



OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No: ONGC/APPR/1/2020/

Date of Notification: 29.07.2020

Last Date of receipt of applications: 17.08.2020

ENGAGEMENT OF APPRENTICES UNDER THE APPRENTICES ACT, 1961

Oil and Natural Gas Corporation Limited (ONGC), which is India's flagship energy major and a 'Maharatna' Central Public Sector Enterprise engaged in Exploration and Production of Oil & Gas in India and abroad, as a measure of Skill Building initiative for the Nation, proposes to engage apprentices at its location across 21 work centres.

Applications are invited from candidates meeting the following qualifications for engagement as Apprentices under Apprentices Act 1961 (as amended from time to time) in the trade/disciplines mentioned below:

A. LOCATION and TENTATIVE NO. OF NUMBER OF SEATS:-

Note: A candidate is to choose and can apply for one trade at one work centre/Location only.

NORTHERN SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Dehradun	1	Accountant	20
	2	Assistant HR	20
	3	Secretarial Assistant (ITI)	20
	4	Computer Operator and Programming Assistant (COPA)	30
	5	Electronics Mechanic	20
	6	Fitter	10
	7	Laboratory Assistant (Chemical Plant)	20
	8	Mechanic Diesel	20
	9	Refrigeration and Air Conditioning Mechanic	20
Sub Total			180
Delhi (ONGC Videsh Limited)	1	Accountant	4
	2	Assistant HR	4
	3	Computer Operator and Programming Assistant (COPA)	2
	4	Draughtsman (Civil)	1
	5	Electrician	1
	6	Secretarial Assistant (ITI)	12
Sub Total			24
Jodhpur	1	Accountant	4
	2	Assistant HR	8
	3	Computer Operator and Programming Assistant (COPA)	2
	4	Fitter	2
	5	Refrigeration and Air Conditioning Mechanic	4
	6	Secretarial Assistant (ITI)	4
Sub Total			24
Northern Sector Total			228

MUMBAI SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Mumbai	1	Accountant	63
	2	Assistant HR	113
	3	Computer Operator and Programming Assistant (COPA)	86
	4	Mechanic Diesel	10
	5	Draughtsman (Civil)	6
	6	Electrician	17
	7	Electronics Mechanic	16
	8	Information & Communication Technology System Maintenance	31
	9	Instrument Mechanic	14
	10	Laboratory Assistant (Chemical Plant)	15
	11	Library Assistant	7
	12	Mechanic (Motor Vehicle)	3
	13	Plumber	6
	14	Refrigeration and Air Conditioning Mechanic	13
	15	Secretarial Assistant (ITI)	69
	16	Welder (Gas and Electric)	9
Sub Total			478
Goa	1	Accountant	2
	2	Assistant HR	6
	3	Computer Operator and Programming Assistant (COPA)	6
	4	Laboratory Assistant (Chemical Plant)	1
	5	Draughtsman (Civil)	1
Sub Total			16
Hazira	1	Accountant	7
	2	Assistant HR	14
	3	Secretarial Assistant (ITI)	6
	4	Computer Operator and Programming Assistant (COPA)	4
	5	Electrician	25
	6	Electronics Mechanic	6
	7	Fitter	40
	8	Instrument Mechanic	12
	9	Laboratory Assistant (Chemical Plant)	8
	10	Machinist	9
	11	Mechanic (Motor Vehicle)	4
	12	Mechanic Diesel	20
	13	Refrigeration and Air Conditioning Mechanic	5
	14	Welder	2
Sub Total			162

Uran	1	Accountant	6
	2	Assistant HR	12
	3	Secretarial Assistant (ITI)	10
	4	Computer Operator and Programming Assistant (COPA)	5
	5	Electrician	25
	6	Electronics Mechanic	2
	7	Fitter	20
	8	Instrument Mechanic	7
	9	Information & Communication Technology System Maintenance	3
	10	Laboratory Assistant (Chemical Plant)	10
	11	Machinist	3
	12	Mechanic Diesel	3
	13	Welder	2
Sub Total			108
Mumbai Sector Total			764

WESTERN SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Cambay	1	Accountant	10
	2	Assistant HR	20
	3	Computer Operator and Programming Assistant (COPA)	10
	4	Draughtsman (Civil)	4
	5	Electrician	20
	6	Electronics Mechanic	10
	7	Fitter	20
	8	Instrument Mechanic	10
	9	Laboratory Assistant (Chemical Plant)	4
	10	Machinist	10
	11	Mechanic Diesel	10
	12	Welder	4
Sub Total			132
Vadodara	1	Secretarial Assistant (ITI)	20
	2	Computer Operator and Programming Assistant (COPA)	30
	3	Electrician	12
	4	Electronics Mechanic	22
	5	Fitter	14
	6	Instrument Mechanic	8
	7	Information & Communication Technology System Maintenance	24
	8	Laboratory Assistant (Chemical Plant)	14
	9	Machinist	3
	10	Mechanic (Motor Vehicle)	4
	11	Mechanic Diesel	4
	12	Refrigeration and Air Conditioning Mechanic	3
	13	Welder	10
Sub Total			168

Ankleshwar	1	Accountant	30
	2	Assistant HR	25
	3	Computer Operator and Programming Assistant (COPA)	25
	4	Draughtsman (Civil)	8
	5	Electrician	50
	6	Electronics Mechanic	12
	7	Fitter	72
	8	Instrument Mechanic	15
	9	Information & Communication Technology System Maintenance	14
	10	Machinist	48
	11	Mechanic (Motor Vehicle)	22
	12	Mechanic Diesel	52
	13	Surveyor	8
	14	Welder	21
	15	Computer Science	6
	16	Electrical	35
	17	Electronics	6
	18	Mechanical	14
Sub Total			463
Ahmedabad	1	Accountant	10
	2	Assistant HR	25
	3	Computer Operator and Programming Assistant (COPA)	25
	4	Draughtsman (Civil)	4
	5	Electrician	90
	6	Electronics Mechanic	4
	7	Fitter	130
	8	Instrument Mechanic	30
	9	Information & Communication Technology System Maintenance	12
	10	Laboratory Assistant (Chemical Plant)	40
	11	Machinist	10
	12	Mechanic (Motor Vehicle)	10
	13	Mechanic Diesel	50
	14	Surveyor	3
	15	Welder	22
Sub Total			465
Mehsana	1	Accountant	5
	2	Assistant HR	25
	3	Computer Operator and Programming Assistant (COPA)	15
	4	Draughtsman (Civil)	5
	5	Electrician	65
	6	Fitter	90
	7	Instrument Mechanic	15
	8	Information & Communication Technology System Maintenance	31
	9	Laboratory Assistant (Chemical Plant)	15
	10	Machinist	10
	11	Mechanic (Motor Vehicle)	5

	12	Mechanic Diesel	40
	13	Surveyor	5
	14	Welder	25
Sub Total			351
Western Sector Total			1579

EASTERN SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Jorhat	1	Accountant	5
	2	Assistant HR	10
	3	Electrician	27
	4	Fitter	53
	5	Instrument Mechanic	12
	6	Laboratory Assistant (Chemical Plant)	6
	7	Mechanic (Motor Vehicle)	18
	8	Mechanic Diesel	10
	9	Surveyor	5
	10	Welder	10
Sub Total			156
Silchar	1	Accountant	3
	2	Assistant HR	3
	3	Secretarial Assistant (ITI)	10
	4	Computer Operator and Programming Assistant (COPA)	1
	5	Draughtsman (Civil)	1
	6	Electrician	6
	7	Fitter	8
	8	Instrument Mechanic	1
	9	Machinist	2
	10	Mechanic Diesel	8
	11	Welder	6
Sub Total			49
Nazira & Sivasagar	1	Accountant	14
	2	Assistant HR	90
	3	Computer Operator and Programming Assistant (COPA)	20
	4	Draughtsman (Civil)	2
	5	Electrician	50
	6	Electronics Mechanic	10
	7	Fitter	60
	8	Instrument Mechanic	10
	9	Information & Communication Technology System Maintenance	20
	10	Laboratory Assistant (Chemical Plant)	10
	11	Machinist	10
	12	Mechanic (Motor Vehicle)	4
	13	Mechanic Diesel	50
	14	Refrigeration and Air Conditioning Mechanic	2
	15	Surveyor	4
	16	Welder	20
	17	Civil	20
	18	Electrical	35
	19	Electronics	25
	20	Mechanical	55
Sub Total			511
Eastern Sector Total			716

SOUTHERN SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Chennai	1	Accountant	10
	2	Assistant HR	50
	3	Electrician	6
	4	Electronics Mechanic	6
Sub Total			72
Kakinada	1	Accountant	2
	2	Assistant HR	4
	3	Computer Operator and Programming Assistant (COPA)	5
	4	Draughtsman (Civil)	3
	5	Electrician	10
	6	Electronics Mechanic	4
	7	Fitter	10
	8	Instrument Mechanic	4
	9	Mechanic Diesel	2
	10	Refrigeration and Air Conditioning Mechanic	2
	11	Civil	3
	12	Electrical	3
	13	Electronics	3
	14	Mechanical	3
Sub Total			58
Rajahmundry	1	Accountant	10
	2	Assistant HR	40
	3	Computer Operator and Programming Assistant (COPA)	5
	4	Draughtsman (Civil)	5
	5	Electrician	60
	6	Electronics Mechanic	8
	7	Fitter	60
	8	Instrument Mechanic	8
	9	Information & Communication Technology System Maintenance	5
	10	Laboratory Assistant (Chemical Plant)	13
	11	Machinist	4
	12	Mechanic (Motor Vehicle)	4
	13	Mechanic Diesel	60
	14	Refrigeration and Air Conditioning Mechanic	6
	15	Welder	20
Sub Total			308
Karaikal	1	Accountant	8
	2	Assistant HR	25
	3	Computer Operator and Programming Assistant (COPA)	7
	4	Draughtsman (Civil)	5
	5	Electrician	20
	6	Electronics Mechanic	5
	7	Fitter	30
	8	Instrument Mechanic	6
	9	Information & Communication Technology System Maintenance	5
	10	Machinist	20
	11	Mechanic (Motor Vehicle)	3
	12	Mechanic Diesel	20
	13	Refrigeration and Air Conditioning Mechanic	7

	14	Welder	15
	15	Civil	5
	16	Computer Science	5
	17	Electrical	20
	18	Electronics	5
	19	Mechanical	25
Sub Total			236
Southern Sector Total			674

CENTRAL SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Agartala	1	Accountant	10
	2	Assistant HR	20
	3	Secretarial Assistant (ITI)	10
	4	Computer Operator and Programming Assistant (COPA)	5
	5	Draughtsman (Civil)	5
	6	Electrician	30
	7	Fitter	30
	8	Machinist	5
	9	Mechanic (Motor Vehicle)	30
	10	Surveyor	6
	11	Welder	12
Sub Total			163
Kolkata	1	Accountant	5
	2	Assistant HR	30
	3	Computer Operator and Programming Assistant (COPA)	10
	4	Electrician	3
	5	Information & Communication Technology System Maintenance	6
	6	Surveyor	4
Sub Total			58
Central Sector Total			221

Note: The trades mentioned and number of seats mentioned above are tentative which may change as per requirement of work centre. The candidates desiring to undergo apprenticeship training with ONGC should apply under a sector, for a particular work centre, for a trade through Online Portal www.ongcapprentices.ongc.co.in which shall open from 29.07.2020 1100 HRS till 17.08.2020 1800 HRS.

Ensure you are eligible for the post applied. Check eligibility from the table at Page 8

Reservation of training places will be as notified in Apprenticeship Rules, 1992 para 5.

Please note that each work centre will be engaging apprentices for training from their operational areas. List of work centres and corresponding operational area (states and districts) applicable is enclosed at Annexure 1

B. AGE CRITERIA

Minimum 18 years and maximum 24 years as on 17.08.2020. That is, the Date of Birth of the Candidate/Applicant should be between 17.08.1996 and 17.08.2002.

Concession & Relaxation:

- I. Upper age is relaxed by 5 years for SC/ST candidates and 3 years for OBC candidates for the trades reserved for them.
- II. Candidates belonging to PwBD categories shall be given age relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (Non-Creamy Layer) Candidates)

C. QUALIFICATION & ELIGIBILITY CRITERIA

Sl.	TRADE/DISCIPLINE	QUALIFICATION REQUIREMENT
1	Accountant	Bachelors degree (Graduation) in Commerce from a Govt. recognized institute/University
2	Assistant-Human Resource	Bachelors degree (Graduation) in B.A. or B.B.A from a Govt. recognized institute/ University.
3	Secretarial Assistant	ITI in trade Stenography (English) /Secretarial practice
4	Computer Operator and Programming Assistant (COPA)	ITI in COPA Trade
5	Draughtsman (Civil)	ITI in Draughtsman (Civil) Trade
6	Electrician	ITI in Electrician Trade
7	Electronics Mechanic	ITI in Electronics Mechanic
8	Fitter	ITI in Fitter
9	Instrument Mechanic	ITI in Instrument Mechanic
10	Information & Communication Technology System Maintenance	ITI in Information & Communication Technology System Maintenance
11	Laboratory Assistant (Chemical Plant)	B.Sc with PCM or PCB ITI in Lab. Asst (Chemical Plant) trade
12	Library Assistant	ITI in Library and information Science
13	Machinist	ITI in Machinist Trade
14	Mechanic (Motor Vehicle)	ITI in Mechanic Motor Vehicle trade
15	Mechanic Diesel	ITI in Mechanic Diesel trade
16	Refrigeration and Air Conditioning Mechanic	ITI in Refrigeration and Air Conditioning Mechanic trade
17	Plumber	ITI in Plumber trade
18	Surveyor	ITI in Surveyor Trade
19	Welder	ITI passed out in the trade of Welder (Gas & Electric)
20	Civil	Diploma in the respective disciplines of Engineering from a Govt. recognized Institute/ University.
21	Computer Science	
22	Electrical	
23	Electronics & Telecommunication	
24	Electronics	
25	Mechanical	

Note: Sl. No 1 to 19 are Trade Apprentices (ITI / Graduates) and 20 to 25 are Technician Apprentices (Diploma). Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.

- **Duration of training** is 12 months for all disciplines mentioned above except for Library assistant, wherein the training period is 6 months.

D. STIPEND

- The apprentices are eligible for monthly stipend as per Apprentices Act, 1961, Apprenticeship Rules 1992 as amended from time to time during their engagement period.
- The trainee is not eligible for any TA-DA/Boarding or Lodging expenses incurred during the period of training. ONGC will not provide any financial assistance towards transportation.

E. SELECTION

Selections for engagement of Apprentices would be based on the basis of marks obtained and Merit drawn. In case of a similar number in merit, a person with higher age would be considered. No canvassing or influencing would be acceptable at any time and may render for non-consideration.

F. GENERAL CONDITIONS

- I. Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.
- II. The candidates should NOT have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961, as amended from time to time.
- III. Candidates, who had training or job experience for a period of one year or more after the attainment of prescribed qualifications, shall NOT be eligible for being engaged as Technician Apprentice.
- IV. Only for Technician Apprentices (for trades mentioned in Sl. No. 20-25) : - The applicant for the position should NOT have completed three years after passing of the qualifying examination as on the cut-off date of eligibility i.e. 19.08.2020. In case the date of Declaration of result is not mentioned in the Mark Sheet, the candidate must submit a certificate mentioning the date of publication of result from the Principal of the Polytechnic/ College / Institute from where the candidate pursued his Diploma course at the time of verification of documents.
- V. **ONGC shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship period. After successful completion of Apprenticeship period, candidates shall be relieved from the respective work area.**
- VI. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website www.ongcindia.com and www.ongcapprentices.ongc.co.in only. Candidates are thus advised to periodically visit our above websites as all future correspondence and latest information shall be available only on our website.
- VII. Candidates can apply for one Trade Code ONLY. Candidates applying for more than one Trade Code will not be considered for any post and their applications will be summarily rejected. Further, only one mobile number and one email ID can be used for applying for the training. The same mobile number and email ID cannot be used by any other candidate for filling online application for this notification.
- VIII. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
- IX. The candidature of the applicant would be provisional and subject to subsequent verification of certificates. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her engagement is liable to be terminated.
- X. Engagement of selected candidates is subject to his/her being declared medically fit as per the requirement of the Apprentices Act, 1961. All such engagement will also be subject to all relevant Rules/policies/guidelines of the Corporation.
- XI. The decision of Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of the selection process either in part or full, higher qualification etc. No correspondence will be entertained in this regard. Filling up of the seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to unsuitability / insufficient number of candidates.

- XII. Applications/Registration which are incomplete or not fulfilling the eligibility criteria shall not be considered "Eligible" and treated as "Rejected".
- XIII. Canvassing of any kind shall disqualify the candidate.
- XIV. The service terms and conditions of the apprentices shall be governed by The Apprentices Act, 1961 and Rules 1992 as amended from time to time

G. REQUIREMENT BEFORE FILLING ON-LINE APPLICATION FORM

- I. Before applying for above apprentices positions, candidates have to first register themselves in online portals of the following agencies of Govt. of India:
 - (a) For Trade Apprentices- at <https://apprenticeshipindia.org/> (Trades mentioned in Sl. No 1 to 19)
 - (b) For Technician Apprentices: With the concerned Regional Board of Apprenticeship Training (BOAT) in their portal National Apprenticeship Training Scheme (NATS) under Ministry of Human Resource Development. The link <https://portal.mhrdnats.gov.in/boat/commonRedirect/registermenunew!registermenunew.action> (Trades mentioned in Sl. No 20 to 25)
- II. **After successful registration with the above agencies, a registration number will be generated and the candidate has to mention this registration number while applying for apprentices positions in ONGC website www.ongcapprentices.ongc.co.in**
- III. It may be noted that in case candidate does not pre-register themselves online with concerned BOAT/ MSDE and subsequently after selection as apprentice in ONGC, their registration of contract as apprentice does not happen with BOAT/ NSDC/RDSDEs due to any reason, the candidate himself shall be responsible for the same and shall not be considered for engaging as apprentice. In such case, candidature of the applicant will stand cancelled and offer shall be issued to next candidate from the panel.
- IV. The candidate must have an active email ID and Mobile Number which must be valid for at least next one year. All future communication including Corrigendum/Addendum with regard to this advertisement with candidate will take place only through www.ongcapprentices.ongc.co.in , www.ongcindia.com / e-mail / SMS Alerts.
- V. The candidate should have scanned copy of colour photograph (Size: between 20-50 KB in JPG Format) and signature in black ink (Size: between 10-30 KB in JPG Format) etc. ready before applying on-line.
- VI. The candidate must ascertain the correctness of all information before filling in the Online Application Form and its final submission.
- VII. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.
- VIII. After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in online application for future reference.

H. HOW TO APPLY

- i. Candidates meeting the above prescribed eligibility criteria should visit our ONGC website **www.ongcapprentices.ongc.co.in and apply online from 29.07.2020 11:00 HRS till 17.08.2020 by 18:00 hours.**
- ii. Paper based applications will NOT be accepted.
- iii. There are two steps for Registration process. Part-I & Part-II. In Part-I registration, candidate has to fill his/her basic details like name, category etc. and has to create his own password. After successful Part-I registration, system generated registration number is sent in his registered email id/SMS. With this registration number, candidate has again to login into the system with the password generated by him. Candidates are advised to remember registration number and password for future reference/use.

- iv. In Part-II registration, candidate has to upload his scanned photograph and signature and furnish educational qualification, experience details etc. and submit the same. This is the final submission process and after that candidate cannot change the details furnished. Candidates are therefore advised to furnish the details in the portal carefully and check the same before final submission.

I. JOINING AND VERIFICATION OF DOCUMENTS

- I. The verification of the original documents shall be done prior to joining on a specific date. A registration form will be generated once the candidate is selected. A print out of the same may be taken from the website and brought during document verification.
- II. The list of documents and originals to be brought for verification shall be intimated to the selected candidates.
- III. **Joining of candidates at specific work centres shall occur as soon as the pandemic of COVID -19 situation improves. In the interim period, the selected candidates will be intimated of their selection via E-mail / SMS alert.**

J. IMPORTANT DATES

Issue of advertisement and call for applications	29 th July 2020
opening of online application portal at www.ongcapprentices.ongc.co.in	29 th July 2020 11:00 HRS
Last date for receiving of applications	17 th August 2020 18:00 HRS
Date of Result/Selection	24 th August 2020
Receive confirmation from candidates	24 th August 2020 - 1 st September 2020

Note: However, in case of insufficient receipt of applications or non-availability of the required number of suitable candidates, ONGC reserves its right to extend the date of application at its own discretion.

For any further query please contact at ongc_skilldev@ongc.co.in

Annexure 1

Sl.	Name of Work Centre	Corresponding States	Corresponding District
1	Dehradun	Uttarakhand	All districts
2	OVL Delhi	National Capital Region	Delhi, Noida, Gurgaon, Ghaziabad and Faridabad
3	Jodhpur	Rajasthan	Jodhpur and Jaisalmer
4	Goa	Goa	North Goa and South Goa
5	Hazira	Gujarat	Surat, Navsari, Tapi, Dang & Valsad
6	Mumbai	Maharashtra	All districts
7	Uran	Maharashtra	All districts
8	Ahmedabad	Gujarat	Ahmedabad, Gandhinagar, Kheda and Mehsana
9	Ankleshwar	Gujarat	Bharuch, Surat, Narmada, and Vadodara
10	Vadodara	Gujarat	All districts
11	Cambay	Gujarat	Anand and Kheda
12	Mehsana	Gujarat	Mehsana and Patan
13	Jorhat	Assam	Golaghat and Jorhat
14	Nazira & Sivasagar	Assam	Sivasagar and Charaideo
15	Silchar	Assam	Cachar, Hailakandi and Karimganj
16	Chennai	Tamil Nadu & Pondicherry	All districts
17	Kakinada	Andhra Pradesh	All districts
18	Karaikal	Tamil Nadu	Cuddalore, Mayiladuthurai, Nagapattinam, Thiruvaroor, Ariyaloor, Thanjavoor, Pudukottai, Tiruchirappalli and Ramanathapuram
		Pondicherry	Karaikal
19	Rajahmundry	Andhra Pradesh	Krishna, East Godavari, and West Godavari
20	Agartala	Tripura	West Tripura, North Tripura, South Tripura, Dhalai, Gomati, Khowai, Sepahijala and Unakoti
21	Kolkata	West Bengal	All districts
		Odisha	

Note: A candidate is considered to belong to the operational area if he/she is a resident of, or has obtained his / her essential qualification from above mentioned State/District.