Sl. No.	Group	Query	Reply
1	Eligiblity	I am a non-PWD candidate. Can I apply?	The posts in this recruitment are reserved specifically for Persons with Disabilities(PWD). Hence candidates with only the specified disability for which the posts have been identified can apply.
2	Eligibility	For how many posts is a candidate eligible to apply? Or Based on my qualification, I am eligible for more than one post. Can I apply for all of them? Or I am eligible for two different posts in two different sectors. Can I apply for two posts in two different sectors?	One candidate can apply for **ONE** post and for **ONE** Location only.
3	Eligibility	Is a qualification acquired through distance learning/ correspondence acceptable for applying for a position in ONGC?	Candidates possessing qualifications acquired through the distance learning mode/ correspondence can apply provided their qualifications are recognised by the relevant statutory bodies for employment to posts and services under the Central Government e.g DEB-UGC and AICTE etc
4	Eligibility	What is a "Certificate of competency as Electrical Supervisor" ?	Under the Indian Electricity Rules, 1956, a "Certificate of competency as Electrical Supervisor" is a must for working on electrical installations in a mine. Normally issued by a designated authority of the State Electricity Boards, this certificate can be acquired from any state of the country.
5	Eligibility	I am in my final year/ semester. Am I eligible to apply?	No. Candidates possessing the prescribed essential qualification as on the **LAST** date of application i.e. 10.10.2016 can only apply. Candidates will have to submit relevant proof post the written test (in case shortlisted) that they have acquired their qualification as on **10.10.2016.**
6	Eligibility	I have a B.Tech in Mechanical Engineering. Am I eligible to apply for the posts of Assistant Technician (Mechanical) Or I have an Engineering degree in the relevant discipline. Am I Eligible to apply for a post where the qualification required is a Diploma	Candidates must possess the minimum essential qualification(s) mentioned in the advertisement. Possession of any higher qualification without possessing the essential qualification shall not be acceptable. Candidates will be eligible to apply in case they possess a higher qualification in **ADDITION** to the minimum essential qualification prescribed in the advertisement e.g. a candidate with just a B.Tech (Mechanical) will not be eligible. However, he shall be eligible in case he possesses a 3 year Diploma in Mechanical Engineering along with a B.Tech (Mechanical).
7	Eligiblity	Can I apply to posts which have been reserved for a particular disability ?	A PWD Candidate can apply for a post provided the disability of the candidate is as per the disability for which the specific post has been identied suitable. The posts identified for PWD category indicates that candidates belonging to PWD category of the specified disablity can also apply for these posts. However the benefit of reservation shall be given to those PWD candidates (in the present case to VH candidates) for which the posts have been reserved as per the disability. All PWD candidates shall however be eligible for age relaxations for the identified posts as per the govt guidelines on the subject.

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8	Eligiblity	I have a BCA/ MCA along with B.Com. Am I eligible for the post of Jr. Assistant (Accounts)?	A BCA/ MCA course will not be equated with a 6 months Certificate/ Diploma course.The candidates must possess a certificate/ diploma of minimum duration of six months in computer application in the office environment for the post(s) wherever prescribed in the advertisement along with other prescribed qualification(s).
9	Process	What are the steps that I need to take before applying online?	The following steps need to be taken before applying: **Step 1**: Please be ready with the following details A) Valid E Mail ID & Mobile Number B) Scanned copy of recent passport size photograph with white background along with signature below the photograph. File should be in jpg/jpeg format, size 20kb-70kb. C)Scanned copy of PWD Certificate. File should be in .pdf format, size not more than 20kb-100kb. **Step 2:** Click on the link on **ongcindia.com** which shall take the candidate to the online application site. **Step 3:** Click on **APPLY ONLINE** which will take the candidate to the instructions page. Read the instructions carefully and tick mark on the Check box- "I have read the advertisement carefully...." and Click on **CLICK TO APPLY** **Step 4:** Fill up the online application form with the correct details and submit.
10	Process	What are the modes of applying?	All applicants have to **register online only** and fill in their details in the online application form. **No CV/ manual applications shall be accepted**. A registration slip will be generated on successful registration. Take a printout of this registration slip and keep it in a safe place. An SMS will also be sent to the registered mobile phone no. intimating that the application of the candidate has been registered. The candidate can also view his/ her data by logging in with a combination of his Registration ID and date of birth. After logging in he/ she can also take a print out of his registration slip.
11	Process	Do I need an email address for filling in an on-line application?	Possessing a valid e-mail id is a must before filling the online application form. It will also be useful for receiving e-mail updates/alerts relating to the non-executive recruitment process from ONGC. The candidate should make sure that he/ she fills in the correct e-mail id (without any typographical errors) and the id is active for at least the next 1 year. ONGC shall not be responsible for any mails bouncing back or mails being sent to spam folder etc.
12	Process	My current residential address is temporary and is likely to change, so which address should I provide?	The candidate may provide his temporary address for the time being. However, the candidate should make sure that he/ she has provided his correct permanent address, a correct e-mail id and a correct landline/ mobile no as well in order to avoid any loss in receiving official communication.

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13	Process	Are there any file size restrictions when uploading my documents online?	Yes. The scanned copy of the photograph and signature scanned as **ONE** file should not be more than 70kb. The scanned copy of PWD Certificate file size should not be more than 100 kbs. Also the scanned copy of photo and sign should necessarily be in either jpeg or jpg format. Whereas the PWD certificate should be in pdf format. Please also ensure that a recent passport size colour photograph with a white background is uploaded.
14	Process	I am unable to upload the scanned copy of the photograph & signature/ PWD Certificate	Check if the file type is .jpg or .jpeg for photo and signature and .pdf for PWD certificate. Any other file type will not be accepted. Also check if the file size is of the desired length. Please also note that the file name should necessarily be in small alphabets i.e. PHOTO.JPG is not acceptable but photo.jpg will be acceptable.
15	Process	What documents should I keep for future reference?	The candidate should keep a copy of his/ her registration slip, admit card and call letter for Skill Test/ PST/ PET (if applicable) till the end of the recruitment process. **No documents are to be sent to ONGC unless specifically requested.**
16	Process	Do I need to send the print out of registration slip to ONGC ?	**No documents are to be sent to ONGC**. However, the candidate is strongly advised to keep a printout of his/ her registration slip for future reference.
17	Process	During the application process, whom should we contact in case of any server error.	For any queries candidates may write to us at **helpdeskongc07@gmail.com**.
18	Process	What should I do, in case the details in the admit card differ from those in my application form?	On receipt of the Admit card, candidates are advised to verify his/ her Name, Registration number, Test City, Test centre, Photograph, Signature etc. In case of any discrepancy, candidates can write to us at **helpdeskongc07@gmail.com**
19	Process	I am working with a Central / State Govt / PSU. Do I need to apply through proper channel / produce NOC ?	Candidates working with a Central/ State Govt / PSU are required to produce NOC at the time of Skill Tests (if applicable)/ joining **failing which their candidature shall be rejected**
20	Process	Can I edit my information after submitting?	Once submitted, no part of the application form can be edited. Candidates are advised to maintain accuracy of information while applying and recheck before submitting online application.
21	Process	I have by mistake entered incorrect data in my application. I need to correct it.	Data once entered cannot be edited. Care should therefore be taken that only correct information is entered in the application form. In case of any grave error in the application form the candidate will need to apply afresh. In case of any difficulty in filling up a fresh application, kindly write to us at **helpdeskongc07@gmail.com.**
22	Process	How can I get to know the status of my application after submission?	Candidates can re-login into the system using either a combination of Registration ID and Date of Birth to know the status of their application.