FAQ on eligibility and process of online application for Engineering & Geo-Sciences disciplines posts through GATE-2017		
S. No.	**Query**	**Reply**
1.	How many posts a candidate is eligible to apply?	A candidate is eligible to apply for only one post.
2.	I have a qualification, which is equivalent to the qualifications prescribed for the post. Can I apply?	No. Candidates should possess the qualifications prescribed in the advertisement against the posts. (Possessing of qualifications, which may be equivalent to that prescribed in the advertisement, are not eligible to apply.) For example, AMIE is not considered as B.Tech/BE and Degree in Mechatronics Engineering is not considered as Degree in Mechanical Engineering.
3.	Is a qualification acquired through distance learning/ correspondence acceptable for applying for a position in ONGC?	Candidates possessing qualifications acquired through the distance-learning mode/ correspondence can apply, provided their qualifications are recognised by the relevant statutory bodies for employment to posts and services under the Central Government.
4.	I have completed my B.E. / B. Tech Engineering degree after diploma in engineering. How should I calculate my percentage of marks?	Percentage of marks are to be calculated as per University/ Institution Rules in respect of BE/B.Tech degree. The same is applicable to other qualifications also.
5.	I have obtained my degree after clearing my back papers. Am I eligible to apply?	You can apply provided your percentage of marks calculated as per University/ Institution Rules and meeting with prescribed eligibility criteria mentioned in the Advertisement No.3/2017(R&P).
6.	In my college/ university, only 7th and 8th semester marks are considered for calculation of percentage of marks. Will I be eligible to apply?	The percentage of marks is to be calculated as per University/ Institution Rules.
7.	My College/ Institution/ University does not give the percentage of marks. It only awards Letter Grades/CGPA/OGPA/DGPA etc. How should I fill the percentage of marks in the online application column?	Please obtain a certificate/ proof of conversion from your College/ Institution/ University on the conversion formula to be adopted for converting Letter Grades/ CGPA/ OGPA/ DGPA to percentage and convert your Letter Grades/ CGPA/ OGPA/ DGPA etc. to percentage of marks as per this formula. This certificate/ proof of conversion needs to be submitted at the time of interview in case qualified for the same.
8.	I am possessing the Integrated Master Degree in Engineering, Whether I will be considered for the posts where the eligibility criteria is Graduate Degree in Engineering .	You can only be considered if you possess the Graduate degree in Engineering in addition to the Master Degree. You need to produce the certificate of Graduate degree in Engineering issued by the university/Institute in this regard to claim your candidature at the time of uploading the certificate as well as at the time of interview.

9.	What are the steps in Online Application Process?	All applicants have to register online only and fill in their details in the online application form.
		Since only those applicants who have qualified the GATE-2017 examination in the relevant subject are only eligible therefore GATE Registration number , Email ID and Mobile no. used in GATE-2017 application are necessarily required to initiate the registration process .
		Please note that an OTP will be sent to Email ID and Mobile no. used in GATE-2017 for proceeding further to enter the data for online application . You can mention the additional Email ID and mobile number at the time of entering the data of online application. A registration slip will be generated on successful registration. Take a printout of this registration slip and keep it in a safe place.
		An E-Mail and a SMS will also be sent to the registered E-Mail ID as well as the mobile number intimating that you have registered successfully.
		The candidate can also view his registered data by logging in using combination of his ONGC Registration ID, GATE-2017 registration number and registered email ID. After logging in, he can also take a print out of his registration slip.
10.	Do I need an email address for filling in an on-line application?	Possessing a valid E-Mail ID and Mobile No. used in GATE-2017 application process is necessary before filling the online application form.
11.	Will I be able to view my application after submitting the same online	Yes, you can view your application by logging in using your ONGC Registration Number,GATE-2017 registration number & registered E-mail ID.
12.	I am applying for GATE-2017 based posts. I have entered the wrong Address/Date of Birth/Phone number and I want to change it. Is it possible?	You can change your details by relogin before the last date of application.
13.	I want to change my option of post. For example I had applied for the posts of AEE(Mechanical) but I want to change the same and I want to apply for the posts of MM officer. Can I do the same. Which application will be considered for selection process .	You can very well edit the application after relogin but you should meet the eligibility criteria such as age, qualification, minimum percentage of marks Medical status etc. for that post as per the advertisement no.3/2017(R&P). Please note that your last/latest(most recent) application will only be considered final for selection process in ONGC as per clause 6.General(j) of the Advertisement No.3/2017(R&P) and all previous applications will be considered as null and void.

14.	I want to apply for GATE-2017 based Engineering & Geo-Sciences Posts. What are the documents that I need to keep handy before applying online?	You need not pay any application fees. Keep the following documents handy before applying: 1. GATE-2017 Admit Card for entering the GATE Registration Number as that is printed in the Admit Card. 2. Keep soft copy of your **scanned photograph and your Signature below the photograph** (not more than 70 kb, jpg or jpeg format only). The online application requires applicants to upload the same. 3. Active email id + valid mobile no used in GATE -2017 application
15.	Should I upload my photograph & Signature in the online application?	Yes. Every candidate applying for the post in ONGC should upload scanned copy of their photograph with the signature affixed under their photo. The total size of the photo with a signature should not exceed 70 kb. (Not more than 70 kb, jpg or jpeg format only). The candidates applying for GATE-2017 based posts should upload the same photograph appearing in the GATE-2017 admit card. The photographs should have light shade background preferably.
16.	Should I mail the registration slip to ONGC after registration?	There is no need to mail the complete application. Registration slip is to be brought along with the interview call letter at the time of interview in respect of GATE based posts.
17.	I am unable to upload the scanned copy of the photograph & signature?	Check if the file type is .jpg or .jpeg. Any other file type will not be accepted. Also check if the file size is of the desired length. Please also note that the file name should necessarily be in small alphabets i.e. PHOTO.JPG is not acceptable but photo.jpg will be acceptable

18.	My current residential address is temporary and is likely to change, so which address should I provide?	You may provide your temporary address for the time being. However, please make sure that you have provided your correct permanent address, a correct E-Mail ID and a correct landline/ mobile no as well in order to avoid any loss in receiving communication from ONGC.
19.	What documents should I keep for future reference?	A copy of your registration slip, your admit card, and interview call letter (if applicable) needs to be maintained till the end of the recruitment process
20.	During the application process, whom should we contact in case of any server error?	In case of any technical issue such as server etc. the mail can be sent to E-Mail **helpdeskgt2017@gmail.com.** Please note that candidates should avoid raising queries regarding eligibility criteria etc. to this mail ID as these issues have been covered in Advertisement No.3/2017(R&P) and FAQs.
21.	I am a reserved category candidate. Can I apply for posts where no reservation is applicable as per my category?	Yes. Subject to fulfilling the eligibility criteria prescribed against the UR post. But age relaxation will not be extended to you
22.	What internet browser I have to use?	Google Chrome, Mozilla and Internet Explorer 8.0 & above are preferred
23.	I am appearing in my qualifying degree examination in 2017. Can I apply to ONGC?	You can only apply if you can produce the course completion certificate on or before 31.07.2017.
24.	Who is entitled for relaxation / concessions admissible to Persons with Disability candidates?	Persons with disability of 40% or more will get the benefits admissible to PWD candidates. It is necessary to have a valid disability certificate issued by the Medical Board constituted for the purpose and duly countersigned by the Medical Superintendent/CMO/Head of hospital. Candidates whose degree of disability is less than 40% are not entitled for any concessions admissible to PWD candidates.
25.	I am a PWD candidate. Can I apply for those posts which are not identified suitable for PWD?	No. You can apply only for those posts which are identified suitable for PWD.
26.	What is the use of mentioning at the application link uploading of Documents and entering further details for shortlisted candidates for Interview	The link is given for uploading the scanned copies of requisite documents for verification along with the original at the time of Interview. Therefore, it is must for the shortlisted candidates to upload the requisite documents otherwise interview call letter will not be issued to them

27.	"whether I need to keep my mobile with me at the time of application for getting OTP	Yes, you should keep the mobile with you for getting the OTP number so that application process can be completed by entering the same.
28.	I am not sure whether I fulfil the criteria for getting benefit under OBC category. What do I do?	The onus of proving that you are eligible to get the concession of belonging to OBC (non-creamy layer) rests on you. Couple of suggestions: a. Checkout the latest central list of OBCs published by the National Commission for Backward Classes (NCBC). The relevant link is http:ncbc.nic.in/backwardclasses/index.htmlIT. For getting the benefit of reservation, the caste/sub caste/community essentially has to be in central list. b. Be very sure that you do not belong to creamy layer. Your OBC certificate must have a clear mention that you belong to non-creamy layer. c. OBC certificate has to be as per proper format prescribed by the Govt. of India. In case your certificate is too old and not as per format, please gets a new certificate issued by a competent authority. At the time of verification of the caste certificate at our end/ any time after recruitment, if it is found out that the candidate had obtained reservation benefits by submitting, false/incorrect certificate/ information; his candidature will be cancelled/he will be terminated from the service of the Corporation immediately.
29.	I am working with Govt./PSU. I am not getting NOC (No Objection certificate) from my employer but I can resign and join ONGC if selected. Whether I can appear in the Interview on this plea without producing NOC.	**Please note NOC(No Objection Certificate) is mandatorily required to appear for interview and without that you will not be allowed to appear for the interview. Other undertaking or documents in place of NOC such as undertaking to resign in the event of selection, experience certificate etc. shall not be considered in place of NOC. Please also note that No Objection Certificate must be addressed to ONGC and should be issued by Competent Authority.**