



## Oil and Natural Gas Corporation Limited

Human Resources & Employee Relations  
Central Workshop, Makarpura Road, Vadodara-390 009  
Ph. No. 2603515/2603806 Fax No.0265-2638868

Advertisement for Engagement of Apprentices under Apprentices Act, 1961  
Advt No.BDW/CWS/HR/Apprentices/ 01/2017

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 Vadodara.

1. 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 Vacancies of Apprentices to be Trained	Essential / Desirable qualification as per the Apprentice act 1961.	Duration of Apprentice Training.
1	Mechanic Diesel	<b>Total:2</b> <b>(OBC:1</b> <b>UR:1)</b>	Passed 10th class examination or its equivalent and Trade certificate in Mechanic Diesel	2 years
2	Electrician	<b>UR:1</b>	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Electrician	1 years
3	Fitter	<b>Total:2(</b> <b>ST:1</b> <b>UR:1)</b>	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent. and Trade certificate in Fitter	1 year
6	Machinist	<b>Total:3(</b> <b>ST:1</b> <b>UR:2)</b>	Passed 10th class examination under 10+2 system of education or its equivalent and Trade certificate in Machinist	1 Year

7	Welder	<b>Total:2( OBC 1 UR:1)</b>	Passed 8th class examination under 10+2 system of education or its equivalent and Trade certificate in Welder (Gas and Electric)	1 Year
8	Mechanic (Motor Vehicle)	<b>Total:2( OBC:1 UR:1)</b>	Passed 10th class examination with Science and Mathematics under 10+2 system of education or its equivalent and Trade certificate in Mechanic (Motor Vehicle)	1 year
9	Computer Operator & Programming Assistant	<b>UR:2</b>	Passed 10th class examination or its equivalent and Trade certificate in Computer Operator & Programming Assistant	1 year

## 2. **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 31.03.2017 for General category candidate.. Age Relaxation will be given of 5 years for ST candidates and 3 Years for OBC candidates.
- 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 31.05.2017.

3. **Stipend:** Monthly stipend will be paid as per the prescribed rates governed by by apprenticeship act.

4. **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.

5. **Boarding/Lodging:** No Boarding or Lodging expenses are admissible.

## 7. **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 Marksheet, if applicable.
- D. Proof of date of birth.
- E. Caste Certificate, if applicable.
- F. Certificate of Physical disability, if applicable.
- G. Character certificate signed by Gazetted Officer (Annexure-2)
- H. Adhar Card (Compulsory).

**7. Incomplete/Erroneous applications** received will be rejected. No further communication in this regard will be entertained.

**8. Medical Fitness:** Candidates will have to submit medical fitness certificate obtained from a medical officer not below the rank of assistant Surgeon (Gazetted).

**9. Registration and Submission of Application:**

- a) Candidates are first required to register in the web portal <http://apprenticeship.gov.in> for enrollment as apprentices in apprentice registration tab. The application will not be accepted without registration in the above mentioned web portal.
- b) After successful Apprentice registration, Candidates required to apply through establishment search tab by searching “Central Workshop, ONGC, Makarpura Road, Vadodara” (Establishment ID for Central Workshop ONGC Vadodara is E12152400629)
- 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 all documents as mentioned above to the following address:

Chief Manager (HR)-I/C HR/ER,  
Central Workshop  
Oil and Natural Gas Corporation Limited  
Makarpura Road,  
Vadodara-390009.

**10.** Candidates should ensure that their applications reach the above address on or before 1730 hrs on 15.03.2017. ONGC shall not be responsible for late receipt of applications.

**11.** Upon completion of the apprenticeship period, ONGC shall have no obligation to offer employment on the grounds of completion of Apprenticeship.

CM (HR)-I/C HR/ER  
Central Workshop, Vadodara

Application for engagement of Apprentices for the Trade of \_\_\_\_\_ in Central Workshop, Oil and Natural Gas Corporation Limited, Vadodara.

To,

Chief Manager (HR)-I/C HR/ER,  
Central Workshop  
Oil and Natural Gas Corporation Limited  
Makarpura Road,  
Vadodara-390009.

Please paste  
your passport  
size photograph  
here

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 <a href="http://apprenticeship.gov.in">http://apprenticeship.gov.in</a>	
3	Fathers Name	
4	Correspondence Address	
5	Date of Birth	
6	Whether SC/ST/OBC/GEN	
7	Whether persons with disabilities(PWD)/ward of Armed 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: f) Undergone ITI of how many years specify:
10	Email	
	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 or found before or after selection, my candidature will be cancelled.

Full Signature of applicant

Date: \_\_\_\_\_.

Place: \_\_\_\_\_.

## CHARACTER CERTIFICATE

Certified that I know Shri \_\_\_\_\_  
Son of Shri \_\_\_\_\_ for the last \_\_\_\_\_  
years and \_\_\_\_\_ months and to best of my knowledge and belief he  
bears good moral character.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

(Seal)

## CHARACTER CERTIFICATE

Certified that I know Shri \_\_\_\_\_  
Son of Shri \_\_\_\_\_ for the last \_\_\_\_\_  
years and \_\_\_\_\_ months and to best of my knowledge and belief he  
bears good moral character.

Place : \_\_\_\_\_

Dated : \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

(Seal)