



# OIL AND NATURAL GAS CORPORATION LIMITED

MBA BASIN, RECRUITMENT & PROMOTION SECTION

IISCO HOUSE, ANNEX BUILDING, 1<sup>st</sup> FLOOR,

50- J.L. NEHRU ROAD, KOLKATA-71

## RECRUITMENT OF REGULAR POSTS FOR MBA BASIN, KOLKATA

JOIN THE COUNTRY'S MOST VALUED COMPANY ONGC invites you to discover a world of opportunities.

### ADVERTISEMENT NO.MBA/HR-R&P/RECTT/A-W/01/2013

**Oil and Natural Gas Corporation Ltd (ONGC) is a Maharatna and a fortune-Global 500 Company.** It ranks among the top 5 Energy Companies in Asia and 21<sup>st</sup> among leading global energy majors as per Platts Top Global Energy Company ranking 2012. ONGC is the only Indian Energy Giant in 'Fortune's most Admired List 2012' under 'Mining, Crude Oil Production' category. It has been recently recognized as the 'Most Attractive Employer' as per Ma Foi Randstad Award 2011.

**ONGC – MBA Basin, Kolkata** invites applications from young and energetic Indian Citizens having valid registration with any Employment Exchange in West Bengal for selection to the following posts for **Mahanadi Bengal Andaman (MBA) Basin**.

#### A. DETAILS OF NUMBER OF POSTS, RESERVATIONS AND ESSENTIAL QUALIFICATIONS:

**A-1 Level (Pay Scale Rs.11,000 – Rs.24,000) (Sl.No.01)**

**W-1 Level (Pay Scale Rs.10,000 – Rs.18,000) (Sl.No.2)**

Post Code	Post	GEN	SC	ST	OB C	Total	Essential qualification
01.	Junior Assistant (Steno-English)	1	-	-	-	1	Graduate with Typing speed of 30 w.p.m. and Shorthand at 80 w.p.m. Certificate/ Diploma of minimum duration of six months in Computer Applications in the office environment. <b>Test applies.</b>
02	Health Care Attendant Grade-I.	1				1	<b>Matric with Certificate of First Aid from statutory body/Institute like St.John's Ambulance or Red Cross Society etc. Six months experience as Technician in ECG /CSSD / Plaster/Anaesthesia desirable.</b>

**\* Age will be reckoned as on 11/11/2013 (Monday).**

**Note: -**

- Graduate/Post Graduate Degree should be from UGC recognized University.
- Candidates should have acquired qualification as regular candidates.
- In case of Ex-Serviceman, valid Discharge Certificate & Qualification Equivalency Certificate must be submitted as per Govt. of India instructions.

- iv. Ex-Servicemen will be given age relaxation for the length of service in Armed Forces plus 3 years as per Govt. Rules, subject to maximum age of 45 years and 50 years in case of disabled defence personnel belonging to the SC/ST.
- v. Departmental candidates will be given age relaxation as per Company Rules.
- vi. Selection will be strictly on the basis of written test/physical standard measurement/physical efficiency test/Trade Test (wherever applicable) and personal interview. The date of written test would be intimated to the eligible candidates in due course of time.
- vii. ONGC reserve the right to fill or not to fill either wholly or in part the number of vacancies hereby advertised without assigning any reason.
- viii. Applicants working in Govt/Govt. Undertakings/Semi Govt Undertaking should submit their applications through proper channel. Application submitted without enclosing NOC from the present employer or without being routed through proper channel is liable to be rejected straightaway.
- ix. Submission of false certificate or suppression of incorrect information shall be liable for disqualification/rejection of candidature at any stage.
- x. Any sort of canvassing or influencing the official related to the recruitment process would result immediate disqualification of the candidature and the decision of ONGC Management will be final and binding to all the candidates.
- xi. **The posts are meant for the candidates belonging to West Bengal State having valid Registration with any Employment Exchange, West Bengal only.**

How to apply: -

1. Application format is attached herewith at Annexure-1.
2. Applicants are requested to fill up the same, affixing their recent passport size photograph duly attested.
3. Copy of valid Employment Exchange Registration Card issued by Employment Exchange, Govt. of West Bengal.
4. All academic and technical qualifications certificate and mark sheets and Experience certificates along with Date of Birth Certificate issued by the Board of Secondary Education should be submitted with the applications **duly attested by Gazetted Officer.**
5. Application complete in all respect may be sent by post to **In charge, R&P, ONGC, Room No.102, Annex Building, 1<sup>st</sup> floor, 50-J.L. Nehru Road, Kolkata 700 071** so that the same is reached to this office latest by **11.11.2013 (Monday)** positively. The envelope should be super scribed as "APPLICATION FOR THE POST OF \_\_\_\_\_ " MBA Basin."

## Annexure-I

**APPLICATION FORMAT FOR THE POST OF JUNIOR ASSISTANT (STENO.ENG) AND HEALTH CARE ATTENDANT GRADE-I ADVERTISED THROUGH PRESS ADVERTISEMENT FOR MBA BASIN, KOLKATA VIDE NO. NO.MBA/HR-R&P/RECTT/A-W/01/2013 DATED 11.11.2013 (TO BE FILLED IN CAPITAL LETTERS).**

1. APPLICATION FOR THE POST OF :
2. Name in full (in BLOCK Letters)  
as per High School Certificate) :
3. Father's name :
4. Permanent Address :
5. Present residential address  
(For correspondence) :
6. Date of Birth as per High School)  
Certificate (DD/MM/YYYY) :
7. Whether SC/ST/OBC/Gen :
8. Employment Exchange Regn.No. :  
(With full address of the  
Employment Exchange)
9. Contact Number :
10. Details of Academic & Technical Qualification (**From High School onwards**): -

Affix self-  
attested  
recent  
passport  
size photo

Sl. No	Examination Passed	Name of Board /University/ Institution	Year of Passing	% of marks obtained	Subjects

**(Copy of documents/certificate for Serial Number 5, 6, 8, & 10 are required to be furnished duly attested by the Gazetted Officer along with the application form. Incomplete application will be summarily rejected)**

### DECLARATION

I do hereby solemnly declare and state that the above information is correct and if any information is found to be incorrect / suppressed, it will disqualify my candidature.

Signature of the Applicant

Date:  
Place: