



# OIL AND NATURAL GAS CORPORATION LIMITED

R&P SECTION, ASSAM ASSET  
ROB-III, 2<sup>nd</sup> FLOOR, NAZIRA-785685  
Phone: 03772-241011, Fax No. 03772-252365

No. NZR/Rectt-3(491)/2012

Date: 12<sup>th</sup> December 2012

## DEPARTMENTAL CIRCULAR

Applications are hereby invited from amongst the interested and the eligible departmental Candidates for selection to the under mentioned posts. for recruitment at A-II, A-I and W-I Levels (Regular Posts) for Assam Asset.

**The details of the posts, reservations and essential qualifications are as under :-**

Sl. No.	No. of Posts	Post, Scale of Pay & Level Post, Pay Scale & Level	Qualification / Physical Standards , etc.
1.	SC-1 OBC-1 UR-4 Total: 06	Assistant Technician (Civil) ₹12,000/- to ₹27,000/- A-II Level	3 years Diploma in Civil Engineering / 3 years Diploma in Draftsmanship (Civil).
2.	SC-1 OBC-1 UR-1 Total: 03	Assistant Technician (Electrical) ₹12,000/- to ₹27,000/- A-II Level	3 years Diploma in Electrical Engineering. Should have valid certificate of Competency as Electrical Supervisor.
3.	ST-1 OBC-3 UR-4 Total: 08	Assistant Technician (Instrumentation) ₹12,000/- to ₹27,000/- A-II Level	3 years Diploma in Instrumentation Engineering.
4.	ST-1 OBC-1 Total: 02	Assistant Technician (Mechanical) ₹12,000/- to ₹27,000/- A-II Level	3 years Diploma in Mechanical Engineering.
5.	SC-2 ST-2 OBC-5 UR-9 Total: 18	Assistant Technician (Production) ₹12,000/- to ₹27,000/- A-II Level	3 years Diploma in Mechanical/Chemical Engineering / Petroleum Engineering
6.	OBC-1 UR-5 Total: 06	Technical Assistant Grade-III (Chemistry) ₹12,000/- to ₹27,000/- A-II Level	Post Graduate Degree in Chemistry.
7.	OBC-1 UR-3 Total: 04	Nurse GD.III ₹12,000/- to ₹27,000/- A-II Level	Graduate in Nursing / Diploma in Nursing of 3 years or more duration, Recognized by statutory body and Registered with nursing council.
8.	UR-2 Total: 02	Pharmacist GD.III (Allopathy) ₹12,000/- to ₹27,000/- A-II Level	Graduate in Pharmacy / Diploma in Pharmacy of 3 years or more duration, recognized by statutory body and registered with Pharmacy council.
9.	OBC-1 UR-1 Total: 02	Assistant Gd.III (Transport) ₹12,000/- to ₹27,000/- A-II Level	3 years Diploma in Auto / Mechanical / Post Graduate Diploma in Business Management / Administration or Post Graduate. Heavy Vehicle Driving Licence essential.
10.	ST-1 OBC-2 UR-5 Total: 08	Assistant Technician (Electronics) ₹12,000/- to ₹27,000/- A-II Level	3 years Diploma in Electronics/ Telecom / E&T Engineering or M.Sc. in Physics with Electronics.

Sl. No.	No. of Posts	Post, Scale of Pay & Level	Qualification / Physical Standards , etc.																	
11.	ST-1 OBC-2 UR-2 Total: 05	Junior Assistant Technician (Cementing) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examination with Science & Trade Certificate in Auto / Fitting / * Mechanic Trades. Should have valid Heavy Vehicle Driving License. Tests Apply.																	
12.	ST-1 OBC-2 UR-5 Total: 08	Junior Assistant Technician (Diesel) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Diesel Trade. Tests apply.																	
13.	OBC-2 UR-2 Total: 04	Junior Assistant Technician (Welding) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Welding. Tests apply.																	
14.	SC-1 ST-2 OBC-3 UR-6 Total: 12	Junior Assistant Technician (Fitting) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Fitting. Test Apply.																	
15.	SC-1 ST-1 OBC-2 UR-4 Total: 08	Junior Assistant Technician (Machining) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Machining. Test Apply.																	
16.	SC-2 ST-2 OBC-6 UR-11 Total: 21	Junior Assistant Technician (Production) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Fitting or * Mechanic Trades. Tests apply.																	
17.	SC-5 ST-7 OBC-16 UR-36 Total: 64	Jr. Assistant Rigman (Drilling) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Fitting or * Mechanic Trades. Mechanical trades are Tests apply. Physical Requirements (Minimum): <table border="1" style="margin: 10px auto;"> <thead> <tr> <th rowspan="2">Category</th> <th rowspan="2">Height in cms.</th> <th rowspan="2">Weight in kgs</th> <th colspan="2">Chest in cms. (Minimum expansion 5 cms.)</th> </tr> <tr> <th>Unexpanded</th> <th>Expanded on full inspiration</th> </tr> </thead> <tbody> <tr> <td>OBC/UR</td> <td>167</td> <td>58</td> <td>81</td> <td>86</td> </tr> <tr> <td>SC/ST</td> <td>162</td> <td>50</td> <td>79</td> <td>84</td> </tr> </tbody> </table> <p>Vision : 6X6 without glasses, without any history of night / colour blindness / squint etc.</p>	Category	Height in cms.	Weight in kgs	Chest in cms. (Minimum expansion 5 cms.)		Unexpanded	Expanded on full inspiration	OBC/UR	167	58	81	86	SC/ST	162	50	79	84
Category	Height in cms.	Weight in kgs	Chest in cms. (Minimum expansion 5 cms.)																	
			Unexpanded	Expanded on full inspiration																
OBC/UR	167	58	81	86																
SC/ST	162	50	79	84																
18.	SC-2 ST-4 OBC-7 UR-13 Total: 26	Junior Assistant Technician (Electrical) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examination with Science and Trade Certificate in Electrical Trade. Should have valid certificate of competency as Electrical Supervisor. Test Apply.																	
19.	OBC-1 UR-3 Total: 04	Junior Motor Vehicle Driver (For HV Operation) ₹11,000/- to ₹24,000/- A-I Level	High School or Class X Equivalent Board Examinations with Driving Licence for Heavy Vehicle and 3 years driving experience of heavy Vehicles. Test Apply.																	



20.	ST-2 UR-4 Total: 06	Junior Fireman ₹10,000/- to ₹18,000/- W-I Level	High School or Class X Equivalent Board Examination with Fireman's training of three months' duration (03 months' continuous training). Valid Driving Licence for Heavy Vehicles essential. Physical Efficiency Tests & Driving Skills Test for Heavy Vehicles Apply. <b>Parameters of Physical Standard for Male :</b>
-----	---------------------------	---	--

Category	Height in cms.	Chest in cms. (Minimum expansion 5 cms.)	
		Unexpanded	Expanded
Others	168	81	86
Tribes/ Hillman	163	81	86
For persons from State of Assam			
Others	163	79	84
Tribes/ Hillman	160	79	84

**Parameters of Physical Standard for Female :**

Sr. No	Parameters	Minimum Physical Standard
1	Height	152 cms Relaxed 5 cms for Candidates from Tribes/Hills.
2	Weight	Proportionate to height but not less than 46 Kgs.

**Parameters of Physical Efficiency Tests :**

PET Males	PET Females
Running 800 Mtrs within 4 minutes	Running 800 minutes within 6 minutes
Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 100 mtrs.	Lifting and carrying a person of approximately his own weight by the fireman lift method without any break to a distance of 75 mtrs.
Climbing a fire service extension ladder of 34 feet (10.5 Mtrs.) fully extended in 2 Minutes.	Climbing a fire service extension ladder of 27 feet (9 Mtrs.) fully extended in 2(Two) Minutes.

**Note: \* Mechanic Trades are Diesel / Instt./ Turner/ Machining/ Tractor / Motor Vehicle /Welding/Black Smithy/Boiler Attendant and Machinist Grinder.**

**Maximum Age as on 12.12.12 : (Minimum age 18 years)**

Sr. No.	Level	Category		
		SC/ST	OBC	UR
1	A1 & A2	35	33	30
2	W1	32	30	27

- 1} Age relaxation to the extent of Service in ONGC in respect of departmental candidates/ Apprenticeship period in ONGC in respect of Ex Apprentices.
- 2} No age relaxation will be admissible to the post of Jr.Assistant Rigman (Drilling).
- 3} In pursuance of the orders of the Hon'ble Supreme Court of India in CA No.4755/2001, contingent workers who are a party in CA No.4755/2001 and who fulfill the criteria for selection to the above mentioned posts are advised to apply.

  
12/12/12



## **GENERAL INSTRUCTIONS:**

1. The work related to technical posts is demanding and requires very high level of physical fitness. The deployment may be on round the clock shift pattern of work.
2. Selected candidates may be assigned to work in any onshore or offshore locations in India.
3. After initial screening, the candidates will be required to undergo written test, preliminary medical examination for fitness as per minimum Physical Standard / Efficiency Test, Trade Test, Driving Skills Test of Heavy Vehicles, etc. wherever applicable and interview in any sequence as decided by ONGC. The candidates will have to qualify at each stage.
4. The OBC caste certificate (with non-creamy layer) should be valid and in the format prescribed for appointment to posts under the Government of India. Only caste certificates issued by the Competent authority i.e. District Magistrate / Additional District Magistrate / Collector / Dy. Commissioner / Additional Dy. Commissioner / Dy. Collector/ First Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class stipendiary Magistrate / Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate / Chief Revenue Officer not below the rank of Tahsildar / Sub Divisional Officer of the area where the candidate and / or his family normally resides are acceptable.
5. The educational / technical qualification should be recognized by the Govt. of India or UGC or AICTE or State Board of Technical Education or NCTVT through regular course.
6. Candidates with higher qualifications other than indicated against each post need not apply. However, candidates with additional qualification over and above the prescribed qualification may apply.
7. Candidates who meet the above criteria and are willing to work in any Onshore or Offshore locations in India, may apply by submitting an application form as per attached format, preferably typed on A-4 size paper, affixing a recent passport size photograph, and send to the following address ***on or before 31.12.2012 THROUGH PROPER CHANNEL. Applications not routed through proper channel and received after expiry of the last date will neither be entertained nor returned.***

***Incharge - R&P, ONGC,  
R&P Section, ROB-III,  
Nazira-785685  
Assam Asset.***

8. The application form can be downloaded from [ongcreports.net](http://ongcreports.net)
9. Incomplete applications will be summarily rejected.
10. Candidature of candidates submitting false certificates / documents or suppression and submission of incorrect information shall be liable for dis-qualification / rejection at any stage.
11. Any sort of canvassing or influencing the officials related to the selection / recruitment process would result in immediate disqualification of the candidature at any stage. In case of any dispute, the decision of the management of ONGC will be final & binding on all candidates
12. Applications from existing regular deptt. candidates applying for the same scale post will not be entertained
13. SC/ST/OBC Candidates, while applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates.
14. ***Departmental candidates other than Tenure based Employees within same pay scale need not apply.***



(K.K. SONI)  
SR.HR EXECUTIVE  
FOR INCHARGE HR-ER



## APPLICATION FORM FOR DEPARTMENTAL CANDIDATES

Post Applied For: \_\_\_\_\_

**For Office Use Only** : Sl. No. \_\_\_\_\_ Roll No. \_\_\_\_\_

Candidate Qualified / provisionally qualified/Disqualified: \_\_\_\_\_

Reasons for Disqualification/provisionally allowed: \_\_\_\_\_

Signature of Verifier: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Passport Size  
Photograph Duly  
Attested

1. Name (In Capital Letter) : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth ( DD/MM/YYYY): \_\_\_\_\_
4. Designation : \_\_\_\_\_ CPF No. \_\_\_\_\_
5. Place of Posting with Asset/Work Centre Name : \_\_\_\_\_
6. Date of Joining(DD/MM/YYYY) : \_\_\_\_\_
7. Residential Address : \_\_\_\_\_  
Village & Post \_\_\_\_\_ District \_\_\_\_\_  
Pin code \_\_\_\_\_ Contact No. \_\_\_\_\_ State \_\_\_\_\_

9. Details of Academic Qualification:

Sl. No.	Name of Examination Passed	Name of Institution/ School/ College/ Board	Year of Passing	%age of Marks obtained

10. Details of Technical Qualification:

Sl. No.	Trade / Diploma / Degree with Discipline	Name of ITI / Diploma Institute	Year of Passing	%age of Marks obtained

11. Details of Apprenticeship Training In ONGC (If Any): Yes / No

Period: \_\_\_\_\_ Years \_\_\_\_\_ Months, Date: From \_\_\_\_\_ to \_\_\_\_\_

Name of Trade: \_\_\_\_\_ Place where apprenticeship done \_\_\_\_\_



12. Details of Fireman's Training/Experience (Applicable for the post of Jr. Fireman only) :

Sl. No.	Name of the Institute/Organization	Duration of the Trg./Exp.	From (DD-MM-YYYY)	To (DD-MM-YYYY)	Remarks

13. Details of Heavy Motor Vehicle License (wherever Applicable):

No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ Valid up to \_\_\_\_\_

Issued by: (Name of the DTO Office) \_\_\_\_\_

14. Have you **applied for any other post against this Circular?** : Yes / No  
{No.NZR/Rectt-3(491)/2012 Dtd.12.12.12}

If yes, name of the post applied for: \_\_\_\_\_

**DECLARATION**

I declare that all the information given above is true to the best of my knowledge. In case it is detected at any stage of recruitment process that I do not fulfill the eligibility criteria and/or do not comply with other requirements as per circular and / or I have furnished any incorrect / false information or have suppressed any material facts, my candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment my services are liable to be terminated without any notice.

Dt. \_\_\_\_\_

Place \_\_\_\_\_

**Signature of the Candidate**

**VERIFICATION**

The above particulars have been verified from the Service Records of Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_, Designation \_\_\_\_\_, CPF No. \_\_\_\_\_.

Total Duration of Service in ONGC: \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days.

**For In-charge HR-ER  
(With Name, Designation & Seal)**

**The candidate must note following Instructions before applying:**

1. Filled up only on A4 size paper in the prescribed format completely.
2. Incomplete Applications will be summarily rejected.
3. Attach photo-copies of all the testimonials/ Enclosures as notified in the Circular.
4. Ensure that the candidate meets all eligibility criteria for the post as notified in the Circular, failing which candidature will be summarily rejected at any stage of verification & scrutiny of application / during the selection process.
5. **The Correct & Complete application form should be submitted Through Proper Channel duly verified and forwarded by concerned I/C HR-ER or Establishment Head to "The Incharge -R&P, ONGC, Assam Asset, Room No. 305, 2<sup>nd</sup> Floor, ROB-III, Nazira – 785 685, so as to reach positively on or before 31.12.2012.**

**List of Enclosures to be attached with the application duly attested :**

1. Class X / Certificate & Mark Sheet for Proof of Date of Birth.
2. Technical Qualifications Certificates- Diploma/ITI Trade certificate/Fireman's Training/Experience.
3. Valid Heavy Motor Vehicle License / Certificate of Competency as Electrical Supervisor, wherever applicable.
4. Attested Copy of SC/ST/OBC (with valid non creamy layer certificate) Caste certificate in prescribed format wherever applicable.
5. Apprentice Training Certificate in ONGC, wherever applicable.