



**Sub: Summer /Winter /MCA Training for students at ONGC**

With reference to O/O No. ONGC/ER/CP/TRG/001 Date 2<sup>nd</sup> December, 2010 the modalities of the above scheme are as below:

**1. Duration:**

The duration of summer / winter training will be **1-2 months** and for MCA Students will be for **6 months**.

Summer/Winter trainings for college students are provided by ONGC in the following 20 Disciplines:

MBA (HR)	Electrical Engineering	Environmental Science
MBA (Finance)	Chem. Engineering	Mass Communication
<b>MBA (Marketing)*</b>	Civil Engineering	Micro-Biology
Geology	BE/B Tech- Computer Science	Logistics
Geophysics	BE/B Tech- IT	MCA
MSc. -Chemistry	BE / BTech Electronics &	
Mech. Engineering	Telecommunication	
Petroleum Engineering	Law	

\*Not available at Dehradun

**2. Eligibility:**

All regular students undergoing the following courses in Universities/Deemed Universities/Institutions recognized by the University Grant Commission (UGC) and/or approved by All India Council for Technical Education (AICTE) shall be eligible to apply for undertaking Students training at ONGC.

1. Graduate Degree/Post Graduate Degree in above mentioned branches of Engineering.
2. Graduate Degree/Post Graduate Degree in Computer Programming / Computer Applications.
3. Post Graduate Degree in Business Administration / Business Management.

**3. Stipend and assistance:**

- The students will not be paid any stipend. During the training no financial benefits will be provided. Student trainee has to make his own arrangements for boarding/lodging, transportation and stationery etc.
- The students will not have any claim for job in ONGC after completion of their training.

**4. How and when to apply:**

- Students will apply on the standard application form available at [ongcindia.com](http://ongcindia.com) with all the required following documents in the prescribed form before the last date of receipt of application form (at Annexure - A).
  - i. Training Letter provided by College/Institute
  - ii. Copy of Mark sheet of 10+2
  - iii. Copy of Mark sheet of Last Semester (Students completed four semesters of B. Tech courses will be given preference).
- The application must reach to ONGC Academy, Dehradun before the last date. No requests would be entertained after the last date of receipt of application.

- The applications found incomplete or not fulfilling criteria laid down as above will be summarily rejected.
- The applicants who are serious and willing to move out for training only need to apply avoiding unnecessary exercise to be done by ONGC and in turn ruling out chances of other serious candidates.
- Students near other WorkCentre's of ONGC may apply to I/C HR- ER or Head RTI of respective WorkCentre only.

The Schedule for students' training every year will be as follows:

	Summer training	Winter training	MCA
Applying date	1 <sup>st</sup> February	1 <sup>st</sup> October	1 <sup>st</sup> October
Last date of receipt of application	On or before 15 <sup>th</sup> April	On or before 31 <sup>st</sup> October	On or before 30 <sup>th</sup> November
Finalization of list	On or before 10 <sup>th</sup> May	On or before 15 <sup>th</sup> November	On or before 24 <sup>th</sup> December
Training commences	15 <sup>th</sup> May to 30 <sup>th</sup> June	20 <sup>th</sup> November to 31 <sup>st</sup> December	On or before 1 <sup>st</sup> January
Training ends	15 <sup>th</sup> July to 31 <sup>st</sup> August	20 <sup>th</sup> January to 28 <sup>th</sup> February	On or before 30 <sup>th</sup> June


#### 5. Selection Criteria:

- First preference will be given to immediate wards of ONGC Employee serving/retired.
- Preference would be given to students from colleges in vicinity of the Work Centres, Universities where ONGC constituted chairs exist and reputed Institutions like IITs, IIMs, ISM, RGIPT.
- No preference will be given to relative and friends of ONGC employees.
- Summer/winter training will be given to a student only **once** by ONGC.

#### 6. Completion of trainings:

- On successful completion of the student's training, the trainee will submit a report (soft and hard copies) to the mentor. On the basis of the report, the Mentor will issue a letter of completion to the trainee, specifying the period of training and the topic/subject on which the training was conducted.
- The trainee will submit this completion letter along with a copy of the report (soft and hard copies) and the letter issued by the controlling authority for starting the students' training to Training Coordinator of the concerned work centre for issuing Certificate of Completion.
- Certificate of completion will be issued by Coordinator training ONGCA / I/c HR/ER //c HRD / Head RTI on a Standardized format of the certificate.

List of selected candidates in Dehradun will be displayed at Notice Board at KDMIPE Entrance

  
 (Dr. Sanjay Bhutani)  
 DGM (Chem.), I/C SAIL  
 ONGC Academy, Dehradun



OIL AND NATURAL GAS CORPORATION LTD  
Application for Student's Training  
(Summer/Winter/MCA Training)  
(To be filled in by Applicant)

Annexure-A

Affix recent  
Passport size  
photograph

**Details of the trainee** (Strike-out whatever is not applicable)

Name (in capital) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: M/F, Category: Gen/SC/ST/OBC/Others \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. + 91 \_\_\_\_\_ E-mail \_\_\_\_\_

Father/Mother's Name: \_\_\_\_\_

Father/Mother's occupation: \_\_\_\_\_

**If employee of ONGC:**

Designation: \_\_\_\_\_ CPF \_\_\_\_\_

Section \_\_\_\_\_ Location \_\_\_\_\_

Phone No \_\_\_\_\_ Mobile No \_\_\_\_\_

**Academic Details:**

Name of the present Institute \_\_\_\_\_

Name of the present course \_\_\_\_\_

Present Semester/Year: \_\_\_\_\_

Last Semester % age: \_\_\_\_\_ % age in 10+2: \_\_\_\_\_ (Attach proof).

I _____ son /daughter of _____ request the I/c nodal agency for granting me the permission to undertake student's training at ONGC. I have not undergone any student's training in ONGC, of similar type, before.	I shall be responsible for the applicant's conduct and discipline during the student's training at ONGC.
Date: _____ (Signature of Applicant)	(Signature of Parents/ Guardian)

**For office use:**

- Training Approved: Yes/No
- If Training approved.

Name of the Mentor \_\_\_\_\_ Designation \_\_\_\_\_

Section/Site \_\_\_\_\_ Location \_\_\_\_\_

Date: \_\_\_\_\_ (Signature of Training Co-ordinator ONGCA/Head RTI//c HR/ER)

**Note:**

- Certificate Copy (in case of SC/ST/OBC/MOBC candidate).
- The application to be submitted with sponsorship letter from Institute.
- Student trainings at work centres would be subject to facilities available at the respective work centres