazira-785685, Assam.**

Applications received after expiry of the last date will neither be entertained nor returned. **The candidates are required to send following attested documents :**

- a) **High school pass Certificate.**
- b) **Certificate of Graduate Degree / Diploma in Nursing/ Industrial Hygiene of 03(Three) years or more duration recognized by a statutory body as applicable.**
- c) **Registration card in respective Council if applicable.**
- d) **Registration card of Employment Exchange.**

Note :- If the applicant is Departmental Candidates, Dependent of Deceased Employees of ONGC (Death occurred prior to 31.05.98 and who have not availed Financial Assistance), Contingent and Casual employees who has completed 240 days in 12 consecutive months etc. needs to get the Registration Slip Certified / duly signed by Incharge HR-ER or his duly authorized representative before forwarding. Ex-Apprentices of ONGC to attach requisite Apprentice training certificate of ONGC.

- 8) **The application form can be downloaded by taking print out.**
- 9) **Incomplete applications will be summarily rejected.**
- 10) **Candidature of candidates submitting false certificates / documents or suppression and submission of incorrect information shall be liable for dis-qualification / rejection at any stage.**

- 11) Any sort of canvassing or influencing the officials related to the selection / recruitment process would result in immediate disqualification of the candidature at any stage. In case of any dispute, the decision of the management of ONGC will be final & binding on all candidates.
- 12) 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 and no relaxation in any criteria will be applicable to these candidates.
- 13) ONGC shall not be responsible for late receipt due to postal delay or loss in transit of any application.
- 14) Additionally, Employment Exchanges of Jorhat/Golaghat/Sivasagar/Nazira/ Silchar/ Hailakandi / Karimjanj/Borpathar / Moran and Sonari have been requested to suitably inform the sponsored candidates, to apply online by visiting www.ongcindia.com against Recruitment of posts, Eastern Sector, (Assam).
- 15) 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.
- 16) The selected candidates are liable to be posted anywhere in Eastern Sector, Assam or elsewhere based on organization need / requirement.
- 17) For more information about the Company you may visit ONGC website www.ongcindia.com

IMPORTANT NOTE :

- a) Concerned Employment Exchanges have also been informed to intimate eligible candidates to apply online to give wider publicity. Thus all candidates will have to apply online (including ONGC departmental candidates, eligible DOD's, Contingent employees, Ex-apprentices of ONGC, Employment Exchange sponsored candidates etc.)
- b) ONGC will not be responsible for any postal delay or loss.
- c) If the applicant is Departmental Candidates, Dependent of Deceased Employees of ONGC (Death occurred prior to 31.05.98 and who have not availed Financial Assistance), Contingent and Casual employees who has completed 240 days in 12 consecutive months etc. needs to get the Registration Slip Certified / duly signed by Incharge HR-ER or his duly authorized representative before forwarding.

DY. MANAGER(HR)
FOR INCHARGE HR-ER



APPLICATION FORM FOR THE POST OF NURSE GR.III

For Office Use Only : Sl. No. _____ Roll No. _____

Candidate Qualified / provisionally qualified / disqualified:

Reasons for Disqualification/provisionally allowed:

Passport Size
Photograph
duly signed by
the Applicant
across the
photograph

1. Name (In Capital Letter) : _____

2. Father's Name : _____

3. Date of Birth (DD/MM/YYYY) : _____

Residential Address : _____

Village & Post _____ District _____ Pin code _____

Contact No. _____ State _____ . Email Address: _____

8. Whether SC / ST / UR / OBC : _____

9. Details of Academic / Technical Qualification:

Sl. No.	Name of Examination Passed	Name of Institution/ School/ College/ Board	Year of Passing	%age of Marks obtained

12. Details of Employment Exchange :

Sl. No.	Name & Address of the Employment Exchange	Employment Registration No.	Valid from (DD-MM-YYYY)	Valid up to (DD-MM-YYYY)

DECLARATION

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 fulfill the eligibility criteria and/or do not comply with other requirements as per circular 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.

Date & Place _____

Signature of the Candidate

**VERIFICATION/CERTIFICATE IN CASE OF EXISTING CONTRACTUAL PARAMEDICS
WORKING IN ONGC HOSPITALS/DISPENSARY :**

Certified that Mr./Mrs./_____ is working in ONGC Hospital/
dispensary at _____ as _____ from _____ to _____

Total Duration of Service in ONGC: _____ Years _____ Months _____ Days.

**In-charge Medical Service
(With Name, Designation & Seal)**

VERIFICATION/CERTIFICATE IN CASE OF DEPARTMENTAL CANDIDTES :

The above particulars have been verified from the Service Records of Mr./Ms. _____
_____, Designation _____, IDNo. _____.

Total Duration of Service in ONGC : _____ Years _____ Months _____ Days.

for In-charge HR-ER
(With Name, Designation & Seal)

The candidate must note following Instructions before applying:

1. Filled up only on A4 size paper in the prescribed format completely.
2. Incomplete Applications will be summarily rejected.
3. Attach photo-copies of all the testimonials/ Enclosures as notified in the Circular.
4. Ensure that the candidate meets all eligibility criteria for the post as notified in the advertisement, failing which candidature will be summarily rejected at any stage of verification & scrutiny of application / during the selection process.
5. The departmental candidates may send the Correct & Complete application form through Proper Channel duly verified and forwarded by concerned I/C HR-ER or Establishment Head to "The Dy. Manager(HR) -R&P, ONGC, Room No. 305, 2nd Floor, ROB-III, Nazira – 785 685, Assam Asset so as to reach positively on or before 11.12.2013.

List of enclosures to be attached with the application format duly attested :

1. High school pass Certificate.
2. Certificate of Graduate Degree / Diploma in Nursing/ Industrial Hygiene of 03(Three) years or more duration recognized by a statutory body as applicable.
3. Registration card in respective Council if applicable.
4. Attested Copy of SC/ST/OBC (with valid non creamy layer certificate) Caste certificate in prescribed format wherever applicable.