



OIL AND NATURAL GAS CORPORATION LIMITED

MBA BASIN, RECRUITMENT & PROMOTION SECTION

TECHNOPOLIS BLDG, 4TH FLOOR, SECTOR-V

SALT LAKE CITY, KOLKATA - 700 091

Advt. No. MBA/HR/Apprentice/1/2016-17

**Notification for engagement of Apprentices under Apprentices Act, 1961 at
ONGC, MBA Basin, Kolkata.**

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 Kolkata, West Bengal.

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	Apprentice Trade	Essential Qualification	Total Vacancies	Period of Training
1	Secretarial Assistant	<i>Passed 12th class examination under 10+2 system or its equivalent. Candidates with 3 years Degree in Arts, Commence and Science will be preferred.</i>	07	1.5 years
2	Information Technology & Electronics System Maintenance (IT &ESM)	<i>Passed 10th Class under 10+2 system of education or its equivalent and Trade Certificate in Electronic Mechanic or ITESM Trade</i>	06	1 year
3.	Driver-cum-fitter	<i>Passed 10th Class under 10+2 system of education or its equivalent and ITI in Mechanic (MV)</i>	03	1 year
	Total		16	

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

4. ELIGIBILITY CONDITIONS:

i. QUALIFICATIONS: Prescribed qualification as mentioned above with a minimum of 50% marks in the respective trade / qualification as applicable.

ii. AGE: The candidate should have attained the age of 14 years and should not have attained the age of 21 years as on date of engagement.

iii. MINIMUM PHYSICAL STANDARDS: As prescribed in the Apprenticeship Rule 1992, clause 4 and amendments thereof if any.

iv. 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.

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. HOW TO APPLY:

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 portal on or before **15.03.2017 till 18.00 hrs.** ONGC shall not responsible for submission of late applications in the web portal.

b. The candidate has to apply for the respective trade through the Establishment ID of **E02171900021**, the Establishment ID for ONGC, MBA Basin, Kolkata.

c. Applicants can apply for 1 (One) trade only.

d. Candidates are required to download the application format (Annexure – I) available herein and forward the filled in application along with attested copies of documents in support of his / her candidature:

- i. Passport photos - 05 Nos.**
- ii. SSC / Matriculation Mark Sheet**
- iii. ITI Mark Sheet, if applicable**
- iv. Degree Certificate with mark sheet, if applicable**
- v. Proof of Date of Birth**
- vi. SC / ST / OBC / PWD certificate**
- vii. Required certificate as proof for ward of Armed Forces Personnel (Serving, ExServicemen etc.)**
- viii. Character Certificate signed by Gazetted Officer**
- ix. ADHAR Card (Compulsory)**
- x. Medical fitness: Candidates have to submit Medical Fitness Certificate obtained from a Medical Officer not below the rank of Assistant Surgeon (Gazetted).**

e. Filled in applications along with all the documents mentioned above may be sent to / deposited in the following address:

**Deputy General Manager (HR)-I/c. HR/ER
Oil and Natural Gas Corporation Limited
MBA Basin, Technopolis Building,
4th Floor, BP – 4, Sector – V, Salt Lake City,
Kolkata - 700091**

10. 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.

11. Important Dates:

Online application starts	: 25.02.2017 at 10.00 onwards
Online application ends	: 15.03.2017 till 18.00 hrs.
Last date of receiving physical applications	: 15.03.2017 till 18.00 hrs

**DGM (HR)-I/c. HR/ER
Oil and Natural Gas Corporation Limited
MBA Basin, Kolkata**

Application format for Engagement as Apprentices for the Trade of _____ in Oil and Natural Gas Corporation Limited, MBA Basin, Kolkata.

To,
The DGM(HR)-I/c HR-ER
MBA Basin
Kolkata

Affix
photograph

Advertisement No. _____ dated _____,

Trade applied for _____ as Apprentice

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.	Email id				:	
6.	Contact no.				:	
7.	Date of birth (As in class Xth Certificate)				:	
8.	Whether SC/ST/OBC/PWD				:	
9.	Educational qualifications					
	Exam passed	Board / council / university	Year passing	of Total marks obtained	Percentage of marks	
10.	Additional qualifications (if any)				:	

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.

Signature of Applicant

Date:
Place: