



**OIL AND NATURAL GAS CORPORATION LIMITED**

**RECRUITMENT FOR ONGC, CHENNAI**

**INCLUDING POSTS UNDER SPECIAL RECRUITMENT DRIVE**

**Advertisement No. 11 / 2010**

ONGC, a "Flagship Maharatna" Public Sector Enterprise, is the most valuable Company in India engaged in Exploration and Production of Oil & Gas in India and abroad. The Company offers one of the best compensation packages in cost to company terms in the Country.

ONGC- Southern Sector invites applications from young and energetic Indian citizens for selection to the under mentioned posts from candidates registered with any of the Employment Exchanges / Ex-Servicemen Welfare Departments / Professional & Executive Employment Office **shown against each post.** The Employment Exchange Certificate/Card Registration should be valid during the Online registration process.

The job demands outdoor field work in shifts requiring considerable physical efforts and technical skills in the operational areas situated at remote places. The job is transferable to any Onshore/Offshore location within the Country.

**The details of the eligibility criteria viz. educational qualifications, age limit, etc. are given below which may be read carefully before applying.**

**A. Details of Posts, Reservations, Essential qualifications required:**

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Posts				Required Employment Exchange Registration
				SC	OBC	GEN	Total	
1	Technical Assistant Gd. III (Geophysics)	A2	Post Graduate Degree in Geophysics/ Physics. <b>One of the subjects in B. Sc. should be Chemistry</b>	Nil	Nil	<b>04</b>	<b>04</b>	In any of the Professional & Executive Employment Exchanges located in <b>Tamil nadu, Andhra Pradesh &amp; Puduchery</b>
2	Jr. Technical Assistant (Chemistry)	A1	B. Sc. with Chemistry as main subject.	<b>01</b>	<b>02</b>	<b>03</b> (01 Ex-SM)	<b>06</b>	In any of the Employment Exchanges / Ex-Servicemen Welfare Departments located in <b>Tamil Nadu.</b>

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Posts				Required Employment Exchange Registration
				SC	OBC	GEN	Total	
3	Jr. Technical Assistant (Geology)	A1	B. Sc. with Geology as main subject.	Nil	01	02	03	In any of the Employment Exchanges located in <b>Tamil Nadu.</b>
<b>Total number of posts</b>							<b>13</b>	

### POSTS UNDER SPECIAL RECRUITMENT DRIVE FOR SC CANDIDATES

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Posts		Required Employment Exchange Registration
				SC	Total	
4	Jr. Technical Assistant (Chemistry)	A1	B. Sc. with Chemistry as main subject.	02	02	In any of the Employment Exchanges located in <b>Tamil Nadu.</b>
5	Jr. Technical Assistant (Geology)	A1	B. Sc. with Geology as main subject.	01	01	In any of the Employment Exchanges located in <b>Tamil Nadu.</b>
<b>Total number of posts under Special Recruitment Drive:</b>					<b>03</b>	

**NOTE: The eligible SC Candidate who applies for a particular post will also be considered for the same post under Special Recruitment Drive, wherever applicable.**

#### B. Pay Scale/Allowances & other benefits:

(i)	Pay Scale	A2 level :: ₹.12000 - ₹.27000; A1 level :: ₹.11000 - ₹.24000; Pay scales with applicable rate of annual increment.
(ii)	Allowances	Dearness Allowance, HRA and other allowances as per rules of the Corporation.
(iii)	Other Benefits	Medical Facility for self & eligible dependents, Gratuity, Contributory Provident Fund, CMRE, Performance Related Pay, Self Contributory Post Retirement Benefit Scheme, Composite Social Security Scheme as per Rules of the Corporation.

#### C. Age criteria:

- 1) Minimum age 18 years and Maximum age **for GEN 30 years, for OBC 33 years, & for SC 35 years.**
- 2) Age reckoned as on **10.02.2011.**

- 3) Candidates competing for Un-Reserved Posts should fulfill age criteria applicable for General Category.
- 4) Departmental candidates will be given age relaxation to the extent of their experience wherever applicable as per ONGC Rules.
- 5) For Ex-Servicemen age relaxation is available wherever applicable as per Rules for experience in Armed Forces, **subject to a maximum Age of 45 Years.**
- 6) Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship training in ONGC.

#### **D. Educational Qualification criteria:**

##### **1. Percentage of Marks in Essential Educational Qualification(s) :-**

<b>Posts at Sl. No.</b>	<b>Minimum Marks for GEN &amp; OBC Candidates</b>	<b>Minimum Marks for SC Candidates</b>
01 to 05	60%	50%
For Departmental Candidates - PASS marks for all posts.		

**Where post is for General category only, the candidate must fulfill requisite percentage criteria applicable. (Decimal percentage of marks shall be rounded off to lower digit, e.g. 59.9% means 59% only).**

2. Qualification to be reckoned as on last date of receipt of applications.
3. Candidates should invariably possess the **Essential Qualifications** mentioned above at the time of applying.
4. Graduate / Post Graduate Degrees should be from recognized University. Wherever Graduate / Post Graduate qualifications are required the order of studies should be 10<sup>th</sup> Std., 12<sup>th</sup> Std., Bachelors Degree / Post Graduate Degree.
5. Wherever CGPA/ OGPA or letter grade in Degree / Post Graduate is awarded, equivalent percentage of marks should be indicated in the online application as per norms adopted by Univ / Instt. Please also obtain a certificate to this effect from the Univ/Instt, which shall be required at the time of Written Test/Interview.

#### **E. Selection Methodology:**

1. Candidates who fulfill the qualifying criteria and having valid registration with any of the Employment Exchanges / Professional and Executive Employment Offices / Ex Servicemen Welfare Departments shown above against each post, **may only apply.**
2. Initial Screening will be based on the Online details submitted, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will lead to disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong / false information. Candidates submitting false certificates or suppression / submission of incorrect information shall be liable for disqualification / rejection at any stage.
3. Eligible candidates will be required to appear for Written Test (Objective type) consisting of subject / discipline concerned & General Aptitude. The Test paper will be in English.
4. The candidates will have to qualify at each stage i.e. Written Test and in Interview separately and in aggregate, as per merit and criteria decided by the Management.

5. Departmental candidates must ensure filling their own **CPF Number** of ONGC in the appropriate column on the Online Application form failing which they shall not, repeat **SHALL NOT**, be screened / considered as Departmental Candidates.

6. Departmental candidates of ONGC, can apply directly by following the procedure laid down in para G-2 to G-5 below:

#### **F. Test Centre/Date:**

The Written Test will be conducted at **Chennai**. ONGC reserves the right to change the Test Centre at its discretion.

#### **G. HOW TO APPLY ONLINE**

##### **1. Take a printout of SBI Payment Challan form:**

SBI payment Challan Form (Payment Form) is available on the home page. The applicant will get 3 portions of the payment form; **one for self, one for SBI & one to be sent to ONGC**.

The candidates have to deposit the Registration Fee, after filling the details in the challan form like Journal No., Branch Name, Branch code & Deposit date, in **any of the branch of State Bank of India (Rs.150/- for Gen/OBC candidates and Rs.50/- for SC/ST/Ex-Servicemen Candidates) in ONGC Account No. 30827318409**. **No other mode of payment will be accepted. Registration Fee once paid is not refundable under any circumstances.**

##### **2. To fill the online application form following details should be readily available with the candidates:**

- Present Valid E-mail Id, since correspondence will be done through e-mail.
- Contact Number [preferably Mobile Number to send SMS also].
- Name of the Employment Exchange / Ex Servicemen Welfare Department where registered, Registration Number, Current Validity.
- Qualification, percentage of marks, year of passing and Name of Institute.
- Date of Birth
- CPF No. for Departmental Candidates
- If Ex-Apprentice of ONGC, Place of ONGC where Training held, Trade, and period of Training.
- SC/ST/OBC Certificate in the prescribed format duly signed by Competent Authority (in case of OBC, valid Non-creamy Layer Certificate) in the prescribed SAMPLE format applicable for appointment to posts in Central Govt. / Central Govt. Undertaking.
- Ex-Servicemen Details
- Details of SBI payment Challan (Journal No, Branch Name, Branch code, Deposit date, where the Registration Fees has been paid)

##### **3. Online submission of Application :**

Once the candidate has paid requisite fees in SBI as mentioned in para (1) above, eligible candidates would be required to apply online through the link **Recruitment for Southern Sector** → **Chennai** at ONGC website [www.ongcindia.com](http://www.ongcindia.com)

Candidates sponsored by the Local Employment Exchanges/Ex-Servicemen Deptts concerned have also been informed to apply online. Thus all the candidates will have to apply online (including ONGC Departmental Candidates, Employment Exchange sponsored candidates, Ex-Servicemen, Ex-apprentices of ONGC, and Contingent Workers). **No other mode of application will be accepted.**

#### 4. Steps for applying:

- (i) Logon to ONGC website [www.ongcindia.com](http://www.ongcindia.com) and click on "Recruitment for Southern Sector ↳ Chennai" and follow the flow chart.
- (ii) Select the post applied and fill in the requisite details in the online application format.
- (iii) Preview the entered details, edit if required, and submit the application.
- (iv) Once you submit your Application, the System will generate a unique Registration Number. **Note down** immediately the Number and take a **print** out of your Registration Slip, which will have unique Registration Number, your basic details like name, category, post applied for and test centre opted, space for photograph, signature, and other details of the candidates filled by the candidate.
- (v) Keep a photo copy of Registration Slip for your record.

#### 5. The candidates are required to send the following documents :

- (i) **Printed Registration slip** with affixed recent photograph (3.5x4.5 cms with white background) and signature in the space provided. **(NOTE: If the applicant is Departmental Candidate, Contingent Worker who has completed 240 days in 12 consecutive months etc., he needs to get the Registration Slip Certified / duly signed by the I/C HR-ER or his duly authorized representative before forwarding, duly indicating the period of experience).**
- (ii) Ex-Servicemen to attach a copy of the Discharge Certificate.
- (iii) Ex Apprentices of ONGC to attach copy of the requisite Apprentice Training Certificate of ONGC.
- (iv) **ONGC's copy of the SBI payment challan** form with Bank seal.  
(Departmental candidates working in ONGC to send copy of their Identity card in lieu of challan, as they need not deposit the Registration Fee. Contingent Workers have to deposit the Registration Fee).
- (v) **Copy of Caste Certificate in case of SC/ST/OBC**(along with Non-creamy layer Certificate in case of OBC).
- (vi) Attested Photostat Copies of Educational / Technical qualification Certificates and Mark Lists.
- (vii) Attested Copy of Proof of Date of Birth
- (viii) Attested Copy of Valid Employment Exchange Registration Card.

#### Envelope containing the Documents duly superscribed:

"Chennai/ - Application for the post of \_\_\_\_\_"  
is to be sent by **Ordinary Post** (since Post Box **do not accept** Regd Post/Speed Post/Courier Service) to the following Address :

**To:**  
**The Advertiser (ONGC-SS)**  
**P.O. Box: 1102**  
**Jayanagar 3<sup>rd</sup> Block**  
**BANGALORE – 560 011**

**NOTE: ONGC will not be responsible for any postal delay / loss.**

#### 6. Admit card for written examination:

**Exact date of the written test shall be communicated through admit card and will also be available at ONGC website [www.ongcindia.com](http://www.ongcindia.com)** Candidates may visit and check ONGC website.

The admit card can be downloaded directly from the **www.ongcindia.com** at **Recruitment of Posts for Southern Sector** by entering the unique registration number and date of birth printed on the registration slip. The same will also be emailed to the candidate at the email address mentioned in the application form. No other communication will be sent separately.

**The candidates are therefore advised to have a valid e-mail id and check their e-mail & ONGC website [www.ongcindia.com](http://www.ongcindia.com) from time to time.**

#### **H. GENERAL INSTRUCTIONS:**

1. The number of posts may vary as per Company's requirement. The distribution of vacancies will be as per Rules of Reservation of Appointments. These posts are not identified for Persons With Disabilities / Differently Abled Persons.
2. ONGC reserves the right to fill or not to fill, either wholly or in part, the number of vacancies advertised, without assigning any reasons.
3. Merely satisfying the age and educational qualifications itself will not constitute a right to be called for the written test unless the candidate fulfills all other conditions laid down in this employment notification.
4. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
5. ONGC is not responsible for any loss of e-mail sent due to invalid/wrong e-mail ID provided by the Candidate or delivery of e-mails to Spam/Bulk Mail folders etc.
6. **Following documents in Original are required to be produced at the time of Interview (without which candidates will not be allowed to appear in the Interview) :**
  - (i) Valid Employment Exchange / EX-SM Office Registration Card issued by the Employment Exchange / Ex-Servicemen Welfare Department, as mentioned above.
  - (ii) SC/ST/OBC Certificate in the prescribed format duly signed by Competent Authority (in case of OBC, valid Non-creamy Layer Certificate) in the prescribed SAMPLE format applicable for appointment to posts in Central Govt. / Central Govt. Undertaking.
  - (iii) Educational / Technical qualification Certificates & Mark Lists. Candidates applying for the post of 'Technical Assistant Gd. III (Geophysics)' should compulsorily bring the B.Sc. Mark List in support of Chemistry subject in B.Sc.
  - (iv) Proof of Date of Birth
  - (v) Photo ID Card (any one of : College Photo ID Card / Driving Licence / Voter Card / Pass Port) to be produced at the time of Written Test/Interview.
  - (vi) In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate.
  - (vii) In case of Departmental Candidates/Contingent Workers having completed 240 days in 12 consecutive months as the case may be, copy of Registration Slip duly signed by I/C HR-ER or his authorized representative of the Work Centre, along with **Identity Card**.
  - (viii) In case of ONGC Ex-Apprentice, Certificate of Apprentice Training in ONGC.

(ix) No Objection Certificate in case of candidates in employment of Public Sector Undertakings / Govt. Service.

7. Request for change of mailing address / examination centre / category / discipline as declared in the application, will not be entertained. However, ONGC reserves the right to cancel or add any centre depending on the response in that area / centre.

8. Applications of Candidates remitting the Fees through other types of modes than the prescribed one or submitting photocopy of Registration Slip/Challan Slip or any other discrepancy will be rejected.

9. Any application not accompanied by relevant certificates wherever necessary, or requisite Registration fees or not signed by the candidate or incomplete in any respect will not be entertained and will be rejected.

10. Candidates should retain the photo copy of the Challan and Registration Slip for future reference.

11. Candidates will have to appear for Written Test / Interview at their own expenses. However, SC/ST candidates attending the Written Test/Interview will be reimbursed 2<sup>nd</sup> class to and fro rail/bus fare based on the shortest route on production of railway/bus tickets.

12. Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical Examination of Employees Rules. Such appointments will also be subject to Service Rules and CDA Rules of ONGC.

13. Before applying, the Candidate should ensure that he/she fulfills eligibility criteria and other norms mentioned in the advertisement. ONGC will be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. Even if any short coming is detected after appointment, the services of such candidates are liable to be terminated. The decision of ONGC in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced at the time of Examination, Interview/selection and any other matter relating to recruitment shall be final and binding on the candidates.

14. Ex-Servicemen claiming equivalence of Educational qualification should submit the evidence for such claim at the time of Written Test/Interview.

15. The print out of Registration Slip should be un-tampered (No photocopies are allowed). In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected.

**I. IMPORTANT NOTICE TO ALL CANDIDATES:**

Any sort of canvassing or influencing the officials related to the selection / recruitment process would result in immediate disqualification of the candidates. In case of any dispute, the decision of the Management of ONGC will be final and binding on all the candidates.

**Applications have to be forwarded to the designated address by Ordinary Post only. Registered /Speed Post / Courier Service will not be accepted.**

**J. IMPORTANT DATES:**

**Time Schedule for online registration/receipt of printed registration slip.**

S. No.	Details	Date	Time
1	Opening date for online Registration	01.06.2011	10 00 Hrs
2	Closing date of online Registration	21.06.2011	18 00 Hrs
3	Last date of receipt of Registration Slip	30.06.2011	18 00 Hrs
4	Written Test Date (Tentative)	31.07.2011	Forenoon