



# OIL AND NATURAL GAS CORPORATION LIMITED

MBA BASIN, RECRUITMENT & PROMOTION SECTION  
 IISCO HOUSE, ANNEX BUILDING, 1<sup>st</sup> FLOOR,  
 50- J.L. NEHRU ROAD, KOLKATA-71.

## ADVERTISEMENT NO. MBA/HR-R&P/02/2014

ONGC, a “Maharatna” Public Sector Enterprise and India’s flagship energy major is engaged in Exploration and Production of Oil and gas in India and abroad. A global player in energy, it contributes about 69% of India’s domestic Oil & Gas production. Currently, ONGC through its subsidiary ONGC Videsh Ltd., is India’s largest 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 invites applications from young and energetic Indian citizens, with a valid registration at an Employment Exchange of the State of West Bengal, for selection to the under mentioned posts:

### 1) DETAILS OF NO. OF POSTS, RESERVATIONS AND ESSENTIAL QUALIFICATIONS

	Name of Post	Number of posts						Essential Qualifications																	
		Gen	SC	ST	OBC	Total	PwD																		
<b>A2 level : Pay scale Rs 12000 - 27000/- per month</b>																									
1	Assistant Technician (Electronics)	2	0	0	0	2	OA, OL, BL, HH	3 years Diploma in Electronics/Telecom/E&T Engineering or M.Sc. in physics with Electronics.																	
2	Assistant Technician (Instrumentation).	1	0	0	0	1	OL, HH	3 years Diploma in Instrumentation Engineering.																	
<b>A1 level : Pay scale Rs 11000 - 24000/- per month</b>																									
3	Junior Assistant Rigman (Drilling)	8	3	0	3	14	Nil	<p>Matric with Science (10<sup>th</sup> Standard Board Exam) Pass. Trade Certificate issued by NCVT/SCVT in Fitting/ Diesel/ Instrumentation /Turner /Machining /Tractor/Motor Vehicle /Welding/Black Smithy /Boiler Attendant/Machinist Grinder.</p> <p>Physical standards as specified below:</p> <table border="1"> <thead> <tr> <th rowspan="2">Cat</th> <th rowspan="2">Height</th> <th rowspan="2">Weight</th> <th colspan="2">Chest</th> </tr> <tr> <th>Un-expanded (Min)</th> <th>Expanded (Min)</th> </tr> </thead> <tbody> <tr> <td>Gen and OBC</td> <td>167</td> <td>58 kgs</td> <td>81 cms</td> <td>86 cms</td> </tr> <tr> <td>Vision</td> <td colspan="4">6x6 without glasses and without any history of night/color blindness etc.</td> </tr> </tbody> </table>	Cat	Height	Weight	Chest		Un-expanded (Min)	Expanded (Min)	Gen and OBC	167	58 kgs	81 cms	86 cms	Vision	6x6 without glasses and without any history of night/color blindness etc.			
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<b>W1 level : Pay scale Rs 10000 - 18000/- per month</b>																									
4	Health Care Attendant.	1	0	0	0	1	OL, HH	Matric (10 <sup>th</sup> Standard Board Exam) with certificate of First Aid from statutory body/institute like St.John’s ambulance or Red Cross Society etc. Six months experience as technician in ECG /CSSD /Plaster /Anesthesia desirable.																	
<b>Total Posts</b>		12	3	0	3	18																			

#### Note :-

- Reservations as per Government of India’s Guidelines.
- Persons with Disabilities (PwD) candidates may apply for relevant posts wherever the eligibility is mentioned.

**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.

**1 (a) IMPORTANT NOTE FOR ESSENTIAL QUALIFICATION :-**

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- i. 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.
- ii. Diploma should be recognized by AICTE and should be of minimum 3 years duration.
- iii. Diploma should be in the prescribed discipline as mentioned in the essential qualification (no equivalency will be accepted).
- iv. ITI should be recognized by State Board of Technical Education (SCVT)/ National Council for Vocational Training (NCVT).
- v. Candidates should have acquired qualification as a regular candidate.
- vi. In case of Ex-Serviceman, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India Instructions is required to be submitted.
- vii. The degree of disability for a person in order to be eligible for any concession/benefit would be 40% and above. A certificate of disability from Civil Surgeon should be submitted by candidate.
- viii. Physical Standard Tests (PST) will be conducted for short listed candidates for personal interviews in respect of Junior Assistant Rigman (Drilling).
- ix. Candidates presently working in Employment of Public Sector Undertaking/ Govt. Service can apply, but will be required to produce No Objection Certificate at the time of Interview.
- x. 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.
- xi. Departmental candidates other than Tenure based Employees within same pay scale and same level need not apply.

**2) PAY SCALES, EMOLUMENTS AND OTHER BENEFITS: -**

SL.	POST LEVEL	BASIC PAY SCALE	ALLOWANCES
1	A-II LEVEL	Rs 12000-27000/-	<i>In addition to the this, allowances @ 47% of basic Pay under Cafeteria Approach, Dearness Allowance, House Rent Allowance, Medical facility for Self &amp; dependents, Self Contributory Post Retirement Benefit Scheme (PRBS), Composite Social Security Scheme (CSSS), Gratuity, Superannuation Benefits, Mining allowance, Contributory Provident Fund (CPF), Conveyance Maintenance, Substantial Performance Related Pay (PRP), etc. are provided as per the Company's rules from time to time.</i>
2	A-I LEVEL	Rs 11,000-24,000/-	
3	W-I LEVEL	Rs 10,000-18000/-	

**3) AGE CRITERIA**

Age criteria for A-II and A-I level

Category	Maximum	Minimum
General	30 years	18 years
OBC	33 years	
SC/ST	35 years	

Age limit for W-I level

Category	Maximum	Minimum
General	27 years	18 years

**3 (a) IMPORTANT NOTE FOR AGE CRITERIA :-**

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- i. Age will be reckoned as on 27.11.2014
- ii. SC/ST/OBC candidates competing for General posts should fulfill age criteria of General category.

- iii. PwD candidates will be given a further relaxation of 10 years on the above maximum age limits.
- iv. Departmental candidates of ONGC shall be given relaxation in age to the extent of their Service rendered in ONGC, except for the post of Junior Assistant Rigman (Drilling). Departmental Candidates must produce a certificate of experience in ONGC, issued by I/c HR/ER of the candidate's present location at the time of Interview for claiming age relaxation.
- v. Tenure Based Field Operators of ONGC will be given age relaxation to the extent of services rendered by them while discharging the role of Rigman on Drilling/Work Over Rigs in ONGC for applying to 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.
- vi. 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). Ex-Apprentices of ONGC should bring Apprentices training certificate of ONGC at the time of Personal Interview.
- vii. For Ex-Servicemen, age relaxation is available to the extent of their length of service in Armed Forces plus 3 years as per rules, subject to maximum age of 45 years, and 50 years in case of disabled defense service personnel belonging to SC/ST, but no relaxation in age shall be given for the post of Junior Assistant Rigman(Drilling).

**4) RESERVATION FOR SC/ST/OBC:**

- i. Candidate 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 candidate's 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 to be down loaded from the online application site, as further detailed below.
- iii. 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.
- 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 based on his/her father's OBC certificate from the State to which his / her(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.

**5) APPLICATION FEES & REGISTRATION CHARGES:**

Category	Application fees/Processing Charges (Bank Charges shall be extra as applicable)
General/OBC	Rs 300/-
SC/ST/PwD/Ex Serviceman	Rs 100/-

**5 (a) IMPORTANT NOTES ON FEES & REGISTRATION CHARGES:**

- i. Application fee is non-refundable.
- ii. Application fee can be deposited at any branch of State Bank of India through challan only, by downloading from [www.ongcindia.com](http://www.ongcindia.com).
- iii. No other mode of payment would be accepted. 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 of fee will NOT be returned/refunded.
- iv. Departmental candidates from ONGC would also be required to deposit the requisite application fee through the challan form. However, the same would be reimbursable.
- v. 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. However, they may indicate their actual category in online application so as to avail of fee concession as applicable.
- vi. While making the payment, candidates must keep in mind the closing date of Online application. It must be ensured that the Online application process is completed well before the closing hour of Online application last date, including entering Bank Challan details in the online application after payment of fees. In case, the fees is paid, but the candidate has not been able to fill in Challan details in the Online Application, or the Online Application process is incomplete in any way, the Fees will NOT be refunded.

## 6) SELECTION METHODOLOGY & TEST CENTRE

### 6 (a) THE SELECTION METHODOLOGY WILL COMPRISE THE FOLLOWING STAGES:

- i. Written test
- ii. Physical Standard Test (applicable only for the Post of Junior asst Rigman(Drilling)) and
- iii. Personal Interview.
- iv. The candidates have to qualify at each stage (i-iii above) separately and in Aggregate.
- v. The candidates who qualify in the Written Test shall be shortlisted based on the performance of the written exam. However, the candidate who qualify Written test for the post of Jr.Asstt.Rigman (Drilling), will be put on test for the Physical parameters – Height, Chest, Vision etc, as a part of the selection process for recruitment 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.
- vi. The Written Test is tentatively scheduled on 11.01.2015 (Sunday). (The exact date of the test shall be published on the ONGC website, [www.ongcindia.com](http://www.ongcindia.com) and shall be mentioned in Admit Card).
- vii. 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 of such wrong / false information.

### 6 (b) PATTERN FOR WRITTEN TEST:

	Type of Question	Number of Objective Type Questions	Marks	There will be no negative marking. All questions are of objective type with multiple choices and carry one mark each. Duration of the written test will be 2 hours.
For A2 & W1 level	Subjective Discipline	100	100	
	General Awareness & Aptitude	20	20	
	Grand Total	120	120	

### 6 (c) VENUE AND DATE FOR WRITTEN TEST:

- i. The Written test is scheduled to be conducted tentatively at Kolkata for the State of West Bengal. Depending upon the number of applications received the allotment of Test Centre will be at the discretion of ONGC.
- ii. The Written Test is tentatively scheduled on 11.1.2015(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](http://www.ongcindia.com). Admit card shall be downloaded by entering the Registration No. and Date of Birth from the website.)
- iii. Candidates will be allowed to appear in the Subject paper (in his/her own domain) relevant to the Qualification selected.

## 7) HOW TO APPLY

Application process is entirely online. Candidates meeting all the eligibility criteria for specific posts as listed above and having valid registration in any of the Employment Exchanges located within the State of West Bengal may apply "Online" through the link "Recruitment for MBA Basin, Kolkata" available on ONGC website [www.ongcindia.com](http://www.ongcindia.com).

### 7 (a) INFORMATION REQUIRED IN HAND FOR APPLYING

- i. Valid e-mail ID, Mobile No. with minimum validity of one year.
- ii. Details of Valid Employment Exchange Registration of West Bengal ONLY (No other State Employment Registration will be entertained), i.e Registration Number, Validity-Date and Name of Employment exchange, where registered.
- iii. Details of essential Qualification, percentage of marks, year of Passing and Name of Institute/University.
- iv. Date of Birth (as mentioned in High School or Class X Equivalent Board Examinations) or (School Leaving Certificate)
- v. If Ex-Apprentices of ONGC, the Place, Trade and Period of Training.
- vi. SC/ST/OBC/PwD Certificate (in case of OBC, valid Non-Creamy layer Certificate in the format applicable for posts in Central Govt./ Central Govt. Undertaking), if applicable in the prescribed format duly signed by Competent

Authority. (SAMPLE Format is available on the website [www.ongcindia.com](http://www.ongcindia.com) under the link "Recruitment for MBA Basin, Kolkata").

- vii. If Ex-Serviceman, Registration Card issued by the Employment Exchange/ Ex-Servicemen Welfare Department situated within the State of West Bengal.
- viii. Experience / Training Certificate wherever required as per essential qualification.
- ix. Certificate of Disability from Competent Authority for PwD (wherever applicable). (Sample format available on the website [www.ongcindia.com](http://www.ongcindia.com) under the link "Recruitment for MBA Basin, Kolkata").
- x. Essential certificates like Trade Certificates/ First Aid Training Certificates as required for specific posts (wherever applicable).
- xi. 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"

#### **7 (b) STEPS FOR APPLYING ONLINE AND SUBMISSION OF APPLICATION :**

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- i. Logon to [www.ongcindia.com](http://www.ongcindia.com) ONGC website and click on "**Recruitment for MBA Basin, Kolkata**".
- ii. After reading the Instructions, click on "**Click Here to Apply Online**".
- iii. Fill in the online application form with ALL correct data and click on "**Submit**".
- iv. Upload the scanned Photo and Signature in the space provided in Online Application.

#### **Once the candidate submits the online application, the candidates will get system generated customized Bank Challan.**

- v. Take the Printout of System Generated Customized Bank Challan bearing **Unique Registration Number**.
- vi. Deposit the Registration Charges in any SBI Branch as per System Generated Bank Challan i.e. for GEN/OBC – Rs.300/- and for SC/ST/PwD/Ex-Servicemen – Rs.100/- and applicable bank charges i.e.Rs.20/- per challan.
- vii. Retain the original "Bank Challan – ONGC's copy" , to be produced at the time of Personal Interview.
- viii. Open the Online-Application again, by clicking on "**Login for Registered Candidates**" link, and enter the **Unique Registration Number** and Date of Birth.
- ix. Enter the requisite details of the Bank Deposit like Journal No, Branch Code and Branch Name, Date of deposit.
- x. Click the "**Submit**" button again to complete the registration process.

#### **IMPORTANT NOTES ON APPLYING ONLINE:**

- 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.
- ii. Non filling of Bank details in the Online Application will be treated as incomplete application and is liable to be rejected.
- iii. Candidate must ensure that they meet all the eligibility criteria laid down in this advertisement before making the payment through Challan.
- iv. Payment is Non-refundable.

#### **7 (c) ADMIT CARD FOR WRITTEN EXAMINATION**

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- i. Date of the Written Test shall be published on our website, [www.ongcindia.com](http://www.ongcindia.com), alongwith provision of downloading the Admit Card.
- ii. Candidates can download their Admit Card by clicking on the link "Download Admit Card for the Recruitment for MBA Basin, Kolkata" on [www.ongcindia.com](http://www.ongcindia.com) website by entering the unique Registration number and Date of Birth printed on the registration slip. Same shall also be intimated to candidates via email and/or SMS.
- iii. The Admit Card generated will have details of the Candidate like Name, Photo, Date, Time & Venue of the Examination, Post Applied, Category and Discipline etc.
- iv. The Admit card must be printed by the Candidate, and brought to the Test Centre on the day of the Written Test.
- v. 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.
- vi. Candidates must bring any one of the original Photo ID Proof like Driving Licence, Voter ID etc. at the time of written test.

#### **IMPORTANT NOTES ON DOWNLOADING ADMIT CARD:**

- i. Responsibility of receiving, downloading and printing of Admit Card / Call letter for Interview / 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/ Mobile No. provided by the candidate or delivery of E-mails to Spam/ Bulk mail folder or DND activated Mobile No. etc.

- ii. All correspondence will be done through e-mail and /or SMS alert, as mentioned in the Online Application. No other communication will be sent separately. **The candidates are advised to have a valid e-mail id and Mobile No and keep it alive to check their e-mail and SMS & visit ONGC website [www.ongcindia.com](http://www.ongcindia.com) regularly for updates.**

**8) TIME SCHEDULE FOR ONLINE REGISTRATION /RECEIPT OF PRINTED REGISTRATION SLIP.**

Sl No	Details	Date	Time
1	ONLINE APPLICATION START	6.11.2014	10.00 HOURS
2	ONLINE APPLICATION END	27.11.2014	18.00 HOURS
3	TENTATIVE DATE FOR WRITTEN TEST	11.1.2015	10.00 HOURS

**9) GENERAL TERMS & CONDITIONS FOR ALL CANDIDATES**

- i. Court of Jurisdiction for any dispute will be Hon'ble High Court of Kolkata.
- ii. The Directorate of Employment, Govt of west Bengal, Kolkata has been requested to suitably inform the Employment Exchanges for sponsoring eligible candidates who can apply online by visiting [www.ongcindia.com](http://www.ongcindia.com) against "**Recruitment for MBA Basin, Kolkata**".
- iii. 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.
- iv. Most of the Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The selected candidates are liable to be posted anywhere in the State of West Bengal or elsewhere based on Organizational need / requirement.
- v. The job is transferable to any location within the country as demanded by the semi-mobile nature of operations.
- vi. Departmental candidates fulfilling the requisite qualifications will be given first consideration.
- vii. 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 the management of ONGC will be final & binding on all the candidates.
- viii. Candidates are also advised not to respond the unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidate may check on our official ONGC's website [www.ongcindia.com](http://www.ongcindia.com).
- ix. ONGC does not seek payment of any kind from the candidates except during the registration process which is either Rs 100/- or Rs 300/- depending upon the category of the candidates.
- x. For more information about the Company you may visit ONGC website.

Recruitment & Promotions Section,  
ONGC, Kolkata