



OIL AND NATURAL GAS CORPORATION LIMITED
TRIPURA ASSET – HR/ER (R&P) CELL
BADHARGHAT COMPLEX, AGARTALA-799014

Advt. No: AGT/R&P/Apprentice/1/2017

Notification for engagement of Apprentices under Apprenticeship Act.1961

At ONGC, Tripura Asset, Agartala

Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” Public Sector Enterprise which is India’s flagship energy major, engaged in Exploration and Production of Oil and Gas in India and abroad, proposes to engage Apprentices at its offices located at Agartala.

2. Applications are invited from eligible candidates in the following designated trades for engagement as Apprentices under Apprenticeship Act 1961 and The Apprentice (Amendment) Act 1973 & 1986:

Sl. No.	Apprenticeship Trade	Number of Seats	Duration of training	Essential Qualifications
1	Mechanic Automobile (Advance Diesel Engine))	02	06 months	Passed 10th class examination under 10+2 system of education or its equivalent. Broad Based Basic Training in Automobile Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in Servicing and Overhauling of Automobiles (Diesel).
2	Lab. Assistant(Chemistry)	04	1 year	Passed 10th class under 10+2 system of education with Science (Physics & Chemistry) and Maths as subjects or its equivalent. Passed B.Sc. with Physics and Chemistry as subjects and trade certificate in Lab. Assistant(Chemistry).
3	Draughtsman(Civil)	02	1 year	Passed 10th class examination under 10+2 system with Science & Mathematics as subjects and trade certificate in Draughtsman(Civil) trade.
4	Surveyor	02	1 year	Passed 10th class examination under 10+2 system with Science & Mathematics as subjects and trade certificate in Surveyor trade,
5	Fitter	06	1 year	Passed 10 th class Examination under 10+2 system of education or its equivalent and ITI in Fitter trade.
6	Computer Operator & Programming Assistant (COPA)	02	1 year	Passed 10th class examination under 10+2 system with Science & Mathematics as subjects and trade certificate in Computer Operator & Programming Assistant trade.
7	Mechanic (Motor Vehicle)	04	1 year	Passed 10 th class Examination under 10+2 system of education or its equivalent and ITI in Mechanic(Motor Vehicle) trade.
8	Turner	04	1 year	Passed 10 th class Examination under 10+2 system of education or its equivalent and ITI in Turner trade.
9	Welder(G&E)	05	1 year	Passed 10 th class Examination under 10+2 system of education or its equivalent and ITI in Welder(G&E) trade.
10	Electronics Mechanic	02	1 year	Passed 10th class under 10+2 system of education with Science (Physics & Chemistry) and Mathematics or its equivalent with ITI in Electronics Mechanic trade.

11	Electrician	05	1 year	Passed 10 th class Examination under 10+2 system of education or its equivalent and ITI in Electrician trade.
12	Secretarial Assistant	06	1 ½ years	Passed 12th class examination under 10+2 system of education or its equivalent. (candidates with 3 years Degree in Arts/Commerce/ Science preferred)
13	Driver –cum- Fitter	02	2 years	Essential – Passed 2 standard below SSLC or passed 8th class examination or its equivalent under 10+2 system of education Desirable - Passed 10th class examination under 10+2 system of education or its equivalent and ITI in MMV trade.
14	Instrumentation Mechanic	02	1 year	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent and ITI in Instrumentation Mechanic trade.
15	Plumber	02	2 years	Passed 8 th class examination under 10+2 system of education or its equivalent and trade certificate in Plumber trade.
16	Refrigeration & Air-Conditioning Mechanic	02	1 year	Passed 10th class examination with Science (Physics and Chemistry) and Mathematics under 10+2 system of education or its equivalent and trade certificate in Refrigeration & Air Conditioning Mechanic.

3. RESERVATION OF VACANCIES: Government guidelines on Reservations for SC/ST/OBC/PWD will be followed.

4. ELIGIBILITY CONDITIONS:

- A. **QUALIFICATIONS:** Prescribed qualification as mentioned above with a minimum of 50% marks in qualifying exams.
- B. **AGE:** The candidate should have attained the age of 14 years and should not have attained the age of 21 years as on 14th March 2017.
- C. **MINIMUM PHYSICAL STANDARDS:** As prescribed in the Apprenticeship Rule 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 organisation are not eligible to apply.**

5. STIPEND: Monthly stipend Rs.6060/- (approx..) per month will be paid as per the existing prescribed rates governed by Apprenticeship Act., which is periodically revisable as per Government Notifications.

6. 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.

7. TRAVEL EXPENSES: No travel expenses are admissible during apprenticeship training period.

8. BOARDING / LODGING: No BOARDING or LODGING expenses are admissible during apprenticeship training period.

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

- A. Passport photos – 05 Nos.
- B. SSC / Matriculation Mark Sheet.
- C. ITI Mark Sheet, if applicable.
- D. Degree certificate with mark sheet, if applicable
- E. Proof of Date of Birth.
- F. Community Certificate, if applicable.
- G. Certificate of Physical Disability, if applicable.
- H. Required certificate as proof for ward of Armed forces personnel (Serving, Ex-servicemen etc..)
- I. Character certificate.

J. ADHAR card.

10. INCOMPLETE/ ERRONEOUS APPLICATIONS RECEIVED AFTER DUE DATE WILL BE REJECTED. No further communication in this regard will be entertained.

11. MEDICAL FITNESS: Candidates have to submit Medical Fitness Certificate obtained from registered Medical Officer.

12. REGISTRATION AND SUBMISSION OF APPLICATION:

- a. Candidates are first required to register in the web portal <http://apprenticeship.gov.in> for enrolment as apprentices. The application will not be accepted without registration in the above mentioned web portal.
- b. The candidates have to apply for the respective trade through the ID No./Registration No. **E02171600005** for ONGC, Tripura Asset, Agartala.
- c. Candidates are required to download the application format (Annexure-1) available in ONGC website: www.ongcindia.com and forward the filled in application along with all documents as mentioned above to the following address:

**Incharge-HR/ER
Oil and Natural Gas Corporation Limited
Tripura Asset, Badarghat, Agartala,
Pin:-799014.**

***For any Clarification candidates may contact on the following Phone Nos:-
i) 2363408 ii) 2363410**

13. Candidates should ensure that their applications reach the above address on or before **1700 hours on 14.03.2017.**
ONGC shall not be responsible for late receipt of applications.

14. Upon completion of the Apprenticeship period, ONGC shall have no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the grounds of completion of Apprenticeship.

Incharge-HR/ER
Oil and Natural Gas Corporation Limited
Agartala

Annexure-1

Application for engagement of Apprentices for the Trade of _____ in Oil and Natural Gas Corporation Limited, Tripura Asset, Agartala.

To
The Incharge-HR/ER,
Oil and Natural Gas Corporation Limited,
Tripura Asset, Agartala,
Pin:-799014.

Sir,
In response to your Advertisement No. _____ dated
_____, I hereby apply for the trade of

_____ as Apprentice in your organisation with the following details:

1	Name(in block letters)	
2	Enrolment/registration no. as indicated in web portal http://apprenticeship.gov.in	
3	Father's Name	
4	Correspondence address	
5	Date of birth	
6	Whether SC/ST/OBC/UR	
7	Whether Persons with Disabilities (PWD) / ward of Armed Forces Personnel	Yes / No
8	Educational qualifications	a)Exam. passed : b) Board/Council/University: c) Year of passing : d) Total Marks obtained : e) Grade/division /percentage:
9	Other qualifications, if any	
10	Email / mobile phone number	

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 before or after selection, my candidature will be cancelled.

Enclosures:

Applicant

Date : _____

Place : _____

Full signature of

