



OIL AND NATURAL GAS CORPORATION LIMITED

RECRUITMENT FOR ONGC, KARAIKAL

INCLUDING POSTS UNDER SPECIAL RECRUITMENT DRIVE

Advertisement No. 12(1) / 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 and Executive Employment Offices in the State of **Tamilnadu & Puduchery**. 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 deployment may be on round the clock shift on/off duty pattern of work. The job is transferable to any Onshore/Offshore location within the Country.

The details of the eligibility criteria viz. educational qualifications, age limit, physical standards measurements, physical efficiency test, 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			
				SC	OBC	UR (GEN)	Total
01	Technical Assistant Gd. III (Chemistry)	A2	Post Graduate Degree in Chemistry	01	01	05 (01-EX-SM)	07
02	Assistant Rigman (Drilling)	A2	Three (3) years Diploma in Mechanical / Petroleum Engineering. Physical Standards apply.	03	05	11 (03 –EX-SM)	19
Required Physical Standards:			Height – 167 cms.; Weight – 58 kgs.; Chest – 81 cms (unexpanded) with a minimum expansion of 5 cms. on full inspiration				
For Post at Sl. No. 02:			Vision: 6 x 6 without glasses and without any history of night / colour blindness, etc.				
For SC & ST Candidates:			Height – 162 cms.; Weight – 50 kgs.; Chest – 79 cms (unexpanded) with a minimum expansion of 5 cms. on full inspiration				
			Vision: 6 x 6 without glasses and without any history of night / colour blindness, etc.				
03	Assistant Technician (Instrumentation)	A2	Three (3) years Diploma in Instrumentation Engg.	Nil	01 (01-EX-SM)	02 (01-EX-SM)	03
04	Assistant Technician (Diesel)	A2	Three (3) years Diploma in Mechanical Engg.	02	03 (01-EX-SM)	05 (01-EX-SM)	10

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Posts			
				SC	OBC	UR(GEN)	Total
05	Junior Assistant Technician (Cementing)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Auto/ Fitting/ Diesel/ Instt/ Turner/ Machining/ Tractor/ Motor Vehicle/ Welding/ Black smithy/ Boiler Attendant/ Machinist Grinder. iii) Should have valid Heavy Vehicle Driving License	01	02	03 (01-EX-SM)	06
06	Junior Assistant Technician (Electronics)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Electronics Engg./ Radio Engineering.	01	01	03 (01-EX-SM)	05
07	Junior Assistant Technician (Production)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Fitting/ Diesel/ Instt/ Turner/ Machining/ Tractor/ Motor Vehicle/ Welding/ Black smithy/ Boiler Attendant/ Machinist Grinder.	01	01 (01-EX-SM)	03	05
08	Junior Assistant Technician (Fitting)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Fitting.	02	03	05 (01-EX-SM)	10
09	Junior Assistant Technician (Diesel)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Diesel.	01	02	03 (01-EX-SM)	06
10	Junior Assistant Technician (Welding)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Welding.	Nil	01	01	02
11	Junior Fire Supervisor	A1	i) Intermediate (12 th Std.) PASS ii) 6 months' experience in Fire Services. iii) Valid Driving License for Heavy Vehicles Essential. Physical Standard and Physical Efficiency Tests apply.	01	Nil	01	02

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Posts			
				SC	OBC	UR (GEN)	Total
12	Junior Fireman	W1	i) Matriculate (10 th Std.) PASS ii) Fireman's training of three months' duration. iii) Valid Driving License for Heavy Vehicles Essential. Physical Standard and Physical Efficiency Tests apply.	01	02	05 (01-EX-SM)	08
For Posts at Sl. Nos. 11 & 12 Required Physical Standards & Physical Efficiency			Minimum Height – 168 cms.; (for tribes / hillmen – 163 cms); Chest – 81 cms with expansion of 5 cms. & Physical Efficiency Test (PET) Apply.				

TOTAL NO. OF POSTS:	83
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POSTS UNDER SPECIAL RECRUITMENT DRIVE FOR SC/ST CANDIDATES

S. No.	Posts	Level	Essential Educational Qualifications required	No. of Posts		
				SC	ST	Total
13	Technical Asst Gd. III (Chemistry)	A2	Post Graduate Degree in Chemistry	05	01	06
14	Asst Technician (Instrumentation)	A2	Three (3) years Diploma in Instrumentation Engg.	03	Nil	03
15	Junior Asst. Technician (Production)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Fitting/ Diesel/ Instt/ Turner/ Machining/ Tractor/ Motor Vehicle/ Welding/ Black smithy/ Boiler Attendant/ Machinist Grinder.	03	Nil	03
16	Junior Asst. Technician (Fitting)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Fitting.	02	Nil	02
17	Junior Asst. Technician. (Diesel)	A1	i) Matric with Science (10th Std.) PASS ii) National Trade Certificate (ITI) in Diesel.	02	Nil	02

TOTAL NO. OF POSTS UNDER SPECIAL RECRUITMENT DRIVE :	16
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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; W1 level :: ₹.10000 - ₹.18000 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/ST 35 years**, (for all the posts except for the post of Junior Fireman-W1 Level).
- 2) For Junior Fireman-W1 level the minimum age is 18 years and Maximum age **for GEN 27 years, for OBC 30 years, & for SC 32 years.**
- 3) Age reckoned as on **10.02.2011.**
- 4) Candidates competing for Un-Reserved Posts should fulfill age criteria applicable for General Category.
- 5) Departmental candidates will be given age relaxation to the extent of their experience wherever applicable as per ONGC Rules. **However, for the Post of Asst. Rigman (Drilling) no age relaxation for experience will be admissible.**
- 6) Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship training in ONGC. **However, for the Post of Asst. Rigman (Drilling) no age relaxation will be admissible.**
- 7) For Ex-Servicemen age relaxation for experience for the Post of **Asst. Rigman (Drilling) is not available.** However, age relaxation for other Posts is available wherever applicable as per Rules for experience in Armed Forces, **subject to a maximum Age of 45 Years.**

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

Post at Sl. No.	Minimum Marks for GEN & OBC Candidates	Minimum Marks for SC/ST Candidates
1 to 10 and 13 to 17	60%	50%
11 and 12 (Fire discipline)	PASS	PASS
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. Diploma should be recognized by AICTE. Only those candidates with three (3) years Diploma regular / fulltime Diploma qualification need apply.
5. ITI should be from SCVT/NCVT in **specific Trade** indicated against post concerned only.
6. Graduate / Post Graduate Degrees should be from recognized University. Wherever Graduate / Post Graduate qualifications are required the order of studies should be 10th Std., 12th Std., Bachelors Degree / Post Graduate Degree.
7. Wherever CGPA / OGPA or letter grade in Diploma / 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 Employment Offices / Ex Servicemen Welfare Departments in the State of **Tamilnadu and Puduchery** may only apply.
2. Initial Screening will be based on the Online Application 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 Technical / discipline concerned & General awareness. The Test paper will be in English.
4. The candidates will have to qualify at each stage i.e. Written Test, Physical Standards measurement Test (wherever applicable), Physical Efficiency Test (wherever applicable) and in Interview separately and in aggregate, in any sequence as decided by ONGC, as per merit and criteria decided by the Management.
5. Candidates who apply for the posts of (1) Asst. Rigman (Drilling), (2) Junior Fire Supervisor, and (3) Junior Fireman, must satisfy themselves that they have the Physical Standards prescribed and they will be tested for Physical Standards Parameters – Height, Weight, Chest, Vision – and Physical Efficiency (wherever required), as part of the selection process. **Candidates not meeting the prescribed Physical Standards need not apply. Candidates not fulfilling the Vision criteria indicated for the post at S. No. 2 i.e. Asst. Rigman (Drilling) need not apply.**
6. 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.
7. 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, 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 enclosed, applicable for appointment to posts in Central Govt. / Central Govt. Undertaking.
- Ex-Servicemen Details
- Details of valid Heavy Vehicle Driving Licence (for the posts at Sl. Nos. 05, 11 & 12)
- 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**' → **Karaikal (All Regular Posts)** at ONGC website www.ongcindia.com

Candidates sponsored by the Local Employment Exchanges/Ex-Servicemen Offices 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 and click on Recruitment for Southern Sector → Karaikal (All Regular Posts) 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 candidate 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 Heavy Vehicle Driving Licence (wherever applicable)
- (ix) Attested Copy of Valid Employment Exchange Registration Card

Envelope containing the Documents duly superscribed:

"Karaikal/ - 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 3rd 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

Candidates may visit and check ONGC website.

The Admit Card can be downloaded directly from the website **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 from time to time.

H. GENERAL INSTRUCTIONS:

1. Candidates should note that the Written Test for all the above mentioned Posts will be held on a single day at the same Time and Date.
2. 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.
3. ONGC reserves the right to fill or not to fill, either wholly or in part, the number of vacancies advertised, without assigning any reasons.
4. 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.
5. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
6. ONGC is not responsible for any loss of e-mail sent due to invalid/wrong e-mail ID provided by the Candidates or delivery of e-mails to Spam/Bulk Mail folders etc.

7. 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 situated within the State of **Tamilnadu & Puduchery**.

(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.

(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 of the Work Centre or his authorized representative, 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.

8. 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.

9. 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.

10. 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.

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

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

13. 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.

14. 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.

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

16. 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 of Application	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
