



ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड

कौशल विकास केन्द्र

(आई एस ओ 9001: 2015 प्रमाणित संस्थान)

8वां तल, सी.एम.डी.ए टावर- II, 1, गाँधी इरविन मार्ग, एगमोर, चेन्नै-600008

OIL AND NATURAL GAS CORPORATION LTD.

Skill Development Centre

(An ISO 9001:2015 Certified Institute)

8th Floor , CMDA Tower-II, No.1,Gandhi Irwin Road, Egmore, Chennai-600008

फो/Ph.: 044-28574806 ई-मेल/Email: rti_chennai@ongc.co.in

No : ONGC/SDC/CHN/Winter Trg./2022-23

Date:19 September 2022

From: Office of the Head SDC, ONGC, Chennai

To : All Concerned Through SR Intranet

Sub: Winter Training for College Students at ONGC, Chennai for the year 2022-23

With reference to the Office Order No.ONGC/ER/CP/TRG/001 dated 02.12.2010 issued by Corporate Policy Section, Department of Employees Relations, Dehradun on the subject, the details of schedule of Winter Training for the students at Chennai for the year 22-23-are as follows:

Date of Submission of Application	From 1 st October,2022 onwards
Last Date of Receipt of Applications	31 st October 2022
Finalisation of List	On or before 15 th November, 2022
Training Commencement Date	20 th November, 2022 to 31 st December, 2022
Training End Date	20 th January, 2023 to 28 th February, 2023
Training Period	Minimum 1 month, Maximum 2 months

General Guidelines:

1. Total no. of seats are 50 for Winter Training and the selection would be on the basis of first cum first merit.
2. First preference would be given to immediate wards of ONGC Employees serving/retired.
3. Preference would be given to students from colleges in vicinity of the Work Centres, Universities where ONGC constituted Chairs exist and reputed institutions like IITs, IIMs, ISM, and RGIPT.
4. No preference will be given to relatives and friends of ONGC employees.
5. The students shall not be provided any financial assistance, travel expenses, lodging, boarding, medical or any other facility by ONGC during training.
6. Application found incomplete or not fulfilling the criteria laid down will be summarily rejected.
7. The application must reach office of the Head-SDC, Chennai before last date.
8. Summer/Winter/Industrial trainings for regular Graduate/Post Graduate (recognized/ approved by UGC/AICTE) students are provided by ONGC only once in the following 20 disciplines:
 - ❖ MBA (HR / Finance / Marketing),
 - ❖ M.Sc. (Geology / Geophysics / Chemistry),
 - ❖ BE / B.Tech. (Mechanical / Petroleum / Electrical / Chemical / Civil Engineering / Computer Science / IT / E&T).
 - ❖ Law / Environment Science / Mass Communication / Micro-Biology / Logistic / MCA

Application Procedure:

The candidate has to apply through attached prescribed application form (**Annexure-A**) and submit to the office of Head SDC, Chennai with the following documents as a prerequisite:

1. Reference/ Sponsorship letter from the College/ Institute.
2. Copy of marks/grade sheet of the last semester & a copy of Class 10 +2 mark sheet.
3. Copy of caste certificate (In case of SC/ST/OBC students).

Completion Procedure:

The **Hard Copy** of the completion report of the Winter Training in the attached prescribed format (**Annexure-B**), duly filled, signed & stamped by the mentor, has to be submitted along with the **Soft copy**

Of the project report to SDC, Chennai and to be collected by the students after two weeks of submission of completion report.

For any assistance contact mobile no: 9445005531

Encl: Annexure A & B

CGM(D)
Head SDC, Chennai.

WINTER TRAINING FORM

Annexure – A



OIL AND NATURAL GAS CORPORATION LIMITED
 Application for Student's Winter Training
Details of the Trainee (Strike-out whichever is not applicable)

Affix recent
 Passport size
 Photograph

NAME OF STUDENT (IN CAPITAL) _____

Date of Birth _____ Gender: M / F, Category: Gen / SC / ST / OBC / Others

Address _____

Mobile No +91 _____ E-mail _____

Father/Mother's Name: _____

Father/Mother's Occupation _____

If employee of ONGC:

Designation : _____ CPF No. _____

Section : _____ Location: _____

Phone No. : _____ Mobile No.: _____

Academic Details:

Name of the present Institute _____

Name of the present course _____

Present Semester and Year _____

Last Semester % age: _____ %age in Class-XII / Diploma: _____ (Please attach proof)

I _____ son / daughter of _____ request the Head, SDC, Mumbai for granting me the permission to undertake student's winter training at ONGC. I have not undergone any student's training in ONGC, of similar type, before.

I shall be responsible for the applicant's conduct and discipline during the student's winter training at ONGC, Mumbai.

Date _____ (Signature of Applicant) _____ (Signature of Parent/Guardian)

Name of the Mentor: _____ Designation: _____ CPF No. _____

Section/Site _____ Office Address _____

Proposed dates of the training (Min. 1 month, Max. 2 months)

From (DD/MM/YYYY) _____ to _____ No. of Days _____

I hereby give my consent to be the mentor of the student for the period mentioned above.

(Signature of Mentor with Seal & date) _____ (Signature of Controlling Officer with Seal & date)

The application duly filled has to be submitted with the following documents attached

1. Sponsorship letter from the Institute/college for Winter training
2. Copy of caste certificate (in case of SC/ST/OBC candidate)
3. A copy of mark sheet / grade of the last semester



File No: _____ Date: _____
From : _____
To : CGM(D)- Head SDC, ONGC, Egmore , Chennai-8

Sub: Completion of Winter Training (Internship)

The following student has successfully completed the assigned Winter Training as per the details given below:

Name of the Student : _____
Mobile No. : _____
Course Pursuing : _____
University/ Institute : _____
Place of Training : _____
Training/ Project Title : _____
Duration (days) : _____ Days From: _____ To : _____
SDC Trg. Letter No. and date : ONGC/SDC/CHN/ _____
Name of Mentor : _____
Designation & CPF No. : _____
Mobile No. : _____
Office/Section Address : _____
Bill Code No. : _____
Address of Concerned Finance Section : _____
Comments/ Remarks of The Mentor : _____

The completion Certificate may please be issued.

(Signature of Mentor with Seal)