



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**Cauvery Asset, Karaikal**

**Advt. No: KKL/HRD/Apprentice/1/2017**

**Notification for engagement of Apprentices under Apprentices Act, 1961**  
**at ONGC, Cauvery Asset, Karaikal**

Oil and Natural Gas Corporation Limited (ONGC), a "Maharatna" Public Sector Enterprise which is India's flagship energy major, engaged in Exploration and Production of Oil and Gas in India and abroad, proposes to engage Apprentices at its offices located in Karaikal.

2. Applications are invited from eligible candidates in the following designated trades for engagement as Apprentices under Apprenticeship Act 1961 read in conjunction with Apprenticeship Rules 1992 and Apprentices Amendment Act 2014:

<b>Sl. No:</b>	<b>Apprenticeship Trade</b>	<b>Vacancies</b>
1.	Electronics Mechanic	3
2.	Lab Assistant (Chemistry)	5
3.	Machinist	3
4.	Mechanic Diesel	9
5.	Computer Operator and Programming Assistant	2
6.	Turner	3
7.	Welder(gas & Electric)	6
8.	Mechanic(Motor Vehicle)	1

**2.a Eligibility / Qualification**      **Minimum Matriculation and ITI trade certificate in relevant trade**

**2.b Duration of Training**            **ONE year**

**3. RESERVATION OF VACANCIES:** Government guidelines on Reservations will be followed.

**4. ELIGIBILITY CONDITIONS:**

- QUALIFICATIONS:** Prescribed qualification as mentioned above with a minimum of 50% marks in qualifying exams.
- AGE:** The candidate should have attained the age of 14 years and should not have attained the age of 25 years as on 01-03-2017.
- MINIMUM PHYSICAL STANDARDS:** As prescribed in the Apprenticeship Rule 1992, clause 4 and amendments thereof if any.
- PREVIOUS TRAINING:** **Candidates who have already undergone or are currently undergoing apprenticeship under Apprenticeship Act 1961 in any Government or Public Sector or Private industrial organisation are not eligible to apply.**

**5. STIPEND:** Monthly stipend will be paid as per the prescribed rates governed by Apprenticeship Act.

**6. SELECTION PROCEDURE:** Shortlisting of candidates will be done based on the percentage of marks obtained in the basic prescribed qualifications as applicable to the respective trade.

**7. TRAVEL EXPENSES:** No travel expenses are admissible.

**8. BOARDING / LODGING:** No BOARDING or LODGING expenses are admissible.

9. Application is to be submitted with the following documents duly attested by the candidate:

- A. Passport photos – 05 Nos.
- B. SSC / Matriculation Mark Sheet.
- C. ITI Mark Sheet.
- D. Degree certificate with mark sheet, if applicable
- E. Proof of Date of Birth.
- F. Community Certificate, if applicable.
- G. Certificate of Physical Disability, if applicable.
- H. Required certificate as proof for ward of Armed forces personnel (Serving, Ex-servicemen etc.,)
- I. Character certificate signed by Gazetted Officer.
- J. ADHAR card (Compulsory).**

**10. INCOMPLETE/ ERRONEOUS APPLICATIONS RECEIVED AFTER DUE DATE WILL BE REJECTED.** No further communication in this regard will be entertained.

**11. MEDICAL FITNESS:** Candidates have to submit Medical Fitness Certificate obtained from a Medical Officer not below the rank of Assistant Surgeon (Gazetted).

**12. REGISTRATION AND SUBMISSION OF APPLICATION:**

- a. Candidates are first required to register in the web portal **<http://apprenticeship.gov.in>** for enrolment as apprentices. The application will not be accepted without registration in the above mentioned web portal.
- b. Candidates are required to download the application format (Annexure-1 ) available in ONGC website: [www.ongcindia.com](http://www.ongcindia.com). and forward the filled in application along with all documents as mentioned above to the following address:

**General Manager(HR)-Head, HR-ER  
Oil and Natural Gas Corporation Limited  
Cauvery Asset, Neravy Complex Karaikal. Pin code- 609604**

**13. Candidates should ensure that their applications reach the above address on or before 1700 hours on 28.02.2017. ONGC shall not be responsible for late receipt of applications.**

14. Upon completion of the Apprenticeship period, ONGC shall have no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the grounds of completion of Apprenticeship.

**General Manager (HR)- Head, HR-ER  
Oil and Natural Gas Corporation Limited  
Karaikal**

**Application for engagement of Apprentices for the Trade of \_\_\_\_\_ in  
Oil and Natural Gas Corporation Limited, Cauvery Asset, Karaikal.**

To

General Manager(HR)-Head HR-ER  
 Oil and Natural Gas Corporation Limited  
 Cauvery Asset, Neravy Complex Karaikal.  
 Pin code- 609604

Affix Self attested photograph
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Sir,

In response to your Advertisement No. \_\_\_\_\_ dated  
 \_\_\_\_\_, I hereby apply for the trade of \_\_\_\_\_  
 as Apprentice in your organisation with the following details:

1	Name (in block letters)				
2	Enrolment/registration no. as indicated in web portal <a href="http://apprenticeship.gov.in">http://apprenticeship.gov.in</a>				
3	Father's Name				
4	Correspondence address				
5	Date of birth				
6	Whether SC/ST/OBC/UR				
7	Whether Persons with Disabilities (PwD) / ward of Armed Forces Personnel				Yes / No
8	Educational qualifications				
	Exam. passed	Board/Council/ University	Year of passing	Total Marks obtained	Grade/division /percentage
9	Other qualifications, if any				
10	Email / mobile phone number				

I hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being declared before or after selection, my candidature will be cancelled.

Enclosures:

Full signature of Applicant

Date : \_\_\_\_\_

Place : \_\_\_\_\_