

India's energy anchor **ONGC**  

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



**Recruitment Advertisement No. 04/2018, WOU, Mumbai**



**OIL AND NATURAL GAS CORPORATION Ltd.**

**India's Largest Energy Company**

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**OIL AND NATURAL GAS CORPORATION**  
WESTERN OFFSHORE UNIT, MUMBAI  
**Advertisement No. 04/2018, WOU, Mumbai**

## A) INTRODUCTION

(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 **70%** of India’s domestic Oil production & **62%** of Natural Gas Production. ONGC’s annual net profit was **Rs. 19,900 Cr.** (approx.) during Financial Year 2017-18. Currently, ONGC through its subsidiary ONGC Videsh Ltd, is India’s largest Transnational Corporate with overseas **investment of over 28.36 billion USD in 20 countries.** ONGC Represents **India's Energy Security** through its Pioneering Efforts.

(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.

**(3) ONGC, Western Offshore Unit, Mumbai invites applications from desirous Candidates who are Domicile of State of Maharashtra for the regular posts at Para C, with the pay scales mentioned below at Para B i.e. Only those candidates who are Domicile of Maharashtra can apply for the below mentioned posts against this advertisement.**

Please note that 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 per organisation’s requirement.

## B) 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 <b>Rs.31,500/-</b> approx. per month.)	Total emoluments include:- (a) Allowances @47% of Basic Pay under Cafeteria Approach. (b) Dearness Allowance. (c) HRA/ Company Accommodation. (d) Contributory Provident Fund. (e) An annual increment of <b>3%</b> is admissible on basic pay
2.	A-I level (Regular)	Rs. 11,000-24,000/-* (Total emolument would be <b>Rs. 29,000/-</b> approx. per month.)	
3.	W-I level (Regular)	Rs 10,000-18,000/-* Total emolument would be <b>Rs. 24,000/-</b> approx. per month.)	

*\*Pay scale w.e.f. 1.1.2017 for unionized category of employees is under revision.*

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

1. 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 Conveyance (Car/ Scooter) Advance.

**C) DETAILS OF THE POSTS, RESERVATIONS, AND ESSENTIAL QUALIFICATION:-**

Sl. No.	Level	Posts	SC	ST	OBC	UR	Total	Details of Horizontal Reservation			Minimum Essential Qualification
								Reserved for Ex-Servicemen	Posts identified for PwBD	Reserved for PwBD	
1	A-II	Assistant Technician (Cementing)	-	-	-	2	2	-	-	-	3 years Diploma in Mechanical/ Petroleum Engineering.
2	A-II	Technical Assistant Grade-III (Chemistry)	1	-	1	1	3	-	OH {OA, OL, BL}, HH	-	Post Graduate Degree in Chemistry.
3	A-II	Assistant Technician (Electrical)	3	3	5	12	23	3	(OH {OL}, HH)	03-HH	3 years Diploma in Electrical Engineering. Should have Certificate of Competency as Electrical Supervisor.
4	A-II	Assistant Technician (Electronics)	3	3	8	15	29	4	(OH {OA, OL, BL}, HH)	02-HH 01-OH	3 years Diploma in Electronics / Telecom / E&T Engineering (OR) M.Sc. in Physics with Electronics.
5	A-II	Assistant Technician (Instrumentation)	2	2	7	14	25	4	(OH {OL}, HH)	02-HH 01-OH	3 years Diploma in Instrumentation Engineering.
6	A-II	Assistant Technician (Mechanical)	2	3	5	10	20	3	(OH {OA, OL}, HH)	02-HH	3 years Diploma in Mechanical Engineering.

7	A-II	Assistant Technician (Production)	11	10	29	58	108	15	-	-	3 years Diploma in Mechanical / Chemical / Petroleum Engineering.
8	A-II	Security Supervisor	-	-	1	3	4	1	-	-	Graduate with one year relevant experience, Physical Tests apply.
9	A-II	Assistant GD-III (Transport)	1	-	-	2	3	1	-	-	3 years Diploma in Auto/Mechanical Engineering/Post Graduate Diploma in Business Management/Administration or postgraduate. Heavy vehicle Driving license essential.
10*	A-II	Assistant Technician (Boiler)	1	1	3	2	7	-	( OH {OL}, HH )	07-HH	3 years Diploma in Mechanical Engineering with 1 <sup>st</sup> Class Boiler Attendant Certificate.
11*	A-II	Marine Radio Assistant Gd. III	3	3	5	5	16	-	(OH {OA, OL}, VH {B,LV})	13-VH 03-OH	A. [ High School or Class X equivalent Board Examinations with : (i) 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 (ii) 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 B. [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.]
Total number of A-II level Posts							240				

\* Backlog reserved vacancies for Persons With Benchmark Disability (PwBD) candidates, In case suitable candidates with benchmark disability are not available the posts will be filled by persons other than PwBD as these vacancies have been advertised and left unfilled in the last four recruitment exercises.

Sl. No.	Level	Posts	SC	ST	OBC	UR	Total	Details of Horizontal Reservation			Minimum Essential Qualification
								Reserved for Ex-Servicemen	Posts identified for PwBD	Reserved for PwBD	
12	A-I	Junior Technical Assistant (Chemistry)	-	-	1	1	2	-	{OH, OL, BL}, HH	-	B. Sc. With Chemistry as main subject.
13	A-I	Junior Assistant Technician (Diesel)	-	1	2	3	6	1		-	High School or Class X Equivalent Board examination with Science and Trade Certificate in Diesel Mechanic.
14	A-I	Junior Assistant Technician (Electrical)	1	1	2	5	09	1	{OH {OL}, HH}	01-HH	High School or Class X Equivalent Board examination with Science and Trade Certificate in Electrician Trade. Certificate of Competency as Electrical Supervisor.
15	A-I	Junior Assistant (Accounts)	-	1	1	6	8	1	{OH {OA, OL, BL, OAL}, HH, VH {B, LV}}	01-VH	B.Com. with proficiency in typing of 30 w.p.m. and Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Tests Apply.
16	A-I	Junior Fire Supervisor	-	-	1	2	3	-	{HH}	-	Intermediate with 6 months experience in fire services, Driving License for Heavy Vehicle essential. Physical test & Skill Test Apply.
17	A-I	Junior Assistant Technician (Fitting)	1	2	4	9	16	2	-	-	High School or Class X equivalent Board examination with Science and Trade Certificate in Fitting. Tests apply.
18	A-I	Junior Assistant Technician (Machining)	-	-	1	1	2	-	-	-	High School or Class X equivalent Board examination with Science and Trade Certificate in Machining. Tests apply.

19	A-I	Junior Assistant (Materials Management)	-	1	7	6	14	3	(OH {OA, OL}, HH)	02-OH	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. Tests apply.
20	A-I	Junior Assistant (P&A)	3	2	7	19	31	4	(OH {OA, OL, BL, OAL}, HH, VH {B, LV})	03-VH	Graduate with Typing speed 30 w.p.m. and Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Tests Apply
21	A-I	Pharmacist Grade-IV (Allopathy)	-	-	-	1	1	-	(OH {OL, BL})	-	**Diploma in Pharmacy of Min. 2 Years duration. Should be registered with Pharmacy Council. Tests Apply.
22	A-I	Junior Assistant Technician (Production)	2	1	4	8	15	2	-	-	High School or Class X equivalent Board examination with Science and Trade Certificate in Fitting or Mechanic trades. The trades in respect of Mechanics are: Diesel/ Instrumentation/ Turner/Machining/ Tractor/Motor vehicle /Welding/ Blacksmith/ Boiler Attendant and Machinist Grinder. Tests apply.
23	A-I	Junior Roustabout	4	5	11	22	42	7	-	-	High School or Class X equivalent Board examination with one year experience in lashing, loading and unloading cargo and painting of ships/boats.
24	A-I	Junior Security Supervisor	1	1	1	3	6	1	-	-	Intermediate with 6 months' training/experience in Security. Physical Tests apply.
25	A-I	Junior Motor Vehicle Driver (Winch operations)	-	1	3	1	5	1	-	-	High School or Class X equivalent Board examination with Driving Licence for Heavy Vehicle and 3 years' driving experience of heavy vehicles. Tests apply.

26	A-I	Junior Assistant Operator (Heavy Equipment)	3	3	10	5	21	3	-	-	High School or Class X Equivalent Board Examinations with Driving License for Heavy Vehicle. 3 years' Experience of Heavy Vehicles/ Crane operations. (And) Valid Grade-I certificate as per API-RP 2D or OISD RP-205. Tests Apply.
Total number of A-I level Posts							181				
Sl. No.	Level	Posts	SC	ST	OBC	UR	Total	Details of Horizontal Reservation			Minimum Essential Qualification
								Reserved for Ex-Servicemen	Posts identified for PwBD	Reserved for PwBD	
27	W-I	Junior Health Attendant	-	-	-	1	1	-	(OH{OL}, HH)	-	High School or Class X equivalent Board Examinations with First Aid Certificate.
Total number of W-I level Posts							1				
<b>Combined Total (A-II, A-I &amp; W-I level)</b>										<b>422</b>	
<b>** Qualifications should be from government recognised college/ university.</b>											

#### D) CANDIDATES MUST NOTE:

- I. **Crucial date of eligibility:** Applicants must ensure that they are eligible to apply for a post as on date(s) mentioned in Para 'I' at Page No. 12 of this advertisement, failing which their candidature will be rejected.
- II. A candidate can apply for post(s) in any one level (A-I/ A-II/W-1) through a single registration/online application by choosing the essential qualification in the dropdown list in online application form.
- III. In case the candidate is eligible for multiple posts, the candidate will have to give his choice of posts in the order of preference in online application form. No change in the order of preference will be considered later. A candidate who is eligible to apply for multiple posts & does not want to apply for more than one post, may choose only one post. It may be noted that for all the posts candidate has to appear only for single Exam (Computer Based Test), which will be based on one's essential qualification discipline. Marks scored by a candidate in the CBT in a certain discipline shall be applicable for all the relevant post(s) chosen by candidate while filling up the single online application against this advertisement.
- IV. For candidates who are selected for more than one post, one will be issued offer letter to a post as per one's order of preference and as per the merit. A candidate can receive a maximum of one offer only.
- V. The certificates for essential qualification mentioned against each post should be recognised by respective statutory authority (ies).
- VI. Candidates who are Ex-Servicemen, and whose experience of service in the Armed forces has been equated with any of the essential qualification(s) mentioned in this advertisement by the Government of India, can apply against the relevant posts. Such Ex-Servicemen candidates shall have to produce an equivalency certificate stating that their qualification has been equated with the prescribed essential qualification in this advertisement, failing which their candidature will not be considered.



- VII. An Ex-Serviceman who has already secured employment under Government of India will be permitted the benefit of age relaxation as prescribed in this advertisement for securing another employment. However, such candidate will not be eligible for the benefit of reservation for ex-servicemen earmarked for various posts in this advertisement. This shall however not apply to those ex-servicemen who have been re-employed or are employed by private companies/autonomous bodies or by public sector undertakings/ government offices on casual/contract/temporary/ad-hoc basis and who can be removed from such service at any time by their employer concerned.
- VIII. If sufficient number of eligible and suitable Ex-Servicemen candidates are not available to fill up the posts reserved for them, then the vacant posts may be filled up other candidates.
- IX. Ex-Servicemen candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Uploading of Documents.
- X. For posts where no vacancies are earmarked for reserved category, the reserved category candidate can apply against unreserved vacancies. However, a candidate may indicate actual category in the online application so as to avail the fee concession. Their candidature shall however be treated at par with General category candidate.
- XI. Some of the posts in this advertisement have been identified suitable for PwBD candidates out of which few posts have been reserved for PwBD candidates for the specified disability. The disability for which the post has been identified/ reserved has been indicated against each post. PwBD candidates may apply for the posts identified suitable for them. However, the benefit of reservation shall be given only to those PwBD candidates for whom the posts have been reserved as per the Disability. PwBD candidates shall however be eligible for age relaxation irrespective of the fact whether the post is reserved person with disabilities or not, provided the post is identified suitable for the relevant category of disability.
- XII. Certificate of Disability should be issued by Notified Medical Authority in case of Person with Benchmark Disability (PwBD) 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%. Candidates will have to produce the original certificates at the time of various stages of selection process.
- XIII. Departmental candidates applying within same level/ pay scale shall not be considered.
- XIV. Departmental candidates fulfilling the requisite qualifications will be given first consideration irrespective of their position in the merit list.
- XV. 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. The Certificate/ Diploma should be attributable to Computer Applications and should clearly mention that the candidate should have studied applications in the office environment, for example working in Spreadsheets (Excel), Word documents, Power point presentation etc.
- XVI. For the post of AT (Electronics), one of the qualifications prescribed is M.Sc. in Physics with Electronics. The candidate must possess the degree of M.Sc. in Physics with Electronics. Any variation in name from the prescribed nomenclature will not be acceptable.
- XVII. For posts where Trade Certificate in Electrician trade is the prescribed qualification, a Trade Certificate in Wireman trade will not be considered.
- XVIII. 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 be issued under the aegis of NCVT/NCTVT/SCVT. Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies.
- XIX. For the posts of Pharmacist Gd.-IV (Allopathy) registration with the Indian/ State Pharmacy Council is a must.
- XX. The candidate 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 B.Tech/ M.Tech in Engineering. Similarly where a specific duration has been prescribed for example, 3 years Diploma, then the candidate must have pursued a 3 year Diploma course. However, if the candidate had pursued a 3 year Diploma course but has been granted an exemption from appearing in certain subjects or has been granted a lateral entry in the 2<sup>nd</sup> year of the 3 year Diploma, then such qualifications shall also be acceptable.

- XXI. 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](http://www.ongcindia.com)
- XXII. Candidates must possess essential qualification(s) with a minimum score of 40% marks to be eligible to apply for post(s) in this advertisement.
- XXIII. The jobs are transferable to any onshore/offshore location in the country.

### E.) PHYSICAL TESTS:

Physical Tests will be conducted for short listed candidates for the following posts as mentioned below:

#### E.1) Physical Standard Tests (PST):

Post (s)	For Male Candidates			
	Category	Minimum Height (Cms)	Chest	
			Unexpanded (Min) in Cms	Expanded (Min) in Cms
(3) Security Supervisor,	All Others ----	168	81	86
	Tribes/Hill men----	163	81	86
	For Persons from State of Assam----	163	79	84
	For Persons from State of Assam (tribes/hill men)----	160	79	84
(ii) Junior Security Supervisor,	<b>For female candidates</b>			
	<b>Category</b>	<b>Height</b>		<b>Weight</b>
	All categories	152 Cms. Relaxed 5 Cms for candidates from tribes / hills		Proportionate to height but not less than 46 Kgs.
(iii) Junior Fire Supervisor				

#### E.2) Physical Efficiency Tests (PET):

Post (s)	Physical Efficiency Tests: Male	Physical Efficiency Tests: Female
(3) Security Supervisor (ii) Junior Security Supervisor	a) 1.6 Kms race in 8 minutes. b) Long Jump: 9 feet (3 chances). c) High Jump: 3 1/2 feet (3 chances).	a) 800 Mtrs race in 6 minutes. b) Long Jump: 8 feet (3 chances). c) High Jump: 3 feet (3 chances)
(iii) Junior Fire Supervisor	1. Running 800 Mtrs. Within 4 minutes. 2. Lifting and carrying a person of approximately his own weight	1. Running 800 Mtrs. Within 6 minutes. 2. Lifting and carrying a person of

	by the fireman lift method without any break to a distance of 100 Mtrs. 3. Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 minutes.	approximately her own weight by the fireman lift method without any break to a distance of 75 Mtrs. 3. Climbing a fire service extension ladder of 27 feet (9 Mtrs.) fully extended in 2 minutes.
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**Note:** Physical Efficiency Tests are exempted for Ex-Servicemen.

## F) SKILL TESTS:

Skill Test will be conducted for short listed candidates for the following posts as mentioned below:

Sl. No.	Posts	Skill Test (Male/Female)
1.	i. Junior Motor Vehicle Driver (Winch Operations) ii. Junior Assistant Operator (Heavy Equipment) iii. Junior Fire Supervisor	Testing of driving skills of heavy vehicle & any other test(s) as applicable.
2	i. Junior Assistant-(Personnel & Administration) ii. Junior Assistant- ( Materials Management ) iii. Junior Assistant- ( Accounts )	Typing Test
3	i. Pharmacist Grade-IV (Allopathy)	Skill Test related to Pharmacy

## G) AGE CRITERIA:

**G.1)** Date of Reckoning of age limits shall be **01.01.2019** i.e. the last date of receipt of On-line application. Date of Birth as mentioned in the SSC/ Matriculation Board Certificate will only be considered as valid proof.

Category	A-I, A-II		W-I	For the post of Junior Assistant Operator (Heavy Equipment)
General	Min. 18 Years	Max. 30 Years	Max. 27 Years	Max. 35 Years
OBC		Max. 33 Years	Max. 30 Years	Max. 38 Years
SC/ST		Max. 35 Years	Max. 32 Years	Max. 40 Years

### G.2) Relaxation in Age:

- (i) **In case of PwBD further 10 years relaxation to the maximum age limit mentioned above.**  
For PwBD candidates, relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
- (ii) **Ex-Servicemen:** Ex- servicemen will be given age relaxation for length of service in Armed Forces plus 3 years as per Govt. Rules. However, for Disabled Defence Service personnel, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC/ST.
- (iii) Departmental candidates will be given age relaxation to the extent of their service in ONGC.

- (iv) ONGC Ex-Apprentices: Age relaxation to ONGC Ex-Apprentices shall be granted to the extent of their training undergone in ONGC. Apprentices, who have completed apprenticeship from Companies other than ONGC shall not be eligible for such age relaxation.

#### **H) NOTE ON VARIOUS CERTIFICATES:**

- i. Candidate's seeking reservation as SC/ST/OBC, shall have to produce a certificate in the prescribed pro forma 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 tribe 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 & PwBD 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.

#### **I) CRUCIAL DATES FOR DETERMINING ELIGIBILITY OF A CANDIDATE FOR THE APPLIED POST:**

The date for determining eligibility is **01.01.2019** (Closing date of online application) for Possession of Post-Graduation level/ Graduation level/ Diploma level/ ITI level/ Intermediate level/ High School level qualifications & Essential Experience Certificate, Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment (where applicable), 1<sup>st</sup> class Boiler Attendant Certificate & Heavy Vehicle Driving License (where applicable) as mentioned in Minimum Essential Qualifications against each post in this advertisement at para C above, for all other essential qualifications like the following certificates/registration, the date for determining eligibility is as on date of uploading documents in the web-portal/date on which candidate is called for physical verification of documents as part of the selection process (For posts where physical tests/skill tests are not involved) & at the time of physical tests/Skill tests (For posts where physical tests/Skill test are involved):

- (i) Second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India (where applicable)
- (ii) Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) (where applicable)
- (iii) Radio Telephone Operator's Certificate of Proficiency in Maritime Mobile Service (where applicable)
- (iv) Valid Grade-I certificate as per API-RP 2D or OISD RP- 205.
- (v) Certificate of competency as Electrical Supervisor.
- (vi) Registration of qualification with the relevant Statutory Council.
- (vii) OBC Certificate with Valid Non-Creamy layer Certificate.
- (viii) PwBD Certificate
- (ix) Domicile certificate of Maharashtra
- (x) First Aid Certificate

Please note that the experience certificate submitted by the candidates should clearly specify the area of experience required as mentioned in essential qualifications against the relevant post in Para C above. For example for the post of Jr. Roustabout, the experience required as per essential qualifications is "one year experience in lashing, loading and unloading cargo and painting of ships/boats. ". The certificate should clearly mention lashing, loading and unloading cargo and painting of ships/boats.

#### J) IMPORTANT DATES:

1.	Start of Online Applications	12/12/2018
2.	End Date for Online Applications	01/01/2019, 18:00 Hrs.
3.	Start of Exam (CBT) (Tentative)	Last week of January 2019
4.	Last date for deposition of Fee	02/01/2019

#### K) REGISTRATION /PROCESSING CHARGES:

Category	Registration /Processing Charges
General/OBC Candidates	Rs. 370/- as Registration fee (Fee- Rs. 299.20/- plus Bank charges- Rs. 60/- plus GST-Rs. 10.80/-)
SC/ST/PwBD/Ex-servicemen	No Fee (Hence, no challan will be generated after filling up the online application)

Note: Candidates are required to deposit Registration Fees at any branch of SBI in ONGC Power Jyoti A/C No. 30827318409 of SBI, Tel Bhavan, Dehradun through Challan form downloadable from application web portal. Kindly note that after payment of fee through challan at any SBI Branch, the details of payment needs to be entered at "Enter Challan Details" tab by logging-in with your credentials. Departmental candidates shall also pay applicable registration fee. However, the same would be reimbursable.

#### L) HOW TO APPLY:

- i. **Eligible candidates would be required to apply on-line ONLY through the link available on ONGC Website: [www.ongcindia.com](http://www.ongcindia.com) from 12/12/2018 to 01/01/2019 till 1800 Hrs. No other mode of application shall be accepted.**
- ii. **Frequently Asked Questions (FAQs) & Online Application methodology will be available on the website of online application.**
- iii. Before registering/submitted 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 (20-50 kb size of jpeg/jpg file type) of the candidate with white background along with signature of the candidate (10-20 kb size of jpeg/jpg file type) again with a white background just below the photograph.
- 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](http://www.ongcindia.com). Candidates can download examination admit cards/call letter for Physical Tests/ skill test/verification of documents 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.

- viii. The data provided by candidates at every stage of selection process should be factual and correct as this will become part of selection criteria and the same cannot be changed by them at a later stage. Candidates providing wrong/ false data will be responsible for the consequences including termination (If appointed) apart from legal action by ONGC at any stage.

## M) SELECTION PROCESS:

### M.1) COMPUTER BASED TEST (CBT) & CENTRES:

CBT is tentatively scheduled during last week of January, 2019. The test is scheduled to be conducted tentatively in following cities of Maharashtra depending upon the number of applications received. Candidates are required to indicate their choice of examination centre, but the allotment will be at the discretion of ONGC and no change of Test Centre will be permitted at a later stage. ONGC reserves the right to change any of the test cities at its discretion.

Sl. No.	Test Centre
1	Mumbai
2	Aurangabad
3	Nashik
4	Nagpur
5	Kolhapur
6	Pune

Additional Test cities may be included to above list as per requirement.

### M.2) FORMAT OF COMPUTER BASED TEST (CBT):

Parts in Computer Based Test (CBT)	Weightage
<b>Part (A): General Mental Ability and Aptitude</b> to test the following: <ul style="list-style-type: none"><li>• Interpersonal Skills</li><li>• Logical reasoning/Analytical/Comprehension ability</li><li>• Basic Numeracy and Data Interpretation Skills</li><li>• General Awareness</li></ul>	20% (20 questions carrying 1 mark each)
<b>Part (B): Subject/Domain Related</b> Questions will be commensurate with the level of qualification required for the post.	80 % (80 questions carrying 1 mark each)

- The test paper shall consist of Multiple Choice Questions and shall be of **2 hours** duration **& it will be a Computer Based Test.**
- There will be No negative marking.**
- The test paper shall be **Bilingual** i.e. Hindi & English.

### M.3) SELECTION CRITERIA:

- Marks scored by the candidate in CBT in a certain discipline shall be applicable for all the relevant post(s) chosen by candidate while filling up the single online application against this advertisement. The final merit list shall be prepared post wise, based on the weightages assigned to various components as mentioned in the following table:-

Sl. No	Posts	Criteria
I.	<p><b><u>Posts in Engineering Disciplines</u></b></p> <ul style="list-style-type: none"> <li>i. Assistant Technician (Cementing)</li> <li>ii. Assistant Technician (Electrical)</li> <li>iii. Assistant Technician (Instrumentation)</li> <li>iv. Assistant Technician (Mechanical)</li> <li>v. Assistant Technician (Production)</li> <li>vi. Assistant Technician (Boiler)</li> <li>vii. Jr. Assistant Technician (Electrical)</li> <li>viii. Jr. Assistant Technician (Fitting)</li> <li>ix. Jr. Assistant Technician (Machining)</li> <li>x. Jr. Assistant Technician (Production)</li> <li>xi. Jr. Assistant Technician (Diesel)</li> </ul>	<ul style="list-style-type: none"> <li>i. Computer Based Test (CBT)- 85 marks</li> <li>ii. Academic Performance - 10 marks [Based on % of Marks scored in Qualifying Examination i.e. NCVT/NCTVT Certificate (read trade certificate) for A-I level posts, Diploma in Engineering for A-II level posts]</li> <li>iii. [Apprenticeship Certificate - 05 marks OR Departmental candidates who have served 5 years or more in the engineering discipline in ONGC as on closing date of online application i.e. <b>01.01.2019</b>, in line with the marks awarded to candidates possessing apprenticeship training certificate ]</li> </ul> <p><b>Total 100 marks</b></p>
II.	<p><b><u>Posts in Geo-Science &amp; Support Disciplines:</u></b></p> <ul style="list-style-type: none"> <li>i. Technical Assistant Gd-III (Chemistry)</li> <li>ii. Security Supervisor</li> <li>iii. Jr. Technical Assistant (Chemistry)</li> <li>iv. Jr. Assistant (Accounts)</li> <li>v. Jr. Fire Supervisor</li> <li>vi. Jr. Assistant (Material Management)</li> <li>vii. Jr. Assistant (P&amp;A)</li> <li>viii. Pharmacist Grade-IV (Allopathy)</li> <li>ix. Jr. Security Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>i. Computer Based Test (CBT)- 85 marks</li> <li>ii. Academic Performance- 15 marks (On qualifying exam marks)</li> </ul> <p><b>Total 100 marks</b></p>
III.	<p><b><u>Posts in Engineering Discipline which has non-engineering qualification in any one of the prescribed essential qualification(s):</u></b></p> <ul style="list-style-type: none"> <li>i. Assistant Gd-III (Transport)</li> <li>ii. Marine Radio Assistant Gd-III</li> <li>iii. Jr. Roustabout</li> <li>iv. Jr. Motor Vehicle Driver(Winch Operations)</li> <li>v. Jr. Assistant Operator (Heavy Equipment)</li> <li>vi. Assistant Technician (Electronics)</li> </ul>	<ul style="list-style-type: none"> <li>i. Computer Based Test (CBT) 85 marks</li> <li>ii. Academic Performance 10 marks (On qualifying exam marks)</li> </ul> <p><b>Total 95marks</b></p>
IV.	<ul style="list-style-type: none"> <li>i. Junior Health Attendant</li> </ul>	<ul style="list-style-type: none"> <li>i. Computer Based Test (CBT) 90 marks</li> <li>ii. Academic Performance 10 marks (On qualifying exam marks)</li> </ul> <p><b>Total 100 marks</b></p>

2. Weightage shall be given to academic performance based on the marks obtained in the qualifying examination as follows:

Sl. No.	Posts	Percentage of Marks obtained in the Qualifying Exam		
		Above 40 % to up to 50%	Above 50 % to up to 60%	Above 60%
I.	<p><b><u>Posts in Engineering Disciplines</u></b></p> <ul style="list-style-type: none"> <li>i. Assistant Technician (Cementing)</li> <li>ii. Assistant Technician (Electrical)</li> <li>iii. Assistant Technician (Instrumentation)</li> <li>iv. Assistant Technician (Mechanical)</li> <li>v. Assistant Technician (Production)</li> <li>vi. Assistant Technician (Boiler)</li> <li>vii. Jr. Assistant Technician (Electrical)</li> <li>viii. Jr. Assistant Technician (Fitting)</li> <li>ix. Jr. Assistant Technician (Machining)</li> <li>x. Jr. Assistant Technician (Production)</li> <li>xi. Jr. Assistant Technician (Diesel)</li> </ul>	03	06	10
II.	<p><b><u>Posts in Geo-Science &amp; Support Disciplines</u></b></p> <ul style="list-style-type: none"> <li>i. Technical Assistant Gd-III (Chemistry)</li> <li>ii. Security Supervisor</li> <li>iii. Jr. Technical Assistant (Chemistry),</li> <li>iv. Jr. Assistant (Accounts)</li> <li>v. Jr. Fire Supervisor</li> <li>vi. Jr. Assistant (Material Management)</li> <li>vii. Jr. Assistant (P&amp;A)</li> <li>viii. Pharmacist Grade-IV (Allopathy)</li> <li>ix. Jr. Security Supervisor</li> </ul>	05	10	15
III.	<p><b><u>Posts in Engineering Discipline which has non-engineering qualification in any one of the prescribed essential qualification(s)</u></b></p> <ul style="list-style-type: none"> <li>i. Assistant Gd-III (Transport)</li> <li>ii. Marine Radio Assistant Gd-III</li> <li>iii. Jr. Roustabout</li> <li>iv. Jr. Motor Vehicle Driver(Winch Operations)</li> <li>v. Jr. Assistant Operator (Heavy Equipment)</li> <li>vi. Assistant Technician (Electronics)</li> </ul>	03	06	10
IV.	i. Junior Health Attendant	03	06	10

3. Candidates possessing (*as on closing date of online application i.e. 01.01.2019*) 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 'M.3.1 (I)' above . Departmental candidates who have completed minimum 5 years (*as on closing date of online application i.e. 01.01.2019*) in ONGC shall also be given additional 5 marks for the posts mentioned at M.3.1 (I) above. Diploma holders applying for A-II level posts in engineering discipline, and in case they do not possess Certificate of Proficiency issued by the Ministry of HRD, they will not be awarded additional 5 marks under apprenticeship marks.



4. **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.**
5. 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 M.3 above.
6. 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. **Candidate has to enter exact percentage of marks to a maximum of 2 decimals while filing the online application form i.e. for example a candidate who has scored 40.004 marks should enter 40.01 while filling up online application.** In case the percentage of marks is not clearly mentioned in the mark sheet/ 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:  $\text{CGPA etc. Obtained} / \text{Total CGPA etc.} * 100$ .
7. In posts having one or more than one essential qualification, award of marks to Academic performance shall be assigned as under and as information submitted in online application by candidate for essential qualification :
- For posts Assistant Technician (Cementing), Assistant Technician (Electrical), Assistant Technician (Electronics), Assistant Technician (Instrumentation), Assistant Technician (Mechanical), Assistant Technician (Production), Assistant Technician (Boiler) in Engineering disciplines, award of marks to Academic performance shall be given based on the marks scored in Diploma in engineering.
  - For posts Junior Assistant Technician (Diesel), Junior Assistant Technician (Electrical), Junior Assistant Technician (Fitting), Junior Assistant Technician (Machining), Junior Assistant Technician (Production) in Engineering disciplines, award of marks to Academic performance shall be based on the marks scored in NCVT/NCTVT/State Board of Technical Education certificate (read trade certificate) in respective trade.
  - For posts Junior Assistant (Materials Management), Junior Assistant (P&A), Junior Assistant (Accounts), Junior Technical Assistant (Chemistry), Security Supervisor award of marks to Academic performance shall be given based on marks scored in Graduation level qualification.
  - For the qualification Diploma in Electronics/ Telecom with Global Maritime Distress and Safety Systems (GMDSS) certification issued by the Ministry of Communication (MoC), Govt. of India for the post of Marine Radio Assistant Grade -III, award of marks to Academic performance shall be given based on marks scored in Diploma in Electronics /Telecom.
  - For the qualification of High School / Class X equivalent Board Examination with 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, award of marks to Academic performance shall be given based on marks scored in High School / Class X equivalent board examination.
  - For the qualification of 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) for the post of Marine Radio Assistant Grade - III, award of

- marks to Academic performance shall be given based on marks scored in High School / Class X equivalent board examination.
- g. For the posts of Junior Motor Vehicle Driver (Winch Operation), Junior Assistant Operator (Heavy Equipment) Junior Roustabout and Junior Health Attendant award of marks to Academic performance shall be given based on marks scored in High School / Class X equivalent board examination.
  - h. For the post of Junior Fire Supervisor and Junior Security Supervisor, award of marks to Academic performance shall be given based on marks scored in Intermediate / Class XII / HSC equivalent board examination.
  - i. For the post of Pharmacist Grade-IV (Allopathy), award of marks to Academic performance shall be given based on marks scored in Diploma in Pharmacy.
  - j. For the post of Assistant Grade-III (Transport), award of marks to Academic performance shall be given based on marks scored in Diploma in Engineering or in Post-Graduation as per information submitted in online application by candidate for essential qualification.
  - k. For the post of Technical Assistant Grade-III (Chemistry), award of marks to Academic performance shall be given based on marks scored in Post-Graduation.

**N) STEPS INVOLVED IN THE SELECTION PROCESS:-**

1. Subsequent to appearing in the Computer Based Test (CBT), a candidate shall have to score minimum 40% marks in the Computer Based Test (CBT) to be eligible for further consideration with the following methodology:

Sl.No.	Posts	Step 1	Step 2
1.	<p><b><u>Posts which do not have Physical/Skill Tests:</u></b></p> <ol style="list-style-type: none"> <li>i. Assistant Technician (Cementing),</li> <li>ii. Assistant Technician (Electrical),</li> <li>iii. Assistant Technician (Electronics),</li> <li>iv. Assistant Technician (Instrumentation),</li> <li>v. Assistant Technician (Mechanical),</li> <li>vi. Assistant Technician (Production),</li> <li>vii. Assistant Technician (Boiler)</li> <li>viii. Assistant GD-III (Transport),</li> <li>ix. Marine Radio Assistant Gd.III</li> <li>x. Technical Assistant GD-III (Chemistry),</li> <li>xi. Junior Assistant Technician (Electrical),</li> <li>xii. Junior Assistant Technician (Fitting),</li> <li>xiii. Junior Assistant Technician (Machining),</li> <li>xiv. Junior Assistant Technician (Production),</li> <li>xv. Junior Technical Assistant (Chemistry),</li> <li>xvi. Junior Assistant Technician (Diesel),</li> <li>xvii. Junior Roustabout</li> <li>xviii. Junior Health Attendant</li> </ol>	<p>(i) Candidates shall be awarded marks for academic performance as per table in M.3.2.</p> <p>(ii) Candidates shall be awarded marks for apprenticeship certificate wherever applicable, Departmental candidates who have served 5 years or more in the engineering discipline in ONGC, in line with the marks awarded to candidates possessing apprenticeship training certificate as per table in M.3.1.</p> <p>(iii) Candidate shall be awarded marks based on the performance in the Computer Based Test (CBT), as per table M.3.1 calculated on pro-rata basis.</p> <p><b>Marks awarded as above at (i), (ii), (iii) above shall be added to determine the provisional total marks of the candidate.</b></p>	<p>(i) Candidates shall be shortlisted in the ratio of 1:5 as per the merit drawn based on provisional total marks, for uploading scanned documents / physical verification of original documents as required for the post applied.</p> <p>(ii) Verification of scanned/ original documents for determining the eligibility of candidate for respective post.</p> <p>(iii) Empanelment of eligible candidates against respective posts as per the merit as explained at M.3.1.</p> <p>(iv) Declaration of final results on <a href="http://www.ongcindia.com">www.ongcindia.com</a> &amp; issuance of offer of appointments.</p> <p><b>Note:</b> While implementing the Ratio 1:5, candidates scoring equal marks as cut-off marks, then all such candidates will be called for uploading documents for verification.</p>

2.	<p><b>Posts which have Physical/ Skill Tests:</b></p> <ul style="list-style-type: none"> <li>i. Security Supervisor,</li> <li>ii. Junior Security Supervisor,</li> <li>iii. Junior Assistant (Accounts),</li> <li>iv. Junior Fire Supervisor,</li> <li>v. Junior Assistant (Materials Management),</li> <li>vi. Junior Assistant (P&amp;A)</li> <li>vii. Pharmacist Grade-IV (Allopathy)</li> <li>viii. Junior Assistant Operator (Heavy Equipment)</li> <li>ix. Junior Motor Vehicle Driver (Winch operations)</li> </ul>	<p>(i) Candidates shall be awarded marks for academic performance as per table in M.3.2.</p> <p>(ii) Candidates shall be awarded marks for apprenticeship certificate wherever applicable, Departmental candidates who have served 5 years or more in the engineering discipline in ONGC, in line with the marks awarded to candidates possessing apprenticeship training certificate as per table in M.3.1.</p> <p>(iii) Candidate shall be awarded marks based on the performance in the Computer Based Test (CBT), as per table M.3.1 calculated out of 85 marks on pro-rata basis.</p> <p><b>Marks awarded as above at (i), (ii), (iii) above shall be added to determine the provisional total marks of the candidate.</b></p>	<p>(i) Candidates shall be called for Physical Tests and / or skill tests in the ratio of 1:5 based on as per the merit draw on provisional total marks.</p> <p>(ii) The documents shall be verified at the time of Physical Tests and / or skill tests. Candidates shall undergo skill test only after verification of documents. Candidate must pass the Physical Test and / or Skill tests for further consideration of selection procedure.</p> <p>(iii) In case sufficient number of candidates do not qualify the Physical Tests and / or skill tests more candidates may be called for the Physical Tests and / or skill tests.</p> <p>(iv) Empanelment of eligible candidates against respective posts as per the merit as explained at M.3.1.</p> <p>(v) Declaration of final results on <a href="http://www.ongcindia.com">www.ongcindia.com</a> and issuance of offer of appointments.</p> <p>Note: While implementing the Ratio 1:5, candidates scoring equal marks as cut-off marks, then all such candidates will be called for Physical Tests and / or Skill Tests.</p>
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2. The candidates will have to qualify at each stage separately and in aggregate.
3. Skill Tests (Typing Test, Driving Test, Skill tests in Pharmacy, other applicable tests), 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. Computer Based Test (CBT), Physical standards test, Physical Efficiency Tests, Typing Test, Skill Tests (wherever applicable) separately.
4. ONGC Departmental candidates shall be given first consideration in matters of selection viz-a-viz other candidates.
5. In case of a tie between two candidates who are in final merit, higher ranking shall be given to those who score more marks in the CBT. In case still there is a tie then higher ranking shall be given to those who are older in age.

**O) GENERAL INSTRUCTIONS:**

- a) All applicants must fulfil 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 PwBD 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) SC/ST/PwBD candidates called for Computer Based Test (CBT) & skill test (wherever applicable) 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**). TA Claim Form is downloadable from website.
- 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/verification of documents/ 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** be screened/ considered as departmental candidates from ONGC.
- l) Departmental candidates must produce a certificate of experience in ONGC issued by concerned In charge HR/ER for claiming age relaxation and a copy of ONGC Identity Card duly attested by In charge HR/ER for identification at the time of verification of document.
- m) Selected candidates (Non-PwBD) shall also serve Territorial Army.
- n) Court of Jurisdiction for any dispute will be Mumbai.
- o) Candidates may be required to provide bio-metric identification such as finger print etc. at the time of examination/ physical tests/ document verification and at the time of joining etc.

#### **P) 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](http://www.ongcindia.com).

**I/c- R&P, ONGC,  
Western Offshore Unit, MUMBAI**