



OIL AND NATURAL GAS CORPORATION LIMITED

HAZIRA PLANT

Advertisement No.1/2014

Oil and Natural Gas Corporation Ltd. (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 and Gas production. Currently, ONGC through its subsidiary ONGC Videsh Ltd., is India's largest Transnational Corporate with overseas investment of over 10 billion USD 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's Hazira Plant, the largest Gas processing Plant in our Country, is looking for promising, energetic, bright and experienced persons in the disciplines of, Electronics, Electrical, Production, Mechanical, Chemistry, Boiler, Instrumentation, Civil and Para-Medical for recruitment at A-1, A-2 & W-1 level. For the advertised posts, the candidate should possess a valid registration certificate from any of the Employment Exchanges located in the State of Gujarat. However, the job is transferable to any onshore/offshore location in the country or abroad.

Eligible candidates will be required to appear for a written test and shortlisted successful candidates will be called for interview. **The selected candidates will be appointed subject to medical fitness as per rules of the Corporation.**

A POST Vs. PAY SCALE Vs. ESSENTIAL QUALIFICATIONS REQUIRED :-

1 PAY SCALE, EMOLUMENTS & OTHER BENEFITS :-

SL. NO.	LEVEL	TOTAL NO. OF POST	PAY SCALE	REMARKS
1	A-2 LEVEL	97	Rs.12000-27000/-	In addition to the Basic Pay, 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-1 LEVEL	40	Rs.11000- 24000/-	
3	W-1 LEVEL	1	Rs.10000- 18000/-	
	Total	138		

- **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.**

2. Details of Posts, Reservations and Minimum Essential Qualification

Sl	Name of Post	Total	Posts identified for PWD	Gen	SC	ST	OBC	Essential Qualification as per MRPR' 80
A-II Level posts								
1	Assistant Technician (Production)	09	--	06	-	01	02	3 years Diploma in Mechanical / Chemical/Petroleum Engineering.
2	Assistant Technician (Mechanical)	25	OA,OL, HH	13	01	04	07	3 years Diploma in Mechanical Engineering.
3	Assistant Technician (Electrical)	22	OL,HH	13	01	03	05	3 years Diploma in Electrical Engineering and should have Certificate of competency as Electrical Supervisor.
4	Assistant Technician (Instrumentation)	04	OL, HH	02	-	-	02	3 years Diploma in Instrumentation Engineering.
5	TA Gd.III (Chemistry)	12	OA,OL, BL,HH	06	01	01	04	Post Graduate Degree in Chemistry.
6	Assistant Technician (Electronics)	03	OA,OL, BL,HH	03	-	-	-	3 years Diploma in Electronics/ Telecom /E&T Engineering (or) M.Sc in Physics with Electronics.
7	Assistant Technician (Boiler)	21	OL, HH	12	01	03	05	3 years Diploma in Mechanical Engineering with 1 st Class Boiler Attendant Certificate.
8	Assistant Technician (Civil)	01	OA,OL, BL,HH	01	-	-		3 years Diploma in Civil Engineering.
	Grand Total	97						
A-I Level posts								
Sl	Name of Post	Total	Posts identified for PWD	Gen	SC	ST	OBC	Essential Qualification as per MRPR' 80
9	Junior Assistant Technician (Boiler)	28	OL, HH	16	01	04	07	High School or Class X equivalent Board Examinations with Science , with minimum II class Boiler Attendants' (Oil/Gas Fired) Certificate.

10	Junior Assistant Technician (Electrical)	10	OL, HH	05	-	02	03	High School or Class X equivalent Board Examinations with Science, & Trade Certificate in Electrical Trade. Should have Certificate of Competency as Electrical Supervisor.
11	Junior Assistant Technician (Production)	02	-	-	-	-	02	Matric with Science and Trade Certificate in Fitting or Mechanic Trade. The trades in respect of Mechanic are : Diesel / Instrumentation / Turner /Machining /Tractor/ Motor Vehicle/Welding/ Black Smithy / Boiler Attendant and Machinist Grinder.
Grand Total		40						
W-I Level posts								
Sl. No	Name of Post	Total	Posts identified for PWD	Gen	SC	ST	OBC	Essential Qualification as per MRPR' 80
12	Health Care Attendant Gd I	01	OL, HH	01	-	-	-	High School or Class X equivalent Board Examinations with First Aid certificate from statutory body/ Institute like St. John's Ambulance or Red Cross Society etc. Six months experience as Technician in ECG/CSSD/Plaster/ Anaesthesia is desirable for this post.
Total of all posts		138						

Abbreviations used : B=Blind, LV=Low Vision, OL=One Leg, OAL=One Arm & One Leg, BL=Both Legs & One Arm, VH=Visually Impaired, HH=Hearing Impaired.

Important Note :

- i. Reservations as per Government of India's Guidelines.
- ii. 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 he/ she must possess Diploma in Engineering prior to acquiring BE and similarly, for A-1 level posts where ITI is the essential qualification no direct Diploma holder shall be eligible to apply.
- iii. Diploma in the respective engineering disciplines should be recognized by AICTE and should be of minimum 3 years duration.
- iv. Diploma should be in the prescribed discipline as mentioned in the essential qualification(no equivalency will be acceptable).

- v. Trade Certificate should be from respective ITIs/Technical Institutions recognized by State Board of Technical Education/National Council for Vocational Training (NCVT).
- vi. Graduate, Post Graduate Degree/ Diploma should be from University/ Institute recognized by UGC/ AICTE/ AIU etc.
- vii. Candidates should have acquired qualification as a regular candidate
- viii. Ex. Serviceman can also apply as per eligibility criteria. In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India instructions will be required at the time of interview.
- ix. Persons with Disabilities (PwD) candidates may apply for relevant posts wherever the eligibility is mentioned. **2** posts reserved for Visually Impaired (B,LV), **1** post reserved for Hearing Impaired (HH) and **1** posts reserved for Orthopedically Impaired (OA,OL,OAL, BL).
- x. The minimum degree of disability in order for a person to be eligible for any concessions / benefits, shall be 40%.
- xi. Applicants must ensure that they are eligible in all respects and their application is complete in all aspects and is submitted before the closing date of online application process (i.e. 22.08.2014) failing which their candidature will be rejected.

B. AGE LIMIT : As on 22.08.2014 for all posts

Category of Candidates	General	OBC-Non Creamy Layer	SC/ST	
For A1 & A2 posts	Other than PwD	Minimum 18 Yrs Maximum 30 Yrs	Minimum 18 Yrs Maximum 33Yrs Maximum 35 Yrs	
	Persons with Disabilities (PwD)	Minimum 18 Yrs Maximum 40 Yrs	Minimum 18 Yrs Maximum 43Yrs Maximum 45 Yrs	
	For W1 post	Other than PwD	Minimum 18 Yrs Maximum 27Yrs	Minimum 18 Yrs Maximum 30Yrs Maximum 32Yrs
		Persons with Disabilities (PwD)	Minimum 18 Yrs Maximum 37Yrs	Minimum 18 Yrs Maximum 40Yrs Maximum 42Yrs

Note :

1. ONGC's departmental candidates shall be given relaxation in age to the extent of their service rendered in ONGC.
2. SC/ST/OBC candidates competing for General posts should fulfil age criteria of General category.
3. Ex-Servicemen will be given age relaxation for length of service in Armed Forces plus 3 years as per Govt. Rules. However, for Disabled Defence Services personnel the maximum age limit shall be 45 years (50 for SC/ST).

C. CASTE CERTIFICATE :

- i) 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 recognized as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of.
- ii) Prescribed format of the caste certificate for SC/ST/OBC & PWD for employment in government undertaking is downloadable from the online application site.
- iii) OBC candidates must ensure that they possess the latest Non Creamy Layer 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.
- iv) 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 father's OBC certificate from the State to which he (father) originally belongs.
- v) No change in the community status already indicated by a candidate in his/her online application form for this examination will ordinarily be allowed.

D. REGISTRATION / PROCESSING CHARGES :-

Category	Amount
General/OBC	Rs.300/- (Rupees Three hundred only)
SC/ST/PwD/Ex-Serviceman	Rs.100/- (Rupees One hundred only)

Note :-

- Candidates are required to submit Registration Charges, as per the format of SBI Bank Challan by downloading from www.ongcindia.com
- Bank Charges shall be extra as applicable.
- Registration Charge is purely non-refundable.
- Examination for A-II/A-I/W-I level will be conducted on same day at same time.
- Departmental candidates would also be required to deposit the applicable registration charges. However, the same will be reimbursable by concerned Establishment as per rules.

E. SELECTION PROCESS

- Eligible candidates will be required to appear for **Written test** (Multiple choice Questions Objective Type) comprising two sections – Domain related and General Awareness for a total duration of **Two hours**.
- The section pertaining to domain (relevant subject/discipline) related questions shall consist of 100 questions and the General Awareness section shall 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.
- The General Awareness paper shall be common to all commensurate with the level of the post.
- The language of the test shall be English. However the candidates can also opt for Hindi as the language of the test paper.
- The written test is tentatively schedule on **28.09.2014**. (The exact date of the test will be available on ONGC's website www.ongcindia.com)
- The candidates who qualify in the written test shall be called for interview as per the criteria decided by the Management.
- In order to qualify in the interview. General and OBC candidates must obtain a minimum of 60% marks and SC/ST & PWD candidate must obtain a minimum of 40% marks.
- 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**
- In order to be selected, candidates, in addition to fulfilling the requisite criteria, **are required to qualify at each stage i.e. written test and interview.**
- ONGC's departmental candidates shall be given first consideration in matters of selection vis-a-vis other candidates.

F. TEST CENTRE FOR WRITTEN TEST :-

The Written test is scheduled to be conducted tentatively in following three cities of Gujarat State depending upon the Number of applications received. Candidates are required to indicate their choice of Examination centre but the allotment will be at discretion of ONGC and NO change of Test Centre will be permitted at a later stage.

Name of the Test Centres		
AHMEDABAD	BARODA	SURAT

Note :-

- The Written Test is tentatively scheduled on **28.09.2014 (Sunday)**. 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, 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 own domain) relevant to the Qualification selected.

G. HOW TO APPLY

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

1. For posts where no vacancies are earmarked for Reserved Category, the candidate can apply as 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.
2. Before registering/submitted their applications on the website the candidate should possess the followings:
 - a) Valid self E-mail ID& Mobile no.
 - b) **Challan form downloaded and duly filled with the fee deposited and acknowledged by the concerned bank.**
 - c) 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**)
3. Candidate can apply within the same level with requiring qualification, for more than one post by giving preference of choice for the post indicated in online application with one time Registration / Processing Charges applicable as mentioned above. [Procedure:- Candidates can select qualification from dropdown and second field will show posts relevant to the particular qualification, for which one can apply. The candidates can select multiple posts assigning preferences. For example a candidate can select A-2 Level and thereafter select 'Diploma in Mechanical Engineer' as the qualification, further under Mechanical Engineering, the candidate can apply for AT(Mech) and A T(Production). A candidate cannot apply for both A-2 as well as A-1 Level posts even if he possesses eligible qualification for both.
4. The candidate can access the only application form at www.ongcindia.com. The online registration site would be open from 1000 hours on 30.07.2014 to 1800 hours on 22.08.2014.
5. No changes shall be allowed once the candidate has saved and submitted his/her application.
6. All information regarding examination schedule/ admit card/ interview call letters etc. shall be available on the website of ONGC-www.ongcindia.com. **No admit cards/Interview call letters shall be sent to the candidates by post.**ONGC will not be responsible for any loss of E-mail/ SMS sent, due to invalid/ wrong E-mail ID /Mobile No. etc. provided by the candidate or delivery of Emails to spam/bulk mail folder etc.
7. Online Application and Payment methodology will be available on the online application site.
8. General and OBC candidates are required to deposit the registration fee of 300/- and SC/ST/PWD/Ex-Servicemen 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 from (designated process) only.
9. ONGC Departmental candidates would also be required to deposit the applicable registration fee through the challan form. However, the same would be reimbursable.

H. 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 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 (candidate 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 centre/ 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 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 G-7 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. However such candidates need not require employment exchange registration. (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 such dispute will be Surat. (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.

I. NOTE

1. The candidates applying for any post as mentioned in this advertisement should ensure that they fulfill 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/ interview call letter to the candidate will not imply that this/her candidature has been finally cleared by ONGC.
2. 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 Conditions	Remarks
1.	Complete or Partial Colour Blindness	Acceptable only for the posts of Assistant Grade III (Materials Management), Assistant Grade III (Accounts), Assistant Grade III (P&A), Junior Assistant (Steno-English)
2.	Total amount of Myopia (including the cylinder) shall not exceed -4.00 D and Total amount of Hypermetropia (including the cylinder) shall not exceed +4.00 D.	Acceptable for all posts.
3.	For Candidates of more than 20 years of age, the Total amount of Myopia shall not exceed - 6.00 D and total amount of Hypermetropia shall not exceed +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 Technical Assistant Grade III (Geophysics-Surface), Technical Assistant Grade III (Chemistry), Junior Technical Assistant (Chemistry), Junior Technical Assistant (Geology), Assistant Grade III (Materials Management), Assistant Grade III (Accounts), Assistant Grade III (P&A), Junior Assistant (Steno-English), Junior Fire Supervisor and Junior Fireman. Disqualification for all others
4.	Congenital Night blindness	No 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.

3. For more information about the Company you may visit our website www.ongcindia.com.

J. IMPORTANT DATES

a)	Registration start	30.07.2014, 1000 hrs.
b)	Last date for registration	22.08.2014, 1800 hrs.
c)	Written Test (Tentative)	28.09.2014.

Results of the written test will be declared tentatively in the month of October, 2014.

K. IMPORTANT NOTICE TO ALL CANDIDATES

Canvassing in any form or influencing the officials related to the selected/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 ongcindia.com. It may be noted that ONGC does not seek payments from the candidates except during the registration process which is either Rs.100/- or Rs.300/- depending upon the category of the candidate.

GM(HR)-I/CHR-ER,
ONGC, Hazira Plant, Surat

ONGC is not responsible for printing error if any