



OIL AND NATURAL GAS CORPORATION LIMITED
Delhi

Advt. No: DLH/Apprentice/1/2017

**Notification for engagement of Apprentices under Apprentices Act, 1961
at ONGC, Delhi**

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 Delhi.

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:

S.No	Apprenticeship Trade	Vacancies	Essential qualification	Duration (Years)
1	Secretarial Assistant	21	Passed 12th class examination under 10+2 system of education or its equivalent. (candidates with 3 years Degree in Arts/Commerce/ Science preferred)	1.5
2	Electronics Mechanic	4	Passed 10th class examination under 10+2 system of education or its equivalent and Trade certificate in Electronics Mechanic	1
3	Electrician	4	Passed 10th class examination with Science and Mathematics under 10+2 system and Trade certificate in Electrician trade	1
4	IT & ESM	2	Passed 10th Class under 10+2 System of education or its equivalent and Trade certificate in Electronic Mechanic (or) ITESM trade	1

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

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. How to apply:

a) Candidates are first required to register in the web portal <http://apprenticeship.gov.in> for enrollment as apprentices. The application will not be accepted without registration in the above mentioned web portal.

b) The candidates have to apply for the respective trade through the establishment id of **E02170700010**, the establishment ID for ONGC, Delhi office.

c) Applicants can apply for one trade only.

d) Candidates are required to download the application format (Annexure-1) available herein and forward the filled in application along with the following documents.

- 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).**
- K. **Medical fitness certificate from a Medical Officer not below the rank of Assistant Surgeon (Gazetted)**

e) All the documents should be duly attested by the candidate

f) Filled in application form along with all the documents mentioned above may be sent to/ deposited at the following address:

The Deputy General Manager (HR)-I/C HR-ER
Oil and Natural Gas Corporation Limited
2nd Floor, Tower A, Pandit Deendayal Upadhyaya Urja Bhawan
5, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

10. Last Date: Candidates should ensure that their physical applications reach the above address on or before 1700 hrs on 15.03.2017. ONGC shall not be responsible for late receipt of applications.

NOTE: 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. In case of incomplete/ erroneous applications, no communication will be made to the candidate. It shall not be obligatory on the part of ONGC, Delhi office to employ Apprentice Trainees on completion of 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 terms and conditions as per Apprenticeship Act of 1961 and further amendments made therein.

DGM (HR)-I/C HR/ER

ONGC, Delhi

Annexure-1

Application for engagement of Apprentices for the Trade of _____ in Oil and Natural Gas Corporation Limited, Delhi Office.

The Deputy General Manager (HR)-I/C HR-ER
Oil and Natural Gas Corporation Limited,
Pandit Deendayal Upadhyaya Uja Bhawan,
5, Nelson Mandela Marg, Vasant Kunj,
New Delhi-110070

Sir,

In response to your Advertisement No. _____ dated _____, I hereby apply for the trade of _____

as Apprentice in your organization 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 ID	
11	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 : _____