



**Oil and Natural Gas Corporation Limited**  
**Assam Asset, Nazira**  
Recruitment & Promotion Section

AA/R&P/Advt. 01/2019

27.11.2019

**Important Instructions Regarding Uploading of Documents**

1. The candidates shall make sure that they upload all applicable documents by 02.12.2019 failing which their candidature shall not be considered for further selection process.
2. The **degree/diploma/trade certificate and mark-sheet** of the essential qualification may be scanned and uploaded together under 'Essential Qualification' tab. Mark-sheets which already been uploaded in 'Other documents' by some candidates will also be considered.
3. Candidates must be careful while submitting their documents online. All the queries/doubts may be clarified before submission. However, candidates who have missed some document while submitting them online can mail their remaining documents on below mentioned email id after citing **registration number** in subject of the email:

**recruitmentassam@ongc.co.in**

**Please do not forget to mention your registration number in the subject of the email while sending documents on recruitmentassam@ongc.co.in.**

4. **The above email id is to be used for sending missing documents (if any) only and has been provided to give a second chance to candidates who have not submitted critical document (s) like mark-sheet etc. due to some confusion. This email-id can't be used as a substitute for online document uploading module. Candidates must upload their documents through the document uploading link failing which their candidature shall not be considered.**
5. Queries raised through **recruitmentassam@ongc.co.in** would not be answered.
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 uploaded under 'Other Documents' tab.
7. **NAC (National Apprentice Certificate)/COP (Certificate of Proficiency) obtained after 27.01.2019 shall not be considered** and should not be uploaded as it may create confusion during verification.
8. Previous circular dated 26.11.2019 may please be ignored.

\* \* \*