



Advt. No. MR/Apprentices/01/2017

Notification for Engagement of Apprentices under Apprenticeship Act 1961

- 1) Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” Public Sector Enterprise and flagship energy major, engaged in Exploration and Production of Oil and Gas in India and abroad proposes to engage Apprentices at its offices located in Mumbai.
- 2) Applications are invited from eligible candidates in the following designated trades for engagement as Apprentices under Apprenticeship Act 1961, read in conjunction with Apprenticeship Rules 1992 and Apprentice’s Amendment Act 2014.

Sr. No	Trade/ Discipline	Available Apprenticeship Slot					Essential / Desirable qualification as per Apprenticeship Act 1961	Duration of Apprentice Training
		SC	ST	OBC	UR	Total		
1	Secretarial Assistant	03	03	07	14	27	Graduate in Arts/Commerce or Science	1.5 Years
2	Electrician	01	01	02	04	08	Trade Certificate in Electrical	1 Year
3	Medical Laboratory Technician (Cardiology and Physiology)	---	---	---	02	02	Passed 12th class examination under 10+2 system of education with Physics, Chemistry and Biology	06 Months
4	Medical Laboratory Technician (Pathology)	---	---	---	02	02	Passed 12th class examination under 10+2 system of education with Physics, Chemistry and Biology	06 Months
5	Medical Laboratory Technician (Radiology)	---	---	01	01	02	Passed 12th class examination under 10+2 system of education with Physics, Chemistry and Biology	06 Months
6	Fitter	---	01	01	02	04	Trade Certificate in Fitter	1 Year
7	Mechanic Diesel	01	---	---	03	04	Trade Certificate in Mechanic Diesel	2 Years
8	Welder	---	---	01	02	03	Trade Certificate in Welder	1 Year
9	Laboratory Assistant (Chemistry)	02	01	03	06	12	Trade Certificate in Laboratory Assistant (Chemical Plant) or B.Sc. with Physics and Chemistry as subjects.	1 Year
10	Electronics Mechanics	01	01	03	05	10	Trade Certificate in Electronic Mechanics	1 Year
11	Instrument Mechanic	01	01	02	04	08	Trade Certificate in Instrument Mechanic	1 Year
12	Driver cum Fitter	---	---	02	02	04	Trade Certificate in Mechanic (Motor Vehicle)	2 Years
13	Computer Operator and Programming Assistant	---	---	---	02	02	Trade Certificate in COPA	1 Year
14	Information Technology and Electronic System Maintenance (IT & ESM)	---	---	02	02	04	Trade Certificate in IT & ESM OR Electronic Mechanics	1 Year (IT & ESM) or 2 Years (Electronic Mechanics)

### 3) Reservation in Training

Government guidelines in reservation for SC/ST/OBC/PWD, shall be followed.

#### 4) Eligibility criteria

- A. **Qualifications:** Prescribed qualification as mentioned above or amended thereof, if any, with a minimum of 50 % marks in qualifying exams
- B. **Age:** The candidate should have attained the age of 14 years as on 20.03.2017.
- C. **Minimum Physical standards:** As prescribed in the apprenticeship Rules 1992 clause 4 and amendments thereof if any.
- D. **Previous Training:** Candidates who have already undergone or are currently undergoing apprenticeship under Apprenticeship Act 1961 in any Government or Public Sector or Private Industrial Organization are not eligible to apply.
- E. The applicant should not have undergone Apprenticeship earlier or pursuing Apprenticeship training as per the Apprentices Act, 1961/1973 as amended from time to time.
- F. The applicant should not have completed three years after passing of the qualifying examination as on 20.03.2017.

5) **Stipend:** Monthly stipend will be paid as per the prescribed rates governed by Apprenticeship Act.

6) **Duration of Training:** The duration of training as mentioned above, however, the actual training period will be as per the prescribed training duration, governed by Apprenticeship Act.

7) **Selection procedure:** Shortlisting of candidates will be done based on the percentage of marks obtained in the basic prescribed qualifications as applicable to the respective trade.

8) **Boarding/Lodging/TA-DA:** No TA-DA/Boarding or Lodging expenses are admissible.

9) Application is to be submitted with the following documents duly attested by the candidate:

- A. Passport photos -05 Nos.
- B. 10<sup>th</sup> class/SSC/Matriculation Mark sheet
- C. 12<sup>th</sup> Class /HSC Mark sheet
- D. ITI Certificate & Marksheet, if applicable.
- E. Degree Certificate if applicable
- F. Proof of date of birth as mentioned in SSC Board Certificate
- G. Caste (SC/ST/OBC) Certificate, if applicable. OBC certificate in Central Govt. /Government of India Format
- H. Certificate of Physical disability, if applicable.
- I. Character certificate signed by Gazetted Officer.
- J. Aadhar Card (Compulsory).

10) **Incomplete/Erroneous applications** received will be rejected. No further communication in this regard will be entertained.

11) **Medical Fitness:** Candidates will have to submit medical fitness certificate obtained from a medical officer not below the rank of assistant Surgeon (Gazetted).

#### 12) Registration and Submission of Application:

- a) Candidates are first required to register in the web portal <http://apprenticeship.gov.in> for enrollment as apprentices. Applications will not be accepted without registration in the above mentioned web portal.
- b) Establishment Id for ONGC, Mumbai is **E12162710000**.
- c) Applicants can apply for one trade only.
- d) Candidates are required to download the application format (**Annexure-1**) available in ONGC website: [www.ongcindia.com](http://www.ongcindia.com) and forward the filled in application along with all documents as mentioned above to the following address:-  
General Manager (HR)-I/c HR/ER, RO  
Oil and Natural Gas Corporation Limited  
ONGC, NBP Green Heights, 4<sup>th</sup> Floor, Quadrant-1  
Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051

- 13)** Candidates should ensure that their applications reach the above address on or before **1700 hrs on 20.03.2017** ONGC shall not be responsible for late receipt of applications
- 14)** ONGC reserves right to accept or reject any applications without showing any cause/reasons what so ever. In a particular trade, if suitable candidates are not available, at the sole discretion of ONGC, (as per rules) other trades can be accepted/engaged. Further, it shall not be obligatory on the part of ONGC to employ Apprentice Trainee(s) on completion of Apprenticeship Training nor shall it be obligatory on the part of the Apprentice to accept an employment under the employer. The selected candidates will be governed by the rules and terms & conditions as per Apprenticeship Act.1961 and further amendments made therein.

GM (HR)-I/c HR/ER, RO  
Mumbai

## Annexure-I

Application for engagement of Apprentice for the Trade of \_\_\_\_\_ in Oil and Natural Gas Corporation Limited, ONGC, Mumbai.

To,  
The General Manager (HR)-I/C HR/ER, RO  
Oil and Natural Gas Corporation Ltd.,  
ONGC, NBP Green Heights, 4<sup>th</sup> Floor, Quadrant-1,  
Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051



Sir,  
In response to your Advertisement No. \_\_\_\_\_, I hereby apply for the trade of \_\_\_\_\_ as apprentice in your organization with the following details:

1	Name in block letters				
2	Enrolment/registration no as indicated in web portal ( <a href="http://apprenticeship.gov.in">http://apprenticeship.gov.in</a> )				
3	Father's Name				
4.	Correspondence Address				
5	Date of birth as mentioned in SSC Certificate				
6	Aadhar Card No.				
7	Whether SC/ST/OBC/GEN				
8	Whether person with disabilities (PWD) / Ward of Armed personnel				
9	Educational qualifications:				
	Exam Passed	Board/Council/University	Year of passing	Total Marks obtained	Grade/ Division/ Percentage*
10	Email id (Active)				
11	Mobile phone(Active) for further communication				

\*Candidates are required to enter the percentage upto 2 decimal points Ex (64.50). In case of Grade/Division, the same has to be converted into percentage. Attach conversion certificate issued by Institute (if applicable).

## **DECLARATION**

I hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being declared or found before or after selection, my candidature will be cancelled. I also understand that it is purely an Apprenticeship Training and ONGC shall have no obligation to offer employment on the grounds of completion of Apprenticeship Training.

Full Signature of applicant

Date: \_\_\_\_\_

Place: \_\_\_\_\_