



OIL AND NATURAL GAS CORPORATION LIMITED
Southern Sector, Chennai

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

Notification for engagement of Apprentices under Apprentices Act, 1961
at ONGC, Chennai

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 in Chennai.

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 Apprentices Amendment Act 2014:

Sl. No:	Apprenticeship Trade	Vacancies	Eligibility / Qualification	Duration of Training	Sl. No. as in RDAT list of Trades
1.	Secretarial Assistant	08	10 + 2 Passed (candidates with 3 years Degree in Arts/Commerce/ Science preferred)	1 ½ Years	246
2.	Stenographer (English)	05	10 + 2 Passed (candidates with 3 years Degree in Arts/Commerce/ Science preferred)	1 ½ Years	247
3.	Electrician	03	ITI in Electrical Trade	1 Year	120
4.	Mechanic – Communication Equipment Maintenance	01	ITI Trade in <ul style="list-style-type: none">➤ Mechanic Communication Equipment➤ Maintenance or Radio & TV➤ Mechanic cum operator Electronic communication system	1 Year	202
5.	Mechanic Radio, Audio, Video System and Appliances	01	Broad Based Basic Training in Electronics Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in <ul style="list-style-type: none">➤ Radio, Audio, Video System and Appliances.	06 Months	203
			10 th Pass (candidates with B. Sc. (Physics) degree preferred)	02 Years	

6.	Computer Networking Technician	01	Broad Based Basic Training in Information Technology Sector under Centre of Excellence Scheme and Advanced module of Centre of Excellence Scheme in ➤ Computer Networking	06 Months	190
			10 th Pass (candidates with B. Sc. (Physics) degree preferred)	02 years	

3. RESERVATION OF VACANCIES: Government guidelines on Reservations 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 01-03-2017.
- 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 will be paid as per the prescribed rates governed by Apprenticeship Act.

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.

8. BOARDING / LODGING: No 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. 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 signed by Gazetted Officer.
- J. **ADHAR card (Compulsory).**

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 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 enrolment as apprentices. The application will not be accepted without registration in the above mentioned web portal.
- b. 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:

**General Manager(HR)-Head, RTI
Oil and Natural Gas Corporation Limited
CMDA Tower-II, 8th Floor
No.1, Gandhi-Irwin Road, Egmore, Chennai 600 008.**

13. Candidates should ensure that their applications reach the above address on or before 1700 hours on 13.02.2017. 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.

**General Manager(HR)-Head, RTI
Oil and Natural Gas Corporation Limited
Chennai**

Application for engagement of Apprentices for the Trade of _____ in Oil and Natural Gas Corporation Limited, Southern Sector, Chennai.

To
 General Manager(HR)-Head RTI
 Oil and Natural Gas Corporation Limited
 CMDA Tower-II, 8th Floor
 No.1, Gandhi-Irwin Road, Egmore, Chennai 600 008

Photograph

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:

Full signature of Applicant

Date : _____

Place : _____

