



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**Assam Asset, Nazira-785685**

**Advt. No: 01/2019 (R&P) (For Non-Executives) (ONGC Assam)**

Online applications at [www.ongcindia.com](http://www.ongcindia.com) from 07.01.2019 to 27.01.2019 till 1800 hours

Oil and Natural Gas Corporation Limited (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 70% of India’s domestic Oil and Gas production. Currently, ONGC through its subsidiary ONGC Videsh is India’s largest Transnational Corporate with overseas investment of over 10 billion USD in 20 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 organisation focused on growth.

Oil and Natural Gas Corporation Limited invites **Online Applications** from young and energetic Indian citizens possessing **Assam state domicile** for selection to the under mentioned posts for ONGC’s offices in Assam with the pay scales as mentioned below.

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.

**A. Pay scales, Emoluments & Other Benefits**

Sl. No	Post Level	Basic Pay Scale (Pre-revised)	Allowances
1	A-2 Level	Rs. 12,000-27,000/- <sup>#</sup>	In addition to this, allowances @ 47% of basic Pay under Cafeteria Approach, Dearness Allowance, House Rent Allowance, Medical facility for Self & 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.
2	A-1 Level	Rs. 11,000-24,000/- <sup>#</sup>	
3	W-1 Level	Rs 10,000-18,000/- <sup>#</sup>	

**# The pay revision is due with effect from 01.01.2017; the benefit of the same shall be applicable from the date of joining.**

## B. Details of the posts and essential qualifications:-

### Posts Reserved for PwD only

Sl. No.	Post	Level	Identified for	Vacancy Reserved for	Social reservation if filled by other than PWD in 3 <sup>rd</sup> Attempt	Essential Qualification
1	Assistant Technician (Boiler)	A-2	OH (OL), HH	OH-3, HH-3	OBC – 1 UR –5	3 Years Diploma in Mechanical Engineering With First class Boiler Attendant Certificate
2	Technical Assistant Gd. III (Chemistry)	A-2	OH (OA,OL, BL), HH	HH-2	UR -2	Post Graduate Degree in Chemistry
3	Junior Assistant (Steno English)	A-1	OH (OA, OL, OAL, BL), VH (B, LV)	VH-2	UR-2	Graduate with proficiency in typing speed at 30 w.p.m. and Shorthand at 80 w.p.m. Certificate /Diploma of minimum duration of six months in Computer Applications in the office environment. Skill tests applicable as per table 3.
4	Junior Assistant Technician (Electrical)	A-1	OH (OL), HH	HH-1	UR-1	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Electrician Trade. Should have valid Certificate of Competency as Electrical Supervisor.
5	Junior Assistant (Materials Management)	A-1	OH (OA, OL), HH	HH-1	UR-1	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing speed at 30 w.p.m. with Certificate / Diploma of minimum duration of six months in Computer applications in the Office Environment. Skill test applicable as per table 3.
<b>Total</b>				<b>12 [OH-3, HH-7, VH-2]</b>		

The posts at Sl. No.1 to 5 are reserved for PWD candidates. In the event of suitable candidates are not available from reserved category of PWD, the candidates available from other identified categories of PWD can be selected for the respective posts. However this being the third attempt of Special Recruitment Drive for Persons' with Disabilities (PWD), hence as per government guidelines, in case suitable number of candidates are not available to fill up the posts reserved for PWDs, then these posts can be filled up by non-PWD candidates. **Hence non-PWD candidates can also apply for these posts. However, the selection will first be done within PWD candidates. Non-PWD candidates will be given consideration, only if the posts remain vacant after selection within PWD candidates.**

### A-II LEVEL [PAY SCALE ₹ 12,000-27,000]: Total emoluments would be ₹ 32,000/-approximately per month

Sl. No.	Posts	Total	SC	ST	OBC	UR	Posts identified for PwDs	Reserved for PWD	Reserved for Ex-Servicemen	Minimum Essential Qualification
6	Assistant Rigman (Drilling)	01	-	-	-	01	Not Identified	-	-	3 years Diploma in Mechanical/Petroleum Engineering. Physical Standards as specified.
7	Technical Assistant Grade. III (Chemistry)	08	-	01	02	05	OA, OL, BL, HH	-	-	Post Graduate Degree in Chemistry.
8	Assistant Technician (Production)	25	01	03	07	14	Not Identified	-	4	3 years Diploma in Mechanical Engineering/Chemical Engineering /Petroleum Engineering.
9	Assistant Technician (Mechanical)	05	-	01	01	03	OA, OL, HH	-	-	3 years Diploma in Mechanical Engineering.
10	Assistant Technician (Electrical)	11	01	01	03	06	OL, HH	HH-01	2	3 years Diploma in Electrical Engineering. Should have Valid Certificate of Competency as Electrical Supervisor.

11	Assistant Technician (Electronics)	12	01	02	03	06	OA ,OL BL, HH	HH-01	2	3 years Diploma in Electronics / Telecom/ E&T Engineering OR M.Sc. in Physics with Electronics.
12	Assistant Technician (Instrumentation)	20	01	02	06	11	OL, HH	OH-01	4	3 years Diploma in Instrumentation Engineering.
13	Assistant Grade-III (Transport)	01	-	-	-	01	Not Identified	-	-	3 years Diploma in Auto/Mechanical Engineering/ Post Graduate Diploma in Business Management/ Administration or Any post graduate. Valid Heavy Vehicle Driving License is essential
14	Security Supervisor	01	-	-	-	01	HH			Graduate Degree with one year relevant experience in security.  Physical Standards as specified and Physical Efficiency Tests apply.
15	Clinical Assistant Gd. III (Optometry)	01	-	-	-	01	OL, HH			Bachelor Degree in Optometry.* Skill Tests Apply.
<b>A-I LEVEL [PAY SCALE ₹ 11,000-24,000]: Total emoluments would be ₹ 30,000/-approximately per month</b>										
16	Junior Technical Assistant (Chemistry)	05	-	-	01	04	OA, OL BL, HH	-	-	B. Sc. With Chemistry as main subject.
17	Junior Assistant Technician (Production)	50	03	06	13	27	Not Identified	-	10	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Fitting or Mechanic Trades**
18	Junior Assistant Technician (Cementing)	03	-	-	01	02	Not Identified	-	-	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Auto/ Fitting or Mechanic Trades**  Should have Valid Heavy Vehicle Driving License.
19	Junior Assistant Technician (Electrical)	25	02	03	06	14	OL, HH	HH-01	5	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Electrician Trade. Should have valid Certificate of Competency as Electrical Supervisor.
20	Junior Assistant Technician (Diesel)	20	01	03	05	11	Not Identified	-	4	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Diesel Mechanic.
21	Junior Assistant Technician (Welding)	08	01	01	02	04	OL, HH	-	-	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Welding.
22	Junior Assistant Technician (Machining)	10	01	01	03	05	Not Identified	-	2	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Machining.
23	Junior Assistant Technician (Fitting)	10	-	02	03	05	Not Identified	-	2	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Fitting.
24	Junior Motor Vehicle Driver (Winch Operation)	12	01	01	03	07	Not Identified	-	2	High School or Class X Equivalent Board Examination with valid Driving License for Heavy Vehicle and 3 years driving Experience of Heavy Vehicles. Driving test as per table 3.
25	Junior Motor Vehicle Driver (Heavy Vehicle Operation)	01	-	-	-	01	Not Identified	-	-	High School or Class X Equivalent Board Examination with Driving License for Heavy Vehicle and 3 years driving

										Experience of Heavy Vehicles. Driving test as per table 3.
26	Junior Slinger Cum Rigger	02	-	-	-	02	Not Identified	-	-	High School or Class X Equivalent Board Examination with valid Driving License for Heavy Vehicle and 3 years' experience in loading and unloading. Driving test applicable as per table 3.
27	Junior Assistant (Accounts)	07	-	01	02	04	OA, OL OAL, BL HH, B LV	-	-	B.Com., with proficiency in typing at 30 w.p.m., and Certificate/Diploma Of minimum duration of 6 months In Computer Applications in Office Environment.
28	Junior Assistant ( Materials Management)	11	01	01	03	06	OA, OL HH	VH-01	2	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing at 30 w.p.m. with Certificate/Diploma of minimum duration of six months in Computer applications in the office environment. Typing Test Apply.
29	Junior Assistant (Personnel & Administration)	12	01	02	03	06	OA, OL OAL BL HH, B LV	VH-02	2	Graduate with Typing speed at 30 w.p.m. and Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment. Typing Test Apply.
30	Junior Assistant (Official Language)	01	-	-	-	01	OA, OL BL, B LV, HH,	-	-	Graduate in Hindi with English as one of the subjects. Typing speed at 30 w.p.m. in Hindi to be conducted on computer and Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment.
31	Junior Security Supervisor	02	-	01	-	01	HH	-	-	Intermediate with 6 months training /experience in Security. Physical Standards as specified and Physical Efficiency Tests apply.
32	Junior Fire Supervisor	04	01	-	01	02	HH			Intermediate with 6 months' experience in fire services. Valid Driving Licence for Heavy Vehicles essential. Driving Test on Fire Tender/ Heavy Vehicle applicable. Physical Standards as specified and Physical Efficiency Tests apply.
33	Medical Assistant Grade IV (Industrial Hygiene)	01	-	-	-	01	Not Identified	-	-	Diploma/Certificate of minimum one year duration in Industrial Hygiene*. Minimum 01 year inline experience. Skill Tests Apply.
34	Pharmacist Grade IV (Allopathy)	09	-	01	02	06	OL, BL	OH-01	-	Diploma in Pharmacy of minimum 2 years duration*. Should be registered with Pharmacy Council. Skill Tests Apply.
35	Medical Assistant Grade IV (Pathology)	03	-	-	-	03	OL, HH	-	-	Diploma/Certificate of minimum one year duration in Medical Lab Technology*. Minimum 01 year inline experience. Skill Tests Apply.

36	Medical Assistant Grade IV (Sterilization-CSSD)	01	-	-	-	01	OL, HH LV	-	-	Diploma/Certificate of minimum one year duration in Sterilization (CSSD)*. Minimum 01 year inline experience. Skill Tests Apply.
37	Medical Assistant Grade IV (Radiology)	03	-	-	-	03	OA, OL, HH	-	-	Diploma/Certificate of minimum one year duration in Radiography or Medical Radio and Imaging Technology*. Minimum 01 year inline experience. Skill Tests Apply.
38	Medical Assistant Grade-IV (Anaesthesia)	01	-	-	-	01	Not Identified	-	-	Diploma/ Certificate of minimum of one year duration in Anaesthesia Technician*. Minimum 01 year inline experience. Skill Tests Apply.
39	Medical Assistant Grade-IV (ECG)	02	-	-	-	02	Not Identified	-	-	Diploma/ Certificate of minimum one year duration in ECG*. Minimum 01 year inline experience. Skill Tests Apply
40	Medical Assistant Grade-IV (Operation Theatre)	02	-	-	-	02	Not Identified	-	-	Diploma/ Certificate of minimum of one year duration in Operation Theater Technology*. Minimum 01 year inline experience. Skill Tests Apply
41	Medical Assistant Grade-IV (Dental Hygiene)	01	-	-	-	01	OL, HH, LV	-	-	Diploma/ Certificate of Minimum one year duration in Dental Hygiene or Dental Assistant*. Minimum 1 year inline Experience. Skill Tests Apply.
<b>W-I LEVEL [PAY SCALE ₹ 10,000-18,000]: Total emoluments would be ₹ 27,000/-approximately per month</b>										
42	Junior Health Attendant	06	-	-	01	05	OL, HH	-	2	High School or Class X Equivalent Board examination with First Aid Certificate

\* Qualifications should be from government recognised college/ university.

\*\* Mechanic Trades are: Diesel/ Instrumentation/Turner / Machining / Tractor / Motor Vehicle / Welding/ Black Smithy / Boiler Attendant and Machinist Grinder.

Abbreviations: OA – One Arm, OL – One Leg, OAL – One Arm and One Leg, BL – Both Leg; HH – Hearing Impaired; B – Blind, LV – Low Vision;

**Table 1. Minimum Physical Standards Test (PST) parameters– (Physical standards will be tested):**

Name of the post	Category	Min. Height	Weight	Chest (Unexpanded)
<b>(For Males)</b> Security Supervisor/Junior Security Supervisor/Junior Fire Supervisor	For All categories	168 cms.	-	81 cms. (with expansion of 5 cms)
	For Tribes/Hillmen	163 cms.	-	
	For persons from State of Assam	163 cms	-	79 cms. (with expansion of 5 cms)
	For Tribes/Hillmen from State of Assam	160 cms.	-	
<b>(For Females)</b> Security Supervisor/Junior Security Supervisor/Junior Fire Supervisor	For All categories	152 cms.	Proportionate to height but not less than 46 kgs.	-
	For Tribes/Hillmen	147 cms.		
<b>(For Males)</b> Asst. Rigman (Drilling)	GEN/OBC	167	58	81 cms. (with expansion of 05 cms)
	Hill men/Tribes/ SC/ST	162	50	79 cms. (with expansion of 05 cms)

**Table 2. Physical Efficiency Test (PET) Parameters**

Sl. No.	POST	PHYSICAL EFFICIENCY TEST	
		For Male	For Female
1	Security Supervisor/ Jr. Security Supervisor	1. 1.6 km race in 8 minutes 2. Long Jump: 9 feet (3 chances) 3. High Jump: 3½ feet (3 chances)	1. 800 Mtrs race in 6 minutes 2. Long Jump: 8 feet (3 chances) 3. High Jump: 3 feet (3 chances)
2	Jr. Fire Supervisor	1. Running 800 Mtrs. Within 4 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. 3. Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 minutes.	1. Running 800 Mtrs. Within 6 minutes. 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 27 feet (9 Mtrs.) fully extended in 2 minutes.

**Table 3. Skill Tests:** Skill tests as applicable to respective posts will be conducted as follows:

Sl. No.	Posts	Skill Test (Male/Female)
1	i. Junior Slinger Cum Rigger ii. Junior Motor Vehicle Driver (Winch Operation) iii. Junior Motor Vehicle Driver (Heavy vehicle Operation)	Driving Test on Heavy Vehicle
2	Junior Fire Supervisor	Driving Test on Fire Tender/ Heavy Vehicle
3	Junior Assistant- (Personnel & Administration)	Typing Test (English)
4	Junior Assistant (Steno English)	Typing Test (English) and Steno Test
5	Junior Assistant- ( Materials Management )	Typing Test (English)
6	Junior Assistant- ( Accounts )	Typing Test (English)
	Junior Assistant (Official Language)	Typing Test (Hindi)

**C. Note for Candidates:**

- i. **The candidates must possess the domicile of state of Assam. The candidates will have to produce a Certificate of Domicile from the concerned state at the time of Skill Test/ uploading of documents. The condition of domicile is not mandatory for departmental candidates.**
- ii. **TBFO (Tenure Based Field Operators), Contingent Employees and Paramedics on Contract will also be treated as departmental candidates besides regular employees.**
- iii. A candidate can apply for MULTIPLE posts for which he is eligible.
- iv. In case the candidate is eligible for multiple posts, the candidate will have to give his choice of posts in order of preference. No change in the order of preference will be considered later. Only one offer of appointment shall be given to the selected candidate based on his/ her choice of preference indicated in the online application.
- v. Departmental candidates other than the Tenure Based Field Operators, within the same pay scale and same level are not eligible to apply.
- vi. Some of the posts in this advertisement have been identified suitable for PWDs out of which few posts have been reserved for PWD's for the specified disability. The disability for which the post has been identified/ reserved has been indicated against each post. PWD candidates may apply for the posts identified suitable for them. **However, the benefit of reservation shall be given only to those PwD candidates for whom the posts have been reserved as per the Disability.** PWD candidates shall however be eligible for age relaxation irrespective of the fact whether the post is reserved person with disabilities or not, provided the post is identified suitable for the relevant category of disability.

- vii. Some of the posts in this advertisement are reserved for Ex-Serviceman. Ex-Serviceman shall be eligible for the benefit of reservation under Ex-Serviceman category provided they have not availed the benefit of Ex-servicemen on their first employment in civilian posts. This shall however not apply to those ex-servicemen who have been re-employed or are employed by private companies/autonomous bodies/ public sector undertakings/ government offices on casual/contract/temporary ad-hoc basis and who can be removed from such service at any time by their employer concerned. In case an Ex-Serviceman has availed the benefit of Ex-Serviceman reservation earlier, he would still be entitled for age relaxation in age as admissible to other ex-serviceman employees.
- viii. If sufficient number of eligible and suitable Ex-Servicemen candidates is not available to fill up the posts reserved for them, then the vacant posts may be filled up by other candidates.
- ix. The Candidate must possess the essential prescribed qualifications on or before the last date of online Application.
- x. Candidates must possess a minimum score of **50% marks** in the essential qualification to be eligible. The candidate has to enter exact percentage of marks to a maximum of 2 (two) decimal places while filling the online application form i.e. rounding off to percentage is strictly not allowed.
- xi. For the posts mentioned above where one of the qualifications prescribed is a Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment, a B.C.A. or an M.C.A. or a B.Tech. / B.E. in Computer Science/ Engineering shall not be accepted in place of a Certificate/ Diploma of minimum 6 months. Even if the Graduation is B.C.A. or, a B.Tech. / B.E. in Computer Science/ Engineering, the required certificate of minimum duration of 6 months is mandatory. The Certificate/ Diploma should be attributable to Computer Applications and should clearly mention that the candidate has studied the course involving office environment such as applications of MS Word, Excel (spread sheet) etc..
- xii. For the post of AT (Electronics), one of the qualifications prescribed is a M.Sc. in Physics with Electronics. The candidate must possess the degree of M.Sc in Physics with Electronics. Any variation in name from the prescribed nomenclature will not be acceptable.
- xiii. **The candidate must possess qualifications recognized by the relevant statutory bodies like UGC/ AICTE etc.** Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies. Trade Certificate should be from respective ITIs/ Technical Institutions recognized by State Board of Technical Education (SBTE)/National Council for Vocational Training (NCVT).
- xiv. **For posts where Trade Certificate in Electrician trade is the prescribed qualification, a Trade Certificate in Wireman trade shall not be acceptable.**
- xv. For the post of Pharmacist Gd-IV (Allopathy) registration with the Indian/ State Pharmacy Council shall be a must.
- xvi. Candidates **MUST** possess the essential qualification(s) mentioned against each posts e.g. for a post where essential qualification is Diploma in Engineering, a candidate not possessing the same shall **NOT** be eligible to apply even if he/ she possesses a B.Tech/ M.Tech in Engineering. Similarly where a specific duration has been prescribed for e.g. a 3 years Diploma, then the candidate must have pursued a 3 year Diploma course. A two year Diploma considered as equivalent to the 3 year Diploma shall not be acceptable. However, if the candidate had pursued a 3 year Diploma course but has been granted an exemption from appearing in certain subjects or has been granted a lateral entry in the 2<sup>nd</sup> year of the 3 year Diploma, then such qualifications shall also be acceptable.
- xvii. Candidates who are Ex-Servicemen and whose experience of service in the Armed forces has been equated by the Government of India with an induction level qualification prescribed in this advertisement, then the said experience shall be acceptable as an induction level qualification for the said posts in this recruitment. **The Ex-Serviceman**

candidate shall however have to produce an equivalency certificate stating that their qualification has been equated with the prescribed qualification in this advertisement failing which their candidature will not be considered.

- xviii. For posts where no vacancies are earmarked for Reserved category, the Reserved category candidate can apply against Unreserved vacancies. However he/ she may indicate his/ her actual category in the online application so as to avail of fee concession. His/ Her candidature shall however be treated at par with General category candidate for other purposes.
- xix. **For Persons with Disabilities**, Certificate of Disability should be issued by the Notified Medical Authority. The minimum degree of disability for a person to be eligible for any concession/benefits would be 40%.
- xx. **Ex-Servicemen** candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Uploading of Documents.
- xxi. Appointment of selected candidates will be **subject to their passing the company's Medical Examination** as per standards laid down under ONGC Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's Website at [www.ongcindia.com](http://www.ongcindia.com).
- xxii. The jobs are transferable to any onshore/offshore location in the country.

#### D. Age:

**Date of Reckoning Age Limits shall be 27.01.2019 i.e the last date of receipt of On-line application.**

Sl. No.	Level	Category and Maximum/ Minimum age		
		General	OBC- Non Creamy layer	SC/ST
1	For A2 & A1 level Posts	Maximum 30 yrs Minimum 18 yrs	Maximum 33 yrs Minimum 18 yrs	Maximum 35 yrs Minimum 18 yrs
2	For W1 level Posts	Maximum 27 yrs Minimum 18 yrs	Maximum 30 yrs Minimum 18 yrs	Maximum 32 yrs Minimum 18 yrs

#### Relaxation in Age:

- i. **Persons with Disabilities (PWD):** Upper age limit for persons with disabilities shall be relaxable by ten years (15 years for SCs/STs and 13 years for OBCs). Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
- ii. **Ex-Servicemen:** To the extent of length of service in Armed Forces Plus 3 years as per Govt. Rules. For **Disabled Defense Service personnel**, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC/ST.
- iii. **ONGC Departmental candidates:** To the extent of services rendered by them in ONGC. TBFO (Tenure Based Field Operators), Contingent Employees and Paramedics on Contract will also be treated as departmental candidates besides regular employees.
- iv. **ONGC Ex-Apprentices:** Age relaxation to ONGC Ex-Apprentices shall be granted to the extent of their training undergone in ONGC, provided they possess National Apprenticeship Certificate issued by NCVT. Apprentices, other than those from ONGC shall not be eligible for age relaxation.



### E. Caste Criteria:

- i. Candidate's seeking reservation as SC/ST/OBC, will have to submit their caste certificate at the time of skill test/joining. The caste certificate strictly needs to be in the prescribed format 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 recognised as SC/ST/OBC and the Village/Town the candidate is ordinarily a resident of. They must also ensure that the name of their caste/community and its spelling in their caste/community certificate should be exactly as mentioned in the lists notified by the central government from time to time (for OBC category list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>, for SC category the list of castes for each state is available on the site <http://socialjustice.nic.in> and for ST category the list of castes is available on the site <http://tribal.nic.in> ). A certificate containing any variation in the caste name will not be accepted. Further the OBC certificate should also clearly indicate that the candidate does not belong to creamy layer as defined by the Government of India for applying to posts and services under the Central Government.
- ii. Prescribed format of the certificate for SC/ST/OBC/PwD for employment in government undertaking is down-loadable from the online application site.
- iii. No change in the community status already indicated in the on-line application would ordinarily be allowed for this examination by a candidate.

### F. Crucial dates for determining Eligibility Criteria

<ul style="list-style-type: none"><li>• Age</li><li>• Domicile Certificate</li><li>• Possession of Minimum Essential Qualifications as mentioned in this advertisement at para B including<ol style="list-style-type: none"><li>i. Possession of Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment (where applicable)</li><li>ii. Heavy Vehicle Driving License</li><li>iii. Registration with the relevant Statutory Council</li><li>iv. Experience</li></ol></li></ul>	<b>27.01.2019</b> <b>(i.e the Last date of Online Application)</b>
<ul style="list-style-type: none"><li>• Caste/ PWD certificate</li></ul>	<ul style="list-style-type: none"><li>• Validity of the SC/ST certificate shall be tested with respect to the last date of online application (27.01.2019) i.e. the caste/ tribe should be included in the list of SC as on 27.01.2019 for the state of which he is ordinarily a resident.</li><li>• OBC certificate should be the latest certificate. However the caste of the candidate should have been included in the Central List of OBC's as on <b>27.01.2019</b> (i.e. the last date of online application (27.01.2019) for the state of which he is</li></ul>

	<p>ordinarily a resident.</p> <ul style="list-style-type: none"> <li>Validity of the PWD certificate shall be tested with respect to the last date of online application (27.01.2019) i.e. the Disability should have been acquired before <b>27.01.2019</b>. Further the Disability certificate should have been issued by the Competent Medical Board duly constituted by the Central/ State government.</li> </ul>
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### G. Important Dates:

1.	<b>Start of Online Applications</b>	<b>07.01.2019</b>
2.	<b>End Date for Online Applications</b>	<b>27.01.2019</b>
3.	<b>Start of CBT (Tentative) (details shall be shared later)</b>	<b>March 2019</b>

### H. How to Apply:

- i. Eligible candidates would be required to apply on-line ONLY through the link available on ONGC Website: [www.ongcindia.com](http://www.ongcindia.com) from 07.01.2019 to 27.01.2019 till 1800 hrs. No other mode of application shall be accepted.
- ii. Online Application methodology will be available on the online application site.
- iii. Before submitting their applications on the website candidates should possess the following:
  - i. Valid Email ID (should be valid for a period of 1 year from the date of application)
  - ii. Mobile no (should be active and valid for at least a period of 1 year from the date of application)
  - iii. Scanned copy of recent passport size colour photograph of the candidate with white background (**size between 20kb-50kb, of jpeg/ jpg file type ONLY**) and signature of the candidate again with a white background (**size between 10kb-20kb, of jpeg/ jpg file type ONLY**).
- iv. **Registration Fee**
  - i. For General/ OBC candidates- **Rs 370/- as Registration fee (Fee- Rs 299.20/- plus GST-10.80/- plus Bank charges- Rs 60/-). Registration fee is non-refundable.**
  - ii. Registration fee can be deposited at any branch of State Bank of India in **ONGC Power Jyoti A/C No 30827318409 of SBI, Tel Bhavan, Dehradun through Challan Form. Payment of Registration fee by any other mode is not acceptable and payments made through other modes will NOT be returned or refunded to the candidates.**
  - iii. ONGC Departmental candidates/Tenure based employees would also be required to deposit the applicable registration/processing fee through the Challan form. However, the same would be reimbursable.
  - iv. **SC/ST/PWD/Ex-Servicemen candidates are exempted to pay any fee.**
- v. No Changes shall be allowed once the candidate has submitted his/her online application.
- vi. Candidates are advised to submit only one application. In case of multiple applications from a candidate the last one shall be considered as final and the rest shall be rejected.

- vii. Candidate should retain the copy of their system generated Registration slip etc. for future reference. Print out of the same should not be tampered with. No documents including copy of Registration slip etc are to be sent to ONGC unless specifically asked for.
- viii. **All information regarding examination shall be available on the website of ONGC–[www.ongcindia.com](http://www.ongcindia.com). Candidates can download examination admit cards/call letter for skill test etc. from the site.** ONGC will not be responsible for any loss of e-mail/SMS sent due to invalid or wrong email ID/mobile phone no. or delivery of emails to spam/bulk mail folder.

### I. Selection Process:

- i. **The selection of the candidates shall be done through a Computer Based Test (CBT) followed by PST/PET/Skill tests wherever applicable. The candidates have to qualify at each stage separately.**
- ii. The Computer Based Test (CBT) is tentatively scheduled from March 2019 onwards.
- iii. The test will be held at Jorhat, Dibrugarh, Guwahati, Silchar and Sivasagar subject to availability of suitable infrastructure for CBT.
- iv. Candidates should indicate their choice of test centre in the online application.
- v. ONGC reserves the right to change any of the aforementioned test cities at its discretion.
- vi. Details of the schedule of CBT shall be shared with the candidates separately.
- vii. SC/ST/PWD candidates attending the written test and whose mailing address is beyond municipal limits of the test city will be reimbursed to & fro second class rail/bus fare of the shortest route from their mailing address.

### J. Format of CBT

- i. The pattern of the test will be as follows:

Parts in Written Test	Weightage
<b>Part (A): General Mental Ability and Aptitude to test the following:</b> <ul style="list-style-type: none"> <li>• Interpersonal Skills</li> <li>• Logical reasoning/Analytical/Comprehension ability</li> <li>• Basic Numeracy and Data Interpretation Skills</li> <li>• General Awareness</li> </ul>	20% (20 questions for 20 marks)
<b>Part (B): Subject/Domain Related</b> Questions will be commensurate with the level of qualifications required for the post e.g. where Diploma in Engg. is the essential qualification, questions shall be based on the curriculum of Diploma in Engg.	80 % (80 questions for 80 marks)
<b>Total</b>	<b>100 Questions of 01 mark each</b>

- ii. All Questions shall be multiple choice objective type for a total of 100 marks.
- iii. There will be **No Negative Marking** in CBT.
- iv. Total duration of the test shall be 2 hours.
- v. The test shall be trilingual i.e. English, Hindi & Assamese. For the post of Jr Asstt (O.L.) the test will be in Hindi.
- vi. PWD candidates shall be given compensatory time i.e. 20 minutes per hour (total 40 minutes). Scribe may be provided by ONGC to those PWD candidates in the

category of Blindness and Locomotor disability who wish to avail one. The provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma prescribed by the GOI.

## K. Selection Criteria

- i. The final merit list shall be prepared based on the weightages assigned to various parameters as per following:

**Table 4:**

Sl. No.	Posts	Criteria
1	Assistant Rigman (Drilling), Assistant Technician (Boiler), Assistant Technician (Production), Assistant Technician (Mechanical), Assistant Technician (Electrical), Assistant Technician (Instrumentation), Junior Assistant Technician (Production), Junior Assistant Technician (Cementing), Junior Assistant Technician (Electrical), Junior Assistant Technician (Diesel), Junior Assistant Technician (Welding), Junior Assistant Technician (Machining), Junior Assistant Technician (Fitting)	<p>i. <b>Written Test-</b> <b>85 marks</b></p> <p>ii. <b>Academic Performance-</b> <b>10 marks</b> (On NCVT Cert A-I/Eng Diploma A-II)</p> <p>iii. <b>Apprenticeship Certificate-</b> <b>05 marks</b></p> <p><b>Total-100 marks</b></p>
2	Assistant Technician (Electronics), Assistant Gd. III (Transport), Junior Motor Vehicle Driver (Winch Operation), Junior Motor Vehicle Driver (Heavy Vehicle Operation), Junior Slinger Cum Rigger	<p>i. <b>Written Test-</b> <b>85 marks</b></p> <p>ii. <b>Academic Performance-</b> <b>10 marks</b> (on essential qualification marks)</p> <p><b>Total-95 marks</b></p>
3	Technical Assistant Gd. III (Chemistry), Junior Technical Assistant (Chemistry), Jr. Assistant (Steno English), Junior Assistant (MM), Clinical Assistant Gd. III (Optometry), Medical Assistant Gd. IV (Industrial Hygiene) Medical Assistant Gd. IV (Pathology), Medical Assistant Gd. IV (Radiology), Medical Assistant Gd. IV (ECG), Medical Assistant Gd. IV (Sterilization/CSSD), Pharmacist Gd. IV (Allopathy), Medical Assistant Gd. IV (Anaesthesia), Medical Assistant Gd. IV (OT), Medical Assistant Gd. IV (Dental Hygiene), Junior Assistant (Accounts), Junior Assistant (P&A), Junior Assistant (Official Language), Security Supervisor, Junior Security Supervisor, Junior Fire Supervisor	<p>i. <b>Written Test-</b> <b>85 marks</b></p> <p>ii. <b>Academic Performance-</b> <b>15 marks</b> (on essential qualification marks)</p> <p><b>Total-100 marks</b></p>
4	Junior Health Attendant	<p>i. <b>Written Test-</b> <b>90 marks</b></p> <p>ii. <b>Academic Performance-</b> <b>10 marks</b> (on essential qualification marks)</p> <p><b>Total-100 marks</b></p>

- ii. Candidates possessing a National Apprenticeship certificate issued by the NCVT in addition to a Trade Certificate or possessing a Certificate of Proficiency issued by the Ministry of HRD in addition to a Diploma in Engineering shall be given additional 5 marks for the posts of mentioned at Sl. No. 1 of Table 4.

- iii. Candidates must note that they should possess the certificate issued by the respective Authority as on the last date of the online application to be eligible for award of marks for Apprenticeship Certificate.
- iv. 5 marks shall be granted to departmental candidates for the posts mentioned at Sl. No. 1 of Table 4 who have served 5 years or more in the engineering discipline in ONGC, in line with the marks awarded to candidates possessing Apprenticeship training certificate.
- v. Minimum marks in academic performance shall be given to those Ex-servicemen whose experience of service in the Armed Forces has been treated as equivalent to a certificate/ degree by the Government of India or in whose case no marks/ percentage have been allotted in their qualification. The said certificate/ degree should however be the prescribed qualification in this recruitment exercise.
- vi. Weightage shall be given to Academic performance based on the marks obtained in the minimum essential qualification as follows:

Sl. No.	Posts	Above 50% and up to 60%#	Above 60 % to up to 70%#	Above 70%#
1	Assistant Rigman (Drilling), Assistant Technician (Boiler), Assistant Technician (Production), Assistant Technician (Mechanical), Assistant Technician (Electrical), Assistant Technician (Electronics), Assistant Technician (Instrumentation), Assistant GD-III (Transport), Junior Assistant Technician (Production), Junior Assistant Technician (Cementing), Junior Assistant Technician (Electrical), Junior Assistant Technician (Diesel), Junior Assistant Technician (Welding), Junior Assistant Technician (Machining), Junior Assistant Technician (Fitting), Junior Motor Vehicle Driver (Winch Operation), Junior Motor Vehicle Driver (Heavy Vehicle Operation), Junior Slinger Cum Rigger	03	06	10
2	Technical Assistant Gd. III (Chemistry), Junior Technical Assistant (Chemistry), Jr. Assistant (Steno English), Junior Assistant (MM), Clinical Assistant Gd. III (Optometry), Medical Assistant Gd. IV (Industrial Hygiene) Medical Assistant Gd. IV (Pathology), Medical Assistant Gd. IV (Radiology), Medical Assistant Gd. IV (ECG), Medical Assistant Gd. IV (Sterilization/CSDD), Pharmacist Gd. IV (Allopathy), Medical Assistant Gd. IV (Anaesthesia), Medical Assistant Gd. IV (OT), Medical Assistant Gd. IV (Dental Hygiene), Junior Assistant (Accounts), Junior Assistant (P&A), Junior Assistant (Official Language), Security Supervisor, Junior Security Supervisor, Junior Fire Supervisor	05	10	15
3	Junior Health Attendant	03	06	10

**# The candidate has to enter exact percentage of marks to a maximum of 2 (two) decimal places, rounding-off is strictly not allowed (For example, 50.006% shall be considered as 50.00, not as 50.01).**

- vii. Candidates have to provide the overall marks scored by them in the essential qualification at the time of online application as per their final mark sheet. In cases where instead of marks CGPA/DGPA scores awarded, the candidate shall enter the marks as per the conversion formula adopted by the institution/university etc. The candidate shall have to submit a certificate from the institution / university clearly stating such a formula. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution/ university to convert CGPA/ DGPA etc. into percentage, the candidate shall have to submit a certificate from his/ her institution certifying to this effect. In such cases, the candidate shall convert the CGPA/ DGPA etc. into percentage by the following formula: CGPA etc Obtained/ Total CGPA etc. \* 100.
- viii. The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies. For ex- Servicemen candidates, the qualification equivalency as per Govt of India's instructions shall be applicable. They, however, must possess discharge

certificate clearly indicating the qualification equivalency. In such a case they shall be given minimum marks in the qualification criteria. In case they possess actual qualification they shall be awarded marks as per table 4 at (ii) above.

- ix. In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:
1. For posts like Junior Asstt (Accts.), Jr Asstt (P&A), Jr Asstt (MM) and Jr Asstt (Official Language) weightage to Academic performance shall be given to the Graduate level qualification.
  2. For the post of Junior Health Attendant weightage shall be given to the Class X qualification.
- x. A candidate shall have to score minimum 40% marks in the written test to be eligible for further consideration. Such candidates shall be awarded marks in academic performance and apprenticeship certificate (wherever applicable) and considered for further shortlisting in the ratio of 1:5 for
1. Verification of documents and empanelment or for
  2. Calling them for Skill Tests. In case sufficient number of candidates do not qualify the Skill Tests more candidates maybe called for the skill test etc.
- xi. PST, PET, Skill Tests (Driving, Typing, Stenography) etc. are only qualifying in nature. The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Written test, Typing/Shorthand tests (wherever applicable) separately.
- xii. Merit list shall be drawn for candidates who are awarded marks as per weightages assigned as per J(i) above. Offer of appointment shall be issued to the candidates as per merit in the respective posts.
- xiii. ONGC Departmental candidates /Tenure based employees shall be given first consideration in matters of selection viz-a-viz other candidates.
- xiv. In case of a tie between two candidates offer of appointment shall be given to those who score more marks in the CBT. In case still there is a tie then offer shall be given to those who are older in age.
- xv. While creating the Merit list (as per Para 'K (xii)' to Para 'K (xiv)'), in case the candidate is empanelled for multiple posts, offer of appointment shall be issued to the candidate for a post which he has ranked higher in order of choice. Thereafter he shall not be considered for other posts even though he may be empaneled for the same. The order of choice given by the candidate shall remain firm for the entire exercise and no change shall be entertained after the test.

## L. General Instructions

- (a) All applicants must fulfil the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. Their admission at all stages of the examination will be purely provisional. Mere issue of admit card/ call letter for Skill Tests etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- (b) Reservation provided for SC/ST/OBC/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/ skill test will be reimbursed to & fro second class rail / bus fare by the shortest route, on production of railway ticket or bus ticket (candidates opting for examination city other than the city nearest from mailing **address will not be paid TA**).
- (g) Requests for change of mailing address, 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 the candidate shall be rejected.
- (i) **Candidates should retain the copy of their Registration Slip/ Admit Card/ Call letter for Skill Tests etc. for future reference.**
- (j) **Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of Skill test/ Joining**
- (k) 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 (l) Court of Jurisdiction for any dispute will be Sivasagar.
- (l) Candidates will be required to provide bio-metric identification such as finger print etc.

#### **M: NOTE**

1. The candidates applying for this examination should ensure that they fulfil all eligibility conditions for admission to the Examination. Their admission at all the stages of the examination will be purely provisional. Mere issue of admit card/ Call letter for Skill test etc. to the candidate will not imply that his/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.
3. The selected candidates are liable to be posted anywhere in India or abroad.
4. For more information about the Company you may visit our website [www.ongcindia.com](http://www.ongcindia.com).

#### **N. IMPORTANT NOTICE TO ALL CANDIDATES**

Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate. In case of any dispute, the decision of the management of ONGC will be final & binding on all candidates.

Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement, the candidates may check on ONGC's website [www.ongcindia.com](http://www.ongcindia.com).

**DGM (HR)- I/c HR/ER  
ONGC, Assam Asset, Nazira**

**Registration/Online Applications only at [www.ongcindia.com](http://www.ongcindia.com)**

**Note: In case of any discrepancy between the English and Hindi version of the advertisements, the English version shall prevail.**