



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**MBA BASIN, RECRUITMENT & PROMOTION SECTION**  
**TECHNOPOLIS BUILDING, SECTOR-V, SALT LAKE CITY**  
**KOLKATA – 700 091**

**ADVERTISEMENT NO.MBA/HR-R&P/RECTT/CBMA/1/2017**

**ONGC, a “Maharatna” Public Sector Enterprise** and India’s flagship energy major is engaged in Exploration and Production of Oil and Gas in India and abroad. A global player in energy, it contributes about 69% of India’s domestic Oil & Gas production. Currently, ONGC through its subsidiary ONGC Videsh Ltd., is India’s largest Trans National Corporate with overseas investment of over 10 billion \$ in 16 countries.

ONGC offers one of the best compensation packages in cost to company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

**ONGC – MBA Basin, Kolkata** invites on-line applications from young and energetic Indian Citizens for selection to the following posts **for Coal Bed Methane (CBM) Asset, ONGC, Bokaro, Jharkhand.**

**1. DETAILS OF NUMBER OF POSTS, RESERVATIONS AND ESSENTIAL QUALIFICATIONS.**

Sl. No.	Level	Posts	Total	Posts Reserved for	Posts identified suitable for the following PWDs	Minimum Essential Qualification
1	A2	Assistant Technician (Civil)	2	UR	OH (OL, BL) & HH	3 years Diploma in Civil Engineering
2	A2	Assistant Technician (Electronics)	1	UR	OH (OL, BL) & HH	3 years Diploma in Electronics/Telecom/E&T Engineering <b>or</b> M.Sc. in Physics with Electronics.
3	A2	Security Supervisor	2	UR	Not suitable	Graduate with 1 (one) year training/experience in Security. <b>Physical Efficiency Test apply.</b> <b>*Physical Standard requirements as specified below.</b>

4	A1	Junior Assistant (Accounts)	1	(UR) <b>Reserved for OH (OA,OL, OAL &amp; BL)</b>	HH & VH (B,LV)	B.Com with proficiency in Typing speed of 30 w.p.m and certificate/Diploma of minimum duration of six months in Computer applications in office environment. <b>Test applies.</b>
5	A1	Junior Assistant (Personnel & Administration)	1	UR	OH(OA, OL, OAL & BL), HH & VH (B, LV)	Graduate with Typing speed of 30 w.p.m. Certificate/Diploma of minimum of 6 months in Computer applications in office environment. Test applies.
6	A1	Junior Fire Supervisor	1	UR	OH (OL), HH	Intermediate with six months experience in Fire Services. Driving License for Heavy Vehicle is essential. *Physical standard as specify. Physical Efficiency Test Apply.
7	W1	Junior Fireman	1	UR	OH (OL), HH	High School or Class-X equivalent Board Examinations with Fireman's training of 3 months duration. Valid Driving license for Heavy Vehicle is essential.  Physical standards and Physical Efficiency Test ( <b>PET</b> ) as given below.
		Total Posts	9			

**Abbreviations:** UR-Unreserved, OA-One Arm, OL-One Leg, OAL-One Arm and one Leg, BL-Both legs, HH-Hearing impaired, B-Blind, LV-Low Vision.

**Note:****(i) Minimum Physical Standards Test (PST) for recruitment in Security & Fire Discipline.**

Post	Category	Minimum Height	Weight	Chest (Unexpanded)
<b>For Males</b>	For all categories	168 Cms.	-	81 Cms. (with expansion of 5 cms.)
	For Tribes/Hilman	163 Cms.	-	81 Cms. (with expansion of 5 cms.)
	For Persons from State of Assam	160 Cms		79 Cms (with expansion of 5 cms)
<b>For Females</b>	For all categories	152 Cms.	Proportionate to height but not less than 46 Kgs.	Not Applicable
	For Tribes/Hill women	147 Cms.		

**(ii) Physical Efficiency Test (PET) parameters for the post of Security Supervisor/Junior Fire Supervisor /Junior Fireman.**

Post	Physical efficiency Test (Male)	Physical efficiency test (Female)
<b>Security Supervisor</b>	<ul style="list-style-type: none"> <li>• 1.6 Km race in 8 minutes.</li> <li>• Long Jump 8 Ft (3 chances).</li> <li>• High Jump 3.5 Ft (3 chances).</li> <li>• No PET for Ex-Servicemen.</li> </ul>	<ul style="list-style-type: none"> <li>• 800 meters race in 6 Minutes.</li> <li>• Long Jump 8 Ft (3 chances).</li> <li>• High Jump 3 Ft (3 chances).</li> </ul>
<b>Junior Fire Supervisor and Junior Fireman</b>	<ul style="list-style-type: none"> <li>• Running 800 meters within 4 minutes.</li> <li>• Lifting and carrying a person of approximately his own weight by the Fireman Lift Method without any break to a distance of 100 meters.</li> <li>• Climbing a Fire service Extension Ladder of 34 Ft (10.5 meters) fully extended in 2 minutes.</li> <li>• Testing of Driving Skills on Fire Tender</li> </ul>	<ul style="list-style-type: none"> <li>• Running 800 meters within 6 minutes.</li> <li>• Lifting and carrying a person approximately her own weight by the Fireman Lift Method without any break to a distance of 75 meters.</li> <li>• Climbing a Fire service Extension Ladder of 27 Ft (9 meters) fully extended in 2 minutes.</li> <li>• Testing of Driving Skills on Fire Tender</li> </ul>

## **2. Notes for the candidates:**

- i. The posts mentioned in **Tables 1 to 7** above are **Unreserved** within which one post as mentioned above at Sl.No.04 i.e. **Junior Assistant (Accounts) is reserved for Person-with-Disability (PwD) under OH category.** However, in case, suitable PwD candidates are not available from the OH disability category for which the post has been reserved, the same may be filled up from other disabilities for which the posts have also been identified above suitable.
- ii. Any candidate irrespective of his social reservation category can apply against the above mentioned posts (**except where it has been clearly specified that the post is reserved for the identified social reservation category i.e. PwD**). A candidate can apply against ONE post and for ONE Test Centre only.
- iii. The candidate must possess the essential prescribed qualifications on or before the last date of on-line application.
- iv. For the posts mentioned at Sl.No.4 & 5 above, where one of the qualifications prescribed is a Certificate/Diploma of minimum duration of 6 months in **Computer Applications in the Office Environment**, a BCA or an MCA or a B.Tech/BE in Computer Science/Engineering shall not be accepted in place of a Certificate/Diploma of minimum 6 months. Even if the Graduation is BCA/B.Tech/BE in Computer Science/Engineering, the required certificate of **minimum duration of 6 months is mandatory.**
- v. **Post-Graduation, Graduation** should be from a University/Institute recognized by UGC/AIU. Engineering Diploma should be of **minimum 3 (three) years** duration and recognized by AICTE.
- vi. The candidates must possess the essential qualification(s) mentioned against each posts e.g. for a post where essential qualification is Diploma Engineering, a candidate not possessing the same shall not be eligible to apply even if he/she possesses a higher qualification such as graduate/post graduate degree in Engineering.
- vii. For Persons with Disabilities (**PwDs**), **Certificate of Disability** should be issued by the Notified Medical Authority. The minimum degree of Disability for a person to be eligible for any concession/benefits **would be 40%**. Candidates will have to produce the original certificates at the time of Skill tests/Joining.
- viii. Ex-Servicemen candidates have to produce a **valid Discharge Certificate** at the time of Skill Tests/Joining.
- ix. Appointment of selected candidates will be subject to their passing the company's Medical Examination as per standards laid down under ONGC Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's Website at [www.ongcindia.com](http://www.ongcindia.com)

### **Age:**

Date of reckoning Age limits shall be **12-03-2017** i.e. the last date of receipt of Online application.

<b>S. No.</b>	<b>Level</b>	<b>Category</b>
		<b>General</b>
1.	Assistant Technician (Civil), Assistant Technician (Telecom), Security Supervisor, Junior Assistant (Accounts), Junior Assistant (Personnel & Administration), Junior Fire Supervisor	Maximum 30 years Minimum 18 years As on <b>12-03-2017</b>
2.	Junior Fireman	Maximum 27 years Minimum 18 years As on <b>12-03-2017</b>

### **Relaxation in Age:**

- i. For Ex-Servicemen, Age relaxation is available to the extent of their length of service in Armed Forces plus 3 years as per rules. In case of Disabled Defense Service Personnel, Age relaxation is available up to **45 years for General candidates**.
- ii. ONGC Departmental candidate/tenure based employees: To the extent of services rendered by them in ONGC.
- iii. Age limit for the Person-with-Disabilities (**PwD**) candidates (**For A2 & A1 level**) will be **General Category = 40 years and W-1 level i.e. Junior Fireman, General Category will be General = 37 years**, or as per Government rules as applicable.

### **3. Caste/PwD Criteria:**

No change in the community/PwD status will be entertained at any stage after submission of online Application by a candidate.

#### 4. Crucial dates for determining Eligibility Criteria:

<p>(a) Age</p> <p>(b) Possession of minimum essential Qualifications as mentioned in this above mentioned Advertisement including possession of Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment (where specified).</p> <p>c) Heavy Vehicle Driving License (wherever specified).</p> <p>d) 1(one) year training/experience in Security for the post of Security Supervisor, 6 (Six) months experience in Fire Service for the post of Junior Fire Supervisor and 3 (Three) months Fireman's training for the post of Junior Fireman as applicable.</p>	<p>12-03-2017 i.e. last date of submission of online application.</p>
<p><b>PWD Certificate</b></p>	<p>*Validity of the PWD Certificate shall be tested with respect to the last date of online application (12-03-2017) i.e. should have been issued on or before 12-03-2017 and the disability should have been acquired before 12-03-2017. Also, the Disability should have Been listed as part of the identified/ Reserved posts before such date.</p>

#### 5. Important Dates:

1.	Start of online applications	13-02-2017
2.	End date for online applications	12-03-2017
3.	Written Test Date (Tentative)	02-04-2017

## **6. How to apply:**

- i. Eligible candidates would be required to apply **online ONLY** through the link available on ONGC website [www.ogcindia.com](http://www.ogcindia.com) from **13-02-2017** to **12-03-2017** till 1800 hours. No other mode of application shall be accepted.
- ii. Online application methodology will be available on the online application site.
- iii. Before registering/submitting their applications on the website candidates should possess the following: -
- iv. Valid E-mail ID (should be valid for a period of 1 year from the date of application)
- v. Mobile number (should be active and valid for at least a period of 1 year).
- vi. Scanned copy of recent passport size colour photograph of the candidate with white background (size between **20kb-70kb**, of jpeg/jpg file type ONLY) and signature of the candidate again with a white background (size between 10 kb-20kb of jpeg/jpg file ONLY).
- vii. Scanned copy of PWD certificate (pdf file of size between 10 kb to 100 kb).
- viii. No changes shall be allowed once the candidate has submitted his/her online application.
- x. Candidates are advised to submit only one application. In case of multiple applications from a candidate, the last one shall be considered as final and the rest shall be rejected.
- xi. Candidates should retain the copy of their system generated Registration Slip etc., for future reference. Print out of the same should not be tampered with. No documents including copy of Registration slip etc., are to be sent to ONGC unless specifically asked for.

All correspondence with candidates shall be done through **E-mail and /or SMS only**. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-mail and / or SMS. **Responsibility of receiving, downloading and printing of admit card/ call letter for interview and physical tests shall be that of the candidate. ONGC will not be responsible for any loss of E-mail and / or SMS sent, due to invalid/wrong E-mail ID or Mobile Number provided by the candidate or delivery of Emails to spam/bulk mail folder or DND activation on Mobile Number etc.**

All information regarding examination shall be available on the website of ONGC [www.ogcindia.com](http://www.ogcindia.com). Candidates can download examination admit cards/call letter for skill test etc., from the site.

### **Registration Fee**

**For General and OBC Candidates:-** Rs. 300/- as Registration fee. Over and above the Registration fee, an amount of Rs. 20/- shall be payable to the bank as bank charges. Registration fee is non-refundable.

Registration fee can be deposited at any branch of **State Bank of India** in **ONGC Power Jyoti A/C No 30827318409 of SBI, Tel Bhavan, Dehradun** Through **Challan Form**. **Payment of Registration Fee by any other mode is Not Acceptable and payments made through other modes will NOT be Returned or refunded to the candidates.**

ONGC Departmental Candidates/Tenure based employees would also be required to deposit the applicable registration/processing fee through the Challan form. However, the same would be reimbursable.

**SC/ST/PWD/Ex-Servicemen candidates are exempted to pay any fee.**

No Changes shall be allowed once the candidate has submitted his/her Online Application.

**7. Selection Process:**

- a. **Written Test & Test Centers:** Written test is tentatively scheduled on **02/04/2017** and will be held on the same day for all the posts/levels **at Bokaro Steel City and Ranchi**. If the candidates opting to appear at Ranchi Test Center are **inadequate in numbers**, then such candidates shall be allotted Written Test Centre **at Bokaro Steel City at the discretion of ONGC**. As such, ONGC reserves the right to conduct the Written Test only at Bokaro Steel City.
- b. **SC/ST & PWD** candidates attending the written test and whose mailing address is beyond municipal limits of the Test City will be reimbursed to & fro second class rail/bus fare of the shortest route from their mailing address on production of his/her journey tickets and relevant Caste/PwD Certificate copy as applicable.

**8. Format of Written Test**

<b>Posts for</b>	<b>Subject Specific, Domain related</b>	<b>General Mental Ability and Aptitude.</b>
<b>Assistant Technician (Civil), Assistant Technician (Electronics),</b>	<b>80 questions on subject Knowledge,</b> Questions will be commensurate with the level of qualifications required for the post e.g. where Diploma in Engineering or M.Sc. in Physics with Electronics is the Essential qualification, Questions shall be based on the Curriculum of Diploma in Engineering or relevant M.Sc. as the case may be.  <b>Total 80 marks.</b>	Questions on Interpersonal Skills/ Logical reasoning/ Analytical Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/General Awareness.
<b>Junior Assistant (P&amp;A),</b>	<b>80 questions.</b> Questions will be primarily Focused on Reading Comprehension, Grammar, Composition etc., and will include a mix of questions on MS Office,	<b>20 questions, 20 marks.</b>



	<b>Total 80 marks.</b>	
<b>Junior Assistant (Accounts)</b>	<b>80 questions.</b> Questions based on B.Com Qualification will a mix of Questions on MS-Office,  <b>Total 80 marks.</b>	Questions on Interpersonal Skills/ Logical reasoning/ Analytical Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/General Awareness.
<b>Security Supervisor / Junior Fire Supervisor and Junior Fireman</b>	<b>80 questions.</b> Questions on discipline-wise Security and Fire commensurate with the level of the post.  <b>Total 80 marks.</b>	<b><u>20 questions,</u></b> <b><u>20 marks.</u></b>

- The test paper shall consist of multiple choice questions and shall be of 2 hours duration.
- There will be no negative marking in the written test.
- The test paper shall be bilingual i.e. in both Hindi and English.

### **9. Selection Criteria:**

The final merit list shall be prepared based on the weightages assigned to various parameters as per following: -

<b>Sl. No.</b>	<b>Posts</b>	<b>Criteria</b>
1	Assistant Tech (Civil) and Assistant Technician (Electronics)	Written Test = 85 marks Academic performance (on =10 marks (NCTVT Cert-1, Engg. Dip-A2) Apprenticeship Certificate =05 marks <b>Total - 100 marks</b>
2	Junior Assistant (P&A), Junior Assistant (Accounts), Security Supervisor and Junior Fire Supervisor	Written Test = 85 marks Academic performance (on =15 marks (Qualifying exam marks) <b>Total = 100 marks</b>
3	Junior Fireman	Written Test = 90 marks Academic performance (on = 10 marks (Qualifying exam marks) <b>Total = 100 marks</b>

**Weightage shall be given to Academic performance based on the marks obtained in the qualifying examination as follows: -**

<b>Sl. No.</b>	<b>Posts</b>	<b>Up to 45%</b>	<b>Above 45% to Up to 55%</b>	<b>Above 55%</b>
1	Assistant Tech (Civil) and Assistant Technician (Electronics)	03 Marks	06 Marks	10 Marks
2	Junior Assistant (P&A), Junior Assistant (Accounts) Security Supervisor and Junior Fire Supervisor.	05 Marks	10 Marks	15 Marks
3	Junior Fireman	03 Marks	06 Marks	10 Marks

Screening and selection will be based on the details provided by the candidates. Hence, it is necessary that on-line applications should furnish only accurate, full and correct information. Furnishing of wrong/false information will be a disqualification and ONGC **will NOT** be responsible for any consequence of furnishing of such wrong/false information.

The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies. For Ex-Servicemen candidates, the qualification equivalency as per Govt. of India's instructions shall be applicable. They, however, must possess discharge certificate clearly indicating the qualification equivalency. In such a case they shall be given minimum marks in the qualification criteria. In case they possess actual qualification they shall be awarded marks as per details given above.

Candidates have to provide the marks scored by them in the essential qualification at the time of online application as calculated as per their University/Institution rules. In case the percentage of marks is not clearly mentioned in the mark sheet/degree/certificate, the candidate shall have to submit a certificate from the institution clearly stating the marks obtained by him/her in the essential qualification. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution to convert letter Grade i.e. **CGPA/DGPA** etc., into percentage, the candidate shall have to submit a certificate from his/her institution certifying to this effect. In such cases, the candidate shall convert **CGPA/DGPA** etc., into percentage by the following formula:  $\text{CGPA etc., Obtained/Total CGPA etc.} \times 100$ .

In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:-

- For Engineering disciplines based on the marks scored in Diploma in Engineering/M.Sc. in Physics with Electronics wherever applicable.
- For posts like Junior Assistant (P&A) and Junior Assistant (Accounts) weightage to academic performance shall be given to the Graduation level qualification.
- For the post of Security Supervisor, Junior Fire Supervisor and Junior Fireman, weightage of marks shall be given to the Graduate, Intermediate and Matriculation qualification respectively as applicable.

A candidate shall have to score minimum 40% marks in the written test to be eligible for further consideration. Such candidates shall be awarded marks in academic performance and apprenticeship certificate (wherever applicable) and considered for further shortlisting in the ratio of 1:5 for: -

- a. Verification of documents and empanelment or for
- b. Calling them for Skill Tests (wherever applicable). In case sufficient numbers of candidates do not qualify the skill tests, more candidates may be called for the skill test etc.
- c. ONGC departmental/tenure based employee shall be given first consideration in matters of selection viz-a-viz other candidate.

Skill Tests, such as Typing Test (**TT**), Physical Standards Test (**PST**) & Physical Efficiency test (**PET**) are only qualifying in nature. The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Written Test, Physical standards test (**PST**), Physical Efficiency Tests (**PET**). Typing Tests (TT) (wherever applicable) separately. Above mentioned **TT, PST, PET etc.** will be conducted at Bokaro Steel City for all eligible candidates in due course of time.

Merit list shall be drawn for candidates who are awarded marks as per weightages assigned as per above. Offer of appointment shall be issued to the candidates as per merit in the respective posts.

#### **10. General Instructions:-**

- a. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before submission of on-line Application. No enquiry asking for advice as to eligibility will be entertained. Their admission at all stages of the examination will be purely provisional. Mere issue of Admit Card/Call letter for Skill Tests etc., to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- b. Reservation provided for PwD candidates is as per the instructions /provisions on the subject.
- c. Applicants are required to apply online only. No manual paper application will be entertained.
- d. Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong/false information will be disqualification and ONGC will **NOT be responsible** for any consequence of furnishing of such wrong/false information.
- e. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidates is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- f. Eligible SC/ST and PwD candidates called for written test will be reimburse to and fro second class rail/bus fare by the shortest route, on production of railway ticket or bus ticket (candidates opting for examination city **other than** the city nearest from **mailing address will not be paid TA.**

- g. Requests for change of mailing address, test center/category/discipline as declared in the online application **will not be entertained**.
- h. **The print out of Registration slip should not be tampered with**. In case of any overwriting or tampering of Registration slip, the candidature of the candidates shall be rejected.
- i. Candidates should retain the copy of their Registration Slip/Admit Card/Call letter for Skill tests etc., for future reference.
- j. Candidates in employment of Public Sector Undertaking/Government service will be required to produce **No Objection Certificate** at the time of Skill test/Joining.
- k. ONGC departmental candidates must ensure filling their own **CPF number of ONGC** in the appropriate field in the online form, failing which they shall not repeat **SHALL NOT** be screened/considered as departmental candidates from ONGC (I) Court Jurisdiction for any dispute will be at Bokaro.

#### **L. IMPORTANT NOTICE TO ALL THE APPLICANTS / CANDIDATES**

Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate at any stage. In case of any dispute, the decision of the management of ONGC will be final & binding on all candidates.

Candidates are also advised not to respond to unscrupulous advertisements appearing in any Newspaper/Website. For authenticity of any advertisement, the candidates should check on **ONGC's website** [www.ongcindia.com](http://www.ongcindia.com)

**Recruitment & Promotion Section  
ONGC, MBA Basin, Kolkata**

**Registration/Online Applications only at** [www.ongcindia.com](http://www.ongcindia.com)

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