

- g) SC/ST/PwD candidates attending the Computer Based Test (CBT) 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

- All Questions shall be multiple choice objective type for a total of 100 marks.
- There will be **No Negative Marking** in CBT.
- Total duration of the test shall be 2 hours.
- The test shall be in English, Tamil & Hindi.
- 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.
- Details of questions to be asked pertaining to each post is encapsulated in the table below:

Posts for	Subject Specific, Domain Related	General Mental Ability and Aptitude
Assistant Technician (Instrumentation), Assistant Technician (Mechanical), Assistant Technician (Civil), Assistant Technician (Electronics), Assistant Grade-III (Transport)	80 questions on subject knowledge. Questions will be commensurate with the level of Qualifications required for the post e.g. where Diploma in Engineering is the essential qualification, questions shall be based on the curriculum of Diploma in the respective engineering stream, where M.Sc. in Physics with Electronics is the essential qualification, questions will be based on the curriculum of M.Sc in Physics with a sprinkling of questions on Electronics. Total 80 marks.	<p>Questions on Interpersonal Skill/ Logical reasoning/ Analytical/ Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/ General Awareness</p> <p>20 questions, 20 marks</p>
Junior Technical Assistant (Survey), Junior Assistant Tech. (Cementing), Junior Assistant Technician (Fitting), Junior Assistant Technician (Electrical), Junior Assistant Technician (Welding)	80 Questions: Questions shall be based on the curriculum of Trade Certificate in the respective stream. Total 80 Marks.	
Junior Assistant (P&A)	80 questions. Questions will be primarily focused on Reading Comprehension, Grammar, Composition, etc. and will include a mix of questions on MS-Office. Total 80 marks.	
Junior Assistant (MM)	80 questions. Question will be based on the subject matter of B.Sc (Physics) or B.Sc (Maths) and will include a mix of questions on MS-Office. Total 80 marks.	
Junior Assistant (Accounts)	80 questions. Questions based on B.Com. qualification with a mix of questions on MS-Office.Total 80 marks.	
Junior Assistant (Official Language)	80 questions Questions will be primarily focused on the knowledge of Hindi language, English to Hindi	

	translation and vice versa and will include a mix of questions on MS-Office. Total 80 marks.	
Junior Fire Supervisor/ Junior Fireman	80 questions Questions will be based on Fire disciplines and commensurate with the level of the post. Total 80 marks.	
Junior Motor Vehicle Driver (HV) and Junior Motor Vehicle Driver (Winch Operations)	80 Questions: Questions on the subject commensurate with the level of the post and qualifications. Total: 80 Marks.	

K. Selection Criteria:

a) The final merit list shall be prepared post-wise, based on the weightages assigned to various parameters as per following:

Sl No.	Posts	Criteria
1	Assistant Technician (Instrumentation), Assistant Technician (Mechanical), Assistant Technician (Civil), Junior Assistant Technician (Cementing), Junior Assistant Technician (Fitting), Junior Assistant Technician (Electrical), Junior Assistant Technician (Welding)	i. Computer Based Test - 85 marks ii. Academic Performance - 10 marks iii. Apprenticeship Certificate - 05 marks Total - 100 marks
2	Junior Assistant (Accounts), Junior Assistant (P&A), Junior Assistant (MM), Junior Assistant (Official Language), Junior Fire Supervisor, & Junior Technical Assistant (Survey)	i. Computer Based Test - 85 Marks ii. Academic performance (On qualifying exam marks) - 15 Marks Total - 100 Marks
3	Assistant Technician (Electronics), Assistant Grade-III (Transport), Junior Motor Vehicle Driver (HV) and Junior Motor Vehicle Driver (Winch Operations)	i. Computer Based Test - 85 Marks ii. Academic performance (On qualifying exam marks) - 10 Marks Total - 95 Marks
4	Junior Fireman	i. Computer Based Test - 90 marks ii. Academic Performance (On qualifying exam marks) - 10 marks Total - 100 marks

b) 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 Assistant Technician (Instrumentation), Assistant Technician (Mechanical), Assistant Technician (Civil), Junior Assistant Technician (Cementing), Junior Assistant Technician (Fitting), Junior Assistant Technician (Electrical) and Junior Assistant Technician (Welding). 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.

c) 5 marks shall be granted to departmental candidates for the posts of Assistant Technician (Instrumentation), Assistant Technician (Mechanical), Assistant Technician (Civil), Junior Assistant Technician (Cementing), Junior Assistant Technician (Fitting), Junior Assistant Technician (Electrical), Junior Assistant Technician (Welding) 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.

d) Candidates must possess a minimum score of 40% marks in the essential qualification.

e) Weightage shall be given to Academic performance based on the marks obtained in the qualifying examination as follows:

SI No	Posts	40% and up to 50%	Above 50 % and up to 60%	Above 60%
1	Assistant Technician (Instrumentation), Assistant Technician (Mechanical), Assistant Technician (Civil), Junior Assistant Technician (Cementing), Junior Assistant Technician (Fitting), Junior Assistant Technician (Electrical), Junior Assistant Technician (Welding), Assistant Technician (Electronics), Assistant Grade-III (Transport), Junior Motor Vehicle Driver (HV) and Junior Motor Vehicle Driver (Winch Operations)	03	06	10
2	Junior Assistant (Accounts), Junior Assistant (P&A), Junior Assistant (MM), Junior Assistant (Official Language), Junior Fire Supervisor and Junior Technical Assistant (Survey)	05	10	15
3	Junior Fireman	03	06	10

f) Typing test, Skill test, Physical Efficiency Test, Driving Test, etc. wherever applicable shall continue to be of qualifying nature only i.e no weightage to marks for such tests shall be given.

g) 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. Candidate has to enter exact percentage of marks to a Maximum of two(02) decimals while filling the on-line application form i.e. rounding off to percentage is strictly not allowed. 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: $\text{CGPA etc. Obtained} / \text{Total CGPA etc.} * 100$.

h) Candidate must provide correct and factual information regarding the marks scored by them in the essential qualification as this will become part of selection criteria and the same cannot be changed by them at a later stage. Candidates providing wrong/ false data will be responsible for the consequences including termination (if appointed) apart from legal actions by ONGC at any stage.

i) The qualification(s) possessed by the candidates must have the required approval of the respective Statutory Bodies.

j) 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 at K(e) above.

k) In posts having more than one essential qualification, weightage to Academic performance shall be assigned as under:

1. For posts like Junior Fire Supervisor/Junior Motor Vehicle Driver (HV)/ Junior Motor Vehicle Driver (Winch Operations)/Junior Fireman weightage to Academic performance shall be given to Intermediate/ Matric qualifications.

2. For posts like Junior Assistant (Accounts), Junior Assistant (P&A), Junior Assistant (MM) and Junior Assistant (Official Language) weightage to Academic performance shall be given to the Graduate level qualification.
3. For posts like Junior Technical Assistant (Survey), Junior Assistant Technician (Cementing), Junior Assistant Technician (Fitting), Junior Assistant Technician (Electrical), Junior Assistant Technician (Welding) weightage to Academic performance shall be given to the diploma/trade certificate qualification.

l) A Candidate shall have to score minimum 40% marks in the CBT 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
- 2) Calling them for Skill tests such as Physical Standards Test/Physical Efficiency Test/Typing Test/ Driving Test wherever applicable. In case sufficient numbers of candidates do not qualify the skill tests such as Physical Standards Test/Physical Efficiency Test/Typing Test/ Driving Test wherever applicable, more candidates may be called for skill test such as Physical Standards Test/Physical Efficiency Test/Typing Test/ Driving Test wherever applicable.

m) Skill tests such as Physical Standards Test/Physical Efficiency Test/Typing Test/ Driving Test wherever applicable, are only qualifying in nature. The candidates in addition to fulfilling the requested qualification criteria are required to qualify at each stage i.e. CBT/Skill Tests (wherever applicable) separately.

n) Merit list shall be drawn for candidates who are awarded marks as per weightages assigned as per K (a) above. Offer of appointment shall be issued to the candidates as per merit list in the respective posts.

o) ONGC Departmental candidates/Tenure based employees shall be given first consideration in matters of selection vis-a-vis other candidates.

p) 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.

q) While selecting candidates for the Merit list as per para (m) to (p) above, in case the candidate is selected for multiple posts, offer of appointment shall be issued to the candidate for a post which he/she has ranked higher in order of choice. Thereafter he/she shall not be considered for other posts even though he/she 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 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. 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/OBC/PWD candidates is as per Government 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 CBT/ 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/ Upload of documents failing which their candidature shall be rejected.**
- (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) The Courts at Chennai shall have exclusive Jurisdiction in any dispute hereunder or any proceedings arising out of this advertisement.
- (m) 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 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. The decision of ONGC in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced at the time of CBT/ Skill tests, any other matter relating to recruitment shall be final and binding on the candidates.
5. For more information about the Company you may visit our website 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.

Manager (HR)-R&P
ONGC, Southern Sector, Chennai

Registration/Online Applications only at www.ongcindia.com