



OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No: ONGC/TRIPURA ASSET/APPR/2/2019

Date of Notification : 10.08.2019

Last Date of receipt of applications : 22.08.2019

ENGAGEMENT OF APPRENTICES UNDER THE APPRENTICES ACT, 1961

Oil and Natural Gas Corporation Limited (ONGC), which is India's flagship energy major and a 'Maharatna' Central Public Sector Enterprise engaged in Exploration and Production of Oil & Gas in India and abroad, as a measure of Skill Building initiative for the Nation, proposes to engage apprentices at **ONGC, Agartala**.

Applications are invited from candidates in the following trades meeting the qualifications mentioned below for engagement as Apprentices under Apprentices Act 1961 (as amended from time to time) in the trade/disciplines mentioned below:

(A)

Work Centre	Sl.No	Trade	Tentative No. of Seats	SC	ST	OBC	UR
AGARTALA	1	Secretarial Assistant	6	1	1	0	4
	2	Computer Operator and Programming	2	1	1	0	0
	3	Electrician	6	0	2	0	4
	4	Fitter	19	1	6	0	12
	5	Machinist	2	0	1	0	1
	6	Mechanic (Motor Vehicle)	21	4	7	0	10
	7	Welder	7	2	1	0	4
Total			63	9	19	0	35

(B) AGE CRITERIA

Minimum 18 years and maximum 24 years as on 22.08.2019

General	OBC-Non Creamy Layer	SC/ST	Persons with Disability
Maximum 24 yrs	Maximum 27 yrs	Maximum 29 yrs	General
Minimum 18 yrs	Minimum 18 yrs	Minimum 18 yrs	Max. 34 yrs & Min.18 yrs (born between 22.08.1985 to 22.08.2001)
(born between 22.08.1995 to 22.08.2001)	(born between 22.08.1992 to 22.08.2001)	(born between 22.08.1990 to 22.08.2001)	OBC-Non Creamy layer Max. 37 yrs & Min.18 yrs (born between 22.08.1982 to 22.08.2001)
			SC/ST Max. 39 yrs & Min.18 yrs (born between 22.08.1980 to 22.08.2001)

Concession & Relaxation:

- I. Upper age is relaxed by 5 years for SC/ST candidates and 3 years for OBC candidates for the trades reserved for them.
- II. Candidates belonging to PwBD categories shall be given age relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (Non-Creamy Layer) Candidates)

(C) PwBD consideration : Trades as under are suitable for Persons with Benchmark Disabilities(PwBD)

Trade Name	Mechanical / Electrical/ Mechanic	Computer Operator and Programming Assistant/ Secretarial Assistant	Fitter, Machinist
Disability Details	<ul style="list-style-type: none">• Leprosy Cured• Dwarfism• Acid Attack Victims• Multiple disabilities from among above	<ul style="list-style-type: none">• Low Vision• Hard of Hearing• Musculoskeletal (one leg, Both Legs,)), Leprosy Cured, Dwarfism, Acid Attack Victims, Thalassemia• Multiple disabilities as of above	<ul style="list-style-type: none">• Leprosy Cured• Acid Attack Victims

1. Persons with Bench mark Disabilities as mentioned with Minimum 40% disability shall be considered as PwBD candidates as per Rights of persons with Disabilities 2016 and applicable concessions and relaxation shall be available to them.
2. The certificate of Disability should be in terms of Rule 19(1) &20 of the Rights of Persons with Disabilities Rules 2017 in the prescribed Form

(D) QUALIFICATION & ELIGIBILITY CRITERIA

Sl.	TRADE/DISCIPLINE	QUALIFICATION REQUIREMENT
1	Secretarial Assistant	ITI in Secretarial Assistant trade
2	Computer Operator and Programming Assistant (COPA)	ITI in COPA Trade
3	Electrician	ITI in Electrician Trade
4	Fitter	ITI in Fitter Trade
5	Machinist	ITI in Machinist Trade
6	Mechanic (Motor Vehicle)	ITI in Mechanic Motor Vehicle Trade
7	Welder	ITI passed out in the trade of Welder (Gas & Electric)

Note:

1. The qualification prescribed shall be from a recognized University/Institute as full time, regular course only). The applicant must have obtained minimum 45% marks in aggregate for General & OBC candidates and 40% marks in aggregate in case of SC/ST/PWD candidates against reserved positions.
2. The candidates should **NOT** have undergone Apprenticeship earlier or pursuing Apprenticeship Training, in any organisation as per the Apprentices Act, 1961/1973 as amended from time to time.
3. Candidates, who have undergone training or job experience for a period of one year or more after acquiring the prescribed qualifications, shall **NOT** be eligible for being engaged as Trade Apprentice.

It may be noted that in the event it is found that information given by the candidate is false, the candidature for apprentice will be summarily rejected.

A. Age: Applicant should not be less than eighteen years of age as on 22.08.2019.

B. Selection Methodology:

- i. Shortlisting of candidates will be done based on the percentage of marks obtained in the qualifying examination as applicable to the respective trade.
- ii. Candidates, will be offered the apprenticeship in order of merit.
- iii. Medical Certificate of fitness for Apprenticeship Training in ONGC, in original, shall be required to be submitted at the time of joining the Apprenticeship Training from a Registered Medical Officer/ Practitioner giving complete name, address and registration number of the medical authority.

C. How to apply

- i. The candidate may apply for apprenticeship in the trade of their choice as per their eligibility, in Form A appended as Annexure and send it to the following address, super-scribing "Apprentice Application" on the upper right corner of the envelop. Applications are to be sent **only** via speed post/Regd. Post.

**I/C HR-ER, ONGC Tripura Asset,
Badarghat Complex, Agartala (Tripura West) - 799014**

- ii. The candidate's Form A along with requisite attachments has to reach the above address by 5:00 PM of 22.08.2019.
- iii. Candidates have to apply for any ONE DISCIPLINE ONLY as per their eligibility. If any candidate/ applicant submit application for more than one trade/ discipline then all the applications shall be rejected.
- iv. Candidates possessing higher professional qualifications such as BE/ B.Tech or equivalent, MBA or equivalent or MCA shall NOT be considered. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection & termination at any time during engagement, if engaged.

D. Documents to be attached along with application form:

- i. The candidate must have an active email ID and Mobile Number
- ii. The candidate must possess Aadhaar Card for applying
- iii. Required Documents: (Xerox / copy to be enclosed along with Form A)
 - a) Copy of Consolidated Mark sheet/ last mark sheet of essential qualification obtained. If the Institute / University assigns grades, conversion certificate if any, from respective University/College for calculating percentage of marks.
 - b) D.O.B document – 10th Standard certificate or Birth Certificate issued by the Municipality or such appropriate authority.
 - c) Passport size photograph
 - d) Caste certificate in the prescribed format in support of the claim of belonging to SC/ST/OBC duly issued by competent authority (if applicable)
 - e) Certificate of Physical Challenge (if applicable)
 - f) Copy of PAN Card
 - g) Copy of Aadhar Card
- iv. The candidate must ascertain the correctness of all information before filling in the Application Form and its final submission. The candidate shall be wholly/exclusively responsible for the information provided in his/her application form.

- v. Application which is incomplete or not fulfilling the criteria mentioned in section "A" shall not be considered "Eligible" and treated as "Rejected".
- vi. Please note that the candidate, who is selected as an Apprentice Trainee in ONGC, is required to possess an Aadhaar linked Bank Account in his own name (preferably a nationalised bank with internet banking/ electronic banking facilities) and PAN card to receive stipend from ONGC

E. General Instruction :

- i. **The Corporation shall have no obligation to offer regular employment to Apprentices.** This Apprenticeship shall not incur any liability on ONGC for providing any job to the Apprentice.
- ii. Latest Caste certificate is to be produced by reserved category candidates in the Performa prescribed by the Govt. and issued by Competent Authority only
- iii. The candidature of the applicant would be provisional and subject to subsequent verification of certificates. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Corporation. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.
- iv. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, etc. No correspondence will be entertained in this regard.

F. Emoluments

- i. The apprentices are eligible for monthly stipend during their period of engagement which is subject to the periodic revision in minimum wages as applicable to particular location
- ii. The trainee is not eligible for any TA-DA/Boarding or Lodging expenses incurred during the period of training. ONGC will not provide any financial assistance towards transportation.

APPLICATION FORMAT
Enrolment for Apprenticeship Training at ONGC, Agartala
All the fields are mandatory (mark ✓ as necessary)

Affix
passport
size photo
here

1. Trade Applied for :
2. Apprentice Registration No :
3. Work Centre Applied for :
4. Name of the Applicant :
5. Gender : Male Female Others
6. Father's Name (as per 10th Standard Certificate) :
7. Mother's Name : 8. Date of Birth
(As per 10th Standard Certificate)
9. Educational/Professional Qualifications :

Examination Passed	Year of passing	Academic Qualification	Name of Institute	% of Marks	NCVT/SCVT Certificate No.
SSC/Matriculation					
ITI					
Other Qualification					

10. Category of Community : SC ST OBC (NCL) Gen
11. Whether PWD : Yes No
12. Mobile no : Email ID :
13. Aadhaar Card No : PAN Card No:
14. Permanent Address :
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15. I have NOT undergone Apprenticeship Training Earlier: Yes No

I hereby solemnly and sincerely affirm that the particulars furnished above are true and correct.

Signature of the Applicant

Check list of enclosures: (Self Attested Copies)

- SSC/Matric Marks List & Proof of Date of Birth
- ITI Marks List
- Community Certificate(for SC/ST/OBC(NCL) candidates only)
- Certificate of Physically Challenged (if applicable)
- Copy of Aadhaar Card