



OIL AND NATURAL GAS CORPORATION LIMITED
Special Recruitment Drive for PWD

Advt. No: 7/2016(R&P) (For Non-Executives)

Online applications at www.ongcindia.com from 27.09.2016 to 10.10.2016 till 1800 hours

Oil and Natural Gas Corporation Limited invites **Online Applications** from desirous candidates for the following **regular posts** for ONGC's offices in Assam, Chennai, Karaikal, Delhi and Mumbai, with the pay scales as mentioned below. **The posts mentioned in this advertisement are reserved for Persons with Disabilities (PWD) candidates. Hence only PWD candidates can apply.** While the Engineering and Geoscience posts in this advertisement are primarily for operational areas, however PWD candidates shall be given roles which are commensurate to their physical ability.

A. Pay scales, Emoluments & Other Benefits

Sl. No	Post Level	Basic Pay Scale	Total Approximate Emoluments per Month
1	A-2 Level	Rs. 12,000-27,000/-	Rs. 31,500/- p.m. + HRA & Other Benefits as per Rules
2	A-1 Level	Rs. 11,000-24,000/-	Rs. 29,000/- p.m. + HRA & Other Benefits as per Rules
3	W-1 Level	Rs. 10,000-18,000/-	Rs. 26,000/- p.m. + HRA & Other Benefits as per Rules

B. Details of the posts and essential qualifications:-

Table 1. POSTS FOR ASSAM

Sl. No	Level	Posts	Total	Posts Reserved for	Posts identified for	Minimum Essential Qualification
1	A2	Assistant Technician (Mechanical)	3	OH-1, HH-2	OH(OA,OL), HH	3 years Diploma in Mechanical Engineering
2	A2	Assistant Technician (Civil)	1	HH	OH(OA, OL, BL), HH	3 years Diploma in Civil Engineering
3	A2	Technical Assistant GD-III (Chemistry)	4	OH-2, HH-2	OH(OA, OL, BL), HH	Post Graduate Degree in Chemistry
4	A2	Assistant Technician (Boiler)	6	OH-3, HH-3	OH(OL), HH	3 years Diploma in Mechanical Engineering with 1st class Boiler Attendant Certificate
5	A1	Junior Assistant Technician (Electrical)	3	OH-1, HH-2	OH(OL), HH	High School or Class 10 th Equivalent Board Examination with Science and Trade Certificate in Electrician Trade. Should have Certificate of competency as Electrical Supervisor

6	A1	Junior Assistant (Materials Management)	2	HH	OH(OA, OL), HH	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing 30 w.p.m. with Certificate/Diploma of minimum duration of six months in Computer applications in the office environment. Typing Test apply.
7	A1	Junior Assistant (Personnel & Administration)	1	VH	VH(B,LV), OH(OA, OL,OAL, BL), HH	Graduate with Typing speed 30 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Typing Test apply.
8	A1	Junior Assistant (Steno-English)	2	VH	VH(B,LV), OH(OA, OL,OAL, BL)	Graduate with Typing speed 30 w.p.m and Shorthand at 80 w.p.m. Certificate/ Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Typing and Shorthand Tests Apply
Total			22			

Table 2. POSTS FOR CHENNAI

Sl. No	Level	Posts	Total	Posts Reserved for	Posts identified for	Minimum Essential Qualification
1	A2	Assistant Technician (Electronics)	1	HH	OH(OA, OL,BL), HH	3 years Diploma in Electronics /Telecom./E&T Engineering
2	A1	Junior Assistant (Accounts)	1	VH (Reserved for OBC)	VH(B,LV), OH(OA, OL,OAL, BL), HH	B.Com., with proficiency in typing 30 w.p.m and Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Typing Test Apply
Total			02			

Table 3. POSTS FOR KARAIKAL

Sl. No	Level	Posts	Total	Posts Reserved for	Posts identified for	Minimum Essential Qualification
1.	A2	Assistant Technician (Mechanical)	1	HH	OH(OA, OL), HH	3 years Diploma in Mechanical Engineering

2.	A2	Technical Assistant GD-III (Chemistry)	1	OH	OH(OA, OL, BL), HH	Post Graduate Degree in Chemistry
3.	A1	Junior Assistant (Materials Management)	2	HH-1, OH-1	OH(OA, OL), HH	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing 30 w.p.m. with Certificate/Diploma of minimum duration of six months in Computer applications in the office environment. Typing Test Apply
4.	A1	Junior Assistant (Accounts)	2	VH-1, HH-1	VH(B,LV), OH(OA, OL,OAL, BL), HH	B.Com., with proficiency in typing 30 w.p.m and Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Typing Test Apply
5.	A1	Junior Assistant Technician (Welding)	1	HH	OH(OL), HH	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Welding.
6.	W1	Junior Fireman	1	HH	OH(OL), HH	High School or Class X equivalent Board Examinations with Fireman's training of three months' duration. Physical standards as given below in Note i. Valid Driving License for Heavy Vehicles essential. Physical Efficiency Test as per details given below in Note ii.
Total			08			

Note: i. Minimum Physical Standards Requirement for the post of Jr Fireman – (Physical standards will be tested):

Post	Category	Height	Weight	Chest (Unexpanded)
For Males	For All categories	168 Cms.	-	81 Cms. (with expansion of 5 cms.)
	For Tribes/Hillmen	163 Cms.	-	81 Cms. (with expansion of 5 cms.)
	For persons from State of Assam	160 Cms.	-	79 Cms. (with expansion of 5 cms.)

	(Tribal/Hillmen)			
For Females	For All categories	152 cms.	Proportionate to height but not less than 46 kgs.	-
	For Tribes/Hillmen	147 cms.		-

ii. Physical Efficiency Test Parameters (PET) for the post of Jr Fireman

Post	Physical Efficiency Test (MALE)	Physical Efficiency Test (FEMALE)
Junior Fireman	a) Running 800 Mtrs. Within 4 minutes. b) Lifting and carrying a person of approximately his own weight by the Fireman lift method without any break to a distance of 100 Mtrs. c) Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 minutes. d) Testing of Driving skills on Fire Tender	a) Running 800 Mtrs. Within 6 minutes. b) Lifting and carrying a person of approximately her own weight by the Fireman lift method without any break to a distance of 75 Mtrs. c) Climbing a fire service extension ladder of 27 feet (9 Mtrs.) fully extended in 2 minutes. d) Testing of Driving skills on Fire Tender

Table 4. POSTS FOR DELHI

Sl. No	Level	Post	Total	Posts Reserved for	Posts identified for	Minimum Essential Qualification
1	A1	Junior Assistant (Steno-English)	1	VH (Reserved for Scheduled Tribe)	OH(OA, OL, OAL, BL), VH(B, LV)	Graduate with Typing speed 30 w.p.m and Shorthand at 80 w.p.m. Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Typing and Shorthand Tests Apply
Total			1			

Table 5. POSTS FOR MUMBAI

Sl. No	Level	Post	Total	Posts Reserved for	Posts identified for	Minimum Essential Qualification
1	A2	Assistant Technician (Boiler)	12	OH-4, HH-8	OH(OL), HH	3 years Diploma in Mechanical Engineering with 1st class Boiler Attendant Certificate
2	A2	Marine Radio Assistant Grade - III	16	OH -3, VH-13	OH(OA, OL), VH(B, LV)	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 System (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.
3	A1	Junior Assistant (Accounts)	1	HH	OH(OA, OL,OAL, BL), HH, VH(B,LV)	B.Com. with proficiency in typing 30 w.p.m and Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Typing Test Apply
4	A1	Junior Assistant (Steno-English)	1	VH	OH(OA, OL,OAL, BL), VH(B,LV)	Graduate with Typing speed 30 w.p.m and Shorthand at 80 w.p.m. Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Typing and Shorthand Tests Apply
Total			30			

Abbreviations: OA – One Arm, OL – One Leg, OAL – One Arm and One Leg, BL – Both Leg; HH – Hearing Impaired; B – Blind, LV – Low Vision;

1. Note for Candidates:

- i. The posts mentioned in tables 1 to 5 above are the unfilled posts of 2015 reserved for the specific disability as mentioned in the table above. However in case suitable

candidates are not available from the disability for which the posts have been reserved, the same may be filled up from other disabilities for which the posts have been identified.

- ii. Any candidate irrespective of his social reservation category can apply against the above mentioned posts (except where it has been clearly specified that the post is reserved for the specific social reservation category) provided he belongs to a PWD category with the specified disability.
- iii. The posts mentioned in this advertisement having been identified for various work centres of ONGC and are decentralized. These are also the unfilled posts of previous years. A centralized recruitment effort is being made to fill up these posts.
- iv. **A candidate can apply against ONE Post and for ONE location only.**
- v. The Candidate must possess the essential prescribed qualifications on or before the last date of online Application.
- vi. For the posts mentioned above where one of the qualifications prescribed is a Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment, a B.C.A. or an M.C.A. shall not be accepted in place of a Certificate/ Diploma of minimum 6 months. Even if the Graduation is B.C.A., the required certificate of minimum duration of 6 months is mandatory.
- vii. **Post-Graduation, Graduation** should be from a University/Institute recognized by UGC/ AIU. **Engineering Diploma** should be of minimum 3(three) years duration and recognized by AICTE. **Trade Certificate** should necessarily be a National Trade Certificate (NTC) issued by NCVT.
- viii. For posts where Trade Certificate in Electrician trade is the prescribed qualification, a Trade Certificate in Wireman trade shall not be acceptable.
- ix. For posts where a Post Graduate degree in Chemistry is the prescribed qualification, a qualification with any of the following nomenclatures shall **ONLY** be acceptable- M.Sc. (Industrial Chemistry), M.Sc. (Inorganic Chemistry), M.Sc. (Organic Chemistry), M.Sc. (Physical Chemistry), M. Sc. Tech (Chemistry), M. Tech (Chemistry), M.Sc. (Chemistry), M.Sc. (Analytical Chemistry).
- x. The candidates must possess the essential qualification(s) mentioned against each posts e.g. for a post where essential qualification is Diploma in Engineering, a candidate not possessing the same shall not be eligible to apply even if he/ she possesses a higher qualification such as graduate/ post graduate degree in Engineering. Similarly, where Trade Certificate is the essential qualification, a candidate not possessing the same shall not be eligible even if he/ she possesses Diploma / Degree in Engineering
- xi. **For Persons with Disabilities**, Certificate of Disability should be issued by the Notified Medical Authority. The minimum degree of disability for a person to be eligible for any concession/benefits would be 40%. Candidates will have to produce the original certificates at the time of Skill tests/ Joining.
- xii. **Ex-Servicemen** candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Joining.
- xiii. Appointment of selected candidates will be **subject to their passing the company's Medical Examination** as per standards laid down under ONGC Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's Website at www.ongcindia.com.

C. Age:

Date of Reckoning Age Limits shall be 10.10.2016 i.e the last date of receipt of On-line application.

Sl. No	Level	Category and Maximum age		
		GEN	OBC (Non-Creamy Layer)	SC/ST
1.	For PwD (A2 & A1 Posts)	Maximum 40 yrs Minimum 18 yrs (born between 11/10/1976 to 11/10/1998)	Maximum 43 yrs Minimum 18 yrs (born between 11/10/1973 to 11/10/1998)	Maximum 45 yrs Minimum 18 yrs (born between 11/10/1971 to 11/10/1998)
2.	For PwD (W1 Post)	Maximum 37 yrs Minimum 18 yrs (born between 11/10/1979 to 11/10/1998)	Maximum 40 yrs Minimum 18 yrs (born between 11/10/1976 to 11/10/1998)	Maximum 42 yrs Minimum 18 yrs (born between 11/10/1974 to 11/10/1998)

Relaxation in Age:

- i. **Ex-Servicemen:** For **Disabled Defense Service personnel**, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC/ST.
- ii. **ONGC Departmental candidates/Tenure based employees:** To the extent of services rendered by them in ONGC.

D. Caste Criteria:

- i. Candidate's seeking reservation as SC/ST/OBC, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognised as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for SC category the list of castes for each state is available on the site <http://socialjustice.nic.in> and for ST category the list of castes is available on the site <http://tribal.nic.in>). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- ii. The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
- iii. Prescribed format of the certificate for SC/ST/OBC/PWD for employment in government undertaking is down-loadable from the online application site.

- iv. No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.

E. Crucial dates for determining Eligibility Criteria

<ul style="list-style-type: none"> • Age • Possession of Minimum Essential Qualifications as mentioned in this advertisement at para B including <ul style="list-style-type: none"> (i) Possession of Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment (where applicable) (ii) Certificate of Competency as Electrical Supervisor (where applicable) (iii) 1st class Boiler Attendant Certificate (where applicable) (iv) Second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India (where applicable) (v) Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) (where applicable) (vi) Radio Telephone Operator's Certificate of Proficiency in Maritime Mobile Service (where applicable) (vii) Heavy Vehicle Driving License (where applicable) (viii) Fireman's training of three months' duration wherever required 	<p>10.10.2016 (i.e the Last date of Online Application)</p>
<ul style="list-style-type: none"> • Caste/ PWD certificate 	<ul style="list-style-type: none"> • Validity of the SC/ST certificate shall be tested with respect to the last date of the online application (10.10.2016) i.e. should have been issued on or before 10.10.2016 and the caste/ tribe should be included in the list of SC/ST as on 10.10.2016. • Validity of the OBC certificate shall be tested with respect to the current financial year and the last date of online application (10.10.2016) i.e the certificate should have been issued between 01.04.2016 to 10.10.2016 unless the validity period has been

	<p>clearly specified in the caste certificate/ government notification.</p> <ul style="list-style-type: none"> • Validity of the PWD certificate shall be tested with respect to the last date of the online application (10.10.2016) i.e. should have been issued on or before 10.10.2016 and the Disability should have been acquired before 10.10.2016. Also the Disability should have been listed as part of the Identified/ Reserved posts before such date.
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F. Important Dates:

1.	Start of Online Applications	27.09.2016
2.	End Date for Online Applications	10.10.2016, 1800 hours
3.	Written Test Date (Tentative)	16.10.2016

G. How to Apply:

- i. **Eligible candidates would be required to apply on-line ONLY through the link available on ONGC Website: www.ongcindia.com from 27.09.2016 to 10.10.2016 till 1800 hrs. No other mode of application shall be accepted.**
- ii. **Online Application methodology will be available on the online application site**
- iii. Before registering/submitting their applications on the website candidates should possess the following
 - a. Valid Email ID (should be valid for a period of 1 year from the date of application)
 - b. Mobile no (should be active and valid for at least a period of 1 year)
 - c. Scanned copy of recent passport size colour photograph of the candidate with white background along with signature of the candidate again with a white background just below the photograph (not more than 70 kb size of jpeg/jpg file type)
 - d. Scanned copy of PWD certificate (**pdf** file of size between 10kb to 100kb)
- iv. No Changes shall be allowed once the candidate has submitted his/her online application.
- v. Candidates are advised to submit only one application. In case of multiple applications from a candidate the last one shall be considered as final and the rest shall be rejected.
- vi. Candidate should retain the copy of their system generated Registration slip etc. for future reference. Print out of the same should not be tampered with. No documents including copy of Registration slip etc are to be sent to ONGC unless specifically asked for.

- vii. **All information regarding examination shall be available on the website of ONGC–www.ongcindia.com. Candidates can download examination admit cards/call letter for skill test etc. from the site.** ONGC will not be responsible for any loss of e-mail/SMS sent due to invalid or wrong email ID/mobile phone no. or delivery of emails to spam/bulk mail folder.

H. Selection Process:

a. Written Test & Centers: **Written Test** is tentatively scheduled on **16.10.2016** and will be held on the same day for all the posts/levels at Sivasagar & Silchar (for posts of Assam), Chennai (for posts of Chennai & Karaikal), Delhi (for posts of Delhi) and Mumbai (for posts of Mumbai). *ONGC reserves the right to change any of the aforementioned test cities at its discretion.*

b. PWD candidates attending the written test and whose mailing address is beyond municipal limits of the test city will be reimbursed to & fro second class rail/bus fare of the shortest route from their mailing address.

I. Format of Written Test

Posts for	Subject Specific, Domain Related	General Ability and Mental Aptitude
For posts other than Jr.Asstt.(MM), Jr. Asstt.(P&A), Jr. Asstt. (Steno-Eng) & Jr. Asstt. (Accounts), Marine Radio Assistant Grade - III	80 questions on subject knowledge, 80 marks Questions will be commensurate with the level of Qualifications required for the post e.g. where Diploma in Engg is the essential qualification, questions shall be based on the curriculum of Diploma in engg.	<p>Questions on Interpersonal Skills/ Logical reasoning/ Analytical/ Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/ General Awareness</p> <p>20 questions, 20 marks</p>
Marine Radio Assistant Grade - III	80 questions on subject knowledge, 80 marks Subject paper shall be commensurate with the qualifications required for the post	
Jr Asstt(MM)	80 questions on Maths and Physics of B.Sc level with a mix of questions on MS-Office., total 80 marks	
Jr. Asstt. P&A	80 questions Questions will be primarily focused on Reading Comprehension, Grammar, Composition etc. and will include a mix of questions on	

	MS-Office, total 80 marks
Jr. Asstt. (Steno-Eng)	80 questions Questions will be primarily focused on Reading Comprehension, Grammar, Composition, Stenography etc. and will include a mix of questions on MS-Office., total 80 marks
Jr. Asstt. (Accounts)	80 questions based on B.Com. qualification with a mix of questions on MS-Office, total 80 marks
Jr. Fireman	80 questions Questions On Fire commensurate with the level of the post, total 80 marks

- The test paper shall consist of Multiple Choice Questions and shall be of 2 hours duration
- There will be No negative marking in the written test.**
- The test paper shall be bilingual i.e. in both Hindi and English.

J. Selection Criteria

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

SI No	Posts	Criteria
1	AT (Mechanical), AT (Civil), AT (Boiler), AT (Electronics), AT (Electrical), Marine Radio Asstt Gd-III, JAT (Electrical), JAT (Welding)	i. Written Test - 85 marks ii. Academic Performance - 10 marks (On NCTVT Cert-1/Eng.Dip-A2) iii. Apprenticeship Certificate - 05 marks <p style="text-align: right;">Total - 100 marks</p>
2	TA Gd-III (Chemistry), Jr Asstt (P&A), Jr Asstt (Steno-English), Jr Asstt (MM), Jr Asstt (Accounts)	i. Written Test - 85 marks ii. Academic Performance - 15 marks (On qualifying exam marks) <p style="text-align: right;">Total - 100 marks</p>
3	Jr Fireman	i. Written Test - 90 marks ii. Academic Performance - 10 marks (On qualifying exam marks) <p style="text-align: right;">Total - 100 marks</p>

- ii. Weightage shall be given to Academic performance based on the marks obtained in the qualifying examination as follows:

SI No	Posts	Up to 45%	Above 45 % to up to 55%	Above 55%
1	AT (Mechanical), AT (Civil), AT (Boiler), AT (Electronics), AT (Electrical), Marine Radio Asstt Gd-III, JAT (Electrical), JAT (Welding)	03	06	10
2	TA Gd-III (Chemistry), Jr Asstt (P&A), Jr Asstt (Steno-English), Jr Asstt (MM), Jr Asstt (Accounts)	05	10	15
3	Jr Fireman	03	06	10

- iii. Screening and selection will be based on the details provided by the candidate. Hence, it is necessary that applicants should furnish only accurate, full and correct information. 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.
- iv. The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies. For ex- Servicemen candidates, the qualification equivalency as per Govt of India's instructions shall be applicable. They, however, must possess discharge certificate clearly indicating the qualification equivalency. In such a case they shall be given minimum marks in the qualification criteria. In case they possess actual qualification they shall be awarded marks as per table at (ii) above.
- v. Candidates have to provide the marks scored by them in the essential qualification at the time of online application as calculated as per their University/ Institution rules. In case the percentage of marks is not clearly mentioned in the marksheet/ degree/ certificate, the candidate shall have to submit a certificate from the institution clearly stating the marks obtained by him/ her in the essential qualification. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution to convert letter Grade i.e. CGPA/ DGPA etc. into percentage, the candidate shall have to submit a certificate from his/ her institution certifying to this effect. In such cases, the candidate shall convert the CGPA/ DGPA etc. into percentage by the following formula: $\text{CGPA etc Obtained} / \text{Total CGPA etc.} * 100$.
- vi. In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:
- For Engineering disciplines based on the marks scored in Trade Certificate/ Diploma in engineering as the case maybe.
 - For posts like Junior Asstt (MM), Jr Asstt (P&A), Jr Asstt (Steno-English) weightage to Academic performance shall be given to the Graduation level qualification. For the post of TA-Grd-III (Chemistry) weightage to Academic performance shall be given to the Post Graduate level Qualification in Chemistry. For the qualification of 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) for the post of Marine Radio Assistant Grade – III, they shall be given minimum marks in the qualification criteria.

- c. For the post of Jr Fireman, weightage of marks shall be given to the Matriculation qualification.
- vii. Candidates possessing a National Apprenticeship certificate issued by the NCVT in addition to a Trade Certificate or possessing a Certificate of Proficiency issued by the Ministry of HRD in addition to a Diploma in Engineering shall be given additional 5 marks for posts mentioned at (i). above.
- viii. A candidate shall have to score minimum 40% marks in the written test to be eligible for further consideration. Candidates who score 40% or more marks shall be considered for further shortlisting in the ratio of 1:5 for
 - a. Award of marks in academic performance and apprenticeship certificate (wherever applicable) or for
 - b. Calling candidates for Skill Tests/ PST/ PET. In case sufficient number of candidates do not qualify the Skill Tests/ PST/ PET more candidates maybe called for the skill test etc. The qualified candidates shall thereafter be awarded marks in academic performance and apprenticeship certificate (wherever applicable).
- ix. Merit list shall be drawn for candidates who are awarded marks as per weightages assigned as per (i) above. Offer of appointment shall be issued to the candidates as per merit in the respective posts.
- x. Skill Tests (Typing Test, Shorthand Test), Physical Standards Test & Physical Efficiency Tests are only qualifying in nature. The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Written test, Physical standards test, Physical Efficiency Tests, Typing/Shorthand tests (wherever applicable) separately.
- xi. ONGC Departmental candidates/Tenure based employees shall be given first consideration in matters of selection viz-a-viz other candidates.

J. General Instructions

(a) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. Their admission at all stages of the examination will be purely provisional. Mere issue of admit card/ call letter for Skill Tests etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC. (b) Reservation provided for PWD candidates is as per the instructions on the subject. (c) Applicants are required to apply online only. No manual/ paper application will be entertained. (d) Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. 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. (e) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement. (f) Eligible PWD candidates called for written test will be reimbursed to & fro second class rail / bus fare by the shortest route, on production of railway ticket or bus ticket (candidates opting for examination city other than the city nearest from mailing **address will not be paid TA**). (g) Requests for change

of mailing address, test centre / category / discipline as declared in the online application, **will not be entertained**. (h) **The Print out of Registration slip should not be tampered with**. In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected. (i) Candidates should retain the copy of their Registration Slip/ Admit Card/ Call letter for Skill Tests etc. for future reference. (j) Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of Skill test/ Joining (k) ONGC departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate field in the online form, failing which they shall not repeat **SHALL NOT** be screened/ considered as departmental candidates from ONGC (l) Court of Jurisdiction for any dispute will be New Delhi.

K. IMPORTANT NOTICE TO ALL CANDIDATES

Canvassing in any form 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 candidates.

Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidates may check on ONGC's website www.ongcindia.com.

**DGM (HR)-Recruitment
ONGC, Tel Bhavan, Dehradun**

Registration/Online Applications only at www.ongcindia.com

ONGC is not responsible for printing errors, if any
