



**OIL AND NATURAL GAS CORPORATION LIMITED
WESTERN ONSHORE BASIN : VADODARA**

**RECRUITMENT OF FIELD OPERATORS (TENURE BASE)
IN WESTERN SECTOR (GUJARAT) – 2011
ADVERTISEMENT NO.T-02/2011(R&P)**

JOIN US AND BE PART OF ONGC – A MAHARATNA COMPANY OF INDIA

ONGC, a 'Maha Ratna' Public Sector Enterprise, and India's flagship energy company is engaged in Exploration and Production of Oil and Gas in India and abroad. A Global Energy majors, it contributes to 80% of India's Domestic Oil Production. ONGC's annual net profit is excess of ₹.18,924 Crores currently. ONGC, through its subsidiary ONGC Videsh Ltd.(OVL), is India's biggest Transnational Corporate with overseas investment of over 10 Billion USD in 16 Countries.

ONGC – Western Onshore Basin invites applications from young and energetic Indian Citizens for selection of following posts with valid registration of the employment exchanges located within the State of Gujarat. The Employment Exchange certificate / Card registration should be valid during the online registration process.

SL. NO.	POST	LEVEL	TOTAL NO. OF POST	PAY SCALE/ TOTAL EMOLUMENT	REMARKS
1	Tenure Base (4 Years)	Field Operator	87	₹.15,500/- per month* * Revision under consideration.	(a) The tenure pay would be deemed to be ₹.5000/- per month. (b) 4% annual Increment is admissible on the tenure pay, subject to satisfactory performance. (c) PF and Bonus shall also be paid as per statutory rules. (d) Company accommodation if available.
		Field Operator (HV Operations)	06		
		Field Operator (Winch Operations)	13		
2	Tenure Base (4 Years)	Field Operator (UNDER SRD)	56		
TOTAL			162 NOS.		

The job demands outdoor field work in shifts requiring considerable physical efforts and technical skills. The job is transferable to any Onshore / Offshore location within the country as demanded by the semi-mobile nature of operations.

**A. DETAILS OF NO. OF POSTS, RESERVATIONS AND MINIMUM ESSENTIAL QUALIFICATIONS :-
(POSTS CODE NO.T-1 INCLUDES SPECIAL RECRUITMENT DRIVE FOR SC/ST CANDIDATES)**

Tenure Based Posts (4 years fixed term) (Emolument ₹.15,500 per month under revision) (POST CODE NO.T-1 to T-3)							
POST CODE	POST	NO. OF POST					MINIMUM ESSENTIAL QUALIFICATION
		Total	GEN	OBC	SC	ST	
T-1.	Field Operator	143	67	11	15	50	High School pass(Class-X) with ITI in Fitting/Diesel/Turner/Machining/Welding Trade. OR Diploma in Mechanical / Production Engineering.
T-2.	Field Operator (HV Operation)	06	05	01	-	-	High School pass(Class-X) with ITI in Fitting/Diesel Mechanic/Mechanic Diesel Vehicle/Motor Vehicle/ Turner/Welding Trades OR Diploma in Mechanical/Production Engineering. Valid Heavy Vehicle Driving Licence
T-3.	Field Operator (Winch Operator)	13	09	03	-	01	High School pass(Class-X) with ITI in Fitting/Diesel Mechanic/ Mechanic Diesel Vehicle/Motor Vehicle/ Turner/Welding Trade. OR Diploma in Mechanical/Production Engineering. Valid Heavy Vehicle Driving Licence
Total		162 Nos.					

PHYSICAL STANDARD FOR POST CODE NO.T- 1 TO T-3

SL. NO.	POST	CATEGORY	HEIGHT	WEIGHT	CHEST (Expansion Min.5 Cms.)	
					Unexpanded (Min)	Expanded (Min.)
1.	Field Operator/ Field Operator (HV Operation)/ Field Operator(Winch Operation)	General/OBC	167 Cms.	58 Kgs.	81 Cms.	86 Cms.
		SC/ST	162 Cms.	50 Kgs.	79 Cms.	84 Cms.
Vision 6x6 without glasses, without any history of night / colour blindness etc.						
Physical Fitness Test Apply for Post Code No. T-1 to T-3.						

- Note :- (i) The number of posts may vary as per organizational requirement.
(ii) Diploma should be recognized by AICTE (3 years).
(iii) ITI should be recognized by State Board of Technical Education (SCVT) / National Council for Vocational Training (NCVT).
(iv) Candidate should have acquired qualification as a regular candidate.
(v) In case of Ex-Serviceman, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India Instructions.

(B) OTHER CRITERIA i.e. Percentage required, Age, and Test Centre etc.**(i) Percentage of Marks in Minimum Qualification :-**

Post Code	Minimum Marks for GEN. & OBC	Minimum Marks for SC/ST
(a) T-1	65% in ITI or 60 % in Diploma	55% in ITI or 50% in Diploma
(b) T-2 & T-3	60% in ITI or Diploma	50% in ITI or Diploma

Where post is only of General Category the candidates must fulfill requisite percentage criteria applicable to General category.

***Candidate has to enter exact percentage of marks while filling the Online/Physical Application form i.e. rounding off of percentage is strictly not allowed. (Decimal percentage of marks shall be rounded off to lower digit, e.g.59.9% means 59% only).**

(ii) Age Criteria :-

- a) Minimum Age 18 years & Maximum Age Limit :-
- GEN. -30 years
 - OBC -33 years
 - SC/ST -35 years
- b) Age will be reckoned as on **15.10.2011**.
c) Candidate competing for General Post should fulfill Age criteria for General Category.
d) Ex-Apprentice of ONGC will be given age relaxation for the period of Apprenticeship training in ONGC.
e) Ex-Serviceman will be given age relaxation for length of service in Armed Forces plus three years as per Govt. Rules, subject to maximum age of 41 years in case of Tenure post, as the tenure is for four years and the maximum age limit is 45 years for Tenure Based recruitment rules.

(iii) Test Centre :-

The Written test is scheduled to be conducted tentatively in following three cities of Gujarat State depending upon the Number of applications received. Candidates are required to indicate their choice of Examination centre but the allotment will be at discretion of ONGC and **NO** change of Test Centre will be permitted at a later stage.

Sl.No.	Test Center
1.	Ahmedabad
2.	Vadodara
3.	Surat

Note :-

- The Written Test will be tentatively scheduled on **27.11.2011**. The exact date of Written Test will be communicated in the Admit-Card/SMS alert and same will be also available on the www.ongcindia.com
- Candidates will be allowed to appear in the Subject-paper relevant to the Qualification selected.

(C) **Selection Methodology :-**

- (a) Eligible candidates will be required to appear for Written Test (Objective type) in the subject Discipline of the Qualification selected and General Awareness.
- (b) Test paper will be Bilingual i.e. Hindi and English.
- (c) **The candidates who qualify in the Written Test shall be called for Physical Standard / Physical Fitness test, and personnel Interview etc. However, the candidate who qualify Written test will be put on test for the Physical parameters – Height, Weight, Chest, Vision and are required to undergo the Physical Fitness Test as a part of the selection process for recruitment on their own free will/consent, and will not hold ONGC responsible for any injury or mishap/accident. Further, candidates will have to follow the safety guidelines as explained to them before the test.**
- (d) The Written Test is tentatively scheduled on **27.11.20 11** (The exact date of the test shall be communicated to the candidates through Admit Card and will also be available on ONGC website www.ongcindia.com this can also be downloaded by entering the Registration No. and Date of Birth from
- (e) Screening and selection will be based on the details provided, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong / false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong / false information.
- (f) **The candidate will have to qualify at each stage i.e. Written, Physical Standard /Fitness and in Interview separately.**

(D) **APPLICATION FEES :-** • GEN/OBC – Rs.200/- and • SC/ST/Ex-Servicemen – Rs.50/- (Bank Charges shall be extra as applicable).

(E) **HOW TO APPLY :-**

(i) Logon to www.ongcindia.com ONGC website and click on “Apply ONLINE for Tenure Based Posts”

- (a) First fill the Application format.
- (b) Take the Printout of System Generated Application Form and Customised Bank Challan bearing unique Registration No.
- (c) The Unique Registration No. & Date of Birth will be used (for future access) to Admit Card, Application Status and Result.
- (d) Affix Photograph in the space for photograph and put Signature across the photograph so that half signature on application form and other part on the photograph itself.
- (e) Candidate should Sign the Application Form at the space provided in the Application format.
- (f) Take the printout of System Generated Customized Bank Challan to deposit fees as given in Para-D above, and pay the fees in any SBI Branch alongwith applicable bank charges. All candidate including departmental candidates have to pay fees. However the same will be reimbursed incase of ONGC departmental candidates.
- (g) Fill the Journal No., Branch Code and Branch Name, Date of deposit of fees in the Application Format.
- (h) Send the Original Copy of Bank Challan and filled in Application format, alongwith relevant documents to the Post Box No. 12026, COSSIPORE POST OFFICE, KOLKATA-700002 so as to reach **latest by 28.10.2011**. ONGC shall not be liable for any postal delay etc.

(ii) To fill the Online Application Form following details should be ready with the candidates.

- Valid E-mail ID, Contact Number/Mobile Number.
- Selection of Test Centre.
- Details of **valid Employment Exchange registration of Gujarat** i.e. Number, Validity from and Valid up to, and name of exchange where registered.
- Qualification, percentage of marks, year of passing and Name of Institute.
- Date of Birth.
- If Ex-Apprentice of ONGC, Work Centre of ONGC where training was undertaken and Trade should be mentioned.
- SC/ST/OBC certificate (In case of OBC – Valid Non-creamy layer Certificate) in the format applicable for post in Central Govt. / Central Govt. Undertaking) if applicable duly signed by Competent Authority. **(SAMPLE Format is available on the site).**
- If Ex-Serviceman Registration Card issued by the Employment Exchange /Ex-Servicemen Welfare Department situated within the State of Gujarat.

(iii) **Submission of Application :-**

- Once the candidates has filled the Online Application form and submitted the same, the Candidate will get system generated Customised Bank Challan and Application format. Take a print out of the same.
- Make the payment of requisite fees as per the Customized Bank Challan in any SBI branch and get the Journal No., Branch Code No., Branch Name and Date of Deposit, which will be filled in by Bank Officials in the challan.
- Write the Journal No., Branch Code No., Branch Name and Date of Deposit in the Application Format.
- Affix Photograph in the space for photograph and put Signature across the Photograph and wherever applicable in the Application format.
- Send the ONGC copy of original Customized Bank Challan alongwith original Application format, minimum requisite qualification certificates, Caste certificates/ Ex-Serviceman Certificate (Wherever applicable), Employment Exchange Registration of Gujarat etc. to **Post Box No. 12026, COSSIPORE POST OFFICE, KOLKATA-700002** by Ordinary post only, so as to reach latest by **28.10.2011**. ONGC will not be responsible for any delay.

Note :-

Concerned Employment Exchanges/ Zilla Sanik Board (Ex-Serviceman) have also been informed to intimate eligible candidates to apply online to give wider publicity. Thus all candidates will have to apply online, Employment Exchange sponsored candidates, Ex-apprentices of ONGC, Contingent/Casual employees etc.)

No other mode of application will be accepted.

- (iv) The Downloaded Application format alongwith following documents to be forwarded to the designated address by **Ordinary post only Repeat Ordinary post only**. (Since Post Box do not accept Registered post/ Speed post).

IMPORTANT

The candidates are required to send following four documents in an envelop **superscribed** ("Application for the Tenure Base Post of _____").

To,

**Post Box No. 12026,
COSSIPORE POST OFFICE,
KOLKATA-700002.**

- **Printed Application format** in original with affixed recent photograph (3.5x4.5 cms with white background) along with the details of Journal number, Branch Code No., Branch name and Date of deposit written in the Application format and Signature in the space provided.

NOTE : If the applicant is Dependent of Deceased Employees of ONGC (death occurred prior to 31.05.98) who have not availed Financial Assistance, Contingent and Casual worker who have completed 240 days in 12 consecutive months etc. needs to get the Application format Certified / duly signed, by the Incharge HR-ER or his duly authorized representative before forwarding. Ex-Apprentices of ONGC to attach requisite Apprentice Training Certificate of ONGC.)

- **Customized ONGC's copy of the SBI payment Challan form** in original with bank seal, Journal Number, Branch Code Number, Branch Name and Date of Deposit etc.
- **Copy of Caste certificate in case** of SC/ST/OBC in prescribed format available on Recruitment of Posts in Western Sector (Gujarat) at ONGC website www.ongcindia.com. (Alongwith Non-creamy layer certificate in case of OBC)
- **Copy of eligible minimum qualification certificate including copy of Valid Heavy Vehicle Driving Licence (Wherever applicable). Copy of Higher qualification certificate if any are not needed.**
- **In case of Ex-Serviceman enclose the relevant Certificate of Govt. of India for eligibility.**

(vi) Admit Card for Written Examination :

Exact Date of the Written Test shall be communicated through Admit Card and will also be available on [www.ongcindia.com](http://www ONGCINDIA.COM) web-site.

The Admit Card with details of the Candidates, Roll No., Date, Time, Venue of the Examination, Post Applied for, Category and Discipline can be downloaded directly from the www.ongcindia.com at Recruitment of Post in Western Sector (Gujarat) by entering the unique Registration number printed on the Application Form and Date of Birth. The same will also be e-mailed to the candidate at the e-mail address mentioned in the Application form.

The candidates are therefore advised to check their e-mail and ONGC website www.ongcindia.com from time to time.

(E) GENERAL INSTRUCTIONS :-

- (a) No manual/paper Application will be entertained. Only print-out of the online Application form alongwith relevant documents should be submitted.
- (b) Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information is provided by the individual is found false or is not found in confirmative with eligibility criteria mentioned in the advertisement.
- (c) **Request for change of mailing Address, Examination Centre and Category as declared in the Application will not be entertained.** However, ONGC reserves the right to cancel or add any centre depending on upon the response in that area/centre.
- (d) Application format should not have any enclosure except the customized Bank Challan copy, SC/ST/OBC certificate in prescribed format, in case of Ex-Serviceman Certificate from Govt. of India and copy of Minimum educational certificate and Valid Heavy Vehicle Driving Licence (wherever applicable) is required.
- (e) The printout of Application Format should be untampered (No Photocopies are allowed). In case of any overwriting or tampering of Application Format the candidature of candidate shall be rejected.
- (f) **Candidate should retain the copy of their system generated Application format with details of Branch Code, Branch Name, Journal No., Date of Deposit and Bank Challan after making payment in SBI for future reference.**
- (g) The candidates are required to deposit the applicable fee as indicated in **Para (D) at Page No.3.** above at any branch of State Bank of India. Candidature of candidates making deposit by other mode of fee or not submitting original Application format / Bank Challan or mismatching of Bank document or any other discrepancy will be summarily rejected.
- (h) Court of Jurisdiction for any dispute will be Vadodara.
- (i) Candidates in Employment of Public Sector Undertaking/ Govt. Service will be required to produced No Objection Certificate at the time of Interview.
- (j) ONGC shall not be responsible for late receipt due to postal delay or loss in transit of any application.
- (k) Employment Exchanges of Ahmedabd / Mehsana / Bharuch / Anand / Chhotaudiapur / Gandhinagar / Vadodara have been requested to suitably inform the sponsored candidates, to apply online by visiting www.ongcindia.com against Recruitment of posts, Western Sector (Gujarat).
- (l) Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical and Health Policy.
- (m) The selected candidates are liable to be posted anywhere in Western Sector –Gujarat State or elsewhere based on organization need / requirement.
- (n) For more information about the Company you may visit ONGC website www.ongcindia.com

(F) **TIME SCHEDULE FOR ONLINE REGISTRATION /RECEIPT OF PRINTED REGISTRATION SLIP.**

Sl.No.	Details	Date	Time
1.	Opening date for Online Registration	20.09.2011	10:00 hrs.
2.	Closing date of Online Registration	15.10.2011	18:00 hrs.
3.	Last date of Receipt of completed Application Format with relevant documents by Post at Post Box No.12026, Cossipore Post Office, Kolkata-700002.	28.10.2011	18:00 hrs.
4.	Written Test (Tentative Date)	27.11.2011	15:00 hrs. to 17:00 hrs.

IMPORTANT NOTICE TO ALL CANDIDATES :-

- Any sort of canvassing or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate. In case of any dispute, the decision of the management of ONGC will be final & binding on all the candidates.
- Applications have to be forwarded to the designated address by Ordinary Post only. **Registered/ Speed Post will not be accepted.**
- **[Click here to download Sample Format for OBC Caste Certificate.](#)**
- **[Click here to download Sample Format for SC/ST Caste Certificate.](#)**