



## OIL AND NATURAL GAS CORPORATION LIMITED

### **RECRUITMENT OF FIELD OPERATORS (TENURE BASED) FOR KARAIKAL INCLUDING POST UNDER SPECIAL RECRUITMENT DRIVE**

#### **Advertisement No. 3 / 2013**

ONGC, Southern Sector requires **Field Operators on a fixed tenure of Four Years (4 Years) Tenure Basis**, for engagement in different operations at Onshore for Cauvery Asset, Karaikal to meet the requirements of the work plan for Hydrocarbon Blocks awarded to ONGC at Cauvery Asset, Karaikal through NELP bidding. The job demands outdoor field work in shifts requiring considerable physical efforts and technical skills, and frequent relocation as demanded by the semi-mobile nature of the operations to any Onshore/Offshore locations within the Country. The details of post are given below:

Post	SC	GEN	TOTAL
Field Operator	03	08	11

#### **Posts under Special Recruitment Drive for ST Candidates:**

Post	ST	TOTAL
Field Operator	01	01

Out of these total numbers of 12 posts, 06 posts are meant for Winch Operations and Heavy Vehicles Operations for which candidates with Valid Driving Licence for Heavy Vehicle / Heavy Goods Vehicles as on date of application will be considered.

Candidates who meet the following Eligibility Criteria, registered with the Employment Exchanges in the State of **Tamil Nadu and Puduchery**, and are willing to be engaged **on a fixed tenure of four (4) years** may apply.

**The details of the eligibility criteria viz. Educational Qualifications, Age limit, Physical Standards measurements, Physical Efficiency Test, etc. are given below which may be read carefully before applying.**

#### **A. QUALIFYING CRITERIA :-**

##### **1. Age limit:**

30 years for General candidates; 35 years for SC/ST candidates as on **20.04.2013**.

##### **2. Educational/Professional Qualifications:**

###### **a. Essential:**

(1) High School (Class X) Pass & (2) ITI Trade Certificate in Fitting / Diesel / Turner / Machining / Welding / Diesel Mechanic / Mechanic (Diesel vehicle) / Mechanic (Motor vehicle) with 60% marks in ITI for Gen & OBC Candidates & 50% marks for SC/ST candidates.

For the 06 posts meant for Winch Operations/ Heavy Vehicles Operations **Candidates with valid Driving Licence for Heavy Vehicle / Heavy Goods Vehicles** as on date of application will be considered.

###### **b. Desirable:**

(1) High School (Class X) Pass & (2) ITI Trade Certificate in Fitting / Diesel / Turner / Machining/ Welding / Diesel Mechanic/ Mechanic (Diesel vehicle) / Mechanic (Motor vehicle) with 65% marks in ITI for Gen & OBC Candidates & 55% marks for SC/ST candidates.

1. Qualification to be reckoned as on closing date of Online Registration.
2. Candidates should invariably possess the Essential Qualifications mentioned above at the time of applying.
3. ITI should be from SCVT/NCVT in specific Trade indicated against post concerned only.
4. Decimal percentage of marks shall be rounded off to lower digit, e.g. 59.9% means 59% only).
5. Candidates competing for Un-Reserved Posts should fulfill age criteria and requisite Marks percentage criteria applicable for General Category.

**B. REQUIREMENT OF PHYSICAL STANDARDS – (Physical standards will be tested) :**

<b><u>Physical Standards</u></b>	<b><u>For candidates belonging to Gen &amp; OBC Category</u></b>	<b><u>For candidates from Hill Areas, SC/ST, and Tribal Areas</u></b>
i) Height	167 Cms.	162 Cms.
ii) Weight	58 Kgs.	50 Kgs.
iii) Chest (Unexpanded)	81 Cms.	79 Cms.
iv) Chest (Expanded)	86 cms.	84 Cms.
v) VISION	6 X 6 without glasses and without any history of night / colour blindness, etc.	

**C. PHYSICAL EFFICIENCY TEST PARAMETERS (PET) – (PET will be tested) :**

1. **With one arm** to transport 20 Kg. object to 100 feet distance or 30 steps upstairs.
2. **With two arms** to transport 40 Kg. over 25 feet distance.
3. **To Climb** a vertical ladder of 34 feet twice.
4. **To Swing 5 Kg. sledge hammer** - 15 times (5 times overhand, 5 times underhand and 5 times side arm motions).

**D. Remuneration:**

A consolidated salary of ₹ 26,700/- inclusive of all allowances. An annual increment of 3% is admissible on the tenure pay, subject to satisfactory performance. For the limited purpose of determining various entitlements the tenure pay would be deemed to be ₹ 11000/- per month. The annual increment of 3% would be on the tenure pay. Additionally, PF and Ex-gratia/Bonus shall also be paid as per statutory rules.

**E. Other conditions.**

- a) These requirements arise in order to meet the time bound work program for hydrocarbon blocks, awarded under NELP bidding. As the work program is time bound and may change depending upon assessments after initial work, these requirements and engagements are limited to a **fixed tenure of four (4) years only**. The Tenure appointment will automatically cease on completion of the stipulated period of Tenure appointment. Further, the engagement may be terminated at any time, during the period of tenure appointment by either side by giving one month's notice or the fixed wages in lieu thereof.
- b) The work is demanding and requires very high level of physical fitness. The deployment may be on round the clock shift pattern of work. The standards prescribed for test of physical fitness is illustrative of the nature of the work.
- c) Selected candidates may be assigned to work in any onshore or offshore location in India, during the tenure.
- d) Selected candidate shall be required to sign an Undertaking to the effect that their engagement on tenure basis will not entitle them for any regular employment and that they shall not prefer any claim for regularization of services in ONGC.
- e) Reservation is applicable as per Government of India directives.

## **F. Selection Methodology:**

1. Candidates who fulfill the qualifying criteria and having valid registration with the Employment Exchanges in the State of **Tamil Nadu and Puduchery may only apply.**
2. Initial Screening will be based on the Online Application details submitted, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will lead to disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong / false information. Candidates submitting false certificates or suppression / submission of incorrect information shall be liable for disqualification / rejection at any stage.
3. A common Written Test (Objective type) will be held in English consisting of 120 questions (100 technical questions from the trades of Fitting / Diesel / Turner / Machining / Welding / Diesel Mechanic/ Mechanic (Diesel vehicle)/ Mechanic (Motor vehicle) + 20 General Knowledge questions).
4. The candidates will have to qualify at each stage i.e. Written Test, Physical Standards measurement Test, Vision Test, Physical Efficiency Test and in Interview separately and in aggregate, in any sequence as decided by ONGC, as per merit and criteria decided by the Management.
5. Candidates who apply for the post of Field Operator **must satisfy themselves that they have** the Physical Standards prescribed and they will be tested for Physical Standards Parameters as part of the selection process. **Candidates not meeting the prescribed Physical Standards & Vision criteria indicated above need not apply.**
6. **Candidates will be put on test for the physical standards Parameters – Height, Weight, Chest, Vision** and are required to undergo the Physical Fitness Test activities as mentioned above, as a part of the selection process on their own free will and 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.
7. Departmental candidates must ensure filling their own **CPF Number** of ONGC in the appropriate column on the Online Application form failing which they shall not, repeat **SHALL NOT**, be screened / considered as Departmental Candidates.

## **G. Test Centre/Date:**

The Written Test will be conducted at **Chennai**. ONGC reserves the right to change the Test Centre at its discretion.

## **H. HOW TO APPLY ONLINE**

### **1. Take a printout of SBI Payment Challan form:**

SBI payment Challan Form (Payment Form) is available on the home page. The applicant will get 3 portions of the payment form; **one for self, one for SBI & one to be sent to ONGC.**

The candidates have to deposit the Registration Fee, after filling the details in the challan form like Branch Name, Branch code & Deposit date, in **any of the branch of State Bank of India Rs.300/- for GEN /OBC candidates, Rs. 100/- for SC /ST candidates in ONGC Account No. 30827318409. Branch Code: 1576. No other mode of payment will be accepted. Registration Fee once paid is not refundable under any circumstances.**

**2. To fill the online application form following details should be readily available with the candidates:**

1. Present Valid E-mail Id, since correspondence will be done through e-mail.
2. Mobile Number of the Candidate. The Mobile Number so registered by the Candidate should be kept active to receive SMS alerts throughout the recruitment process.
3. Name of the Employment Exchange where registered, Registration Number, Current Validity.
4. Qualification, percentage of marks, year of passing and Name of Institute.
5. Date of Birth
6. CPF No. for Departmental Candidates
7. If candidate is Ex-Apprentice of ONGC, Place of ONGC where Apprentice Training held, Trade, and period of Training.
8. SC/ST/OBC Certificate in the prescribed format duly signed by Competent Authority (in case of OBC, valid Non-creamy Layer Certificate) in the prescribed format applicable for appointment to posts in Central Govt. / Central Govt. Undertaking.
9. Details of SBI payment Challan (Journal No, Branch Name, Branch code, Deposit date, where the Registration Fees has been paid)

**3. Online submission of Application :**

Intimations have also been sent to the Candidates sponsored by the Local Employment Exchanges concerned to apply online within the time schedule, as per the postal address given by them. Thus all the candidates will have to apply online (including ONGC Departmental Candidates, Contingent Workers, Employment Exchange sponsored candidates, and Ex-apprentices of ONGC). **No other mode of application will be accepted.**

**4. Steps for applying:**

- (i) Once the candidate has paid requisite fees in SBI, Logon to ONGC website [www.ongcindia.com](http://www.ongcindia.com) and click on Careers → Recruitment Notices → Southern Sector Rectt → **Karaikal Field Operators** and follow the flow chart.
- (ii) Fill in the requisite details in the online application format.
- (iii) Preview the entered details, edit if required, and submit the application.
- (iv) Once you submit your Application, the System will generate a unique Registration Number. **Note down** immediately the Number and take a **print** out of your Registration Slip, which will have unique Registration Number, your basic details like name, category, post applied for and test centre opted, space for photograph, signature, and other details of the candidates filled by the candidate.
- (v) Retain a photo copy of Registration Slip for your record.

**5. The candidates are required to send the following documents :**

1. **Printed Registration slip** with affixed recent photograph (3.5 x 4.5 Cms with white background) and signature in the space provided.
2. **Departmental Candidates, Contingent Workers who are paid wages directly by ONGC, required to get the Registration Slip Certified / duly signed by the I/C HR-ER or his duly authorized representative before forwarding, duly indicating the period of experience without which such application will be rejected.**
3. Ex Apprentices of ONGC to attach copy of the requisite Apprentice Training Certificate of ONGC.
4. **ONGC's copy of the SBI payment challan** form with bank seal.
5. Departmental candidates and working in ONGC would also be required to pay the applicable Registration Fee. However, the same would be reimbursable. They have to send copy of their Identity card also.

6. **Copy of Caste Certificate in case of SC/ST/OBC** (along with Non-creamy layer Certificate in case of OBC).
7. Attested Photostat Copies of Educational / Technical qualification Certificates and Mark Lists.
8. Attested Copy of Proof of Date of Birth
9. Attested Copy of Heavy Vehicle Driving Licence
10. Attested Copy of Valid Employment Exchange Registration Card

**Envelope containing the Documents duly superscribed as:  
 "Karaikal/ - Application for the post of Field Operators"  
 is to be sent by Ordinary Post (since Post Box do not accept Regd Post/Speed Post/Courier Service) to the following Address :**

**To:  
 The Advertiser (ONGC-SS)  
 P.O. Box: 9248  
 Krishna Nagar Head Post Office  
DELHI - 110 051**

**NOTE: ONGC will not be responsible for any postal delay / loss.**

**6. Admit card for written examination:**

**Date of the written test shall be communicated through admit card and will also be available at ONGC website [www.ongcindia.com](http://www.ongcindia.com)** Candidates may visit and check through ONGC website.

The admit card can be downloaded directly from the **[www.ongcindia.com](http://www.ongcindia.com)** at **Recruitment of Posts for Southern Sector** by entering the unique registration number and date of birth printed on the registration slip. The same will also be emailed to the candidate at the email address mentioned in the application form.

**The candidates are therefore advised to have a valid e-mail id and check their email & ONGC website [www.ongcindia.com](http://www.ongcindia.com) from time to time.**

**I. GENERAL INSTRUCTIONS:**

1. The number of posts may vary as per Company's requirement. The distribution of vacancies will be as per Rules of Reservation of Appointments. **These posts are not identified for Persons With Disabilities / Differently Abled Persons.**
2. ONGC reserves the right to fill or not to fill, either wholly or in part, the number of vacancies advertised, without assigning any reasons.
3. Merely satisfying the age and educational qualifications itself will not constitute a right to be called for the written test unless the candidate fulfills all other conditions laid down in this employment notification.
4. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
5. ONGC is not responsible for any loss of e-mail sent due to invalid/wrong e-mail ID provided by the Candidate or delivery of e-mails to Spam/Bulk Mail folder etc. Candidates have to check their Spam/Bulk Mail folders also.

**6. Following documents in Original are required to be produced at the time of Interview, without which candidates will not be allowed to appear in the Interview:**

- 1) Valid Employment Exchange Registration Card issued by the Employment Exchange situated within the State of Tamil Nadu & Puduchery.
  - 2) SC/ST/OBC Certificate in the prescribed format duly signed by Competent Authority (in case of OBC, valid Non-creamy Layer Certificate) in the prescribed SAMPLE format applicable for appointment to posts in Central Govt. / Central Govt. Undertaking.
  - 3) Educational / Technical qualification Certificates & Mark Lists.
  - 4) Proof of Date of Birth
  - 5) Photo ID Card (any one of : College Photo ID Card / Driving Licence / Voter Card / Pass Port / Adhar Card) to be produced at the time of Written Test / PST & PET / Interview.
  - 6) In case of Departmental Candidates/Contingent Workers who are paid wages directly by ONGC, copy of Registration Slip duly signed by I/C HR-ER of the Work Centre or his authorized representative, along with **Identity Card**.
  - 7) In case of ONGC Ex-Apprentice, Certificate of Apprentice Training in ONGC.
  - 8) No Objection Certificate in case of candidates in employment of Public Sector Undertakings / Govt. Service.
  - 9) One passport size recent photograph (attested) to be brought at the time of Physical Standards measurement test / Physical Fitness test / personal interview.
  - 10) Heavy Vehicle Driving Licence (wherever applicable)
7. Request for change of mailing address / examination centre / category / discipline as declared in the application, will not be entertained.
8. Applications of Candidates remitting the Fees through other types of modes than the prescribed one or submitting photocopy of Registration Slip/Challan Slip or any other discrepancy will be rejected.
9. Any application not accompanied by relevant certificates wherever necessary, or requisite Registration fees Challan or not signed by the candidate or incomplete in any respect will not be entertained and will be rejected.
10. Candidates should retain photo copy of the Challan and Registration Slip for future reference.
11. It is the responsibility of the Candidates to produce the Bank Challan for remittance of Registration Fee on demand any time during the recruitment process.
12. Candidates will have to appear for Written Test / Physical Standards Measurement Test/ Physical Efficiency Test / Interview at their own expenses. **No TA/DA is admissible.**
13. 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. Such appointments will also be subject to Service Rules and CDA Rules of ONGC.
14. Before applying, the Candidate should ensure that he fulfills the eligibility criteria and other norms mentioned in the advertisement. ONGC will be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he has applied. Even if any short coming is detected after appointment, the services of such candidates are liable to be terminated. The decision of ONGC in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced at the time of Examination, Interview/selection and any other matter relating to recruitment shall be final and binding on the candidates.

15. The print out of Original Registration Slip should be un-tampered (No photocopies are allowed). In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected.

**J. IMPORTANT NOTICE TO ALL CANDIDATES:**

Any sort of canvassing or influencing the officials related to the selection / recruitment process would result in immediate disqualification of the candidates. In case of any dispute, the decision of the Management of ONGC will be final and binding on all the candidates.

**Applications have to be forwarded to the designated address by Ordinary Post only. Registered /Speed Post / Courier Service will not be accepted.**

**K. IMPORTANT DATES:**

**Time Schedule for online registration/receipt of printed registration slip.**

<b>S. No.</b>	<b>Details</b>	<b>Date</b>	<b>Time</b>
<b>1</b>	<b>Opening date for online Registration of Application</b>	<b>16.04.2013</b>	<b>10 00 Hrs</b>
<b>2</b>	<b>Closing date of online Registration</b>	<b>06.05.2013</b>	<b>18 00 Hrs</b>
<b>3</b>	<b>Last date of receipt of Registration Slip</b>	<b>16.05.2013</b>	<b>18 00 Hrs</b>
<b>4</b>	<b>Written Test Date (Tentative)</b>	<b>09.06.2013 (Sunday)</b>	<b>Afternoon</b>

---