



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**RECRUITMENT OF GRADUATE TRAINEES-2008**  
**ADVERTISEMENT NO.2/2008 (R&P)**

Oil and Natural Gas Corporation Ltd. (ONGC) is a Fortune-Global 500 Company and the first ever Indian entrant in Fortune list of 'World's Most Admired Companies 2007'. It is recognized as the number one **Exploration & Production Company in Asia** and 20<sup>th</sup> among leading global energy majors as per 'Platts Top 250' Global Energy Company Ranking 2007. It leads all Indian corporates in Forbes Global 2000 and in Financial Times Global 500. ONGC, through its subsidiary ONGC Videsh Ltd. (OVL), is India's biggest transnational corporate with overseas investment of over 5 billion USD in 18 countries.

ONGC is looking for promising, energetic young executives with bright academic record to join the organization in the pay scale of Rs. 12,000-17,500/- with an increment rate of 4% per year (**Pay scales are due for revision w.e.f 01.01.2007**) along with dearness allowance, HRA or Company accommodation and other allowances as per Company rules. The individual would also be entitled to contributory provident fund, conveyance maintenance, LFA, holiday home facility, medical facility for self and dependents, gratuity, self contributory post retirement benefit scheme and composite social security scheme as per Company rules.

The Company 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.

Details of disciplines and minimum essential qualifications are as follows:-

Sl. No.	Discipline	Posts						Minimum Essential Qualification
		Total	SC	ST	OBC	PC	GEN	
1.	Drilling	18	03	--	--	--	15	Graduate Degree in Mechanical / Petroleum Engineering.
2.	Cementing	05	01	--	--	--	04	Graduate Degree in Mechanical / Petroleum Engineering.
3.	Electrical	10	--	04	03	--	03	Graduate Degree in Electrical Engineering. Should have certificate of competency as Electrical Supervisor.
4.	Mechanical	22	04	02	04	--	12	Graduate Degree in Mechanical Engineering.
5.	Instrumentation	34	02	09	08	--	15	Graduate Degree in Instrumentation Engineering.
6.	Electronics & Telecom	06	01	01	02	--	02	Graduate Degree in Electronics/Telecom/E&T Engineering or post Graduate degree in Physics with Electronics.
7.	Civil	11	01	--	03	--	07	Graduate Degree in Civil Engineering.
8.	Industrial Engg.	05	--	--	03	--	02	Graduate Degree in Industrial Engineering
9.	Environment Science/Engg.	04	01	01	02	--	--	Graduate in Environment Engg./Science or Graduation in any Engineering discipline with M.Tech/M.E in Environment Engineering/Science.

Sl. No.	Discipline	Posts						Minimum Essential Qualification
		Total	SC	ST	OBC	PC	Gen	
10.	Fire Engineering	02	--	02	--	--	--	Graduate degree in Fire Engg.
11.	Production	27	05	07	06	--	09	Graduate Degree in Chemical / Mechanical / Petroleum Engineering.
12.	Materials Management	02	02	--	--	--	--	Graduate Degree in Mechanical / Electrical / Instrumentation / Petroleum / Chemical / Civil / Electronics/ Telecom / E&T Engineering or MBA with specialization in Materials Management / Inventory Control or Graduate degree with 1 <sup>st</sup> Class PG Diploma in Material Management awarded by Indian Institute of Materials Management recognized for the purpose of recruitment to superior posts in the Central Government.
13.	Chemistry	40	06	03	09	--	22	Graduate Degree in Chemical Engineering or post graduate in Chemistry.
14.	Geology	14	05	02	--	--	07	Post Graduate Degree in Geology.
15.	Geophysics (Surface)	28	03	01	11	--	13	Post Graduate Degree in Geophysics or Physics with Electronics.
16.	Geophysics(Wells)	26	01	01	06	--	18	Post Graduate Degree in Geophysics or Physics with Electronics.
17.	Reservoir	10	--	--	05	--	05	Post Graduate Degree in Geology/ Chemistry/ Geophysics/ Mathematics/ Physics /Petroleum Technology (Must have Mathematics / Physics at B.Sc. level) or Graduate degree in Chemical / Petroleum Engineering.
18.	Finance & Accounts	07	05	01	--	--	01	Graduate Degree with ICWA / CA or MBA with specialization in Finance.
19.	Human Resources	09	01	--	02	01* (VH /HH )	05	MBA with specialization in Personnel Management / HRD / HRM or P.G. Degree / Diploma (Minimum 2 years full time) in PM/IR / Labour Welfare.
20.	Legal	01	--	--	01	--	--	Graduate Degree in Law
<b>Total no. of posts (likely to vary)</b>		<b>281</b>	<b>41</b>	<b>34</b>	<b>65</b>	<b>01</b>	<b>140</b>	

-The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/recognized by Association of Indian Universities (AIU)/UGC/AICTE.

-Final year/semester students who expect their results on or before the interviews, likely to be held in August/ September '08, may also apply for the posts.

\* Reservation for Physically challenged (PC), HH, having hearing loss more than 90 decibels in the better ear( Profound impairment ) and VH only, as per PWD Act, 1995.

**AGE LIMIT:** As on 06.07.2008 for all posts except Drilling & Cementing : **1.Gen.-30 Years, 2. OBC (Non-Creamy Layer) -33 Years 3. SC/ST-35 Years and 4. PC 40Years for Gen, 43 years for OBC & 45 years for SC/ST category. For Drilling & Cementing 1. Gen. - 28 Years, 2. OBC ( Non Creamy Layer ) - 31 Years and 3. SC/ST-33 Years.**

The minimum percentage of marks in the qualifying examination are as under :		
SUBJECTS	Minimum %age of Marks required.	
	Gen/OBC	SC/ST/PC
1. Engg./ Law & Science Subjects	60	60
2. MBA / PG. Degree in PM / IR / Labour Welfare Material Mgt.	60	60
3. ICWA / CA	Pass	Pass
Wherever CGPA/OGPA or letter grade in a degree is awarded, equivalent % of marks should be indicated in the application (online) as per norms adopted by Univ./Instt.		

## SELECTION PROCESS

(a) Eligible candidates will be required to appear for Online written test (Objective as well as Subjective Type) consisting of two papers namely (i) General Awareness (ii) Subject / Specialization concerned. (b) The candidates who qualify in the online written test shall be called for interview and psychometric test as per merit and criteria decided by the Management.(c) The Online written test is likely to commence from end of July, 2008. The exact date of the test shall be communicated to the candidates through admit card and will also be available on ONGC website. ([www.ongcindia.com](http://www.ongcindia.com)) (d) Screening and selection will be based on the details provided, hence it is necessary that only accurate, full and correct information is furnished by the applicants. 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. Departmental candidates must ensure filling their own CPF No. of ONGC in the appropriate column on the Online form, failing which they shall not repeat **NOT** be screened/ considered as departmental candidates.

## HOW TO APPLY

Eligible applicants would be required to apply Online (on the Internet) only through the link [Apply Online](#) on ONGC's website: [www.ongcindia.com](http://www.ongcindia.com) No other mode of application shall be accepted.

1. Before registering their applications on the website the candidates should possess the following:

- Valid E-mail ID.
- Demand draft of Rs. 500/- as registration amount for General and OBC Candidates and a demand draft of Rs. 100/- as registration amount for SC/ST/Physically Challenged candidates. SC/ST/PC candidates are required to submit a self-attested copy of Caste/Disability certificate on prescribed format for Central Government alongwith Demand Draft.

Non-refundable Demand Draft should be made in favour of **F&AO (Cash)**, **ONGC** payable at State Bank of India, Tel Bhavan Branch, (Code-1576), Dehradun. No other mode of payment would be accepted.

c) A facility to take Printout of the Registration Slip.

2. The online registration site would be open from 1000 hours on 17.06.2008 to 1700 hours on 06.07.2008. All correspondence with candidates shall be done through E-mail only. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-mail. Responsibility of receiving, downloading and printing of admit card shall be that of the candidate. ONGC will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate or delivery of Emails to spam/bulk mail folder.

3. After applying online, candidate is required to download the system generated **Registration Slip** with unique registration number, space for photograph, signature and other details. The candidate is required to take a printout of the Registration Slip. The envelope containing the original registration slip, recent photograph (size 3.5 x 4.5 cms with white background) affixed, signature in the space provided alongwith Demand Draft with registration number, name, discipline and category duly written on the back of DD and a self attested copy of Caste certificate(for reserved category only) superscribed with GT-2008 (Discipline) & GEN/OBC/SC/ST/PC as the case may be, is to be sent, by **ORDINARY POST** (since post box do not accept registered posts ) to **ONGC, Post Box No. 55, DLF, Phase 1, Gurgaon, Haryana, 122002** so as to reach latest by 11.07.2008. Kindly do not staple the Demand Draft.

### **Written Test Centers**

The online test will be conducted at following Twelve cities:

1. Delhi
2. Chennai
3. Mumbai
4. Ahmedabad
5. Guwahati
6. Hyderabad
7. Chandigarh
8. Lucknow
9. Cochin
10. Bangalore
11. Bhopal.
12. Kolkata

Candidates have to choose one of these cities as Test Centre and no change will be allowed subsequently. ONGC reserves the right to change any of the above mentioned test cities at its discretion.

### **GENERAL INSTRUCTIONS**

- (a) Eligible SC/ST/PC candidates called for written test will be reimbursed second class rail / bus fare by the shortest route, on production of railway ticket / number or bus ticket ( candidates opting for examination city other than the city nearest from mailing address will not be paid TA).
- (b) Requests 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.
- (c) Registration slip should not have any enclosure except the Demand Draft and SC/ST/PC certificate as applicable.
- (d) The Print out of registration slip should be untampered (No Photocopies). In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected.
- (e) Candidates should retain a

photocopy of their Demand Draft and Registration Slip for future reference(f) ONGC will not be responsible for postal delay/loss. (g) The candidates are required to send demand draft of the denomination indicated at para 1 (b) above and sub denomination drafts will not be accepted. Photocopies of Registration slip/Demand Draft or any other discrepancy will be rejected. (h) Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of interview. (i) Court of Jurisdiction for any dispute will be New Delhi. (j) Departmental candidates will be allowed relaxation as per existing rules.

**NOTE :**

1. The number of posts indicated above may vary based on further assessment of requirement.
2. Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical & Health Policy.
3. The selected candidates are liable to be posted anywhere in India or abroad in any of the ONGC group of Companies.
4. For information about the Company you may visit our website [www.ongcindia.com](http://www.ongcindia.com).

**IMPORTANT DATES:**

a)	<b>Registration start Date</b>	<b>17.06.2008, 1000 hrs.</b>
b)	<b>Last date for registration</b>	<b>06.07.2008, 1700 hrs.</b>
c)	<b>Last date for receiving registration slip with enclosures</b>	<b>11.07.2008, 1730 hrs.</b>
d)	<b>Allotment of <u>Exam Centre and Exam Date</u></b>	<b>16.07.2008.</b>
e)	<b>All India ONLINE test at 12 City Centers</b>	<b>End of July, 2008 onwards.</b>

**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 candidate. In case of any dispute, the decision of the management of ONGC will be final & binding on all candidates.

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