

## **HOW TO APPLY, SUBMISSION OF APPLICATION AND PRINTING OF ADMIT CARD**

1. Read the advertisement and instructions carefully. Apply only if you are sure that you meet eligibility criteria.
2. **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 and period 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.
3. You can apply for both **REGULAR POST (Exam Time – 10 hrs. to 12.00 hrs.)** **TENURE POST (Exam Time – 15.00 hrs. to 17.00 hrs.)** separately by paying separate fees.
  - (a) To apply for REGULAR POST Logon to [www.ongcindia.com](http://www.ongcindia.com) ONGC website and click on “**APPLY ONLINE FOR REGULAR POSTS**”.
  - (b) To apply for TENURE BASED POST Logon to [www.ongcindia.com](http://www.ongcindia.com) ONGC website and click on “**APPLY ONLINE FOR TENURE BASED POSTS**”.
4. **HOW TO APPLY :-**
  - (a) First fill the Application format.
  - (b) Take the Printout of System Generated Application Form and Customized 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 / charges (i.e. for GEN/OBC ` .200/- and for SC/ST/Ex-Serviceman/PwD - ` .50/-) in any SBI Branch alongwith applicable bank charges i.e. ` .20/- per challan.
  - (g) All candidate including Departmental Candidates and Tenure Based employees will have to pay fees.
  - (h) Fill the Journal No., Branch Code, Branch Name and Date of deposit of fees in the Application Format.

CONTD..2..

## 5. SUBMISSION OF APPLICATION :-

- Once the candidates has filled the Online Application form and submitted the same, the Candidate will get system generated Customized 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/PwD Certificate, Employment Exchange Registration of Gujarat etc. (Wherever applicable), 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.
- **No other mode of application will be accepted.**

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 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.
- **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](http://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/Certificate of Competency as Electrical Supervisor/Experience-Training in Security/Experience in Fire (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.**
- **In case of Person with Disability enclose the relevant Certificate of Disability from Civil Surgeon.**
- **If the applicant is Departmental candidate, Dependent of Deceased Employees of ONGC (Death occurred prior to 31.05.98) who have not availed Financial Assistance, Contingent 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 are required to attach requisite Apprentice Training Certificate of ONGC.**

CONTD..3..

6. **ADMIT CARD FOR WRITTEN EXAMINATION :-**

Exact Date of the Written Test and Test centre shall be communicated through Admit Card and will also be available on <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 <http://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](http://www.ongcindia.com) from time to time.

7. **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.**

**Note :-**

These are summarized instructions. For complete Instructions please read Advt. No. "T-02/2011" for Recruitment of "Tenure Based Post" and "R-02/2011" for "Recruitment of Regular Post".