

Oil and Natural Gas Corporation Limited

Human Resources & Employee Relations

Rajasthan Forward Base, Jodhpur

Advertisement for Engagement of Apprentices under Apprentices Act, 1961

Advt No: ONGC/RFB/JODH/HR/Apprentices/01/2017

Oil and Natural Gas Corporation Limited (ONGC), a “Maharatna” public sector Enterprise and flagship energy major, engaged in Exploration and Production of Oil and Gas in India and abroad proposes to implement NAPS at its work centres under the control of ONGC, Rajasthan Forward Base, Jodhpur.

Accordingly, applications are invited from eligible candidates in the following designated trades for engagement as Apprentices under Apprenticeship Act 1961 read in conjunction with Apprentice Rules 1992 and amendments thereof:

Sl. No.	Trade/ Discipline	No of Apprentices to be Trained	Essential / Desirable qualification as per the Apprentice act 1961.	Duration of Apprentice Training.
1.	Driver-cum-Fitter	2	Passed 10th class examination under 10+2 system with Science as one of the subject of education or its equivalent AND relevant ITI trade / Apprenticeship Trade in MECHANIC MOTOR VEHICLE	2 Years
2.	Electrician	2	Passed 10th class examination under 10+2 system with Science as one of the subject of education or its equivalent AND relevant ITI trade / Apprenticeship Trade in ELECTRICIAN	1 year
3.	Electronics Mechanic	2	Passed 10th class examination under 10+2 system of education with Science (Physics and Chemistry) and Mathematics as subjects or its equivalent AND relevant ITI trade / Apprenticeship Trade in ELECTRONICS MECHANIC	1 Year
4.	Fitter	4	Passed 10th class examination under 10+2 system of education or its equivalent AND relevant ITI trade / Apprenticeship Trade in FITTER	1 year
5.	Instrument Mechanic	3	Passed 10th class examination under 10+2 system of education with Science as one of the subjects or its equivalent AND relevant ITI trade / Apprenticeship Trade in INSTRUMENT MECHANIC	1 Year
6.	Information Technology and Electronic System Maintenance	2	Passed 10th class examination under 10+2 system of education AND relevant ITI trade / Apprenticeship Trade in INFORMATION TECHNOLOGY AND ELECTRONIC SYSTEM MAINTENANCE	1 Year
			Passed 10th class examination under 10+2 system of education AND relevant ITI trade / Apprenticeship Trade in ELECTRONICS MECHANIC	2 Year

7.	Laboratory Assistant	2	Relevant ITI trade in LABORATORY ASSISTANT CHEMICAL PLANT	1 Year
8.	Machinist	1	Passed 10 th class examination under 10+2 system of education or its equivalent AND relevant ITI trade / Apprenticeship Trade in MACHINIST	1 Year
9.	Mechanic Diesel	4	Passed 10 th class examination or its equivalent AND relevant ITI trade / Apprenticeship Trade in MECHANIC DIESEL	2 years
10.	Secretarial Assistant	6	Passed 12 th class examination under 10+2 system of education or its equivalent AND relevant ITI trade / Apprenticeship Trade in STENOGRAPHY (ENGLISH) / SECRETARIAL PRACTICE	06 Months
			<i>10 + 2 Passed (Preferable: Degree in Arts, Commerce & Science) *</i>	<i>1 ½ Years</i>
11.	Tractor Mechanic	1	Passed 10 th class examination under 10+2 system with Science as one of the subject of education or its equivalent AND relevant ITI trade / Apprenticeship Trade in TRACTOR MECHANIC / FARM MECHANIC MACHINERY / MECHANIC AGRICULTURAL MACHINERY	2 Years
12.	Turner	1	Passed 10 th class examination under 10+2 system of education or its equivalent AND relevant ITI trade / Apprenticeship Trade in TURNER	1 Year
13.	Welder	2	Relevant ITI trade / Apprenticeship Trade in WELDER (GAS AND ELECTRIC)	1 Year

2. Eligibility conditions:

A. **Qualifications:** Prescribed qualification as mentioned above with a minimum of 50 % marks in qualifying exams.

B. **Age:** The candidate should have attained the age of 14 years (Read 18 Years for Hazardous) and should not have attained the age of 21 years as on 31.03.2017 for General category candidate. Age Relaxation will be given of 5 years for ST candidates and 3 Years for OBC candidates.

C. **Minimum Physical standards:** As prescribed in the apprenticeship Rules 1992 clause 4 and amendments thereof if any.

D. **Previous Training:** Candidates who have already undergone or are currently undergoing apprenticeship under apprenticeship act in any Government or Public Sector or private industrial organization are not eligible to apply.

E. The applicant should not have completed three years after passing of the qualifying exam as on 31.05.2017.

3. Stipend: Monthly stipend will be paid as per the prescribed rates governed by apprenticeship act.

4. Selection procedure: Shortlisting of candidates will be done based on the percentage of marks obtained in the basic prescribed qualifications as applicable to the respective trade.

5. Boarding/Lodging: No Boarding or Lodging expenses are admissible.

6. Application is to be submitted with the following documents duly attested by the candidate:

- A. Passport photos -05 Nos.
- B. SSC/Matriculation Mark sheet.
- C. ITI Marksheet, if applicable.
- D. Proof of date of birth.
- E. Caste Certificate, if applicable.
- F. Certificate of Physical disability, if applicable.
- G. Character certificate signed by Gazetted Officer (Annexure-2)
- H. Adhar Card (Compulsory).

7. Incomplete/Erroneous applications received will be rejected. No further communication in this regard will be entertained.

8. Medical Fitness: Candidates will have to submit medical fitness certificate obtained from a medical officer not below the rank of assistant Surgeon (Gazetted).

9. Registration and Submission of Application:

- a) Candidates are first required to register in the web portal <http://apprenticeship.gov.in> for enrolment as apprentices in apprentice registration tab. The application shall not be accepted without registration in the above mentioned web portal.
- b) After successful Apprentice registration, Candidates required to apply through establishment search tab by searching "ONGC, Rajasthan Forward Base, Jodhpur :: E03170800042)
- c) Applicants can apply for one trade only.
- d) Candidates are required to download the application format (Annexure-1) available herein and forward the filled in application along with all documents as mentioned above to the following address:

Chief Manager (HR)
Incharge- HR/ER
Rajasthan Forward Base
Oil and Natural Gas Corporation Limited (ONGC)
KDM Complex, Mandore Road
Jodhpur, Pin: 342026

10. Candidates should ensure that their applications reach the above address on or before 1730 hrs on 20.03.2017. ONGC shall not be responsible for late receipt of applications.

11. Upon completion of the apprenticeship period, ONGC shall have no obligation to offer employment on the grounds of completion of Apprenticeship.

Sd-XXXXXX
Chief Manager (HR)
Incharge- HR/ER
Rajasthan Forward Base
Jodhpur

Annexure 1

Application for engagement of Apprentices for the Trade
for the work centres located under the control of ONGC, Rajasthan Forward Base, Jodhpur

To,

Chief Manager (HR) – I/c HR/ER
Oil and Natural Gas Corporation Limited
Rajasthan Forward Base
KDM Complex, Mandore Road
Jodhpur, Pin: 342026

Paste your
passport size
photograph
here

Sir,

In response to your Advertisement No. _____ dated _____, I hereby apply
for the trade of _____ as apprentice in your organization
with the following details:

1.	Enrolment/registration no as indicated in web portal http://apprenticeship.gov.in	
2.	Name (in block letters)	
3.	Fathers Name	
4.	Correspondence Address	
5.	Date of Birth & Age as on 01-03-2017	
6.	Whether SC/ST/OBC/GEN	
7.	Whether persons with disabilities(PWD)/ward of Armed personnel :	Yes / No
8.	Educational Qualifications:	
9.	Email id:	
10.	Contact Number:	

11.	Exam Passed	Details			
	<i>Name of Board/Council/University</i>	<i>Year of passing</i>	<i>Grade / Division obtained</i>	<i>Total marks obtained</i>	<i>% of marks obtained</i>
a)					
b)					
c)					
d)					
e)					

Declaration: I hereby declare that all the particulars given in the application are true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being declared before or after selection, my candidature will be treated as cancelled. I also understand that it is purely an Apprenticeship Training under relevant Acts and ONGC shall have no obligation to offer employment on the grounds of completion of Apprenticeship Training

Date: _____.

Place: _____.

Full Signature of applicant

CHARACTER CERTIFICATE

Certified that I know Shri _____

Son of Shri _____ for the last _____
years and _____ months and to best of my knowledge and belief he
bears good moral character.

Place : _____

Dated : _____

Signature _____

Name _____

Designation _____

(Seal)

CHARACTER CERTIFICATE

Certified that I know Shri _____

Son of Shri _____ for the last _____
years and _____ months and to best of my knowledge and belief he
bears good moral character.

Place : _____

Dated : _____

Signature _____

Name _____

Designation _____

(Seal)