



OIL AND NATURAL GAS CORPORATION LIMITED

WESTERN SECTOR: GUJARAT STATE AND
RAJASTHAN KUTCH-ONLAND EXPLORATORY ASSET

RECRUITMENT FOR NON EXECUTIVES ON REGULAR BASIS

Important Guidelines to shortlisted Candidates for Uploading of Documents :

1. You are required to upload the documents as per the advertisement and your declaration in the registration slip at the time of online application.
2. Documents uploading will be available from 11.12.2019 to 17.12.2019 (till 2330 Hrs). You are required to complete the uploading within the given period.
3. You shall make sure that you upload all applicable documents by 17.12.2019 (till 2330 Hrs) failing which your candidature shall not be considered for further selection process.

Thereafter, it will be at the **sole discretion** of ONGC to consider giving extra time to candidates for uploading / re-uploading certain documents/through E-mail, if required, in order to finalise the merit List. For this, information will be sent to such candidates separately.

4. Each document should be self-attested and in PDF format, with maximum size of 1MB.
5. The degree/diploma/Graduate/High school/trade certificate and mark-sheet etc of the essential qualification may be scanned and uploaded together under '**Essential Qualification**' tab in the portal.

OR

you can upload the degree/diploma/Graduate/High school/trade certificate, under '**Essential Qualification**' tab and relevant Mark-sheets in '**Other documents**' tab separately, in the portal.

6. All other relevant documents (including NOC from the present employer in case of candidates working in Government Organization or PSU) for which no tab has been provided can be scanned together and then uploaded under '**Other Documents**' tab in the portal.
7. Scanned documents should be clear and display each and every portion of the original document. Nothings should be kept hidden. Please note you must possess all original documents and the same can be asked to produce any time.
8. You must be careful while uploading the documents online. It is advised to save the uploaded documents and preview the same, before you finally submit the documents. No changes can be made after the final submission.
9. Your eligibility to the post and assessment of marks for academic performance will be done on the basis of uploaded documents. Thus upload all requisite documents.
10. For Departmental /Tenure Based Field Operator (TBFO)/Contractual Paramedics/Contingent employees: Certificate from respective I/C HR-ER to be uploaded.