

	Oil and Natural Gas Corporation Limited Cambay Asset, Post Kansari, Khambhat-388630 Office of D G M(HR)-I/C-HR/ER Fax : 02698-227620, Tel : 02698-220577
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No. CBY/HR/Apprentices/2017

Date: 24.02.2017

Advt. No: CBY/R&P/Apprentice/1/2017
Notification for Engagement of Apprentices under Apprentices Act, 1961
in ONGC, Cambay Asset, Cambay

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 Cambay, Anand District, Gujarat.

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:	Apprenticeship Trade	Vacancies	Eligibility / Qualification	Duration of Training
1.	Laboratory Assistant (Chemistry)	02	Passed 10th class with Science (Physics, Chemistry & Maths subjects under 10+2 system of education or its equivalent) or Passed BSc. with Physics and Chemistry as subjects.	1 year
2.	Mechanic Diesel	02	Passed 10th class examination or its equivalent and Trade Certificate in Mechanic Diesel Trade	2 years
3.	Fitter	03	Passed 10th class examination or its equivalent and Trade Certificate in Fitter Trade	1 year

Sl. No:	Apprenticeship Trade	Vacancies	Eligibility / Qualification	Duration of Training
4.	Welder	03	Passed 10th class examination or its equivalent and Trade Certificate in Welder Trade	1 year
5.	Electrician	03	Passed 10th class examination or its equivalent and Trade Certificate in Electrical Trade	1 year
6.	Secretarial Assistant	06	10 + 2 Passed (candidates with 3 years Degree in Arts/Commerce/ Science preferred)	1 ½ years
7.	Driver cum Fitter	02	Passed 10th class examination or its equivalent and Trade Certificate in Mechanic (Motor Vehicle) Trade	2 years
8.	Machinist	01	Passed 10th class examination or its equivalent and Trade Certificate in Machinist Trade	1 year
9.	IT & ESM	02	Passed 10th class examination with Science and Mathematics (under 10+2 system of education or its equivalent) and Trade certificate in Electronics Mechanic (or) IT & ESM trade.	1 year
10.	Electronics Mechanic	02	Passed 10th class examination or its equivalent and Trade Certificate in Electronics Mechanic Trade	1 year
11.	Instrument Mechanic	02	Passed 10th class examination or its equivalent and Trade Certificate in Instrument Trade	1 year

3. RESERVATION OF VACANCIES: Government guidelines on Reservations will be followed.

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. Application is to be submitted with the following documents duly attested by the candidate:

- 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. **AADHAAR Card (Compulsory).**

10. **INCOMPLETE/ ERRONEOUS APPLICATIONS RECEIVED AFTER DUE DATE WILL BE REJECTED.** No further communication in this regard will be entertained.

11. **MEDICAL FITNESS:** Candidates 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. The establishment ID of ONGC Cambay Asset is **E05162400812**. The application will not be accepted without registration in the above mentioned web portal.
- b. Applicants can apply for one trade only.

- c. 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:

**Dy General Manager(HR)-I/C-HR/ER
Oil and Natural Gas Corporation Limited
Cambay Asset, Kansari (PO), Cambay-388 630**

13. Candidates should ensure that their applications reach the above address on or before 1700 hours on 15.03.2017. ONGC shall not be responsible for late receipt of applications.

14. 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.

15. ONGC reserves the right either to increase or decrease the number of vacancies in any trade and also reserves the right to not to fill up the vacancies in any trade.

**DGM (HR)-I/C-HR/ER
ONGC Cambay Asset**

Annexure-1

**Application for engagement of Apprentices for the Trade of _____ in
Oil and Natural Gas Corporation Limited, Cambay Asset, Cambay.**

To
DGM (HR)-I/C-HR/ER
ONGC Cambay Asset
Kansari (PO), Cambay-388 630
Anand District, Gujarat

Photograph

Sir,

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