



## OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No: ONGC/SKILLDVLPMNT/1/2018/Kolkata

### Notification for engagement of Apprentices under Apprentices Act, 1961 – Kolkata

Oil and Natural Gas Corporation Limited (ONGC), which is India's flagship energy major and a 'Maharatna' Central Public Sector Enterprise engaged in Exploration and Production of Oil & Gas in India and abroad, as a measure of Skill Building initiative for the Nation, proposes to engage apprentices at its offices in Kolkata.

Applications are invited from candidates meeting the following qualifications for engagement as Apprentices under Apprentices Act 1961/1973 (as amended from time to time) in the trade/disciplines mentioned below:

**A. Educational Qualification, Provisional Number of seats in Apprentice category shall be as follows:-**

Sl.	Discipline (Trade Apprentice) (A)	Essential Qualification (B)	Period of Apprenticeship training (months) (C)	Total Nos (D)
1	Accountant	Passed 12th class examination under 10+2 system of education with Commerce & Maths	14	6
		Full time regular B.Com Graduates	12	
2	Cabin/Room Attendant	Passed 10th class examination under 10+2 system of education or its equivalent	12	1
		Trade Certificate in Cabin/Room Attendant	6	
3	Computer Operator and Programming Assistant	Trade Certificate in COPA trade	12	9
4	Data Entry Operator	Passed 10th class examination under 10+2 system of education or its equivalent	15	2
5	Electrician	Trade Certificate in Electrician trade	12	4
6	Electronics Mechanic	Trade Certificate in Electronics Mechanic trade	12	6
7	Fitter	Trade Certificate in Fitter trade	12	5
8	House Keeper (Corporate)	Passed 10th class examination under 10+2 system of education or its equivalent.	12	2
9	Information Technology and Electronics System Maintenance	Trade Certificate in IT&ESM trade	12	8
		Trade Certificate in Electronics Mechanic Trade	24	
15	Mechanic Diesel	Trade Certificate in Mechanic Diesel trade	12	2
17	Secretarial Assistant	Passed 12th class examination under	15	26

		10+2 system of education or its equivalent		
		Trade Certificate in Secretarial Assistant	12	
18	Store Keeper	Passed 10th class examination under 10+2 system of education or its equivalent	12	5
19	Surveyor	Trade Certificate in Surveyor trade	12	2
<p><b>Rules and Regulation:</b></p> <ul style="list-style-type: none"> <li>The service conditions of the apprentices so selected would be governed by The Apprentice Act 1961 as amended from time to time.</li> <li>Only those applicants would be considered for the seats against a Discipline/ Trade (Column A above) who possess the essential qualification (as specified in Column B above) in the same trade.</li> <li><b>Reservation for SC/ST/OBC and physically challenged (in identified trades) will be applicable as per the Govt. of India prescribed percentage for recruitment.</b></li> </ul> <p><b>Info:</b> The trades mentioned in column A and numbers indicated in Column D are indicative and subject to change without prior notice. The decision of the Management will be final and no appeal will be entertained.</p>				

**Note:**

1. The qualification prescribed shall be from a recognized University/Institute as full time, regular course only). The applicant must have obtained minimum 45% marks in aggregate for General & OBC candidates and 40% marks in aggregate in case of SC/ST/PWD candidates against reserved positions.
2. The candidates should **NOT** have undergone Apprenticeship earlier or pursuing Apprenticeship Training, in any organisation as per the Apprentices Act, 1961/1973 as amended from time to time.
3. Candidates, who have undergone training or job experience for a period of one year or more after acquiring the prescribed qualifications, shall **NOT** be eligible for being engaged as Trade Apprentice.

**It may be noted that in the event it is found that information given by the candidate is false, the candidature for apprentice will be summarily rejected.**

**B. Age:** Applicant should not be less than eighteen years of age as on 01.11.2017

**C. Selection Methodology:**

- i. Shortlisting of candidates will be done based on the percentage of marks obtained in the qualifying examination as applicable to the respective trade.
- ii. Candidates, will be offered the apprenticeship in order of merit.
- iii. Medical Certificate of fitness for Apprenticeship Training in ONGC, in original, shall be required to be submitted at the time of joining the Apprenticeship Training from a Registered Medical Officer/ Practitioner giving complete name, address and registration number of the medical authority.

#### D. How to apply

- i. The candidate may apply for apprenticeship in the trade of their choice as per their eligibility, in Form A appended as Annexure and send it to the following address, super-scribing "Apprentice Application" on the upper right corner of the envelop. Applications are to be sent **only** via speed post/Regd. Post.

**I/C HR-ER, ONGC Kolkata,  
Plot No. BP-4, Technopolis, Salt Lake City, Sector V, Kolkata - 700091**

- ii. Queries if any, shall be addressed to [skilldev.ongc@ongc.co.in](mailto:skilldev.ongc@ongc.co.in)
- iii. The candidates can apply from **16.10.2017 to 03.11.2017**. **The Form A along with requisite attachments has to reach the concerned work centre by 5:00 PM of 03.11.2017**
- iv. Candidates have to apply for **any ONE DISCIPLINE ONLY** as per their eligibility. If any candidate/ applicant submit application for more than one trade/ discipline then all the applications shall be rejected.
- v. **Candidates possessing higher professional qualifications such as BE/ B.Tech or equivalent, MBA or equivalent or MCA shall NOT be considered. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection & termination at any time during engagement, if engaged.**

#### E. Documents to be attached along with application form:

- i. The candidate must have an active email ID and Mobile Number
- ii. The candidate must possess Aadhaar Card for applying ( except for candidates from Assam, Manipur and Jammu & Kashmir)
- iii. Required Documents: (Xerox / copy to be enclosed along with Form A)
  - a) Copy of Consolidated Mark sheet/ last mark sheet of essential qualification obtained. If the Institute / University assigns grades, conversion certificate if any, from respective University/College for calculating percentage of marks.
  - b) D.O.B document – 10th Standard certificate or Birth Certificate issued by the Municipality or such appropriate authority.
  - c) Passport size photograph
  - d) Caste certificate in the prescribed format in support of the claim of belonging to SC/ST/OBC duly issued by competent authority (if applicable)
  - e) Certificate of Physical Challenge (if applicable)
- iv. The candidate must ascertain the correctness of all information before filling in the Application Form and its final submission. The candidate shall be wholly/exclusively responsible for the information provided in his/her application form.
- v. Applications/Registration which is incomplete or not fulfilling the criteria mentioned in section "A" shall not be considered "Eligible" and treated as "Rejected".
- vi. Please note that the candidate, who is selected as an Apprentice Trainee in ONGC, is required to possess an Aadhaar linked Bank Account in his own name (preferably a nationalised bank with internet banking/ electronic banking facilities) and PAN card to receive stipend from ONGC

#### F. General Instruction :

- i. **The Corporation shall have no obligation to offer regular employment to Apprentices.** This Apprenticeship shall not incur any liability on ONGC for providing any job to the Apprentice.
- ii. Latest Caste certificate is to be produced by reserved category candidates in the Performa prescribed by the Govt. and issued by Competent Authority only

- iii. The candidature of the applicant would be provisional and subject to subsequent verification of certificates. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.
- iv. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

**G. Emoluments**

- i. The apprentices are eligible for monthly stipend during their period of engagement which is subject to the periodic revision in minimum wages as applicable to particular location
- ii. The trainee is not eligible for any TA-DA/Boarding or Lodging expenses incurred during the period of training. ONGC will not provide any financial assistance towards transportation.

Affix  
passport  
size photo  
here

**APPLICATION FORMAT**

**Enrolment for Apprenticeship Training at ONGC, Kolkata**

All the fields are mandatory (mark √ as necessary)

- 1. Trade Applied for : .....
- 2. Work Centre Applied for : .....
- 3. Name of the Applicant : .....
- 4. Gender : Male  Female  Others
- 5. Father's Name (as per 10<sup>th</sup> Standard Certificate) : .....
- 6. Mother's Name : ..... 7. Date of Birth .....  
(As per 10<sup>th</sup> Standard Certificate)
- 8. Educational/Professional Qualifications :

Examination Passed	Year of passing	Academic Qualification	Name of Institute	% of Marks	NCVT/SCVT Certificate No.
SSC/Matriculation					
ITI					
Other Qualification					

- 9. Category of Community : SC  ST  OBC (NCL)  Gen
- 10. Whether PWD : Yes  No
- 11. Mobile no : ..... Email ID : .....
- 12. Aadhaar Card No : ..... PAN Card No: .....
- 13. Permanent Address : .....  
.....
- 14. I have NOT undergone Apprenticeship Training Earlier: Yes  No

I hereby solemnly and sincerely affirm that the particulars furnished above are true and correct.

Signature of the Applicant

Check list of enclosures: (Self Attested Copies)

- SSC/Matric Marks List & Proof of Date of Birth
- ITI Marks List
- Community Certificate(for SC/ST/OBC(NCL) candidates only)
- Certificate of Physically Challenged (if applicable)
- Copy of Aadhaar Card (except candidates from Assam, Manipur and Jammu & Kashmir)

**Note: Enclose the above mentioned documents along with this application form and send it to the concerned work centre so as to reach by 17:00 HRS, 3<sup>rd</sup> November, 2017**