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:-

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.

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.

Recruitment to non-executive posts of Mumbai & Goa

Important Events	Dates
Commencement of on-line registration of application	19/11/2018
Closure of registration of application	09/12/2018
Offline Fee Payment	19/11/2018 to 09/12/2018

Disclaimer
On-Line Application validation rules and design are based on the Advertisement requirement. Candidates are advised to read the advertisement carefully and refer "How to Apply" & "FAQ" pages on the main page. Application submitted through On-Line form does not imply that candidate has fulfilled all the criteria given in the advertisement . Application is subject to subsequent scrutiny and can be rejected if found to be ineligible at any point of time.

Support and Best Viewed on Internet Explorer 9+; Google Chrome 30+ ; Firefox 20+

Login for already Registered Candidates
(for editing application/application print etc.)
Registration Number

Enter Registration Number

Password   » Forgot Password?

Enter Password

Submit

Login Here

Use the Registration number and Password **received in your email inbox** for logging in again.

Step 4: Upload the passport size photo (4.5 cm x 3.5 cm) and signature in the fields provided. The website will not accept files outside the prescribed size (20 to 50 KB for photograph and 10 to 20 KB for signature.) The file format should be JPG or JPEG.

NOTE: A recent, CLEARLY recognizable passport size photograph (4.5cm x 3.5cm) should be uploaded by the candidate in the online application form and the signature uploaded should be clear and legible. Candidates are also advised not to change their appearance till the process is completed. Any doubt about photograph or signature at any stage of the process could lead to disqualification.

Scanned Photograph of the Candidate (only JPG or JPEG; Size between 20 - 50KB):

Choose file   No file chosen

Photo should be clearly visible in the adjacent box

Scanned Signature of the Candidate (only JPG or JPEG; Size between 10 - 20KB)

Choose file   No file chosen

Signature should not be in CAPITAL / BLOCK letters

Back

Next

Click next to move to the **Details** Tab

Step 5: Fill up the basic details form (mandatory for all candidates)

Basic Details

Are you ONGC's departmental candidate *	○ Yes ● No
Do you Possess Domicile Certificate of: *	Select ▼
Location of the Post Applying for: *	Select ▼

A Departmental candidate cannot apply for the same level of post in which one is currently working. Departmental candidates who are not regular employees of ONGC can indicate their current work level as Other Deptt. Candidates

Category *	○ General ○ OBC (Non-Creamy Layer) ○ SC ● ST

No change in category will be permitted after final submission of your application.

Level of post applying for: *	Select ▼
Are you a Person with Disability *	○ Yes ● No
Type of Disability	Select ▼
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 permanently affected) ? :	○ Yes ○ No **Guidelines for Scribe**
Do you need compensatory time at the time of examination ?	○ Yes ○ No
Religion/ Beliefs : *	Select ▼
Are you Ex-Serviceman : ?	○ Yes ● No
Are you disable Ex-servicemen ? :	○ Yes ○ No
Period of service rendered in defense services as an Ex-serviceman / Disabled Ex-Serviceman 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 the Armed Foces on the next page to cross check their period of service. Hence candidates should mention the correct period

Availed of the benefit of Ex-Serviceman reservation earlier in Govt/ PSU	○ Yes ○ No
Name of organisation:	(Maximum 35 Characters)
Employed with Govt/ PSU on a regular posts as on last date of online application	○ Yes ● No

Candidate will have to submit an NOC from their parent organisation at the time of skill test/ joining failing which their candidture shall be rejected

Name of organisation :	(Maximum 35 Characters)
Have you Undergone Apprenticeship training in ONGC ? *	○ Yes ● No
Period of Training Undergone as an apprentices 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 training in ONGC on the next page to cross check their period of training. Hence candidates should mention the correct period

Are you a Citizen of India :	● Yes ○ No
Are you a subject of Nepal :	○ Yes ○ 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 :	○ Yes ○ 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 :	○ Yes ○ No
Exam city Preference : *	Select ▼

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 ▼
Current Work Level :	Select ▼
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 ▼	January ▼	1990 ▼

NOTE: Please ensure you have already filled in the details under Basic Details in the Online Form especially pertaining to your category. Change in Date of Birth will not be permitted

Age completed as on 05.11.2018   28

Essential Qualification level *   Select ▼

Select
3 years Diploma in Automobile Engineering
3 years Diploma in Chemical Engineering
3 years Diploma in Electrical Engineering
3 years Diploma in Electronics Engineering
3 years Diploma in Telecom Engineering
3 years Diploma in E&T Engineering
3 years Diploma in Instrumentation Engineering
3 years Diploma in Mechanical Engineering
3 years Diploma in Petroleum Engineering
Graduate
High School or Class X equivalent Board Examinations
M.Sc. in Physics with Electronics
Post Graduate Degree in Chemistry
Post Graduate Diploma in Business Management/Administration
Post Graduate

Note: Choose the post in the order of Preferen... ...ernece. Confirm the order of preference in the application preview and print before final Sul

Post(s) Applying for

Posts chosen in order of preference shall rema... ...der of preference shall be permitted later. The order of preference shall be used for issue o...

Gender *

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.

Essential Qualification level *   3 years Diploma in Mechanical Engineering ▼

Note: Choose the post in the order of Preference and use the arrow button to select / deselect the order of prefernece. Confirm the order of preference in the application preview and print before final Submission.

Post(s) Applying for
Assistant Technician (Cementing)
Assistant Technician (Production)

< >

Post Preference Order
1 Assistant Technician (Mechanical)
2 Assistant Technician (Boiler)
3 Assistant GD-III (Transport)

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 ○ ThirdGender	
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 ▼	
Pincode *	446859	(6 Digits)

☑ Same as Address for Correspondence (Click 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 ▼	
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 / Experience

*Mandatory Field

Educational Qualification(as on 05.11.2018):

Post(s) Applying for
1: Assistant Technician (Mechanical)
2: Assistant Technician (Boiler)
3: Assistant GD-III (Transport)

Note:Candidates need to round off their % to the last two decimal places.
Please deselect the post from Basic Details page if you do not possess any necessary Additional qualifications listed here.

	Degree/ Subject / Stream	Duration of course(Month)	Date of Passing	% of Marks
Qualification level *	3 years Diploma in Mechanical Engineering ▼	36	05 ▼ July ▼ 2006 ▼	40.02
Additional Qualification 1 *	1st Class Boiler Attendant Certificate ▼	36	06 ▼ August ▼ 2009 ▼	

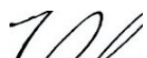| Do you have Valid Heavy vehicle Driving License ? *	◉Yes ○No		
Driving license Valid From *	17 ▼	November ▼	2004 ▼
Driving license Valid To *	05 ▼	November ▼	2019 ▼
Do you Possess Certificate of Proficiency issued by Ministry of HRD ?	◉ Yes ○ No		
Certificate Date of Acquiring	09 ▼	June ▼	2012 ▼

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

☑ I Agree

☑ 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)

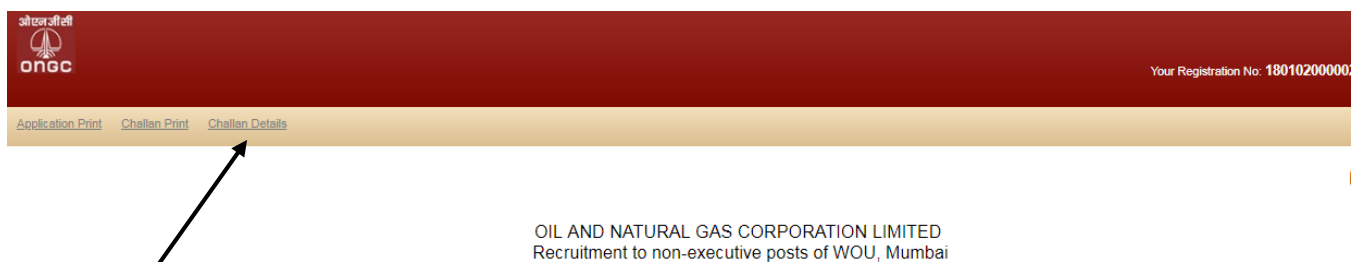Take print out of the challan using the challan print button as shown below.

Application Print   Challan Print   Challan Details

🖨 Challan Print

Bank Copy	ONGC Copy	Applicant Copy
State Bank of India	State Bank of India	State Bank of India
Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for Mumbai/Goa-2018	Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for Mumbai/Goa-2018	Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for Mumbai/Goa-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-check the journal number (provided by the bank) in the challan.

Step 10: To enter the details obtained after paying the fee, login again with your credentials.

Click on challan details button as shown below

ONGC

Your Registration No: 180102000002

Application Print   Challan Print   Challan Details

OIL AND NATURAL GAS CORPORATION LIMITED
Recruitment to non-executive posts of WOU, Mumbai

Type in the exact Journal number, deposit date, bank name and branch as provided by the bank.

Validate the details and Submit

*Mandatory Field

Payment Deposit Details

Fee Amount: *		(Maximum 10 Characters)
Bank: *	SBI Bank	
Branch: *		(Maximum 35 Characters)
Journal No: *		(Maximum 35 Characters)
Deposite Date *	Day ▼ Month ▼ Year ▼	

Back   Validate your details   Submit Details

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.

Print Application

OIL AND NATURAL GAS CORPORATION LIMITED
Recruitment to non-executive posts of WOU, Mumbai

210114

This document is for illustrative purpose only. The fields may vary in the actual application form.

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 "**Certificate of Competency as Electrical supervisor**", in case they do not possess the same.
Visit the website: http://www.cei.maharashtra.gov.in 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.

----------------------------------END--