



OIL AND NATURAL GAS CORPORATION LIMITED
Southern Sector

Advt. No: SS/1/KKL&CHN/2017 (Non-Executives) (For Karaikal & Chennai)

Online applications at www.ongcindia.com from 29.07.2017 to 01.09.2017 till 1800 hours.

Oil and Natural Gas Corporation Limited invites **Online Applications** from desirous candidates for filling-up the following regular posts for ONGC's offices in Karaikal & Chennai, including operational areas with the pay scales as mentioned below.

A. Pay scales, Emoluments & Other Benefits:

Sl. No	Post Level	Basic Pay Scale	Total Approximate Emoluments per Month
1	A-2 Level	Rs. 12,000-27,000/-	Rs. 31,500/- p.m. + HRA & Other Benefits as per Rules
2	A-1 Level	Rs. 11,000-24,000/-	Rs. 29,000/- p.m. + HRA & Other Benefits as per Rules
3	W-1 level	Rs.10,000 – 18,000/-	Rs.26,000/- p.m. + HRA & other benefits as per Rules

B. Details of the posts and essential qualifications:

Table-1. POSTS FOR KARAİKAL

Sl. No	Level	Posts	SC	ST	OBC	PwD	UR	Total	Posts identified for PwDs	Minimum Essential Qualification
01	A2	Technical Assistant Grade III (Chemistry)*	0	1	0	0	0	1	OA, OL, BL, HH.	Post Graduate Degree in Chemistry
02	A1	Junior Assistant Technician (Diesel)	0	0	0	0	1	1	Not identified	High School or Class X equivalent Board Examinations with Science and Trade Certificate in Diesel Trade.
03	A1	Junior Assistant (Material Management)**	0	0	0	1 - HH	0	1	OA, OL, HH	B.Sc. with Physics or Maths as one of the subjects with proficiency in Typing 30 w.p.m. with Certificate / Diploma of minimum duration of six months in Computer applications in the Office environment. Typing Test apply.
04	A1	Junior Motor Vehicle Driver (HV)	0	0	1	0	1	2	Not identified	High School or Class X equivalent Board Examinations with valid driving licence for heavy vehicles and three years

											driving experience of heavy vehicles. Tests apply.
05	W1	Junior Fireman**	0	0	0	1-HH	0	1	OL, HH		High School or Class X equivalent Board Examinations with Fireman's training of three months' duration. Physical standards as given below in Note i) Valid Driving License for Heavy Vehicles essential. Physical Efficiency Test as per details given below in Note ii)
Total			0	1	1	2	2	6			

Table-2. POSTS FOR CHENNAI

Sl. No	Level	Posts	SC	ST	OBC	UR	Total	Posts identified for PwDs	Minimum Essential Qualification
01	A2	Assistant Grade-III (Materials Management)	0	0	0	1	1	OA, OL, HH	Three (3) years Diploma in Materials Management/ Inventory / Stock Control recognised by the State Board of Technical Education / 1 Year PG Diploma in Materials Management.
02	A1	Junior Assistant (Materials Management)	0	0	0	1	1	OA, OL, HH	B.Sc. with Physics or Maths as one of the subjects with proficiency in Typing 30 w.p.m. with Certificate / Diploma of minimum duration of six months in Computer applications in the Office environment. Typing Test apply.
Total			0	0	0	2	2		

*Reserved for ST.

**Reserved for Persons with Disabilities (PwD).

Abbreviations: OA – One Arm, OL – One Leg, BL – Both Legs, HH – Hearing Handicapped.

*** 1 post of Junior Assistant (Materials Management) (reserved for HH) and 1 post of Junior Fireman(reserved for HH) for Karaikal are the unfilled posts of previous years, having advertised the same in 2015 & 2016. This is therefore the 3rd attempt to fill up the PWD posts reserved for HH. Therefore, if suitable PWD candidates belonging to**

HH category are not available for selection, the post shall be filled in by PWD candidates belonging to other identified disabilities / non PwD candidates. Hence, candidates belonging to PWD/Non PWD, can apply for the above mentioned post in Sl.No.3 & 5 of Table. 1.

Note: i) Minimum Physical Standards Requirement for the post of Junior Fireman – (Physical standards will be tested):

Post	Category	Height	Weight	Chest (Unexpanded)
For Males	For All categories	168 Cms.	-	81 Cms. (with expansion of 5 cms.)
	For Tribes/Hillmen	163 Cms.	-	81 Cms. (with expansion of 5 cms.)
	For persons from State of Assam (Tribal/Hillmen)	160 Cms.	-	79 Cms. (with expansion of 5 cms.)
For Females	For All categories	152 cms.	Proportionate to height but not less than 46 kgs.	-
	For Tribes/Hillmen	147 cms.		-

ii) Physical Efficiency Test Parameters (PET) for the post of Junior Fireman

Post	Physical Efficiency Test (Male)	Physical Efficiency Test (Female)
Junior Fireman	a) Running 800 Mtrs. within 4 minutes. b) Lifting and carrying a person of approximately his own weight by the Fireman lift method without any break to a distance of 100 Mtrs. c) Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 minutes. d) Testing of driving skills on Fire Tender.	a) Running 800 Mtrs. within 6 minutes. b) Lifting and carrying a person of approximately her own weight by the Fireman lift method without any break to a distance of 75 Mtrs. c) Climbing a fire service extension ladder of 27 feet (9 Mtrs.) fully extended in 2 minutes. d) Testing of driving skills on Fire Tender.

C. Note for Candidates:

- i. For the post mentioned in Sl.No.1 in Table 1: The post is reserved for ST category and hence only such candidates can apply. This is the unfilled post of previous years.
- ii. For the post mentioned in Sl.No.4 in Table 1: One post is reserved for OBC category and hence only such candidates can apply. This is the unfilled post of previous years.
- iii. For the posts mentioned in Sl. No 2 & 3 in Table 1 and Sl.no 1 & 2 in Table 2: Any candidate irrespective of his social reservation category can apply against the above mentioned posts. The posts are **not reserved** for PWD/SC/ST/OBC. Candidates belonging to reserved category or having the identified disability can also apply against the said posts. They shall however be considered as per general standards except in age (for PWD candidates) where relaxation shall be given as per the govt. instructions. It may be noted that out of two posts mentioned in sl.no 3 of Table 1 one post is Unreserved and one is reserved for PWD category.
- iv. A candidate can apply against ONE Post and ONE Location/ Work Centre only.
- v. The Candidate must possess the essential prescribed qualifications on or before the last date of online Application.
- vi. For the posts mentioned above where one of the qualifications prescribed is a Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment, a B.C.A. or an M.C.A. or a B.Tech. / B.E. in Computer Science/ Engineering shall not be accepted in place of a Certificate/ Diploma of minimum 6 months. Even if the

- Graduation is B.C.A. or, a B.Tech. / B.E. in Computer Science/ Engineering, the required certificate of minimum duration of 6 months is mandatory.
- vii. The candidate must possess qualifications recognized by the relevant statutory bodies. Trade Certificate should necessarily be a National Trade Certificate (NTC) issued by NCVT. Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies.
 - viii. For posts where a Post Graduate degree in Chemistry is the prescribed qualification, a qualification with any of the following nomenclatures shall **ONLY** be acceptable- M.Sc. (Industrial Chemistry), M.Sc. (Inorganic Chemistry), M.Sc. (Organic Chemistry), M.Sc. (Physical Chemistry), M. Sc. Tech (Chemistry), M. Tech (Chemistry), M.Sc. (Chemistry), M.Sc. (Analytical Chemistry).
 - ix. The candidates must possess the essential qualification(s) mentioned against each post e.g. for a post where essential qualification is Trade Cert in Diesel, a candidate not possessing the same shall not be eligible to apply even if he/ she possesses a higher qualification such as a Diploma/ Degree in Mechanical Engineering. Similarly, where Post Graduate degree is the relevant essential qualification, a Bachelors degree shall not be acceptable
 - x. For Persons with Disabilities: Certificate of Disability should be issued by the Notified Medical Authority. The minimum degree of disability for a person to be eligible for any concession/benefits would be 40%.
 - xi. Ex-Servicemen candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Joining.
 - xii. Appointment of selected candidates will be subject to their passing the company's Medical Examination as per standards laid down under ONGC Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's Website at www.ongcindia.com.

D. Age:

Date of Reckoning Age Limits shall be 15/03/2017.

Sl. No	Level	GEN	OBC (Non-creamy layer)	SC/ST
1.	For A2 & A1 Posts	Maximum 30 yrs Minimum 18 yrs (born between 16/03/1987 to 16/03/1999)	Maximum 33 yrs Minimum 18 yrs (born between 16/03/1984 to 16/03/1999)	Maximum 35 yrs Minimum 18 yrs (born between 16/03/1982 to 16/03/1999)
2.	For PwD (A2 & A1 Posts)	Maximum 40 yrs Minimum 18 yrs (born between 16/03/1977 to 16/03/1999)	Maximum 43 yrs Minimum 18 yrs (born between 16/03/1974 to 16/03/1999)	Maximum 45 yrs Minimum 18 yrs (born between 16/03/1972 to 16/03/1999)
3.	W1 Post	Maximum 27 yrs Minimum 18 yrs (born between 16/03/1990 to 16/03/1999)	Maximum 30 yrs Minimum 18 yrs (born between 16/03/1987 to 16/03/1999)	Maximum 32 yrs Minimum 18 yrs (born between 16/03/1985 to 16/03/1999)
4.	For PwD (W1 Post)	Maximum 37 yrs Minimum 18 yrs (born between 16/03/1980 to 16/03/1999)	Maximum 40 yrs Minimum 18 yrs (born between 16/03/1977 to 16/03/1999)	Maximum 42 yrs Minimum 18 yrs (born between 16/03/1975 to 16/03/1999)

Relaxation in Age:

- i. **Ex-Servicemen:** To the extent of length of service in Armed Forces Plus 3 years as per Govt. Rules. For **Disabled Defense Service personnel**, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for ST.
- ii. **ONGC Departmental candidates/Tenure based employees:** To the extent of services rendered by them in ONGC.

E. Caste Criteria:

- i. Candidate's seeking reservation as ST or OBC, shall have to produce a certificate in the prescribed proforma ONLY, meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste/tribe, the Act/Order under which the caste/tribe is recognised as ST or OBC. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for ST category the list of castes is available on the site <http://tribal.nic.in> and for OBC on the site www.ncbc.nic.in). A certificate containing any variation in the caste name will not be accepted.
- ii. Prescribed format of the certificate for OBC/ST/PWD for employment in government undertaking is down-loadable from the online application site.
- iii. No change in the community status already indicated in the on-line application by a candidate for this examination will be allowed.

F. Crucial dates for determining Eligibility Criteria:

<ul style="list-style-type: none"> • Age • Possession of Minimum Essential Qualifications as mentioned in this advertisement at para B including <ol style="list-style-type: none"> i. Possession of Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment (where applicable) 	15.03.2017
<ul style="list-style-type: none"> • Caste/ PWD certificate 	<ul style="list-style-type: none"> • Validity of the ST/OBC certificate shall be tested with respect to the last date of the online application (15.03.2017) i.e. should have been issued on or before 15.03.2017 and the caste/tribe should be included in the list of ST/OBC as on 15.03.2017. • Validity of the PWD certificate shall be tested with respect to the last date of the online application (15.03.2017) i.e. should have been issued on or before 15.03.2017 and the Disability should have been acquired before 15.03.2017. Also the Disability should have been listed as part of the Identified/Reserved posts before such date.

G. Important Dates:

1.	Start of Online Applications	29.07.2017, 1000 hours
2.	End Date for Online Applications	01.09.2017, 1800 hours
3.	Written Test Date (Tentative)	17.09.2017 (SUNDAY)

H. How to Apply:

- i. **Eligible candidates would be required to apply on-line ONLY through the link available on ONGC Website: www.ongcindia.com from 29.07.2017, 1000 hrs to 01.09.2017 till 1800 hrs. No other mode of application shall be accepted.**
- ii. **Online Application methodology will be available on the online application site**
- iii. Before registering/submitting their applications on the website candidates should possess the following:
 - a) Valid Email ID (should be valid for a period of 1 year from the date of application)
 - b) Mobile number (should be active and valid for at least a period of 1 year from the date of application)
 - c) Scanned copy of recent passport size colour photograph of the candidate with white background as one file (file size between 20kb to 70kb) along with signature of the candidate again with a white background in another file (file size between 10kb to 20kb). Files should be in jpeg/ jpg format only.
- iv. **Registration Fee**
 - a. For General/OBC candidates- **Rs 300/- as Registration fee. Over and above the Registration fee, an amount of Rs 20/- shall be payable to the bank as bank charges. Registration fee is non-refundable.**
 - b. Registration fee can be deposited at any branch of State Bank of India in favour of **ONGC Power Jyoti A/C No 30827318409 of SBI, Tel Bhavan, Dehradun** through **Challan Form. Payment of Registration fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidates.**
 - c. ONGC Departmental candidates/Tenure based employees would also be required to deposit the applicable registration/processing fee through the Challan form. However, the same would be reimbursable.
 - d. **SC/ST/PWD/Ex-Servicemen candidates are exempted to pay any fee.**
- v. No Changes shall be allowed once the candidate has submitted his/her online application.
- vi. Candidates are advised to submit only one application. In case of multiple applications from a candidate the last one shall be considered as final and the rest shall be rejected.
- vii. Candidate should retain the copy of their system generated Registration slip etc. for future reference. Print out of the same should not be tampered with. No documents including copy of Registration slip etc are to be sent to ONGC unless specifically asked for.
- viii. **All information regarding examination shall be available on the website of ONGC www.ongcindia.com. Candidates can download examination admit cards/call letter for skill test etc. from the site. ONGC will not be responsible for any loss of e-mail/SMS sent due to invalid or wrong email ID/mobile phone no. or delivery of emails to spam/bulk mail folder.**

I. Selection Process:

a. Written Test & Centers: **Written Test** is tentatively scheduled on **17.09.2017** and will be held on the same day for all the posts/levels at Chennai. *ONGC reserves the right to change any of the aforementioned test place at its discretion.*

b. SC/ST/PWD candidates attending the written test and whose mailing address is beyond municipal limits of the test city will be reimbursed to & fro second class rail/bus fare of the shortest route from their mailing address.

J. Format of Written Test:

Subject Specific, Domain Related	General Mental Ability and Aptitude
<p>For all the posts:</p> <p>80 questions on subject knowledge, 80 marks</p> <p>Questions will be commensurate with the level of Qualifications required for the post e.g. where PG Diploma/Diploma of relevant discipline is the essential qualification, questions shall be based on the curriculum of PG Diploma//Diploma of relevant discipline</p>	<p>Questions on Interpersonal Skills/ Logical reasoning/ Analytical/ Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/ General Awareness</p> <p>20 Questions, 20 Marks</p>

- The test paper shall consist of Multiple Choice Questions and shall be of 2 hours duration.
- There will be no negative marking in the written test.
- The test paper shall be trilingual i.e. in Hindi, Tamil and English.

K. Selection Criteria:

i) The final merit list shall be prepared based on the weightages assigned to various parameters as per following:

SI No.	Posts	Criteria
1	Assistant Grade-III (Materials Management), Junior Assistant (Materials Management), Technical Assistant Grade-III (Chemistry), Junior Motor Vehicle Driver (HV).	Written Test – 85 marks Academic Performance – 15 marks (on qualifying exam. marks) Total - 100 marks
2	Junior Assistant Technician (Diesel)	Written Test - 85 marks Academic Performance – 10 marks (On NCTVT Cert-1/Eng.Dip-A2) Apprenticeship Certificate – 05 marks Total – 100 marks
3	Junior Fireman	Written Test – 90 marks Academic Performance – 10 marks (on qualifying exam. marks) Total - 100 marks

ii) Weightage shall be given to Academic performance based on the marks obtained in the qualifying examination as follows:

SI No	Posts	Up to 45%	Above 45 % to up to 55%	Above 55%

1	Assistant Grade-III (Materials Management), Junior Assistant (Materials Management), Technical Assistant Grade-III (Chemistry), Junior Motor Vehicle Driver (HV).	05	10	15
2	Junior Assistant Technician (Diesel) & Junior Fireman	03	06	10

- iii) The qualification(s) possessed by the candidates must have the required approval of the respective Statutory Bodies. For ex- Servicemen candidates, the qualification equivalency as per Govt. of India's instructions shall be applicable. They, however, must possess discharge certificate clearly indicating the qualification equivalency. In such a case they shall be given minimum marks in the qualification criteria. In case they possess actual qualification they shall be awarded marks as per table at (ii) above.
- iv) Candidates have to provide the marks scored by them in the essential qualification at the time of online application as calculated as per their University/ Institution rules. In case the percentage of marks is not clearly mentioned in the mark sheet/ degree/ certificate, etc., the candidate shall have to submit a certificate from the institution clearly stating the marks obtained by him/ her in the essential qualification. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution to convert letter Grade i.e. CGPA/ DGPA etc. into percentage, the candidate shall have to submit a certificate from his/ her institution certifying to this effect. In such cases, the candidate shall convert the CGPA/ DGPA etc. into percentage by the following formula: $CGPA \text{ etc. Obtained} / \text{Total CGPA etc.} * 100$.
- v) In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:
- For posts like Junior Assistant (Materials Management), Technical Assistant Grade-III (Chemistry), weightage to Academic performance shall be given to the Graduate/ Post Graduate level qualification. For posts like Assistant Grade-III (Materials Management), weightage shall be given to the respective Diploma/ Post Graduate Diploma level qualification.
 - For Posts like Junior Fireman/Jr. MVD (HV), weightage to Academic performance shall be given to High School qualification.
- vi) A candidate shall have to score minimum 40% marks in the written test to be eligible for further consideration. Such candidates shall be awarded marks in academic performance and apprenticeship certificate (wherever applicable) and considered for further shortlisting in the ratio of 1:5 for
- Verification of documents and empanelment or for
 - Calling them for Skill Tests. In case sufficient number of candidates do not qualify the Skill Tests more candidates may be called for the skill test etc.
- vii) If sufficient number of ST/PWD candidates are not available on the basis of general standard to fill all the vacancies reserved for them, ONGC may consider to relax the standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such posts. In such a case, the standards in the written test score may be relaxed, but not less than 5% i.e no candidate scoring below 35% marks maybe considered in any case.
- viii) ONGC Departmental candidates/Tenure based employees shall be given first consideration in matters of selection viz-a-viz other candidates.
- x) Merit list shall be drawn for candidates who are awarded marks as per weightages assigned as per (i) above. Offer of appointment shall be issued to the candidates as per merit in the respective posts.

- xi) Skill Tests are only qualifying in nature. The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Written test, skill tests (wherever applicable) separately.

L. General Instructions:

- (a) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. Their admission at all stages of the examination will be purely provisional. Mere issue of admit card/ call letter for Skill Tests etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC. (b) Reservation provided for ST/OBC/PWD candidates is as per the instructions on the subject. (c) Applicants are required to apply online only. No manual/ paper application will be entertained. (d) Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. 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. (e) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement. (f) Eligible SC/ST/PWD candidates called for written test/ skill test will be reimbursed to & fro second class rail / bus fare by the shortest route, on production of railway ticket or bus ticket (candidates opting for examination city other than the city nearest from mailing **address will not be paid TA**). (g) Requests for change of mailing address, test centre/ category/ discipline as declared in the online application, **will not be entertained**. (h) **The Print out of Registration slip should not be tampered with**. In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected. (i) **Candidates should retain the copy of their Registration Slip/ Admit Card/ Call letter for Skill Tests etc. for future reference.** (j) **Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of Skill test/ Joining** (k) ONGC departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate field in the online form, failing which they **SHALL NOT** be screened/ considered as departmental candidates from ONGC. Court of Jurisdiction for any dispute will be Chennai.

M. Important notice to all candidates:

Canvassing in any form 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.

Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidates may check on ONGC's website www.ongcindia.com

**MANAGER(HR)-R&P
ONGC, Southern Sector, Chennai**

**Registration/Online Applications only at www.ongcindia.com
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