



# OIL AND NATURAL GAS CORPORATION LIMITED

RECRUITMENT OF GRADUATE TRAINEES-2009

ADVERTISEMENT NO. 6/2009 (R&P)

## Join us and be part of ONGC

Oil and Natural Gas Corporation Ltd. (ONGC) is a Fortune-Global 500 Company and the first ever Indian entrant in Fortune list of 'World's Most Admired Companies 2007'. It ranks 20<sup>th</sup> among leading global energy majors as per 'Platts' Top 250' Global Energy Company Ranking 2007. It leads all Indian Corporates in Forbes Global 2000 and in Financial Times Global 500. ONGC, through its subsidiary ONGC Videsh Ltd. (OVL), is India's biggest Transnational Corporate with overseas investment of over 10 billion USD in 16 countries.

ONGC is looking for promising, energetic young executives with bright academic record to join the organization in the pay scale of Rs. 24,900 - 50,500/- with an increment rate of 3% per year. Besides Basic Pay, the employee is entitled to Dearness Allowance, HRA/Company Accommodation, Contributory Provident Fund, Conveyance Maintenance, LFA, Holiday Home facility, Substantial Performance Related Pay (PRP), Medical Facility for self and dependents, Gratuity, Self Contributory Post Retirement Benefit Scheme and Composite Social Security Scheme as per Company rules.

The Company offers one of the best compensation packages in cost to company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organization focused on growth.

Details of disciplines and minimum essential qualifications are as follows:-

Sl. No.	Discipline	Posts						Minimum Essential Qualification
		Total	SC	ST	OBC	PC	GEN	
1.	Drilling	36	04	01	07	-	24	Graduate Degree in Mechanical / Petroleum Engineering.
2.	Electrical	32	04	01	08	-	19	Graduate Degree in Electrical Engineering. Should have certificate of competency as Electrical Supervisor.
3.	Mechanical	32	08	-	10	-	14	Graduate Degree in Mechanical Engineering.
4.	Instrumentation	20	-	07	07	-	06	Graduate Degree in Instrumentation Engineering.
5.	Environment Engg/ Science.	02	-	-	02	-	-	Engineering Graduate in Environment Engg./Science or Graduation in any Engineering discipline with M. Tech/ M.E in Environment Engineering/Science.
6.	Production	74	-	02	19	-	53	Graduate Degree in Chemical / Mechanical / Petroleum Engineering.

Sl. No.	Discipline	Posts						Minimum Essential Qualification
		Total	SC	ST	OBC	PC	Gen	
7.	Materials Management *	07	-	03	01	*	03	Graduate Degree in Mechanical / Electrical / Instrumentation / Petroleum /Chemical Engg OR Engineering Graduate in Environment Engg/ Sciences OR MBA with specialization in Materials Management / Inventory Control or Graduate degree with 1 <sup>st</sup> Class PG Diploma in Material Management awarded by Indian Institute of Materials Management recognized for the purpose of recruitment to superior posts in the Central Government.
8.	Chemistry	25	03	-	09	-	13	Graduate Degree in Chemical Engineering or Post Graduate Degree in Chemistry.
9.	Geology	18	03	-	07	-	08	Post Graduate Degree in Geology.
10.	Geophysics (Surface)	27	04	03	01	-	19	Post Graduate Degree in Geophysics or Physics with Electronics.
11.	Geophysics(Wells)	26	05	03	04	-	14	Post Graduate Degree in Geophysics or Physics with Electronics.
12.	Reservoir	27	04	01	08	-	14	Post Graduate Degree in Geology/ Chemistry/ Geophysics/ Mathematics/ Physics /Petroleum Technology (Must have Mathematics / Physics at B.Sc. level) or Graduate degree in Chemical / Petroleum Engineering.
13.	Finance & Accounts *	14	03	01	05	*	05	Graduate Degree with ICWA / CA or MBA with specialization in Finance.
<b>Total (Number of posts likely to vary)</b>		<b>340</b>	<b>38</b>	<b>22</b>	<b>88</b>		<b>192</b>	
* Total 02 posts for Persons with Disabilities in HH category (one each in Finance & Accounts and MM Disciplines respectively).								

- The courses offered by Autonomous Institutions should be equivalent to the relevant courses approved/recognized by Association of Indian Universities (AIU)/UGC/AICTE.
- Final year/ semester students who expect their results on or before the interviews, likely to be held in November/ December'09, may also apply for the posts.
- Reservation for Physically Challenged (PC) as per PWD Act, 1995.

**AGE LIMIT:** As on **16.09.2009** for all posts except Drilling: **1.Gen.-30 Years, 2. OBC (Non- Creamy Layer) - 33 Years 3. SC/ST- 35 Years and 4. PC – 40 Years** for Gen, 43 years for OBC & 45 years for SC/ST category.

**For Drilling 1. Gen. - 28 Years, 2. OBC (Non Creamy Layer) - 31 Years and 3. SC/ST - 33 Years.**

## **SELECTION PROCESS**

(a) Eligible candidates will be required to appear for Written test (Objective as well as Subjective Type) consisting of two papers namely (i) General Awareness (ii) Subject / Specialization concerned. (b) The candidates who qualify in the written test shall be called for psychometric test and interview as per merit and criteria decided by the Management. (c) The written test is tentatively scheduled for **25.10.2009**. *(The exact date of the test shall be communicated to the candidates through admit card and will also be available on ONGC website. [www.ongcindia.com](http://www.ongcindia.com)).* (d) Screening and selection will be based on the details provided, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong/false information. Departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate column on the Online form, failing which they shall not repeat **SHALL NOT** be screened/ considered as departmental candidates.

## **HOW TO APPLY**

**Eligible applicants would be required to apply Online (on the Internet) only through the link 'Apply Online' on ONGC's website: [www.ongcindia.com](http://www.ongcindia.com). No other mode of application shall be accepted.**

1. Before registering/submitted their applications on the website the candidates should possess the following:

- a) Valid E-mail ID.

The minimum percentage of marks in the qualifying examination/ degree is as under:-		
SUBJECTS	Minimum %age of Marks required.	
	Gen/OBC	SC/ST/PC/ Departmental
1. Engg./ Science Subjects	I class with minimum 65% marks	I class with minimum 60% marks
2. MBA (Finance), Materials Management/ Inventory Control.	I class with minimum 65% marks	I class with minimum 60% marks
3. ICWA / CA	Pass	Pass
Wherever CGPA/OGPA or letter grade in a degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by Univ./Instt. Please also obtain a certificate to this effect from the Univ/ Instt, which shall be required at the time of interview.		

b) A facility to take Printout of the Challan form and Registration Slip.

2. The candidate can access the online application form at **www.ongcindia.com**. The online registration site would be **open from 1000 hours on 16.09.2009 to 2000 hours on 30.09.2009**. All correspondence with candidates shall be done through E-mail only. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-mail. Responsibility of receiving, downloading and printing of admit card/ call letter shall be that of the candidate. ONGC will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate or delivery of Emails to spam/bulk mail folder etc.

3. Online Application and Payment methodology:

- i) The candidate can access the online application form at **www.ongcindia.com**. The candidate shall then fill in all the required details (Except Journal Number, Branch Name, Branch Code and Deposit Date which shall be provided by the bank on deposition of the registration fees) in online application and “SAVE” the data. “Before Saving the Online Application” candidates have to ensure that the details provided are correct (please note that the application is **not to be submitted at this initial stage**, it is to be saved only).
- ii) Once the details are saved the candidate shall then click on “Challan Form” node, the details of the candidate shall be populated in the challan form. The candidates shall then take the print of the challan form. The print shall be in triplicate {One copy each for Candidate, ONGC (to be sent through post along with registration slip) and Bank}.
- iii) The candidate then shall deposit appropriate registration fee at the nearest branch of State Bank of India (Rs. 500/- for General and OBC Candidates and Rs. 100/- for SC/ST/Physically Challenged candidates). Registration Fee is to be deposited in ONGC A/C Number **30827318409**.
- iv) Departmental candidates would also be required to deposit the applicable registration fee. However, the same would be reimbursable.
- v) For deposition of Registration Fee candidates have to print the filled up challan form through online application. Candidates are to receive back two copies of the challan from State Bank of India. Candidate shall retain his/her copy and forward the ONGC copy along with the requisite documents to the designated address mentioned at para 7 below.
- vi) After depositing the fee with any SBI branch, the candidate shall login and enter the Journal Number, Branch Name, Branch Code and Deposit Date provided by the bank, in the fields

provided for the same and “SUBMIT” the application. “Before Submitting the Online Application” candidates have to ensure that the payment details provided are correct.

vii) No other mode of payment would be accepted.

The application can only be submitted after entering the Journal Number, Branch Name, Branch Code and Deposit Date provided by the bank where fee has been deposited.

**Details of filling of online application and payment method are available on the site also.**

4. After “Submitting” online application, candidate is required to download the system generated **Registration Slip** with unique Registration Number, space for photograph, signature and other details. The candidate is required to take a printout of the Registration Slip and affix the photograph, put the signatures as required and enclose the requisite documents.
5. SC/ST/PC candidates are required to submit a self-attested copy of Caste/Disability certificate on prescribed format for Central Government along with ONGC’s copy of the challan form towards payment of the registration fee.
6. Departmental candidates have to send an attested copy of their Identity Card along with other documents to the designated PO Box.
7. The envelope containing the original registration slip, recent photograph (size 3.5 x 4.5 cms with white background) affixed and signed, signature in the space provided along with ONGC’s copy of the challan with bank seal and a self attested copy of Caste/ Disability certificate (for reserved category only) superscribed with GT-2009 (Discipline) & GEN/OBC/SC/ST/PC/Departmental as the case may be, is to be sent, by **ORDINARY POST** (since post box do not accept registered posts ) to **PO Box No. 453, Basavanagudi, Head Post Office, Bangalore-560 004** so as to reach latest by **06.10.2009**. ONGC will not be responsible for any postal delay/loss.

**Written Test Centers**

The written test will be conducted at following cities:

- |              |            |           |             |
|--------------|------------|-----------|-------------|
| 1. Ahmedabad | 2. Chennai | 3. Delhi  | 4. Guwahati |
| 5. Hyderabad | 6. Kolkata | 7. Mumbai | 8. Ranchi.  |

Candidates have to choose one of these cities as Test Centre and no change will be allowed subsequently. ONGC reserves the right to change any of the above mentioned test cities at its discretion.

## **GENERAL INSTRUCTIONS**

(a) Eligible SC/ST/PC candidates called for written test will be reimbursed second class rail / bus fare by the shortest route, on production of railway ticket / number or bus ticket (candidates opting for examination city other than the city nearest from mailing address will not be paid TA). (b) Requests for change of mailing address, examination centre / category / discipline as declared in the application, will not be entertained. However, ONGC reserves the right to cancel or add any centre depending on the response in that area/centre. (c) Registration slip should not have any enclosure except the Challan copy and SC/ST/PC certificate/ Copy of ID card (for departmental candidates) as applicable. (d) The Print out of registration slip should be untampered (No Photocopies are allowed). In case of any overwriting or tampering of Registration slip, the candidature of the candidate shall be rejected. (e) Candidates should retain the copy of their Challan and Registration Slip for future reference. (f) The candidates are required to deposit the applicable fee, as indicated in para 3 (iii) above, at any **branch of State Bank of India**. Candidature of candidates making deposition of sub denomination fees or submitting photocopies of Registration Slip/ Challan Slip or any other discrepancy will be rejected. (g) Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of interview. (h) Court of Jurisdiction for any dispute will be New Delhi. (i) Departmental candidates will be allowed relaxation in age as per existing rules.

### **NOTE:**

1. The number of posts indicated above may vary based on further assessment of requirement.
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 & Health Policy.
3. The selected candidates are liable to be posted anywhere in India or abroad in any of the ONGC group of Companies or Business Associates.
4. For more information about the Company you may visit our website [www.ongcindia.com](http://www.ongcindia.com).

### **IMPORTANT DATES:**

a)	<b>Registration start Date</b>	<b>16.09.2009, 1000 hrs.</b>
b)	<b>Last date for registration (Extended upto 01.10.2009)</b>	<b>30.09.2009, 2000 hrs.</b>
c)	<b>Last date for receiving registration slip with enclosures</b>	<b>06.10.2009, 1700 hrs.</b>
d)	<b>All India Written Test in 8 Cities</b>	<b>25.10.2009</b>

### **IMPORTANT NOTICE TO ALL CANDIDATES**

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