



Oil and Natural Gas Corporation Limited
Institute of Petroleum Safety, Health & Environment Management
Office of I/c. HR-ER
Post Betul, Via. Velim, South Goa (Goa) -403723

Advertisement No. IPSHEM/Apprentices/01/2017
Notification for Engagement of Apprentices under Apprentices Act 1961

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 office located in Goa.

2. Applications are invited from eligible candidates in the following designated trades for engagement as Apprentices under Apprenticeship Act 1961, read in conjunction with apprentice rules 1992 and Apprentice's amendment Act 2014.

Sl. No.	Trade/Discipline	No. of Apprentices to be Trained		Essential / Desirable qualification as per the Apprentice Act 1961	Duration of Apprentice Training
01	Laboratory Assistant (Chemistry)	02		Trade Certificate in Laboratory Assistant (Chemical Plant) or B.Sc. with Physics and Chemistry as subjects	1 year
02	Secretarial Assistant (P&A)	02	04	Graduate in Arts/Commerce or Science	One year and six months
	Secretarial Assistant (Finance)	02			
03	Driver-cum-Fitter	02		Trade Certificate in Mechanic (Motor Vehicle)	2 years

3. Reservation in Training: Government guidelines in reservation for SC/ST/OBC/PWD, shall be followed with applicable age relaxation.

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 20th March, 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 exam. as on 20.03.2017.
1. **Stipend:** Monthly stipend will be paid as per the prescribed rates governed by Apprenticeship Act.
 2. **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.
 3. **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.
 4. **Boarding/Lodging/TA-DA:** No TA-DA/Boarding or Lodging expenses are admissible.
 5. Application is to be submitted with the following documents duly attested by the candidate:
 - a) Passport photos -05 Nos.
 - b) 10th class/SSC/Matriculation Mark sheet.
 - c) 12th 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 Government / 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 enrolment as apprentices. Applications will not be accepted without registration in the above mentioned web portal.
 - b) Establishment Id for ONGC, IPSHEM, Goa is **E11163000229**.
 - 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 and forward the filled in application along with all documents as mentioned above to the following address:-

**Chief Manager (HR)-Incharge - HR/ER,
Oil and Natural Gas Corporation Limited
Institute of Petroleum Safety, Health & Environment Management (IPSHEM)
Betul, P.O. Velim
South Goa – 403 723**

- 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, terms & conditions as per Apprenticeship Act.1961 and further amendments made therein.**

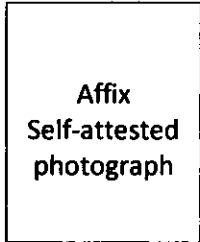
**Chief Manager (HR)-Incharge - HR/ER,
IPSHEM, Goa**

Annexure-I

Application for engagement of Apprentice for the trade of _____ in Oil and Natural Gas Corporation Limited, ONGC, IPSHEM, Goa.

To

Chief Manager (HR)-Incharge - HR/ER,
Oil and Natural Gas Corporation Limited
Institute of Petroleum Safety, Health & Environment Management
(IPSHEM)
Betul, P.O. Velim
South Goa – 403 723



Sir,

In response to your Advertisement No. _____, 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 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 up to 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: _____