



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**TRIPURA ASSET: R&P SECTION**  
**BADARGHAT COMPLEX, AGARTALA-799014**  
**RECRUITMENT OF REGULAR POSTS FOR TRIPURA ASSET**  
**ADVERTISEMENT NO.2/2015-Tripura Asset**

**JOIN US AND BE PART OF ONGC – A MAHARATNA COMPANY OF INDIA**

ONGC – Tripura Asset, Agartala invites applications from young and energetic Indian Citizens for selection of following posts with valid registration of the employment exchanges located within the State of Tripura. The Employment Exchange Registration Card should be valid during the online registration process, written test and interview. However, registration with employment exchange(s) of Tripura State for departmental candidates is not required.

1] POST PAY SCALE , ESSENTIAL QUALIFICATIONS REQUIRED :-

1.1] PAY SCALE, EMOLUMENTS & OTHER BENEFITS :-

SL. NO.	LEVEL	TOTAL NO. OF POST	PAY SCALE	REMARKS
1.	A-II LEVEL		Rs.12000-27000/-	In addition to this, annual increment @ 3%, allowances @ 47% of basic Pay under Cafeteria Approach, Dearness Allowance, House Rent Allowance, Mining allowance, Conveyance Maintenance, Substantial Performance Related Pay (PRP), Medical facility for Self & dependents, Self Contributory Post Retirement Benefit Scheme (PRBS), Composite Social Security Scheme (CSSS), Gratuity, Superannuation Benefits, Contributory Provident Fund (CPF), etc. are provided as per the Company's rules from time to time.
2.	A-I LEVEL		Rs.11000-24000/-	
3.	W-I LEVEL		Rs.10000-18000/-	

- Most of the Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any location within the country as demanded by the semi-mobile nature of operations.

1.2] DETAILS OF THE POSTS, RESERVATIONS AND ESSENTIAL QUALIFICATIONS:-

Regular A-II Level Posts (Sl. No.1-6)																																								
Sl. No	Name of the Post	Total No. of Post	PWD	UR	SC	ST	Essential Qualifications																																	
1	Assistant Technician (Mechanical)	1	OA, OL, HH	1	-	-	3 Years Diploma in Mechanical Engineering																																	
2.	Assistant Technician (Electronics & Telecommunication)	6	OA,OL, BL, HH	3	1	2	3 years Diploma in Electronics/ Telecom /E&T Engineering (or) M.Sc. in Physics with Electronics.																																	
3.	Assistant Technician (Electrical)	2	OL, HH	1	-	1	3 years Diploma in Electrical Engineering and should have Certificate of competency as Electrical Supervisor.																																	
4.	Assistant Technician (Production)	26	-	14	4	8	3 years Diploma in Mechanical / Chemical/Petroleum Engineering																																	
5.	Assistant Technician (Instrumentation)	4	OL, HH	3	-	1	3 years Diploma in Instrumentation Engineering.																																	
6.	Security Supervisor	2		2	-	-	<p>Graduate with one year relevant experience.</p> <p>Physical Standard :-</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Category</th> <th rowspan="2">Height</th> <th colspan="2">Chest</th> </tr> <tr> <th>Unexpanded</th> <th>Expanded</th> </tr> </thead> <tbody> <tr> <td rowspan="3">For Male</td> <td>All Categories</td> <td>168 cms.</td> <td>81 cms.</td> <td>86 cms.</td> </tr> <tr> <td>For Tribes / Hillman</td> <td>163 cms.</td> <td>81 cms.</td> <td>86 cms.</td> </tr> <tr> <td>For tribes/ Hillman From State of Assam</td> <td>160 cms.</td> <td>79 cms.</td> <td>84 cms.</td> </tr> <tr> <td rowspan="3">For Female</td> <td>All Categories</td> <td>152 cms.</td> <td></td> <td></td> </tr> <tr> <td>For Tribes / Hillman</td> <td>147 cms.</td> <td></td> <td></td> </tr> <tr> <td>Weight</td> <td colspan="3">Proportionate to height but not less than 46 kgs.</td> </tr> </tbody> </table> <p>&amp; Physical Efficiency tests apply.</p>		Category	Height	Chest		Unexpanded	Expanded	For Male	All Categories	168 cms.	81 cms.	86 cms.	For Tribes / Hillman	163 cms.	81 cms.	86 cms.	For tribes/ Hillman From State of Assam	160 cms.	79 cms.	84 cms.	For Female	All Categories	152 cms.			For Tribes / Hillman	147 cms.			Weight	Proportionate to height but not less than 46 kgs.		
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**Regular A-1 Level Posts (Sl. No.7-21)**

7.	Junior Assistant Technician (Diesel)	18	-	13	1	4	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Diesel trade.																						
8.	Junior Assistant Technician (Electrical)	12	OL, HH	6	1	5	High School or Class X equivalent Board Examinations with Science, & Trade Certificate in Electrical Trade. Should have Certificate of Competency as Electrical Supervisor.																						
9.	Junior Assistant Technician (Fitting)	16	-	8	3	5	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting.																						
10.	Junior Assistant Technician (Machining)	1	-	1	-	-	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Machining.																						
11.	Junior Assistant Technician (Welding)	5		3	-	2	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Welding.																						
12.	Junior Assistant Rigman (Drilling)	20	-	11	3	6	<p>High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting or Mechanic Trades The trades in respect of Mechanic are : Diesel / Instrumentation / Turner/ Machining/Tractor/Motor Vehicle/Welding/Black Smithy / Boiler Attendant and Machinist Grinder.</p> <p>Physical Standard :-</p> <table border="1"> <thead> <tr> <th rowspan="2">Cate.</th> <th rowspan="2">Height</th> <th rowspan="2">Weight</th> <th colspan="2">Chest</th> </tr> <tr> <th>Unexpanded</th> <th>Expanded</th> </tr> </thead> <tbody> <tr> <td>General/OBC</td> <td>167 Cms.</td> <td>58 Kgs.</td> <td>81 cms</td> <td>86 cms</td> </tr> <tr> <td>SC/ST</td> <td>162 Cms.</td> <td>50 Kgs.</td> <td>79 cms</td> <td>84 cms</td> </tr> <tr> <td>Vision</td> <td colspan="4">6x6 without glasses, without any history of night / colour blindness etc.</td> </tr> </tbody> </table>	Cate.	Height	Weight	Chest		Unexpanded	Expanded	General/OBC	167 Cms.	58 Kgs.	81 cms	86 cms	SC/ST	162 Cms.	50 Kgs.	79 cms	84 cms	Vision	6x6 without glasses, without any history of night / colour blindness etc.			
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13.	Junior Assistant Technician (Auto)	4	-	3	-	1	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Auto / Motor Mechanic trade.
14.	Junior Motor Vehicle Driver (Heavy Vehicle)	4	-	1	1	2	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving Experience of heavy vehicles. Test Apply. Driving test on Heavy Vehicle applicable.
15.	Junior Assistant (Accounts)	2	OA, OL, OAL, BL, HH, B, LV	2	-	-	B.Com. with proficiency in typing 30 w.p.m. and Certificate / Diploma of minimum duration of six months in Computer Applications in the office Environment. Test Apply.
16.	Junior Assistant (P&A)	2	OA, OL, OAL, BL, HH, B, LV	2	-	-	Graduate with typing speed 30 w.p.m. Certificate /Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply.
17.	Junior Assistant (MM)	5	OA,OL, HH	4	-	1	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing 30 w.p.m. with Certificate / Diploma of minimum duration of six months in Computer applications in the office environment. Test apply.
18.	Junior Assistant Technician (Production)	9	-	5	1	3	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Fitting or Mechanic Trades. The trades in respect of Mechanic are : Diesel / Instrumentation / Turner / Machining / Tractor / Motor Vehicle / Welding / Black Smithy / Boiler Attendant and Machinist Grinder.
19.	Junior Assistant Technician (Cementing)	2	-	2	-	-	High School or Class X Equivalent Board Examinations with Science and Trade Certificate in Auto/Fitting or Mechanic Trades. Should have Valid Heavy Vehicle Driving Licence. The trades in respect of Mechanic are : Diesel / Instrumentation / Turner / Machining / Tractor / Motor Vehicle / Welding/Black Smithy / Boiler Attendant and Machinist Grinder. Driving test on Heavy Vehicle applicable.

20.	Junior Security Supervisor	4	-	3	-	1	Intermediate with Six months training / experience in Security with minimum physical standard :-																																	
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21.	Junior Motor Vehicle Driver (Winch Operations)	1	-	-	-	1	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving Experience of heavy vehicles. Test Apply. Driving test on Heavy Vehicle applicable.																																	
<b>Regular W-I Level Post (Sl. No.22)</b>																																								
22.	Jr. Fireman	11	-	4	2	5	Matriculate with Fireman's training of 3 (three) months duration. Valid Driving licence for heavy vehicle essential. Physical Standard / Physical Efficiency as specified. Test Apply.																																	
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**Note :-**

**(a) Reservations as per Government of India's Guidelines will be applicable.**

**(b) PwD can also apply as mentioned against each post subject to provision of Mines Act.**

(c) The candidates must possess the essential qualification mentioned against each posts i.e. for A-2 level Post where essential qualification is Diploma level, no candidate with direct BE/ Degree will be eligible and same as at A-1 level post where ITI is the basic qualification no direct Diploma holder are eligible to apply.

(d) Persons with Disabilities (PwD) candidates may apply for relevant posts wherever the eligibility is mentioned.

**4 Posts reserved for Visually Impaired (B, LV), 4 posts reserved for Hearing Impaired (HH),  
3 posts Reserved for Orthopedically Impaired (OA, OL, OAL, BL).**

**Abbreviations:** - **VH** – Visually Handicapped, **HH** – Hearing Handicapped, **OH** – Orthopedically Handicapped.

**B** – Blind, **LV** – Low Vision, **OA** – One Arm affected, (a) impaired reach, (b) Weakness of grip (c ) Ataxia,

**OL** – One Leg affected, **OAL** – One Arm & one Leg affected, **BL** – Both legs affected but not arms.

**21 posts are reserved for Ex-Servicemen**

**1.3] IMPORTANT NOTE FOR ESSENTIAL QUALIFICATION:-**

(i) **Diploma should be recognized by AICTE and should be minimum 3 years duration.**

(ii) **Diploma should be in the prescribed discipline as mentioned in the essential qualification (no equivalency will be acceptable).**

(iii) **ITI should be recognized by State Board of Technical Education (SCVT) / National Council for Vocational Training(NCVT).**

(iv) **Graduate / Post Graduate Degree, Post Graduate Diploma should be from a University / Institute recognized by UGC/AICTE/AIU.**

(v) **Candidates having any additional higher qualification should mention the same at the time of online registration process as no request for addition in higher qualification will be entertained at a later stage.**

(vi) **In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalent Certificate as per Govt. of India instructions will be required at the time of Interview.**

(vii) **The degree of disability for a person in order to be eligible for any concessions/benefit Would be 40% and above.**

(viii) **Fireman's training certificate should be from recognized Institute / Local Self Government.**

(ix) **The candidates must possess Certificate/Diploma of minimum duration of six months in Computer Application in the office environment for the post wherever applicable . BCA/MCA will not be equated with 6 months Certificate/Diploma course.**

(x) **Experience for Security discipline should be from Govt. Agency (State or Central) OR any Private Limited Company OR any Registered agency.**

## 2] DETAILS OF PHYSICAL TESTS FOR POSTS AT SL.NO.6,12, 20, & 22

2.1] Physical Standard Tests (PST) and Physical Efficiency Test (PET) will be conducted for Short listed candidates for personal interviews in respect of the following posts (which ever applicable ) :-

2.2] MINIMUM PHYSICAL STANDARDS REQUIREMENT :- (Physical standards will be tested) :-

Post Code No. of post in the table above 1.2	Name of the Post & Level	Category	Height	Weight	Chest (unexpanded)	Vision
	Junior Asstt. Rigman(Drilling) (A-I Level)	GEN/OBC	167 cms.	58 kg	81 cms. (with expansion of 5 cms.)	6x6 without glasses, without any history of night/ colour blindness etc.
		SC/ST	162 cms.	50 kg	79 cms. (with expansion of 5 cms.)	
	(For Males) Security Supervisor, (A-II Level) Junior Security Supervisor (A-I Level) and Junior Fireman (W-I Level)	All Categories	168 cms.	-	81 cms. (with expansion of 5 cms.)	NA
		For Tribes / Hillman	163 cms.	-	81 cms. (with expansion of 5 cms.)	
		For tribes/ Hillman from State of Assam	160 cms.	-	79 cms. (with expansion of 5 cms.)	NA
	(For Females) Security Supervisor, (A-II Level) Junior Security Supervisor (A-I Level) & Junior Fireman (W-I Level)	All Categories	152 cms.	Proportion ate to height but not less than 46 Kgs.	-	NA
		For Tribes/ Hillman	147 cms.		-	NA

## 2.3] PHYSICAL EFFICIENCY TEST PARAMETERS (PET) – (PET will be tested) :-

Post & Level	Physical Efficiency test (Male)	Physical Efficiency test (Female)
Security Supervisor (A-II Level) & Junior Security Supervisor (A-I Level)	1] 1.6 Kms. Race within 8 minutes.	1] 800 Mtrs. Race within 6 minutes.
	2] Long Jump 9 feet. (3 Chances)	2] Long Jump 8 feet. (3 Chances)
	3] High Jump 3 ½ feet ( 3 chances)	3] High Jump 3 feet ( 3 chances)
	4] No PET for Ex-Servicemen	
Junior Fireman (W-I Level)	1] Running 800 Mtrs. within 4(four) Minutes.	1] Running 800 Mtrs. Within 6 (six) Minutes.
	2] Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 100 mtrs.	2] Lifting and carrying a person of approximately her own weight by the fireman lift method without any break to a distance of 75 mtrs.
	3] Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 Minutes.	3] Climbing a fire service extension ladder of 27 feet (9 Mtrs.) fully extended in 2 Minutes.
	4] Testing of Driving skill of Heavy Vehicle.	4] Testing of Driving Skill of Heavy Vehicle.

## 3] AGE LIMIT & REGISTRATION CHARGES :-

### 3.1] Age limit for A-II and A-I level as on 14.08.2015

Category	Age limit as on 14.08.2015	
GENERAL	Max 30 years	Minimum 18 years
SC / ST	Max 35 years	

### 3.1(a) Age Limit for Person with Disability (PwD) for A-II and A-I Level as on 14.08.2015

Category	Age limit as on 14.08.2015	
GENERAL	Max 40 years	Minimum 18 years
SC / ST	Max 45 years	

### 3.1(b) Age limit for W-I level as on 14.08.2015

Category	Age limit as on 14.08.2015	
GENERAL	Max 27 years	Minimum 18 years
SC / ST	Max 32 years	



Note :

1. Age will be reckoned as on 14.08.2015.
2. SC/ST/OBC candidates competing for General posts should fulfil age criteria of General category.
3. ONGC's departmental candidates shall be given relaxation in age to the extent of their Service rendered in ONGC, except for the post of Junior Assistant Rigman (Drilling).
4. Age relaxation will be admissible to Tenure Based Field Operators working in ONGC to the extent of services rendered by them while discharging the role of Rigman on Drilling/Work Over Rigs in ONGC for applying for Regular post of Junior Assistant Rigman (Drilling). However, the upper age limit of 50 years as prescribed for Tenure Based Field Operator shall be applicable.
5. A certificate to this effect is to be furnished by Tenure Based Field Operator duly signed by Incharge HR-ER at the time of Personal Interview for availing age relaxation for the post of Junior Assistant Rigman(Drilling).
6. Departmental Candidates, Dependent of Deceased Employees of ONGC (Death occurred prior to 31.05.1998 and who have not availed Financial Assistance), Contingent and Casual employees who have completed 240 days in 12 consecutive months etc. need to get Certificate duly signed by Incharge HR-ER or his duly authorized representative at the time of Personal Interview.
7. Ex-Apprentices of ONGC should bring Apprentices training certificate of ONGC at the time of Personal Interview.
8. Ex-Serviceman will be given age relaxation for length of service in Armed Forces plus 3 years as per Govt. Rules. However for Disabled Defence Service personnel the maximum age limit shall be 45 years and 50 years in case of SC/ST. However, no age relaxation shall be given for the post of Junior Assistant Rigman (Drilling).
9. Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship Training in ONGC but no relaxation in age shall be given for the post of Junior Assistant Rigman (Drilling).
10. **Crucial date of eligibility: Applicants must ensure that they are eligible in all respects as on the closing date of online registration process (i.e. 14.08.2015) failing which their candidature will be rejected, Age will be reckoned as on 14.08.2015.**

### **3.2] REGISTRATION / PROCESSING CHARGES :-**

Category	Amount
General	Rs.150/- (Rupees One hundred fifty only)
SC/ST/Ex-Serviceman	No Registration fee
PWD	No Registration fee

### **3.3.] NOTE :-**

- a.** Candidates are required to submit Registration Charges as per the format of SBI Bank Challan by downloading **www.ongcindia.com**
- b.** Bank Charges shall be extra as applicable.
- c.** Registration Charge is purely non-refundable.
- d.** Candidate can apply within the level i.e.A-II or A-I or W-I level by giving preference of choice for the post indicated in online application with one time Registration / Processing Charges applicable as mentioned in Para No.3.2 and as per the steps given in online as mentioned in Para No.6.3.
- e.** Examination for A-II/A-I/W-I level will be conducted on same day at same time.
- f.** SC/ST/OBC candidates, while applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates.
- g.** Departmental candidates would also be required to deposit the applicable registration charges. However, the same will be reimbursable by concerned Establishment as per rules.
- h.** Departmental candidates other than Tenure based Employees within the same pay scale need not apply.
- i.** **Departmental candidates fulfilling the requisite qualification will be given first consideration in the matters of selection viz-a-viz other candidates.**

#### **4] CASTE CERTIFICATE :-**

- (i) Candidate seeking reservation as SC/ST, will have to submit at the time of interview, caste certificate ONLY in the prescribed Performa 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 recognized as SC/ST and the Village/Town the candidate is ordinarily a resident of.
- (ii) No change in the community status already indicated by a candidate in his / her online application form for this examination will ordinarily be allowed.

#### **5] SELECTION PROCESS :-**

##### **5.1] SELECTION METHODOLOGY :-**

**The selection methodology will comprise the following stages:**

- (1) Written test**
- (2) Physical Standard Test / Physical Efficiency Test/ Trade test /Driving Test/ Typing test / (Wherever applicable) and**
- (3) Personal Interview.**
- (4) The candidates have to qualify at each stage separately and in aggregate.**

##### **5.2] PATTERN FOR WRITTEN TEST :-**

- (a)** Eligible candidates will be required to appear for Written Test (Multiple choice questions - Objective type) comprising two sections. Subject/ Discipline related and General Awareness for a total **duration of 2 hours.**
- (b)** The section pertaining to subject / discipline related question shall consist of **100 questions** and General Awareness consist of **20 questions.** All questions shall be of one mark each. The total marks allotted to the written test are **120.** There will be no negative marking.
- (c)** The General Awareness questions will be common to all commensurate with level of post.
- (d) Written Test paper will be Bilingual i.e. Hindi and English.**

- (e) In order to be selected candidates in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Written test, Physical Standard Test, Physical Efficiency Test, Driving Test, Trade test, typing test (wherever applicable) and interview separately.
- (f) The candidates will be required to undergo physical standard, physical efficiency test, driving test etc. wherever applicable as a part of selection process on their own free will / consent and will not hold ONGC responsible for any injury or mishap / accident. Further, candidates will have to follow the safety guidelines as explained to them before the test.
- (g) Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing such wrong / false information.
- (h) Departmental candidates of ONGC must ensure filling their own **CPF No.** in the appropriate column on the Online form failing which they shall not repeat **SHALL NOT** be screened / considered as departmental candidates. They shall have to pay the fees also which shall be reimbursed by concerned Establishment.

### **5.3] TEST CENTRE FOR WRITTEN TEST :-**

The Written test is scheduled to be conducted tentatively in Agartala city of Tripura State.

Note :-

- **The Written Test is tentatively scheduled on 20.09.2015 (The exact date of the test shall be communicated to the candidates through Admit card and will also be available on ONGC website [www.ongcindia.com](http://www.ongcindia.com). This can also be downloaded by entering the Registration No. and Date of Birth from the website.**
- **Candidates will be allowed to appear in the Subject paper (in his/her own domain) relevant to the qualification selected.**

### **6] HOW TO APPLY :-**

#### **6.1] APPLY ONLINE:-**

- Candidates meeting the eligibility criteria, requisite essential qualifications and having valid

registration in any of the Employment Exchanges located within the State of Tripura may apply "Online" through the link "**Recruitment for Central Sector (Tripura)**" available on ONGC website [www.ongcindia.com](http://www.ongcindia.com)

- 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 candidates. 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 E-mails to Spam/Bulk mail folder or DND activated Mobile number etc.

#### **6.2] INFORMATION REQUIRED IN HAND FOR APPLYING:-**

- (a) Valid E-mail ID, Mobile No. with minimum validity of one year.**
- (b) Details of Valid Employment Exchange Registration of TRIPURA ONLY (No Other State Employment Registration will be entertained) for the post in Tripura State i.e. Registration Number, Validity-Date and Name of Employment exchange, where registered.**
- (c) Qualification, percentage of marks, year of Passing and Name of Institute/University.**
- (d) Date of Birth (as mentioned in High School or Class X Equivalent Board Examinations) or (School Leaving Certificate)**
- (e) If Ex-Apprentices of ONGC, Place, Trade and Period of Training.**
- (f) SC/ST/PwD Certificate**
- (g) If Ex-Serviceman Registration Card issued by the Employment Exchange/ Ex-Servicemen Welfare Department situated within the State of Tripura.**
- (h) Experience / Training Certificate wherever required as per essential qualification.**
- (i) Certificate of Disability from Competent Authority for PwD (wherever applicable).**
- (j) Essential certificates like valid Certificate of Competency as Electrical Supervisor, /Valid Heavy vehicle Driving Licence /Diploma of minimum duration of six months in Computer Applications in office environment as required in the disciplines (wherever applicable).**
- (k) Scanned copies of recent Passport size colour photograph of the candidate with white background (Maximum File size: 50 KB) and Scanned Signature of the candidate (Maximum File size: 20 KB). Image/file type should be "jpeg/jpg"**

**Note :- Candidate must ensure that they meet all the eligibility criteria laid down in this advertisement before making the payment through Challan.  
Payment is Non-refundable.**

### **6.3]. STEPS FOR APPLYING ONLINE AND SUBMISSION OF APPLICATION:-**

- a] Logon to [www.ongcindia.com](http://www ONGC website) ONGC website and click on "Recruitment for Central Sector (Tripura) and then click on "Click Here to Apply Online".
- b] After reading the Instruction "Click Here to Apply Online".
- c] Once the candidate filled the online application form and **Submit** the same, the candidates will get system generated customized **Bank Challan**.
- d] Take the Printout of System Generated Customized Bank Challan bearing **Unique Registration Number**.
- e] Deposit the Registration Charges in any SBI Branch as per System Generated Bank Challan i.e. for GEN- Rs.150/- and applicable bank charges.  
for SC/ST/Ex-Servicemen – Nil
- f] Open the Online-Application by Clicking **Login for Registered Candidates** link by using Unique Registration Number and Date of Birth and fill the details like **Journal No., Branch Code and Branch Name, Date of deposit**.
- g] **Non filling of Bank details in the Online Application will be treated as incomplete application and liable to be rejected.**
- h] **Upload** the scanned **Photo and Signature** in the space provided in Online Application and then Click the **Submit** button.
- i] The Unique Registration No. and Date of Birth will be used in the **Login for registered Candidates** link for future access to know the Application Status and to download Admit Card and Result etc.

### **7] ADMIT CARD FOR WRITTEN EXAMINATION:-**

- Exact Date of the Written Test shall be communicated through Admit Card and will also be available on ONGC website [www.ongcindia.com](http://www.ongcindia.com)
- Candidates can download their Admit Card by clicking on the link **Download Admit-Card for Recruitment for Central Sector (Tripura)** on [www.ongcindia.com](http://www.ongcindia.com) website only by entering the unique Registration number and Date of Birth. The same will also be informed by SMS alert to the Mobile number and / or E-mail.

- **No other communication will be sent separately.** The candidates are therefore advised to check their **e-mail** and / or SMS and link **Recruitment for Central Sector (Tripura)** on [www.ongcindia.com](http://www ONGC India com) website from time to time for details of Examination, Admit-card and other relevant information.
- Candidates must recheck the details given on the Admit-card well before appearing for the Written examination to ensure that discipline mentioned is as per the qualification possessed by the candidates.
- Candidates must bring any one of the original Photo ID Proof like Driving Licence, Voter ID etc. at the time of written test.

## **8] GENERAL INSTRUCTIONS:-**

- 1] Following documents in original as well as attested copies are required to be produced at the time of Interview (without which candidates will not be allowed to appear in the interview).
  - Any one of the Photo ID Proof like Driving Licence, Voter ID etc.
  - Valid Employment Exchange Registration Card issued by Employment Exchange located within the State of Tripura.
  - Proof of Date of Birth (as per High School/SSC Certificate).
  - Mark Sheets / Pass Certificate of Academic, Technical/Professional qualifications.
  - SC/ST, if applicable, in the prescribed format duly signed by Competent Authority.
  - PwD, Ex-Servicemen must produce relevant certificate as specified in advertisement above.
  - ONGC's copy of Bank Challan duly signed by the Bank should be produced at the time of written test as well as personal interview.
- 2] **No manual/ Paper application will be entertained.**
- 3] Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information is provided by the individual is found false or is not found in confirmative with eligibility criteria mentioned in the advertisement.
- 4] Any Request for change of mailing Address, Examination Centre and Category as declared in the Application will not be entertained. However, ONGC reserves the right to cancel or add any Examination Centre depending upon the response in that area/centre.
- 5] Reservation for Person with Disability (PwD) as per PwD Act, 1995. In order for a disable person to be eligible for any concessions/benefits would be 40% and above.
- 6] Reservation for Ex-Serviceman as per Government Rules.

- 7] Candidate should retain the copy of their system generated Application format with details of Branch Code, Branch Name, Journal Number, Date of Deposit and Bank Challan after making payment in SBI for future reference.
- 8] The candidates are required to deposit the applicable Registration/Processing Charges as indicated in Para No.3.2 at any branch of State Bank of India. Applicant making deposit of Registration Charges by any other mode or mismatching / discrepancy in filling the bank details in online application will be summarily rejected.
- 9] **The candidates are required to fill the bank details in online application like Bank Code, Journal-No, Registration Charges Paid, date etc. Not filling of Bank Details in the online application will be treated as incomplete and will be summarily rejected.**
- 10] In case large numbers of applications are received, Management reserves the right to increase the minimum Percentage of cut-off mark in prescribed qualification for determining the number of candidates to be called for test / interviews.
- 11] Court of Jurisdiction for any dispute will be Agartala.
- 12] Candidates working in Employment of Public Sector Undertaking/ Govt. Service will be required to produce No Objection Certificate at the time of Interview.
- 13] Additionally Employment Exchanges of Kailashahar / Udaipur / Dhalai / Dharamnagar / Agartala have been requested to suitably inform the sponsored candidates, to apply online by visiting [www.ongcindia.com](http://www.ongcindia.com) against **Recruitment for Central Sector (Tripura)**.
- 14] Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical and Health Policy.
- 15] The candidates applied for multiple posts in Technical discipline and qualified /shortlisted for the post of Jr.Asstt.Rigman (Drilling) will be subjected to vision test. The candidates who disqualified in the vision test will not be allowed to appear for further selection process for any of the multiple post he/she opted.
- 16] The selected candidates are liable to be posted anywhere in Tripura or elsewhere based on organizational need / requirement.
- 17] Any sort of canvassing 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 management of ONGC will be final and binding on all the candidates.
- 18] Candidates are also advised not to respond any unscrupulous advertisements appearing in any newspaper for authenticity of any advertisement, the candidate may check on our official ONGC website [www.ongcindia.com](http://www.ongcindia.com)
- 19] ONGC does not seek payment of any kind from the candidates except Rs.50/- or Rs.150/- as Registration charges depending upon the category of the candidates.



20] For more information about the Company you may visit ONGC website [www.ongcindia.com](http://www.ongcindia.com)

**9] TIME SCHEDULE FOR ONLINE REGISTRATION /RECEIPT OF PRINTED REGISTRATION SLIP.**

<b>Sl. No.</b>	<b>Details</b>	<b>Date</b>	<b>Time (hrs.)</b>
<b>1.</b>	<b>Online Registration Start Date</b>	<b>29.07.2015</b>	<b>10:00 hrs.</b>
<b>2.</b>	<b>Online Registration Closing Date</b>	<b>14.08.2015</b>	<b>18:00 hrs.</b>
<b>3.</b>	<b>a) Last date for Remittance of Application Registration Charges in bank b) Filling of Bank details &amp; Uploading Photo &amp; Signature in Online application.</b>	<b>17.08.2015</b>	<b>18:00 hrs.</b>
<b>4.</b>	<b>Tentative Date of Written Test</b>	<b>20.09.2015</b>	<b>10.00 hrs.</b>