



OIL AND NATURAL GAS CORPORATION LIMITED
MBA BASIN , KOLKATA, RECRUITMENT & PROMOTION SECTION
ROOM NO.102, 1st FLOOR,ANNEX BUILDING,
50 JL NEHRU ROAD, KOLKATA-71

File No.MBA/HR-R&P/Rectt/Class-III/MBA/12

Date: 06.08.2012

ONGC, a Maharatna PSU invites applications from interested and eligible candidates for appointment to following Class-III posts for ONGC, MBA Basin, Kolkata.

Details of the vacancies are as follows:

A-II Level –Pay-Scale (` 12,000- ` 27,000)			
Sl. No.	Name of Post	Total No. of Posts	Essential Qualification
1	Technical Assistant Gd-III (Chemistry)	01	Post-Graduate Degree in Chemistry. Test Apply
2	Assistant Technician(Electronics)	02	3 years Diploma in Electronics/Telecom/E&T Engineering or M.Sc in Physics with Electronics.

Reservation : TA Gd-III(Chem)-01 Post(General) & Asstt. Tech (Electronics)-02 Posts(General)

Age Limit : **30 Years as on 24th August 2012**

A-I Level –Pay-Scale (` 11,000- ` 24,000)			
Sl. No.	Name of Post	Total No. of Posts	Essential Qualification
1	Junior Assistant Technician (Production)	03	Matric with Science and Trade Certificate in Fitting or Mechanic trades.* Test Apply
2	Junior Assistant (Steno-English)	01	Graduate with Typing speed 30 w.p.m and shorthand at 80 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment

Reservation: JAT (Prod)-03 Posts (General) & Jr. Asstt (Steno)-01 Post (General)

Age Limit : 30 Years as on 24th August 2012

* The trades in respect of Mechanical discipline are: Diesel/Instrumentation/Turner/Machining/Tractor/Motor Vehicle/Welding/ Black smithy / Boiler Attendant and Machinist Grinder

Note:

1. Diploma Should be regular 3 yrs. duration course and recognized by All India Council for Technical Education (AICTE)/State Council for Technical Education (SCTE).
2. Trade Certificate should be recognized by National Council for Vocational Training(NCVT)
3. Post Graduate degree should be from recognized university.

4. In case of Ex-Servicemen, Valid discharge certificate and Qualification Equivalency Certificate as per Govt. of India instructions should be enclosed.
5. The Last day for reaching of applications is **Friday, 24th August 2012.**

Candidates possessing the requisite qualification may apply in the following format in a typed A-4 size paper only :

APPLICATION FOR THE POST OF _____ (to be filled in Block Letters only)										
					Affix Recent Attested Passport size colour photograph					
1	Name of the candidate									
2	Father's Name									
3	Permanent Address									
4	Present Residential Address (for correspondence)									
5	Date of Birth (in DD/MM/YYYY) (as per High School Certificate)									
6	Category									
7	Whether employed with Govt./Govt. Undertaking/Semi-Govt.									
8	Details of Academic Qualification(from High School onwards)									
	Examination Passed	Name of Board/University / Institution	Year of Passing	% of marks obtained	Subject					
9	Name of Employment Exchange & Regn. No.									
10	Contact No.									
11	E-mail Address									

<p>Declaration : I do hereby solemnly declare and state that the above information is correct to the best of my knowledge and belief. If any information is found to be incorrect/ suppressed, it will disqualify my candidature.</p>	
<p>Date:</p>	<p>Signature of the applicant</p>
<p>Place:</p>	

1. An attested copy of all documents/certificates, against Sl. No.5, 7, 8 &9 duly attested by a Gazetted officer are required to be furnished along with the Application. Affix a recent passport size photograph, duly attested on upper right hand corner of the application.
2. Selection will be strictly on the basis of Written Test, Trade Test (wherever applicable) and Personal Interview. Eligible candidates would be intimated about the date of written test subsequently.
3. Selection is purely on merit. Candidates should not bring any pressure/ influence through any channel whatsoever. Bringing influence at any stage of selection process will disqualify the candidature.
4. ONGC reserves the right to fill or not to fill, either wholly or in part, the number of vacancies advertised, without assigning any reason.
5. Candidates working in Govt. / Govt. Undertaking/Semi Govt. should submit their applications through proper channel. Application of an already employed candidate not routed through proper channel / not forwarded by the employer cannot be considered.
6. Candidature of candidates submitting false certificates or suppression / submission of incorrect information shall be liable for disqualification / rejection at any stage.
7. The posts are meant for candidates belonging to the state of West Bengal only.
8. Applications complete in all respect may be sent **by post** to **Incharge R&P, ONGC, Room No. 102,1st Floor ,Annex Building,50 J L Nehru Road, Kolkata-71** on or before **Thursday ,24th August 2012**. The envelope should be superscribed as **'MBA-APPLICATION FOR THE POST OF _____'**. Applications received after expiry of the last date, applications without enclosure or signature and incomplete applications are liable for rejection.

Incharge R&P