



Recruitment Advertisement No. 05/2018 - IPSHEM, Goa

**OIL AND NATURAL GAS CORPORATION Ltd.**

**India's Largest Energy Company**

**&**

**The Flagship "Maharatna"**

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# OIL AND NATURAL GAS CORPORATION

WESTERN OFFSHORE UNIT, MUMBAI

Advertisement No. 05/2018, IPSHEM, Goa

## A. Introduction

1. ONGC, a “Maharatna” Public Sector Enterprise, and India’s flagship energy company is engaged in Exploration and Production of Oil & Gas in India and abroad. A global energy major, it contributes **70%** of India’s domestic Oil production & **62%** of Natural Gas Production. ONGC’s annual net profit was **Rs. 19,900 Cr.** (approx.) during Financial Year 2017-18. Currently, ONGC through its subsidiary ONGC Videsh Ltd, is India’s largest Transnational Corporate with overseas **investment of over 28.36 billion USD in 20 countries.** ONGC Represents **India's Energy Security** through its Pioneering efforts.
2. ONGC 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.
3. **ONGC, Western Offshore Unit, Mumbai invites applications from desirous Candidates who are Domicile of State of Goa for the regular posts at Para C, with the pay scales mentioned below at Para B i.e. Only those candidates who are Domicile of State of Goa can apply for the below mentioned posts against this advertisement.**
4. Please note that most of these Jobs demand outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any Offshore/ Onshore location within the country as per organisation’s requirement.

## B .PAY SCALES, EMOLUMENTS & OTHER BENEFITS:

Sl. No.	Post Level (Type of Post)	Basic Pay Scale (Total Emoluments)	Remarks
1.	A-I level (Regular)	Rs. 11,000-24,000/-* (Total emolument would be <b>Rs. 29,000/-</b> approx. per month.)	Total emoluments include:- (a) Allowances @47% of Basic Pay under Cafeteria Approach. (b) Dearness Allowance. (c) HRA/ Company Accommodation. (d) Contributory Provident Fund. (e) An annual increment of <b>3%</b> is admissible on basic pay

**\*Pay scale w.e.f. 1.1.2017 for unionized category of employees is under revision.**

**In addition to emoluments, Company also offers the following to regular employees as per Company Rules:**

1. Performance Related Pay (PRP),
2. Medical Facility for self and Dependents,
3. Gratuity
4. Self-Contributory Post Retirement Benefit Scheme
5. Composite Social Security Scheme
6. House Building Advance and Conveyance (Car/ Scooter) Advance.

### C. DETAILS OF THE POSTS, RESERVATIONS, ESSENTIAL QUALIFICATION(S):-

Sl. No.	Level	Posts	SC	ST	OBC	UR	Total	Posts identified for PwBD	Minimum Essential Qualification
1	A-I	Junior Technical Assistant (Chemistry)	0	0	0	3	3	(OH {OA,OL, BL} , HH)	B. Sc. With Chemistry as main subject
2	A-I	Junior Assistant (Materials Management)	0	0	0	2	2	(OH {OA, OL} , HH)	B.Sc. with Physics or Maths as one of the subjects with proficiency in typing 30 w.p.m. with Certificate/Diploma of minimum duration of six months in Computer applications in the office environment. Tests apply.
<b>Total number of posts (A-I)</b>									<b>5</b>
Reservation of 1 post of VH is applicable in A-I level. However no identified posts for VH are available in this advertisement. Hence no posts for PwBD in A-I level have been reserved. The said reservation will be applied in subsequent advertisement(s) as and when suitable posts for the category become available.									

### D. CANDIDATES MUST NOTE:

- i. **Crucial date of eligibility:** Crucial date of eligibility: Applicants must ensure that they are eligible to apply for a post as on date(s) mentioned in Para G at Page No. 6 of this advertisement, failing which their candidature will be rejected.
- ii. A candidate can apply for post(s) through a single registration/online application by choosing the essential qualification in the dropdown list in online application form.
- iii. A candidate can receive a maximum of one offer only.
- iv. The certificates for essential qualification mentioned against each post should be recognised by respective statutory authority (ies).
- v. Candidates who are Ex-Servicemen, and whose experience of service in the Armed forces has been equated with any of the essential qualification(s) mentioned in this advertisement by the Government of India, can apply against the relevant posts. Such Ex-Servicemen candidates shall have to produce an equivalency certificate stating that their qualification has been equated with the prescribed essential qualification in this advertisement, failing which their candidature will not be considered
- vi. An Ex-Serviceman who has already secured employment under Government of India will be permitted the benefit of age relaxation as prescribed in this advertisement for securing another employment.
- vii. Ex-Servicemen candidates have to produce a valid Discharge Certificate at the time of Skill Tests/ Uploading of Documents.
- viii. For posts where no vacancies are earmarked for reserved category, the reserved category candidate can apply against unreserved vacancies. However, a candidate may indicate actual category in the online application so as to avail the fee concession. Their candidature shall however be treated at par with General category candidate.
- ix. Some of the posts in this advertisement have been identified suitable for PwBD candidates. The disability for which the post has been identified has been indicated against each post. PwBD candidates may apply for the posts identified suitable for them. However, the posts are not reserved for any category. PwBD candidates shall however be eligible for age

- relaxation irrespective of the fact whether the post is reserved person with disabilities or not, provided the post is identified suitable for the relevant category of disability.
- x. Certificate of Disability should be issued by Notified Medical Authority in case of Person with Disability (PwBD) applicable to posts as mentioned above. The minimum degree of disability in order for a person to be eligible for any concessions/benefits would be 40%. Candidates will have to produce the original certificates at the time of various stages of selection process.
  - xi. Departmental candidates applying within same pay scale/level shall not be considered.
  - xii. Departmental candidates fulfilling the requisite qualifications will be given first consideration irrespective of their position in the merit list.
  - xiii. For the post of Junior Assistant (MM) mentioned above where one of the qualifications prescribed is a Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment, a B.C.A. or an M.C.A. shall not be accepted in place of a Certificate/ Diploma of minimum 6 months. Even if the Graduation is B.C.A., the required certificate of minimum duration of 6 months is mandatory. The Certificate/ Diploma should be attributable to Computer Applications and should clearly mention that the candidate should have studied applications in the office environment, for example working in Spreadsheets (Excel), Word documents, Power point presentation etc.
  - xiv. Graduation should be from a University/Institute recognized by UGC/ AIU.
  - xv. The candidate MUST possess the essential qualification(s) mentioned against each posts, e.g. for a post where essential qualification is BSc with Chemistry, a candidate not possessing the same shall NOT be eligible to apply even if he/ she possesses a B.Tech/ M.Tech in Chemical Engineering.
  - xvi. 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](http://www.ongcindia.com)
  - xvii. Candidates must possess essential qualification(s) with a minimum score of 40% marks to be eligible to apply for post(s) in this advertisement.
  - xviii. The jobs are transferable to any onshore/offshore location in the country.

#### **E. SKILL TESTS:**

Skill Test will be conducted for short listed candidates for the following posts as mentioned below:

<b>Posts</b>	<b>Skill Test (Male/Female)</b>
Junior Assistant- ( Materials Management )	Typing Test

#### **F. AGE CRITERIA:**

**F.1)** Date of Reckoning of age limits shall be 01.01.2019 i.e. the last date of receipt of On-line application. Date of Birth as mentioned in the SSC/ Matriculation Board Certificate will only be considered as valid proof.

The Maximum Age Limit for the posts advertised is 30 years as on the last date of receipt of On-line application, i.e. 01.01.2019 (Min. Age for consideration is 18 years.)

#### **F.2) Relaxation in Age:**

(i) In case of PwBD further 10 years relaxation to the maximum age limit mentioned above. For PwBD candidates, 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:** Ex- servicemen will be given age relaxation for length of service in Armed Forces plus 3 years as per Govt. Rules. However, 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 will be given age relaxation to the extent of their service 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, who have completed apprenticeship from Companies other than ONGC shall not be eligible for age relaxation.

#### **G. CRUCIAL DATES FOR DETERMINING ELIGIBILITY OF A CANDIDATE FOR THE APPLIED POST:**

The date for determining eligibility is **01.01.2019** for Possession of essential qualifications mentioned in Minimum Essential Qualifications in this advertisement (Refer para C above), However, the date for determining eligibility for the following certificates is as on date of uploading documents in the web-portal (For posts where skill tests are not involved) & at the time of Skill tests (For posts where Skill tests are involved):

- (i) PwBD Certificate
- (ii) Domicile certificate of Goa.

#### **H. IMPORTANT DATES:**

1.	Start of Online Applications	12/12/2018
2.	End Date for Online Applications	01/01/2019, 18:00 Hrs.
3.	Start of Exam (CBT) (Tentative)	Last week of January 2019
4.	Last date for deposition of Fee	02/01/2019

#### **I. REGISTRATION /PROCESSING CHARGES:**

Category	Registration /Processing Charges
<b>General/OBC Candidates</b>	Rs 370/- as Registration fee (Fee- Rs 299.20/- plus Bank charges- Rs 60/- plus GST- Rs.10.80/-)
<b>SC/ST/PwBD/Ex-servicemen</b>	No Fee (Hence, no challan will be generated after filling up the online application)

**Note:** Candidates are required to deposit Registration Fees at any branch of SBI in ONGC Power Jyoti A/C No. 30827318409 of SBI, Tel Bhavan, Dehradun through Challan form downloadable from application web portal. Kindly note that after payment of fee through challan at any SBI Branch, the details of payment needs to be entered at “Enter Challan Details” tab by logging-in with your credentials. Departmental candidates shall also pay applicable registration fee. However, the same would be reimbursable.

#### **J. HOW TO APPLY:**

- i. **Eligible candidates would be required to apply on-line ONLY through the link available on ONGC Website: [www.ongcindia.com](http://www.ongcindia.com) from 12/12/2018 to 01/01/2019 till 1800 Hrs. No other mode of application shall be accepted.**
- ii. **Online Application methodology will be available on the online application site at Frequently Asked Question (FAQ).**
- iii. Before registering/submitted 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)



- c. Scanned copy of recent passport size colour photograph (20-50 kb size of jpeg/jpg file type) of the candidate with white background along with signature of the candidate (10-20 kb size of jpeg/jpg file type) again with a white background just below the photograph.
- iv. No Changes shall be allowed once the candidate has submitted his/her online application.
- v. 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.
- vi. 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.
- vii. **All information regarding examination shall be available on the website of ONGC- [www.ongcindia.com](http://www.ongcindia.com). Candidates can download examination admit cards/call letter for skill test 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.
- viii. **The data provided by candidates at every stage of selection process should be factual and correct as this will become part of selection criteria and the same cannot be changed by them at a later stage. Candidates providing wrong/ false data will be responsible for the consequences including termination (If appointed) apart from legal action by ONGC at any stage.**

## K. SELECTION PROCESS:

### K.1) COMPUTER BASED TEST (CBT) & CENTRES:

CBT is tentatively scheduled during **last week of January, 2019.**

**The Computer Based Test (CBT) is scheduled to be conducted tentatively in following cities of Goa depending upon the number of applications received.** Candidates are required to indicate their choice of examination centre, but the allotment will be at the discretion of ONGC and no change of Test Centre will be permitted at a later stage. ONGC reserves the right to change any of the below mentioned test cities at its discretion.

Sr. No.	Test Centre in Goa
1	Margao
2	Panaji

Addition/ deletion of above Test cities may be done as per requirement.

### K.2) FORMAT OF COMPUTER BASED TEST (CBT):

Parts in Computer Based Test (CBT)	Weightage
<b>Part (A): General Mental Ability and Aptitude to test the following:</b> <ul style="list-style-type: none"> <li>• Interpersonal Skills</li> <li>• Logical reasoning/Analytical/Comprehension ability</li> <li>• Basic Numeracy and Data Interpretation Skills</li> <li>• General Awareness</li> </ul>	20% (20 questions carrying 1 mark each)
<b>Part (B): Subject/Domain Related</b> Questions will be commensurate with the level of qualification required for the post.	80 % (80 questions carrying 1 mark each)

- The test paper shall consist of Multiple Choice Questions and shall be of 2 hours duration & Computer Based Test.
- There will be No negative marking.
- The test paper shall be Bilingual i.e. Hindi & English.

### **K.3) SELECTION CRITERIA:**

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

<b>Posts</b>	<b>Criteria</b>
<b><u>Posts in Geo-Science &amp; Support Disciplines:</u></b> i. Jr. Technical Assistant (Chemistry) ii. Jr. Assistant (Material Management)	i. Computer Based Test (CBT)- 85 marks
	ii. Academic Performance- 15 marks (On qualifying exam marks)
	<b>Total</b> <b>100 marks</b>

- Weightage shall be given to academic performance based on the marks obtained in the qualifying examination as follows:

<b>Posts</b>	<b>Percentage of Marks obtained in the Qualifying Exam</b>		
	<b>Above 40 % to up to 50%</b>	<b>Above 50 % to up to 60%</b>	<b>Above 60%</b>
<b><u>Posts in Geo-Science &amp; Support Disciplines</u></b> i. Jr. Technical Assistant (Chemistry), ii. Jr. Assistant (Material Management)	05	10	15

- 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.
- The qualification(s) possessed by the candidates must have the required approval of the respective statutory bodies. 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 at K.3 above.
- Candidates have to provide the marks scored by them in the essential qualification at the time of online application as calculated as per their University/ Institution rules. Candidate has to enter exact percentage of marks to a maximum of 2 decimals while filing the online application form **i.e. for example a candidate who has scored 40.004 marks should enter 40.01 while filling up online application.** In case the percentage of marks is not clearly mentioned in the mark sheet/ degree/ certificate, the candidate shall have to submit a certificate from the institution clearly stating the marks obtained by him/ her in the essential qualification. Where percentage of marks is not given by the institution or where no conversion formula is given by the institution to convert letter Grade i.e. 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.



6. In posts having one or more than one essential qualification, award of marks to Academic performance shall be assigned as under and as information submitted in online application by candidate for essential qualification :
- For the post of Junior Assistant (Materials Management), award of marks to Academic performance shall be given based on marks scored in Graduation level qualification.
  - For the post of Junior Technical Assistant (Chemistry), award of marks to Academic performance shall be given based on marks scored in Graduation level qualification.

**L. STEPS INVOLVED IN THE SELECTION PROCESS:**

1. Subsequent to appearing in the written examination, a candidate shall have to score minimum 40% marks in the written examination to be eligible for further consideration with the following methodology:

Sl. No.	Posts	Step 1	Step 2
1.	<b><u>Posts which do not have Skill Tests:</u></b> Junior Technical Assistant (Chemistry),	(i) Candidates shall be awarded marks for academic performance as per table in <a href="#">K(3)</a> . (ii) Candidate shall be awarded marks based on the performance in the Computer Based Test (CBT), as per table <a href="#">K(3)</a> , calculated out of 85 marks on pro-rata basis.  <b>Marks awarded as above at (i), (ii), above shall be added to determine the provisional total marks of the candidate.</b>	(i) Candidates shall be shortlisted in the ratio of 1:5 as per the merit drawn based on provisional total marks, for uploading scanned documents as required for the post applied. (ii) Verification of scanned documents for determining the eligibility of candidate for respective post. (iii) Empanelment of eligible candidates against respective posts as per the merit as explained at <a href="#">K(3)</a> . (iv) Declaration of final results on <a href="http://www.ongcindia.com">www.ongcindia.com</a> & issuance of offer of appointments.  Note: While implementing the Ratio 1:5, candidates scoring equal marks as cut-off marks, then all such candidates will be called for uploading documents for verification.
2.	<b><u>Posts which have Skill Tests:</u></b> Junior Assistant (Materials Management),	(i) Candidates shall be awarded marks for academic performance as per table in <a href="#">K(3)</a> . (ii) Candidate shall be awarded marks based on the performance in the Computer Based Test (CBT), as per table <a href="#">K(3)</a> , calculated out of 85 marks on pro-rata basis.	(i) Candidates shall be called for skill tests in the ratio of 1:5 based on as per the merit draw on provisional total marks. (ii) The documents shall be verified at the time of skill tests. Candidates shall undergo skill test only after verification of documents. Candidate must pass the

		<p><b>Marks awarded as above at (i), (ii), above shall be added to determine the provisional total marks of the candidate.</b></p>	<p>Skill tests for further consideration of selection procedure.  (iii) In case sufficient number of candidates do not qualify the skill tests more candidates may be called for the skill tests.  (iv) Empanelment of eligible candidates against respective posts as per the merit as explained at <a href="#">K(3)</a>.  (v) Declaration of final results on <a href="http://www.ongcindia.com">www.ongcindia.com</a> and issuance of offer of appointments.</p> <p>Note: While implementing the Ratio 1:5, candidates scoring equal marks as cut-off marks, then all such candidates will be called for Skill Tests.</p>
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2. The candidates will have to qualify at each stage separately and in aggregate.
3. Skill Tests (Typing Test), are only qualifying in nature. The candidates, in addition to fulfilling the requisite qualification criteria are required to qualify at each stage i.e. Computer Based Test (CBT), Typing Test (wherever applicable) separately.
4. ONGC Departmental candidates shall be given first consideration in matters of selection viz-a-viz other candidates.
5. In case of a tie between two candidates who are in final merit, higher ranking shall be given to those who score more marks in the CBT. In case still there is a tie then higher ranking shall be given to those who are older in age

**M. 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/ call letter for Skill Tests etc. to the candidate will not imply that his/her candidature has been finally cleared by ONGC.
- b) Applicants are required to apply online only. No manual/ paper application will be entertained.
- c) 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.
- d) Candidature of the registered candidate is liable to be rejected at any stage of 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.
- e) SC/ST/PwBD candidates called for Computer Based Test (CBT) & skill test (wherever applicable) will be reimbursed to & fro second class rail / bus fare by the shortest route, on production of railway ticket or bus ticket (candidates opting for examination city other than

the city nearest from mailing **address will not be paid TA**. TA Claim Form is downloadable from website. )

- f) Requests for change of mailing address, test centre / category / discipline as declared in the online application, **will not be entertained**.
- g) **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.
- h) Candidates should retain the copy of their Registration Slip/ Admit Card/ Call letter for Skill Tests etc. for future reference.
- i) Candidates in employment of Public Sector undertaking/ Govt. service will be required to produce No Objection Certificate at the time of Skill test/verification of documents/ Joining.
- j) 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** be screened/ considered as departmental candidates from ONGC.
- k) Departmental candidates must produce a certificate of experience in ONGC issued by concerned In charge HR/ER for claiming age relaxation and a copy of ONGC ID Card duly attested by In charge HR/ER for identification at the time of verification of document.
- l) Selected candidates (Non-PwBD) shall also serve Territorial Army.
- m) Court of Jurisdiction for any dispute will be Mumbai.
- n) Candidates will be required to provide bio-metric identification such as finger print etc.

#### **N. 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](http://www.ongcindia.com).

**I/c- R&P-ONGC,  
Western Offshore Unit, MUMBAI**