How to fill-up online application form (Broad guidelines)

Step 1:- Click on "New Registration" on web-link portal as mentioned in the screen shot below:-

The second		
Recruitment to non-executive posts of Mu	mbai & Goa	23 Login for already
Important Events	Dates	Registered Candidates
Commencement of on-line registration of application	19/11/2018	(for editing application/application print etc.)
Closure of registration of application	09/12/2018	Registration Number
Offline Fee Payment	19/11/2018 to 09/12/2018	Enter Registration Number
Disclaimer On-Line Application validation rules and design are based on the Ad adventisement carefully and refer "How to Apply" & "FAC" pages on imply that candidate has fulfitted all the criteria given in the adventise registed if found to be ineligible at any point of time.	the main page. Application submitted through On-Line form does not	Password » Forgot Password Enter Password
Support and Best Viewed on Internet Explorer 9+;	Google Chrome 30+ ; Firefox 20+	Submit
		Reference Documents
		>> :: SC/ST caste certificate

Step 2:- Enter the basic details by filling the form provided.

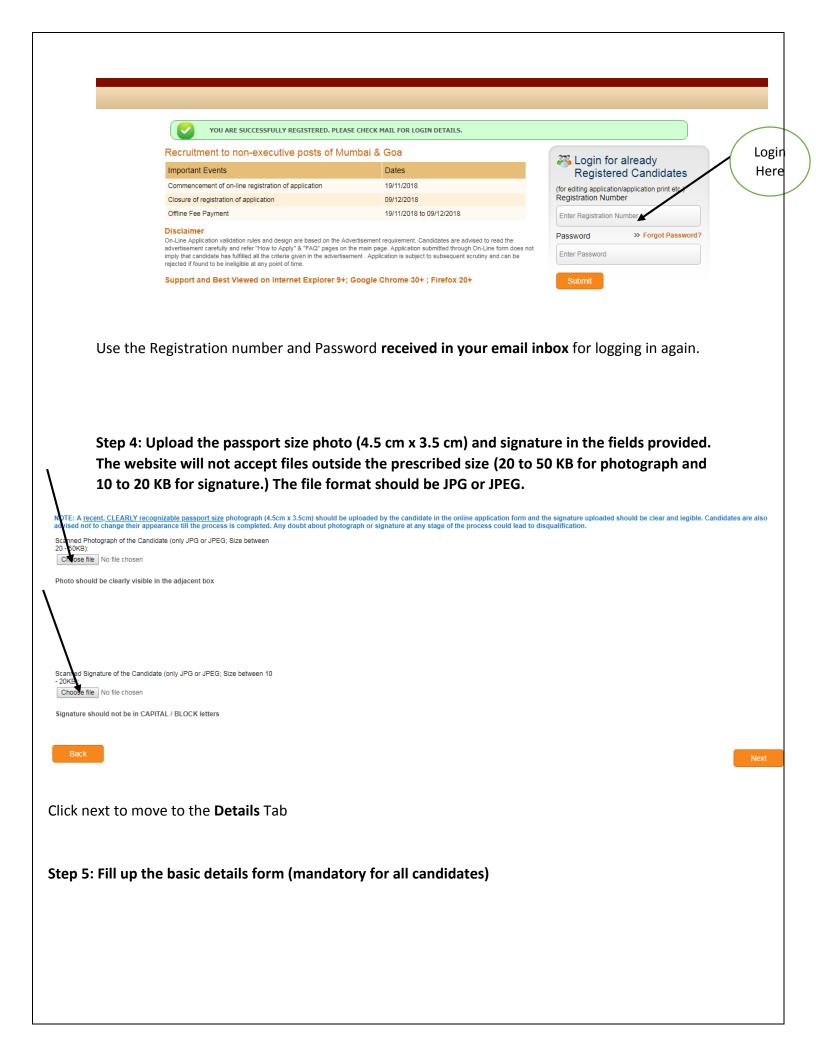
Candidate name should be exactly as given in the matriculation/ secondary examination certificate

Take care to provide only valid mobile no. and e-mail address.

					Basic Info >>> 2 Photo & Signature 3 Details 4 Preview
					*Mandatory
Candidate's Name : *			(Max	mum 35 Char	racters)
Confirm Name : *			(Max	mum 35 Char	racters)
	Name e	actly as recorded	in the Matriculation/	Secondary E	xamination Certificate. Please do not use any prefix such as Ms. Or Mr. Etc.
fobile No.*	+91			(10 digits)	Please Do not prefix zero (0)
Confirm Mobile No :*	+91			(10 digits)	Please Do not prefix zero (0)
Aternative Number Mobile No/Landline No):	+91			(10 digits)	Please Do not prefix zero (0)
noone norcanonne noy.	Please	ote that the menti-	oned mobile number	and email id	will be the only way to notify you on the updates. It is in your own interest that the mobile no & email id should be valid and should
	kept ac	ive till the complete		election proc	cess. Any requests for subsequent changes/consideration regarding any changes will not be entertained.
Email ID :*					
Confirm Email ID : *			(Max	mum 50 Char	racters)
					Save & Nex
					Basic Info >>> 2 Photo & Signature 3 Details 4 Preview
2andidate's Name : *	Name		(Maxi	mum 35 Char	Basic Info >>> 2 Photo & Signature 3 Details 4 Preview Mandaton
	Name			mum 35 Char mum 35 Char	Basic Info 2 Photo & Signature 3 Details 4 Preview Mandaton racters)
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tonfirm Name : * tobile No:*	Name Name e		(Maxi	mum 35 Char Secondary E:	Basic Info 2 Photo & Signature 3 Details 4 Preview Mandaton racters) racters) xamination Certificate. Please do not use any prefix such as Ms. Or Mr. Etc. Please Do not prefix zero (f)
Confirm Name : * Nobile No:* Confirm Mobile No :* Viternative Number	Name Name e +91	9876543210	(Maxi	mum 35 Char Secondary E: (10 digits)	Basic Info 2 Photo & Signature 3 Details 4 Preview Mandatory racters) racters) xamination Certificate. Please do not use any prefix such as Ms. Of Mr. Etc. Please Do not prefix zero (0) Please Do not prefix zero (0)
Candidate's Name : * Continn Name : * Continn Name : * Continn Name : * Continn Mobile No.* Continn Mobile No.* Continn Mobile No.* Continn Mobile No.* Continn No.	Name e +91 +91 +91 +91	9876543210 9876543210 9999999999	(Maxi in the Matriculation/	mum 35 Char Secondary E: (10 digits) (10 digits) (10 digits) and email id	Basic Info 2 Photo & Signature Details 4 Preview Mandaton racters) racters) racters) Please Do not prefix zero (0) Please Do not pre
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Step 3: Click Save and next. A pop-up message asking confirmation will appear. Click Ok if all the details entered are correct.

You will get the following screen.



A vy u OVGC's departmental candidate " Oxy us Possess Dencies Canticus et " Do you Possess Dencies Canticus et " Catation of the Post Applying or " A Departmental candidate cannot apply for the same lives of open is which one is currently working. Departmental candidate who are not requested posses of ONGC can indicate their current work level as Other Depart. Candid Category " O general a of ORC (New Cannot Use) O you provide the print the administration of your application. Level of post applying for " A reguest Parent with Disability" O you are of company the print the line of examination ? Post company the print the line of examination ? O you media company the print the line of examination ? Post company the print the l	Basic Details		
Doyup Passes Damicle Certificate of * Select	Are you ONGC's departmental candidate *	Ves No	
Lactarior the Post Applying for `` Selet `` A Departmental candidate cannot apply for the same level of past in which one is corrently working. Departmental candidates who are not regular employees of OKOC can indicate their current work level as Other Depart. Candidate Cannot apply for the same level of past in which one is currently working. Departmental candidates who are not regular employees of OKOC can indicate their current work level as Other Depart. Candidate Cannot apply for the same level of past in which one is currently working. Departmental candidates who are not regular employees of OKOC can indicate their current work level as Other Depart. Candidates who are not regular employees of OKOC can indicate their and who is one of the origin of the same level of past in which one is currently working. Departmental dend for the same level of past in which one is currently working. Departmental dend for the same level of past in which one is currently working. Departmental dend for the same level of past in which one is currently working. Departmental dend for the same level of past in which one is currently working. Departmental dend for the same level of past in which one is currently working. Departmental dend for the same level of past in which one is currently working. Departmental dend for the same level of past in who is currently working. Departmental dend for the same level of past in who is currently working. Departmental dend for the same level of past in who is current working. Departmental dend for the same level of past in who is currently in which one is current who is current who is who is who is current who is current who is		Select	
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Ac charge in category will be permitted after final submission of your application. Level of post applying for: * Select * Ace you a Person with Disability * * Yes @ No Type of Disability Select * Percentage of disability Select * Do you then for submission of your application. Select * Percentage of disability Select * Do you need compension your of the examination ? Yes @ No Category allels :* Select * Region Delefs :* No Region Delefs :* No Are you ExcPervicemen ?: Yes @ No Categorize in other pervices as an ExcPerviceman son last date of closiny of online application form (in months & Days): Months @ Days Candidates with a select the examination region select in in govit PSU Yes @ No Are you disable Ex-serviceman ?: Nonths @ Days Candidates with a select the period of service in the Armed Foces on the next page to cross-text ket the intervice. Hence candidates should mention the correct period of service in govit PSU Yes @ No Candidates with a NOC from their parent organisation at the time of skill test / joining failing with their candidates whold mention the correct period of application form (in months & Days): Months @ Schareacters) Candidates with a NOC from their par	A Departmental candidate cannot apply for the same level of post in which one is currently working. Departmental candidates who a	o are not regular employees of ONGC can indicate their current work level as Other Deptt. Can	lidates
Level of post applying for.** Select V Are you a Person with Disability * ************************************	Category*	General ○ OBC (Non-Creamy Layer) ○ SC ● ST	
Are you a Person with Disability * • Yes • No Type of Disability • Yes • No Percentage of disability • Yes • No Doy united to updet to service of a scribe (only for OA and OAL and B and LV candidates and the candidates whose writing speed is to service. If the service of a scribe (only for OA and OAL and B and LV candidates and the candidates whose writing speed is to service. If the service of a scribe (only for OA and OAL and B and LV candidates and the candidates whose writing speed is 's. Doy up medit compensatory time at the time of examination ? • Yes • No Region? Builes :* • Yes • No Are you ExServicemen ?: • Yes • No Are you disable Ex-servicemen ?: • Yes • No Candidates will be asked the exact dates of the period of service in the Armed Foces on the next page to cross-the ktheir period. Days Candidates will be asked the exact dates of the period of service in the Armed Foces on the next page to cross-the ktheir period. • Yes • No Name of organisation: • Yes • No Candidate will have to submit an NOC from their parent organisation at the time of skill test! joining failing which their candidates whose write is an operation. • Yes • No Candidate will have to submit an NOC from their parent organisation at the time of skill test! joining failing which their candidates. • Yes • No Candidate will have to submit an NOC from their parent organisation at the time of skill test! joining failing which their candidates. • Yes • No Candidate will have to submit an NOC from their parent organisation at the time of skill test! joining failing which their candidates. • Yes • No Name of org	No change in category will be permitted after final submission of your application.		
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Percentage of disability Do you intend to use the services of a scribe (only for OA and OAL and B and LV candidates and the candidates whose writing speed is " No Guidelines for Scribe Do you need compensatory time at the time of examination ? Percentage of disability Do you need compensatory time at the time of examination ? Percentage of disability Percentage of disability </td <td>Are you a Person with Disability *</td> <td>○ Yes ● No</td> <td></td>	Are you a Person with Disability *	○ Yes ● No	
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	Candidates will be asked the exact dates of the period of training in ONGC on the next page to cross check their pe	period of training. Hence candidates should mention the correct period	
Are you a Citizen of India :	Are you a Citizen of India :	Yes No	
Are you a subject of Nepal : O Yes O No	Are you a subject of Nepal :	🔿 Yes 💿 No	
Are you a subject of Bhutan : O Yes O No	Are you a subject of Bhutan :	🔍 Yes 💿 No	
Are you a Tibetan refugee who came over to India, before 1st January, 1962 with the intention of Permanently settling in India : O Yes O No	Are you a Tibetan refugee who came over to India, before 1st January, 1962 with the intention of Permanently settling in Ind	ndia : O Yes O No	
Are you a person of Indian origin who has migrated from Pakistan, Bangladesh (erstwhile East Pakistan), Myanmar (formerly Burma), Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the Intention of permanently settling in India :	Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) w		
Exam city Preference : * Select V			

Fill ONGC departmental candidate data. (Non-departmental candidates will not be required to fill this field)

For ONGC Departmental candidates only	
ONGC CPF No (to be filled only in case of departmental candidate)	(Maximum 6 Digits)
Current ONGC Designation (to be filled only in case of departmental candidate) :	(Maximum 35 Characters)
ONGC Work Centre at which posted (to be filled only in case of departmental candidate) :	Select V
Current Work Level :	Select V
If yes Period of Service in ONGC as on last date of closing of online application form (in months & Days)	Months Days
Candidates will be asked the exact dates of the period of service in ONGC on the next page to cross check their period of service	Hence candidates should mention the correct period
Have you Served in ONGC in Engineering discipline ?	○ Yes ○ No
If yes Period of Service in Engineering discipline in ONGC as on last date of closing of online application form (in months & Days)	Months Days
Last Designation held during service in Engineering Discipline :	(Maximum 35 Characters)

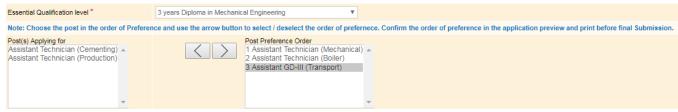
Select the date of birth and then select the qualification that you possess. The list of qualifications will depend on the level (A-II, A-1, W-I) and Work Centre (WOU- Mumbai, IPSHEM-Goa) chosen above.

Personal Details		
Date of Birth *	01 V January V 199	D V
NOTE: Please ensure you have already filled in	n the details under Basic Details in the Online Form especially p	ertaining to your category. Change in Date of Birth will not be permitted
Age completed as on 05.11.2018	28	
Essential Qualification level *	Select	
Note: Choose the post in the order of Preferent Post(s) Applying for	Select 3 years Diploma in Automobile Engineering 3 years Diploma in Chemical Engineering 3 years Diploma in Electrical Engineering 3 years Diploma in Telecom Engineering 3 years Diploma in Telecom Engineering 3 years Diploma in E&T Engineering 3 years Diploma in Mechanical Engineering 3 years Diploma in Mechanical Engineering 3 years Diploma in Petroleum Engineering Graduate	rnece. Confirm the order of preference in the application preview and print before final Sul
Posts chosen in order of preference shall rem	High School or Class X equivalent Board Examinations M.Sc. in Physics with Electronics	der of preference shall be permitted later. The order of preference shall be used for issue of
Gender *	Post Graduate Deploma in Business Management/Administration	

Based on the qualification chosen, the list of posts eligible for the candidate will be listed. Use the left and right arrows available, to select the posts for which you wish to apply.

Candidates may choose all the posts for which they possess the additional qualifications as well. For example, for the post of AT Boiler, the candidate may select the post into the right side box, if he possesses a 1st class boiler attendant certificate (which is the additional qualification applicable for the post of AT Boiler).

Candidates are advised not to choose a post for which they do not possess the additional qualification, as the same will be asked in the next page.



Fill the remaining details like gender, address etc.

Click on "Validate your Details". If all the details entered are in order, you will get a pop up message "Verified Successfully". Otherwise, check and correct the errors given by the web page.

After obtaining the message "Verified Successfully" you may click on the button save and next.

Gender*	Male Female ThirdGend	er	
Father's Name : *	JDA	(Maximum 35 Characters)	
Mother's Name : *	POEJWPEO	(Maximum 35 Characters)	
Address for Correspondence:*	FJEFPGOQ	(Maximum 35 Characters)	
Address 2	PWOGWPO	(Maximum 35 Characters)	
Address 3	ORGUEPRO	(Maximum 35 Characters)	
District *	ROGUWPRO	(Maximum 20 Characters)	
State *	MAHARASHTRA V		
Pincode *	446859 (6 Digits)		
Same as Address for Correspondence (C	lick if applicable)		
Permanent address			
Address 1 : *	FJEFPGOQ	(Maximum 35 Characters)	
Address 2	PWOGWPO	(Maximum 35 Characters)	
Address 3	ORGUEPRO	(Maximum 35 Characters)	/
District *	ROGUWPRO	(Maximum 20 Characters)	
State *	MAHARASHTRA V		
Pincode *	446859 (6 Digits)		
Application Fee / Intimation charges:			
Amount :			
Back			Validate your details Save & Next

Step 6: Fill the details of qualification/ experience and click "Validate your details".

If all the details entered are in order, you will get a pop up message "Verified Successfully". Otherwise, check and correct the errors given by the web page. After obtaining the message "Verified Successfully" you may click on the button save and next.

Basic Qualification / Exp	erience											
											*Mandatory Fi	eld
Educational Qualification(as o	n 05.11.2018):											
Post(s) Applying for	1: Assistant Technician (Mech 2: Assistant Technician (Boile 3: Assistant GD-III (Transport)	er)										
	off their % to the last two decimal places. asic Details page if you do not possess an	y necessary Addit	ional qualif	fications liste	d here.							
	Degree/ Subject / Stream				Duration of	course(Month)		Date of Passing		% of Ma	irks	
Qualification level *	3 years Diploma in Mechanical En	gineering 🔻			36			05 🔻 July	▼ 2006 ▼	40.02		
									0000			
Additional Qualification 1*	1st Class Boiler Attendant Certifica	ate 🔻			36			06 v August	▼ 2009 ▼			
											1	
Do you have Valid Heavy vehicle D	Iriving License ?*											
Driving license Valid From *		17	Ŧ	November	٣	2004	٣					
Driving license Valid To *		05	v	November	٣	2019	Ŧ				/	
Do you Possess Certificate of Profi	ciency issued by Ministry of HRD ?	• Yes 🛛	No									
Certificate Date of Acquiring		09	T	June	Ŧ	2012	T					/
Continuato Dato or Acquiring		00		ouno		2012						, ,
										¥	¥	
Back										Validate your details	Save & Next	

Step7: You will be redirected to a Preview details page. Check the details and tick the declaration check box if all the details are correct. Also tick under the photograph and signature, to confirm the photograph and signature. Click "Final Submit".

Declaration: I hereby declare that all the statements made in this application are True, Complete and Correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage of the recruitment process or I am not satisfying any of the eligibility criteria stipulated, and also in case of creating influence/applying undue pressure regarding recruitment shall tantamount to (delete) result in cancellation of my candidature	
IAgree 1 ∧ J ↓	
✓ I confirm that this is my signature	/
Date: 22-11-2018 Signature of Applicant	
Back Final Submit	
	_
You will get a pop up message saying "Are you sure as No change/edit of application will be allowed after submit"	
Step 8: You will be displayed a challan, which can be used for remitting the fee at any SBI branch. Challan will not be displayed for candidates for whom fee is exempted)	
Take print out of the challan using the challan print button as shown below.	
Application Print Challan Print Challan Details	
😁 Challar	1 Print
State Bank of India Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for MumbaliGo-2018 State Bank of India Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for MumbaliGo-2018 Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for MumbaliGo-2018 Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for MumbaliGo-2018 Account No : 30827318409 Account No : 30827318409 Account No : 30827318409 At Tel Bhavan Branch, Dehradun (Code no At Tel Bhavan Branch, Dehradun (Code no At Tel Bhavan Branch, Dehradun (Code no	
Step 9: Pay the fee as per the challan form at any SBI branch. Kindly request the bank official to re- Sheck the journal number (provided by the bank) in the challan.	1
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Your Application is complete. You may print the application using the Application print button provided and preserve a copy for future reference. There is **no need** to send any physical copy of application to ONGC.

Application Print
OIL AND NATURAL GAS CORPORATION LIMITED Recruitment to non-executive posts of WOU, Mumbai 210114
 Further candidates are suggested to ensure they possess the following certificates on priority so as to ensure their eligibility as mentioned in the advertisement:-
01. Candidates other than departmental candidates must acquire the Domicile Certificate (for the state of Maharashtra for candidates applying for posts against Advt. No. 04/2018, WOU, Mumbai, for the state of Goa for candidates applying for posts against Advt. No. 05/2018, IPSHEM, Goa).
02. Candidates who are applying for the post of Assistant Technician (Electrical) / Junior Assistant Technician (Electrical) must acquire " <u>Certificate of Competency as Electrical supervisor</u> ", in case they do not possess the same. Visit the website: <u>http://www.cei.maharashtra.gov.in</u> for how to acquire the said certificate.

- 03. Candidates are requested to obtain the following certificates (wherever applicable) before applying to a post, if the particular certificate is required as per the qualification mentioned in the detailed advertisement.
 - (i) Second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India
 - (ii) Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC)
 - (iii) Radio Telephone Operator's Certificate of Proficiency in Maritime Mobile Service
 - (iv) Valid Grade-I certificate as per API-RP 2D or OISD RP- 205.
 - (v) Registration of qualification with the relevant Statutory Council.
 - (vi) First Aid Certificate
 - (vii) Essential Experience Certificate*
 - (viii) Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment
 - (ix) 1st class Boiler Attendant Certificate
 - (x) Heavy Vehicle Driving License

*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. 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.

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