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OIL AND NATURAL GAS CORPORATION LIMITED

RECRUITMENT OF GRADUATE TRAINEES-2013

ADVERTISEMENT NO. 1/2014 (R&P)

An opportunity to join the World's No.3 Exploration & Production Company.

ONGC seeks application from promising, energetic and young Geo - scientists, Engineers, MBAs and CAs / ICWAs with bright academic record to join the organization as Class - I executives (at E-1 level) in the following posts - **AEE (Cementing), AEE (Civil), AEE (Drilling), AEE (Electrical), AEE (Electronics), AEE (Environment), AEE (Instrumentation), AEE (Mechanical), AEE (Production), AEE (Reservoir), Assistant Legal Advisor, Chemist, Finance & Accounts Officer, Fire Officer, Geologist, Geophysicist (Surface), Geophysicist (Wells), HR Executive, Marine Officer, Materials Management Officer, Medical Officer, Programming Officer, Security Officer and Transport Officer.** The pay scale is in the grade of ₹ 24,900 - 50,500/- with an increment of 3% per year. Besides Basic Pay, the employee is entitled to • Allowance @ 47% of Basic Pay under Cafeteria Approach • Dearness Allowance • HRA / Company Accommodation • Mining Allowance • Contributory Provident Fund • Conveyance Maintenance • Substantial Performance Related Pay (PRP) • Medical Facility for self and dependents • Gratuity • Self Contributory Post Retirement Benefit Scheme and Composite Social Security Scheme as per Company rules.

A: ELIGIBILITY CRITERIA

1. Details of Vacancies and Minimum Essential Qualification

SI No.	Post	GT-2013						Minimum Essential Qualification
		Gen	OBC	SC	ST	PWD	Total	
1	Assistant Executive Engineer (Cementing)	13	13	3	2		31	Graduate Degree in Mechanical / Petroleum Engineering with minimum 60% marks.
2	Assistant Executive Engineer (Civil)	6	3	0	1	OA, OL, HH	10	Graduate Degree in Civil Engineering with minimum 60% marks.
3	Assistant Executive Engineer (Drilling)	57	32	15	6		110	Graduate Degree in Mechanical / Petroleum Engineering with minimum 60% marks.
4	Assistant Executive Engineer (Electrical)	19	17	10	1	OL, HH	47	Graduate Degree in Electrical Engineering with minimum 60% marks. Should have certificate of competency as Electrical Supervisor.
5	Assistant Executive Engineer (Electronics)	13	4	0	1	OL, HH	18	Graduate Degree in Electronics / Telecom / E&T Engineering with minimum 60% marks OR Post Graduate Degree in Physics with Electronics with minimum 60% marks.
6	Assistant Executive Engineer (Environment)	3	3	0	0		6	Engineering Graduate in Environment Engg / Environment Science with minimum 60% marks or Graduate in Engineering discipline with M.Tech. / ME in Environment Engineering / Environment Science with minimum 60% marks
7	Assistant Executive Engineer (Instrumentation)	12	5	5	1	OL, HH	23	Graduate Degree in Instrumentation Engineering with minimum 60% marks.
8	Assistant Executive Engineer (Mechanical)	37	22	8	5	OL, HH	72	Graduate Degree in Mechanical Engineering with minimum 60% marks.
9	Assistant Executive Engineer (Production)	102	66	31	18		217	Graduate Degree in Mechanical / Chemical / Petroleum / Applied Petroleum Engineering with minimum 60% marks.
10	Assistant Executive Engineer (Reservoir)	8	3	0	3		14	Post Graduate Degree in Geology / Chemistry / Geophysics / Mathematics / Physics / Petroleum Technology with minimum 60% marks (Must have Mathematics / Physics at B.Sc. level) OR Graduate degree in Chemical / Petroleum / Applied Petroleum Engineering with minimum 60% marks.
11	Assistant Legal Adviser	3	1	2	0	OL, BL, OAL, B, LV	6	Graduate Degree in Law (Professional) with minimum 60% marks. Practicing advocate with 3 years experience would be preferred
12	Chemist	37	17	10	10	OA, OL	74	Graduate Degree in Chemical Engineering with minimum 60% marks OR Post Graduate in Chemistry with minimum 60% marks.
13	Finance & Accounts Officer	30	8	2	2	OA, OL, BL, OAL, BLOA, HH	42	Graduate Degree with ICWA / CA or MBA with specialization in Finance with minimum 60% marks.
14	Fire Officer	5	0	1	2		8	Graduate Degree in Fire Engineering with minimum 60% marks
15	Geologist	23	13	3	2	OA, OL, HH	41	Post Graduate Degree in Geology with minimum 60% marks OR M.Sc. or M.Tech (Petroleum Geoscience / Petroleum Geology / Geological Technology) with minimum 60% marks.
16	Geophysicist (Surface)	8	11	5	4		28	Post Graduate Degree in Geophysics OR Physics with Electronics with minimum 60% marks OR M.Tech. (Geophysical Technology) with minimum 60% marks
17	Geophysicist (Wells)	14	7	1	0		22	Post Graduate Degree in Geophysics OR Physics with Electronics with minimum 60% marks OR M.Tech. (Geophysical Technology) with minimum 60% marks
18	HR Executive	9	3	0	0	OA, OL, OAL, BL, B, LV, HH	12	MBA with specialization in Personnel Management / HRD / HRM with minimum 60% marks OR Post Graduate degree in Personnel Management / IR / Labour Welfare with minimum 60% marks OR Minimum 2 years full time Post Graduate Diploma in PM / IR / Labour Welfare with minimum 60% marks
19	Marine Officer	3	1	0	0		4	Ministry of Transport's Certificate of competency of Master Foreign Going with 3 years experience as Second Officer. Should be conversant with Mercantile Marine Department / Ports and Customs Rules and Regulations

20	Materials Management Officer	12	5	4	1	OA, OL, BL, B, LV, HH	22	Graduate Degree in Auto / Mechanical / Electrical / Instrumentation / Petroleum / Applied Petroleum / Chemical / Civil / Electronics / Telecom / E&T / Environment / Fire / Computer Engineering with minimum 60% marks OR MBA with specialization in Materials Management / Inventory Control with minimum 60% marks OR Graduate degree with PG Diploma in Materials Management awarded by Indian Institute of Materials Management recognized for the purpose of recruitment to superior posts in the Central Government with minimum 60% marks.
21	Medical Officer	6	5	1	0	OA, OL	12	MBBS with Valid Registration
22	Programming Officer	3	0	0	1	OA, OL, BL, B, LV, HH	4	Graduate Degree in Computer Engineering with minimum 60% marks OR Post Graduate in Computer Applications (MCA) / Computer Science with minimum 60% marks OR 'B' level diploma as defined by Dept of Electronics, GOI.
23	Security Officer#	3	1	3	0	OL	7	Post Graduate Degree with 2 years service with either Armed Forces or Central Police Organisation. (Minimum Physical Standards as given below #)
24	Transport Officer	7	5	0	0	OL, HH	12	Graduate degree in Auto / Mechanical Engineering with minimum 60% marks OR MBA with minimum 60% marks.
	TOTAL	433	245	104	60		842	

The above posts include the backlog posts from previous years.

#Minimum Physical Standards requirement for Security discipline:

- a) Minimum Height** 168 cms (for tribes / hillmen - 163 cms). **Chest** - 81 cms. With expansion of 5 cms. **b) For persons from state of Assam:** Minimum Height - 163 cms (for tribes / hillmen - 160 cms) Chest - 79 cms. With expansion of 5 cms

Posts for PWD:

12 posts reserved for Visually Impaired (B, LV). 10 posts reserved for Hearing Impaired (HH). 02 posts reserved for Orthopedically Impaired (OA, OL, OAL, BL, BLA, BLOA).

Abbreviations Used:

B=Blind, LV=Low Vision, OA=One Arm, OL=One Leg, OAL=One Arm & One Leg, BL=Both Legs, BLA=Both legs & Arms, BLOA=Both Legs & One Arm, VH=Visually Impaired, HH=Hearing Impaired, OH=Orthopedically Impaired.

Note:

- The courses offered by Institutions / Universities through the regular mode should be approved / recognized by the necessary statutory bodies for employment to posts and services under the Central Government like Association of Indian Universities (AIU) / UGC / AICTE etc. Candidates who have obtained their qualification through the distance learning / part time mode are also eligible to apply provided that their qualification is recognised by the relevant statutory bodies for employment to posts and services under the Central Government. However, for the post of HR Executive the qualification of Post Graduate Diploma in PM / IR / Labour Welfare should be of minimum 2 years full time.
- For all posts and across all categories i.e. Gen/OBC/SC/ST/PWD/ Departmental the minimum % of marks required in the qualifying degree is 60% except for the qualification of Post Graduate Degree for Security Officer, ICWA/CA for Finance and Accounts Officer, MBBS for Medical Officer, 'B' level diploma as defined by Deptt of Electronics, GOI for Programming Officer and Ministry of Transport's Certificate of competency of Master Foreign Going for Marine Officer where a 'Pass' in the qualifying degree is the **essential criteria**.
- Calculation of percentage of marks in the qualifying degree is as per university / institution rules.
- Wherever CGPA / OGPA / CPI / DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application **as per norms adopted by concerned University / Institute. Please also obtain a certificate to this effect from the Univ. / Instt, which must be submitted at the time of interview.**
- In case there is no mention of specialisation in the qualifying degree as required in the Minimum Essential Qualifications above, candidates must submit a certificate at the time of interview from their institution / university with a clear mention of their specialisation in the qualifying degree.
- Qualifications mentioned in the table above are sacrosanct. No equivalent qualifications shall be accepted e.g. for the post of Finance & Accounts Officer, qualifications such as Post Graduate Degree/ Diploma in Business Management with specialisation in Finance, which may be equivalent to an MBA with specialisation in Finance, shall not be acceptable. Similarly where the requirement is Graduate degree in engineering, AMIE which maybe an equivalent qualification shall not be acceptable. In the same vein an Engineering Graduate in Information Technology shall not be eligible to apply for posts where a graduate degree in Computer Engineering is the essential qualification. The above examples are only illustrative in nature and it is reiterated that no equivalent qualifications shall be acceptable for any post.
- Students in the final semester of the qualifying course of study may also apply provided their final results are declared on or before their scheduled date of interview (tentatively scheduled in the month of August 2014).

2: AGE LIMIT: As on **11.04.2014** for all posts except Drilling and Cementing: **1. Gen.-30 Years, 2. OBC Non - Creamy Layer) - 33 Years 3. SC / ST - 35 Years and 4. PWD - 40 Years** for Gen, 43 years for OBC & 45 years for SC / ST category.

For Drilling and Cementing: As on **11.04.2014 1. Gen. - 28 Years, 2. OBC (Non Creamy Layer) - 31 Years and 3. SC / ST - 33 Years.**

Note:

- Departmental candidates shall be given relaxation in age to the extent of their service rendered in ONGC.
- Age relaxation to Ex - Serviceman as per Govt. of India guidelines.
- CASTE CERTIFICATE:**
 - Candidate's seeking reservation as SC / ST / OBC, will have to submit at the time of interview, caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act / Order under which the caste is recognised as SC / ST / OBC and the Village / Town the candidate is ordinarily a resident of.
 - Prescribed format of the caste certificate for SC / ST / OBC & PWD for employment in government undertaking is down-loadable from the online application site.
 - OBC candidates must ensure that they possess the latest Non Creamy layer certificate at the time of interview. They must also ensure that the name of their caste (including its spelling) as indicated in their certificates, should be exactly the same as published in the lists, notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.
 - The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his / her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him / her based on his/her father's OBC certificate from the State to which he (father) originally belongs.
 - No change in the community status already indicated by a candidate in his / her online application form for this examination will ordinarily be allowed.

B: SELECTION PROCESS

(a) Eligible candidates will be required to appear for **Written test** (Objective Type) comprising three sections - Concerned subject, General Awareness and an Aptitude test (comprising Reading Comprehension, Verbal / Non - verbal Reasoning, Numerical Ability / Quantitative Aptitude, Data Interpretation etc) for a total duration of **Three hours**. **(b)** The section on the concerned subject shall consist of 80 questions, the General Awareness section shall consist of 40 questions and the Aptitude test section shall consist of 30 questions. All questions shall be of one mark each. There shall be no negative marking. The total marks allotted to the written test is **150**. **(c)** The syllabus of test paper shall be as per UPSC standard of I.E.S. for Engineering subjects, Civil Services for Management disciplines and M.Sc. level for others. **(d)** The candidate shall be tested on his knowledge of the subjects in the essential qualification (declared in his online application) e.g. a candidate who has a qualification of B.Tech. (Mechanical) and who may otherwise be eligible for either of the posts of AEE(Drilling), AEE(Cementing), AEE(Production), AEE(Mechanical), Transport Officer and Materials Management Officer shall be tested in the paper of Mechanical Engineering only. **(e)** The language of the test shall be English. However the candidates can opt for a paper in Hindi as the language of the test. **(f)** The written test is tentatively scheduled on **22.06.2014**. (The exact date of the test will be available on ONGC's website www.ongcindia.com) **(g)** The candidates who qualify in the written test shall be called for psychometric test and interview as per the criteria decided by the Management. **(h)** In order to qualify in the interview, General and OBC candidates must obtain a minimum of **60%** marks and SC / ST & PWD candidates must obtain a minimum of **40%** marks **(i)** The final merit list shall be prepared based on the weightages assigned to various parameters as per following:

- Written test - 60 marks
- Interview - 15 marks
- Qualification - 25 marks
- Total 100 marks**

(j) In order to be selected, candidates, in addition to fulfilling the requisite qualification criteria, **are required to qualify in the written test and thereafter again in the interview separately.**

(k) Departmental candidates shall be given first consideration in matters of selection viz - a - viz other candidates.

C: WRITTEN TEST CENTERS

The written test will be conducted at the following cities:

- | | | | | | | |
|--------------|--------------|-------------|------------------------|-------------|-------------|-------------------|
| 1. Ahmedabad | 2. Bengaluru | 3. Chennai | 4. Delhi including NCR | 5. Dehradun | 6. Guwahati | 7. Jaipur |
| 8. Hyderabad | 9. Kochi | 10. Kolkata | 11. Lucknow | 12. Mumbai | 13. Ranchi | 14. Visakhapatnam |

Candidates have to choose one of these cities as Test Centre and **no change will be allowed** subsequently except during the period of editing the online application. However, ONGC **reserves the right to change** any of the above mentioned test cities at its discretion.

D: HOW TO APPLY

Eligible applicants would be required to apply online ONLY (on the Internet) through the link 'Apply Online' on ONGC's website: www.ongcindia.com No other mode, repeat no other mode of application shall be accepted.

- Candidates can apply for a maximum of two posts in order of preference. As an exception, those candidate who apply for the post of AEE (Drilling) / AEE (Cementing) as their first preference are eligible to apply for two more posts as a second and third preference.
- For posts where no vacancies are earmarked for Reserved category, the candidate can apply as a General candidates. However they may indicate their actual category in the online application so as to avail of fee concession as mentioned at point 8 below.
- Before registering/submitting their applications on the website the candidate should possess the following:
 - Valid e-mail ID.
 - Challan form downloaded and duly filled with the fee deposited and acknowledged by the concerned bank.**
 - Scanned copies of recent passport size colour photograph of the candidate with white background (not more than **50 KB size**) and signature of the candidate (not more than **20 KB size**).
- The candidate can access the online application form at www.ongcindia.com The online registration site would be **open from 1000 hours on 22.03.2014 to 1800 hours on 11.04.2014.**
- No changes shall be allowed once the candidate has saved and submitted his application. However, candidates will be allowed to edit certain fields like journal no and test city fields of the online application form between the period **12.04.2014 to 15.04.2014.** No subsequent changes will be allowed in the application form after this period.
- All correspondence with candidates shall be done through e-mail only: queries@ongcgt2013.in All information regarding examination schedule / admit card / interview call letters etc. shall be available on the website of ONGC - www.ongcindia.com **No separate admit cards / Interview call letters shall be sent to the candidates by post.** Responsibility of downloading and printing of admit card / call letter shall be that of the candidate. ONGC will not be responsible for any loss of E-mail sent, due to invalid/ wrong e-mail ID etc. provided by the candidate or delivery of Emails to **spam/bulk mail folder etc.**
- Online Application and Payment methodology will be available on the online application site.
- General and OBC candidates are required to deposit the registration fee of ₹ 500/- and SC / ST / PWD candidates are required to deposit registration fee of ₹100/- Registration fee is **non - refundable.** Registration Fee can be deposited at any branch of State Bank of India through challan. The fee is to be deposited in ONGC Power Jyoti A/C Number **30827318409** of SBI, Tel Bhavan, Dehradun. Payment is to be made as per the designated process only. **Registration fee by any other mode of payment would not be acceptable.** Applicants should not deposit fee through instruments like Demand Draft/ Banker Cheques / IPO, online transfer of money into ONGC account etc. If any applicant makes payment through any such mode fee **will NOT be returned / refunded.** Applicants should therefore pay the fee through downloaded challan form (designated process) only.
- ONGC Departmental candidates would also be required to deposit the applicable registration fee through the challan form. However, the same would be reimbursable.
- For any queries pertaining to the recruitment process, the applicants can contact on the e-mail id: queries@ongcgt2013.in

E: GENERAL INSTRUCTIONS

(a) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. (b) Reservation provided for PWD candidates is as per the instructions 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 a 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 candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement. (f) Eligible SC / ST / PWD candidates called for written test will be reimbursed second class rail / bus fare by the shortest route, on production of railway ticket/number 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, examination centre/category/discipline as declared in the online application, **will not be entertained.** Candidates can however edit their online application during the editing period. ONGC reserves the right to cancel or add any centre depending on the response in that area/centre. (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 candidate shall be rejected. (i) Candidates should retain the copy of their Challan/Registration Slip/Admit Card/Interview Call letter for future reference. (j) Candidates are required to deposit the applicable non refundable registration fee, as indicated in payment methodology at point D-8 above, at any branch of **State Bank of India.** Candidature of applicants submitting less than the requisite registration fee will be summarily rejected. (k) Candidates in **employment of Public Sector undertaking/Govt. service** will be required to produce **No Objection Certificate** at the time of interview. (l) 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 (m) Court of Jurisdiction for any dispute will be New Delhi. (n) Fee once paid will **NOT** be refunded on any account nor can it be held in reserve for any other examination or selection process.

F: NOTE

- The candidates applying for the Graduate Trainees-2013 examination should ensure that they fulfil all eligibility conditions for admission to the Examination. Their admission at all the stages of the examination will be purely provisional. Mere issue of admit card/interview call letter to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's website. A few salient points thereof are being mentioned below:

Sl No	Medical Condition	Remarks
1	Complete or partial colour blindness	Acceptable only for the posts of Materials Management Officer, HR Executive and Finance and Accounts Officer. Disqualification for all others.
2	Total amount of Myopia (including the cylinder) limited to - 4.00 D and Total amount of Hypermetropia (including the cylinder) limited to + 4.00 D	Acceptable for all posts
3	For Candidates of more than 20 years of age, the Total amount of Myopia (including the cylinder) limited to - 6.00 D and Total amount of Hypermetropia (including the cylinder) limited to + 6.00 D (provided there are no degenerative changes in the vitreous or retina and where the disease is not likely to progress)	Acceptable only for the posts of Assistant Executive Engineer (Reservoir), Assistant Legal Adviser, Chemist, Finance & Accounts Officer, Fire Officer, Geologist, Geophysicist (Surface), Geophysicist (Wells), HR Executive, Materials Management Officer, Medical Officer, Programming Officer, Security Officer. Disqualification for all others
4	Congenital Night blindness	Not acceptable for all posts

Correction with contact lenses and intraocular implants is not a bar for employment provided the prescribed standards are fulfilled

The physically challenged persons shall not be subjected to usual medical examination by the Appointing Authority immediately after appointment, but their appointment shall be based on the report of Medical Board attached to the Vocational Rehabilitation Centres for physically challenged persons or on the report of the Medical Board attached to the Special Employment Exchange for physically challenged persons. In case this is not possible, the medical examination may be done by ONGC's Medical Board.

- The selected candidates are liable to be posted anywhere in India or abroad.
- For more information about the Company you may visit our website www.ongcindia.com

H: IMPORTANT DATES

a)	Registration start Date	22.03.2014, 1000 hrs.
b)	Last date for registration	11.04.2014, 1800 hrs.
c)	Editing Online application	12.04.2014 to 15.04.2014
d)	All India Written Test (Tentative)	22.06.2014

Result of the written test will be declared tentatively in the month of August 2014.

I: IMPORTANT NOTICE TO ALL CANDIDATES

Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate. 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. For authenticity of any advertisement, the candidates may check on ONGC's website www.ongcindia.com. It may be noted that ONGC does not seek payments of any kind from the candidates except during the registration process which is either ₹100 or ₹500 depending upon the category of the candidates.