



OIL AND NATURAL GAS CORPORATION LIMITED

HAZIRA PLANT, ONGC NAGAR, SURAT-394518

Advertisement No.1/2019



Oil and Natural Gas Corporation Ltd. (ONGC), a “Maharatna” Public Sector Enterprise and India’s flagship energy major is engaged in Exploration and Production of Oil and Gas in India and abroad. A global player in energy it offers one of the best compensation packages in terms of cost to company (CTC) in the country with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

ONGC’s Hazira Plant, the largest Gas processing Plant in our Country, invites online applications from promising, energetic, bright and **experienced** persons in the disciplines of, Electrical, Production, Mechanical and Chemistry for recruitment at A-1 & A-2 levels.

Eligible candidates will be required to appear for a written test. **The selected candidates will be appointed subject to medical fitness as per rules of the ONGC.**

A PAY SCALE, EMOLUMENTS & OTHER BENEFITS.

SL. NO.	LEVEL	TOTAL NO. OF POST	PAY SCALE	REMARKS
1	A-2 LEVEL	12	Rs.12000-27000/- *	In addition to the Basic Pay, annual increment @ 3%, allowances @ 47% of Basic Pay under Cafeteria Approach, Dearness Allowance, House Rent Allowance, Mining allowance, Conveyance Maintenance, Substantial Performance Related Pay (PRP), Medical facility for Self & dependents, Self Contributory Post Retirement Benefit Scheme (PRBS), Composite Social Security Scheme (CSSS), Gratuity, Superannuation Benefits, Contributory Provident Fund (CPF), etc. are provided as per the Company's rules from time to time.
2	A-1 LEVEL	24	Rs.11000-24000/- *	
	Total	36		

* under revision w.e.f. 01.01.2017

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.

B. DETAILS OF POSTS, RESERVATIONS AND ESSENTIAL QUALIFICATION.

Sl. No	Level	Posts	No of Posts					Reserv ed for Ex-Servicemen	PWD reservation		Minimum Essential Qualification
			SC	ST	OBC	UR	Total		Posts identified for PwDs	Rese rved for PWD	
1	A2	Assistant Technician (Mechanical)	1	1	4	4	10	3	OA, OL, HH	--	3 years Diploma in Mechanical Engineering.
2	A2	Assistant Technician (Electrical)	-	-	1	1	2		OL,HH	--	3 years Diploma in Electrical Engineering and should have Certificate of

											competency as Electrical Supervisor.
3	A1	Junior Assistant Technician (Fitting)	1	1	3	4	9	1			High School or Class X Equivalent Board examination with Science and Trade Certificate in Fitting
4	A1	Junior Assistant Technician (Diesel)	-	1	2	2	5	1			High School or Class X Equivalent Board examination with Science and Trade Certificate in Diesel Mechanic
5	A1	Junior Assistant Technician (Electrical)	-	-	1	2	3	-	OL, HH	--	High School or Class X Equivalent Board examination with Science & Trade Certificate in Electrician Trade. Should have Certificate of Competency as Electrical Supervisor.
6	A1	Junior Assistant Technician (Production)	-	-	1	3	4	-			High School or Class X Equivalent Board examination with Science and Trade Certificate in Fitting / Diesel / Instrumentation / Turner /Machining/ Tractor/Motor Vehicle/ Welding/ Black Smithy / Boiler Attendant and Machinist Grinder.
7	A1	Junior Technical Assistant (Chemistry)	-	1	1	1	3	-	OA, OL, BL, HH	--	B.Sc. with Chemistry as main subject
Total			2	4	13	17	36	05			

* Persons with Disabilities (PwD), may apply for posts which are identified for them even if no reservation is provided in those posts. However, their selection shall be on merit

Abbreviations used: OL=One Leg, OA=One Arm, BL-Both Legs, HH-Hearing Impaired,

C. EXPERIENCE REQUIRED (As on the last date of online application).

For the above posts, five (05) years' experience of working in a Gas Processing Plant shall be essential.

Explanation:

A Gas Processing Plant shall mean a Hydrocarbon Gas Processing Plant where the key processes includes Gas Sweetening & Dehydration, Cryogenic operations, Storage and transportation of Hydrocarbons is carried out. Experience other than in such "Hydrocarbon Gas Processing" units will not be considered"

The Experience Certificate is to be either issued or countersigned by the authorized signatory of the owner of such Plant. No other certificate shall be accepted.

D. Note for Candidates:

- i. A candidate can apply for **MULTIPLE** posts for which he is eligible.
- ii. 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. The offer of appointment shall be given to the selected candidates based on their choice of preference indicated in the online application.
- iii. Departmental candidates other than Tenure Based Employees applying within the same level/ pay scale shall not be considered.
- iv. Some of the posts in this advertisement have been identified suitable for PWDs. The disability for which the post has been identified has been indicated against each post. PWD candidates may apply for the posts identified suitable for them. PWD candidates shall be eligible for age relaxation, provided the post is identified suitable for the relevant category of disability.
- v. 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 of the benefit of Ex-servicemen on their first re-employment in civilian posts. This shall however not apply to those ex-servicemen who have been re-employed or are re-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 of the benefit of Ex-Serviceman reservation, he would still be entitled for relaxation in age as admissible to civil employees in the normal course.
- vi. If sufficient number of eligible and suitable Ex-Servicemen candidates are not available to fill up the posts reserved for them, then the vacant posts may be filled up by other candidates.
- vii. Candidates should be a **Domicile of the State of Gujarat** and must possess a **certificate** issued on or before the last date of online application **and** will have to produce the same at the time of selection/ uploading of documents.
- viii. The Candidate must possess the essential prescribed qualifications **on or before the last date of online Application**.
- ix. **Candidates must possess a minimum score of 35% marks in the essential qualification to be eligible.**
- x. **The candidate must possess qualifications recognized by the relevant statutory bodies like UGC/ AICTE etc.** Trade certificates should be recognised by NCTVT or State Board of Technical Education. Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies.
- xi. **For posts where Trade Certificate in Electrician trade is the prescribed qualification, a Trade Certificate in Wireman trade shall not be acceptable.**
- xii. The candidate **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. 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 2nd year of the 3 year Diploma, then such qualifications shall also be acceptable.
- xiii. 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.

- xiv. 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.
- xv. **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%.
- xvi. **Ex-Servicemen** candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Uploading of Documents.
- xvii. 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.
- xviii. The jobs are transferable to any onshore/offshore location in the country.

E. Age:

Date of Reckoning Age Limits shall be 24.01.2019 i.e the last date of receipt of On-line application.

Category of Candidates		General	OBC-Non Creamy Layer	SC/ST
For A1 & A2 posts	Other than PWD	Minimum 18 Yrs Maximum 30 Yrs	Minimum 18 Yrs Maximum 33Yrs	Minimum 18 Yrs Maximum 35 Yrs
	Persons with Disability (PWD)	Minimum 18 Yrs Maximum 40 Yrs	Minimum 18 Yrs Maximum 43Yrs	Minimum 18 Yrs Maximum 45 Yrs

Relaxation in Age:

- i. **Persons with Disabilities (PWD):** Upper age limit for persons with disabilities shall be relaxable by ten years. 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 Defence Service personnel**, extent of Age Concession is up to 45 years for Gen/OBC & 50 years for SC/ST.
- iii. **Departmental candidates/** Tenure based employees (TBFO)/ Contingent employees/ Contractual Paramedics : To the extent of services rendered by them in ONGC.
- iv. **ONGC Ex-Apprentices:** Age relaxation to **ONGC Ex-Apprentices** shall be granted to the extent of their training undergone in **ONGC**. Apprentices, other than those from ONGC shall not be eligible for age relaxation.

F. Caste Criteria:

- i. Candidate's seeking reservation as SC/ST/OBC, will have to submit caste certificate, ONLY in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is 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 experience certificate and SC/ST/OBC/PwD certificate 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.

G. Crucial dates for determining Eligibility Criteria

<ul style="list-style-type: none"> Age Minimum 5 years' experience of working in Gas Processing Plant. Possession of Minimum Essential Qualifications as mentioned in this advertisement at para B including <ol style="list-style-type: none"> i. Possession of Certificate. ii. Registration with the relevant Statutory Council. 	<p style="text-align: center;">24.01.2019 (i.e the Last date of Online Application)</p>
<ul style="list-style-type: none"> Caste/ PWD certificate 	<ul style="list-style-type: none"> Validity of the SC certificate shall be tested with respect to the last date of online application (24.01.2019) i.e. the caste/ tribe should be included in the list of SC as on 24.01.2019 for the state of which he is ordinarily a resident. 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 24.01.2019 (i.e. the last date of online application for the state of which he is ordinarily a resident. Validity of the PWD certificate shall be tested with respect to the last date of online application (24.01.2019) i.e. the Disability certificate should have been acquired before 24.01.2019. Further the Disability certificate should have been issued by the Competent Medical Board duly constituted by the Central/ State government.

F. Important Dates:

1.	Start of Online Applications	04.01.2019
2.	End Date for Online Applications	24.01.2019, 1800 hours
3.	Tentative date of CBT	24.02.2019 (SUNDAY)

G. How to Apply:

- i. Eligible candidates would be required to apply on-line **ONLY** through the link available on ONGC Website: www.ongcindia.com from 04.01.2019 to 24.01.2019 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:
 - a. Valid Email ID (should be valid for a period of 1 year from the date of application)
 - b. Mobile no (should be active and valid for at least a period of 1 year from the date of application)
 - c. Scanned copy of recent passport size colour photograph of the candidate with white background (**size between 20kb-70kb, 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**).
 - d. **Minimum five years' experience certificate in the prescribed format.**
- iv. **Registration Fee**
 - a. For General/ OBC candidates- **Rs 370/- as Registration fee (Fee- Rs 299.20/- plus Bank charges- Rs 60/- plus GST-10.80/- on Bank charges). Registration fee is non-refundable.**
 - b. 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.**
 - c. 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.
 - d. **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. Candidates can download examination admit cards 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.

H. Selection Process:

- a. **The selection of the candidates shall be done through a Computer Based Test (CBT)** and have to secure minimum 40% marks.
- b. **The Computer Based Test (CBT)** is tentatively scheduled to be held on 24.02.2019.
- c. The test shall be held in Surat only.
- d. ONGC reserves the right to add, cancel or change any of the aforementioned test city at its discretion.
- e. Details of the schedule of CBT shall be shared with the candidates separately.

I. Format of CBT

- a. All Questions shall be multiple choice objective types for a total of 100 marks.
- b. There will be **No Negative Marking** in CBT.
- c. Total duration of the test shall be 2 hours.

- d. The test shall be in English. However those candidates who opt for Hindi as the language of choice the test shall be bilingual i.e. in both Hindi and English.
- e. Scribe shall be provided by ONGC to those PWD candidates who wish to avail the same. PWD candidates who have physical limitation to write including that of speed, shall be given compensatory time i.e. 20 minutes per hour (total 40 minutes).
- f. 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
AT (Mechanical)/ AT (Electrical)/ JAT(Fitting)/ JAT(Diesel)/ JAT(Electrical)/ JAT(Production) JTA (Chemistry)	80 questions on subject knowledge for 80 marks . Questions will be commensurate with the level of Qualifications required for the post.	20 questions for 20 marks Questions on Interpersonal Skills/ Logical reasoning/ Analytical/ Comprehension Ability/ Basic Numeracy and Data Interpretation Skills/ General Awareness.

J. Selection Criteria

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

SI No	Posts	Criteria
1	AT (Mechanical)/ AT (Electrical)/ JAT(Fitting)/ JAT(Diesel)/ JAT(Electrical)/ JAT(Production)	i. Written Test - 85 marks ii. Academic Performance - 10 marks iii. Apprenticeship Certificate - 05 marks Total - 100 marks
2	Junior Technical Assistant (Chemistry),	i. Written Test - 85 marks ii. Academic Performance - 15 marks (On qualifying exam 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 Trade certificate/ Diploma in Engineering shall be given additional 5 marks for the posts of **JAT(Fitting)/ JAT(Diesel)/ JAT(Electrical)/ JAT(Production)**, AT (Mechanical) and AT (Electrical) respectively.

- c) 5 marks shall be granted to departmental candidates for the posts of **JAT(Fitting)/ JAT(Diesel)/ JAT(Electrical)/ JAT(Production)** and AT (Mechanical) and AT (Electrical) 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 35% 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	Above 35% and up to 50%	Above 50 % to up to 60%	Above 60%
1	AT (Mechanical) AT (Electrical), JAT(Fitting)/ JAT(Diesel)/	03	06	10

	JAT(Electrical)/ JAT(Production)			
2	Junior Technical Assistant (Chemistry),	05	10	15

f) 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 are 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.

g) The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies.

h) 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 J(e) above.

i) 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.

j) 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 Verification of documents and empanelment.

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

l) 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.

m) While selecting candidates for the Merit list as per para j) 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 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.

n) Contingent employees and contractual paramedics of ONGC in addition to TBFOs and regular employees of ONGC shall be treated as departmental candidates.

K. 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 etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC.

(b) Reservation provided for SC/ST/OBC 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 the 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 will be reimbursed to & fro second class rail / bus fare by the shortest route, **on production of railway ticket or bus ticket and a valid domicile certificate of the state of Gujarat.**

(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 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 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) Court of Jurisdiction for any dispute will be Surat.

(m) Candidates will be required to provide bio-metric identification such as finger print etc

L. 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 for 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.

M. 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.

**DGM(HR)- I/c HR/ER
ONGC, Hazira Plant**

Registration/Online Applications only at www.ongcindia.com