



**OIL AND NATURAL GAS CORPORATION LIMITED
TRIPURA ASSET : R&P SECTION
BADARGHAT COMPLEX, AGARTALA-799014**

**RECRUITMENT OF REGULAR POSTS FOR TRIPURA ASSET
ADVERTISEMENT NO.1/2013-Tripura Asset**

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

ONGC, a 'Maharatna' 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 25,123 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 – Tripura Asset, Agartala invites online applications from young and energetic Indian Citizens for selection of following posts **with valid registration of the employment exchanges located within the State of Tripura.** The employment exchange registration should be valid during this recruitment process. **However, registration with employment exchange(s) of Tripura State for departmental candidates is not required.**

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

Sl.No	No. of posts	Post, Scale of Pay & Level	Essential Qualification(s)				
1	UR-07 SC-01 ST-03	Assistant Rigman(Drilling) A-II level Pay scale Rs.12,000 -27,000/-	3 years Diploma in Mechanical/ Petroleum Engineering				
			Physical Requirements(Minimum)				
			Category	Height in Cms.	Weight in Kgs.	Chest in Cms. (Minimum expansion 6 Cms.) on full inspiration	
						Unexpanded	Expanded
			UR	170	60	85	91
			Candidates from Hill areas/Tribes / SC/ST	167	58	81.	87
Vision:- 6x6 without Glasses without any history of night /colour blindness etc.							
2	UR-03	Assistant Technician (Civil) A-II level Pay scale Rs.12,000 -27,000/-	3 years Diploma in Civil Engineering Tests Apply.				
3	UR-02 ST-01	Assistant Technician (Instrumentation) A-II level Pay Scale Rs.12,000 -27,000/-	3 years Diploma in Instrumentation Engineering Tests Apply.				
4	UR-05 SC-01 ST-02	Assistant Technician (Production) A-II level Pay scale Rs.12,000 -27,000/-	3 years Diploma in Mechanical/Chemical/ Petroleum Engineering. Tests Apply				

5	UR-02	Assistant Technician (Electronics) A-II level Pay scale Rs.12,000 -27,000/-	3 years Diploma in Electronics/Telecom/E&T Engineering or MSc. in Physics with Electronics. Tests Apply.
6	UR-02	Assistant Grade III (Transport) A-II level Pay scale Rs.12,000 -27,000/-	3 years Diploma in Auto/Mech./ Post Graduate Diploma in Business Management / Administration OR Post Graduate. Heavy Vehicle Driving License essential.
7	UR-01	Nurse Grade III A-II level Pay scale Rs.12,000 -27,000/-	Graduate in Nursing / 3 years Diploma in Nursing Recognized by statutory body and Registered with Nursing Council.
8	UR-03	Technical Assistant Grade III (Chemistry) A-II level Pay scale Rs.12,000 -27,000/-	Post Graduate degree in Chemistry. Test Apply.
9	UR-02 SC-01 ST-03	Junior Assistant Technician (Electrical) A-I level Pay Scale Rs.11000 -24000/-	High School or Class-X equivalent Board examinations with science and Trade Certificate in Electrical Trade. Should have Certificate of competency as Electrical Supervisor. Tests Apply.
10	UR-08 SC-03 ST-05	Junior Assistant Technician (Production) A-I level Pay Scale Rs.11,000 -24,000/-	High School or Class-X equivalent Board examinations with science and Trade certificate in Fitting or Mechanic trades. Mechanic trades are:-Diesel/Instrumentation/Turner/Machining/Tractor/Motor Vehicle/Welding/Black Smithy/Boiler Attendant and Machinist Grinder. Tests apply.
11	UR-06 SC-01 ST-03	Junior Motor Vehicle Driver(HV) A-I level Pay Scale Rs.11,000 -24,000/-	High School or Class-X equivalent Board examinations and Driving Licence for heavy vehicle and 3(three) years driving experience of Heavy Vehicles. Tests apply.
12	UR-04 SC-01 ST-01	Junior Motor Vehicle Driver(Winch Operation) A-I level Pay Scale Rs.11,000 - 24,000/-	High School or Class-X equivalent Board examinations and Driving Licence for heavy vehicle and 3(three) years driving experience of Heavy Vehicles. Tests apply.
13	UR-01	Junior Assistant (Accounts) A-I level Pay Scale Rs.11,000 -24,000/-	B.Com with proficiency in typing 30 w.p.m. and Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply.
14	UR-03	Junior Fire Supervisor A-I level Pay Scale Rs.11,000 -24,000/-	i) Intermediate with 6(six) months experience in Fire Services. ii) Valid Driving License for Heavy Vehicles essential. Physical Standard / Physical Efficiency as specified. Test Apply.
15	UR-01	Junior Assistant (Steno-English) A-I level Pay Scale Rs.11,000 -24,000/-	Graduate with typing speed 30 w.p.m. and shorthand at 80 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply
16	UR-02	Junior Assistant Technician (Diesel) A-I level Pay Scale Rs.11000 -24000/-	High School or Class-X equivalent Board examinations with science and Trade certificate in Diesel Mechanic. Tests apply.

17	UR-02	Junior Assistant Rigman (Drilling) A-I level Pay scale Rs.11,000 -24,000/-	High School or Class-X equivalent Board examinations with science and Trade certificate in Fitting or Mechanic trades. Mechanic trades are:-Diesel/Instrumentation/Turner/Machining/Tractor/Motor Vehicle/Welding/Black Smithy/Boiler Attendant and Machinist Grinder. Tests apply.				
			Physical Requirements(Minimum)				
			Category	Height in Cms.	Weight in Kgs.	Chest in Cms. (Minimum expansion 6 Cms.) on full inspiration	
						Unexpanded	Expanded
			General	170	60	85.	91
			Candidates from Hill areas/Tribes / SC/ST	167	58	81	87
Vision:-6x6 without Glasses without any history of night /colour blindness etc.							
18	UR-01	Junior Assistant Technician (Fitting) A-I level Pay Scale Rs.11000 -24000/-	High School or Class-X equivalent Board examinations with science and Trade certificate in Fitting. Tests apply.				
19	UR-05 SC-01 ST-03	Junior Fireman W-I level Pay Scale Rs.10,000 – 18,000/-	i) Matriculate with Fireman`s training of 3(three) months duration. ii)Valid Driving License for Heavy Vehicles essential. Physical Standard / Physical Efficiency as specified. Test Apply.				

Details of Backlog / Unfilled posts :-

Sl.No.	No. of posts	Post, Scale of Pay & Level	Minimum Qualification
20	UR- 02	Assistant Technician(Instrumentation) A-II level Pay Scale Rs.12,000 -27,000/-	3 years Diploma in Instrumentation Engineering Tests Apply.
21	UR-04 ST-02	Junior Assistant Technician (Electrical) A-I level Pay Scale Rs.11000 -24000/-	High School or Class-X equivalent Board examinations with science and Trade Certificate in Electrical Trade. Certificate of competency as Electrical Supervisor. Tests Apply.
22	SC-01 ST-02	Junior Fireman W-I level Pay Scale Rs.10,000–18,000/-	i) Matriculate with Fireman`s training of 3(three) months duration. ii)Valid Driving License for Heavy Vehicles essential. Physical Efficiency as specified. Test apply.

■ **Physical Tests:**

For the following posts, Physical Standard Tests(PST) and Physical Efficiency Tests(PET) will be

conducted for short listed candidates as follows:-

Description of Physical standard(PST) / Physical Efficiency Test (PET)

Post	PET: Male	PET: Female
Junior Fire Supervisor and Junior Fireman	<ul style="list-style-type: none"> ▶ Running 800 meters within 4 minutes. ▶ Lifting and carrying a person of approximately his own weight by the Fireman Lift Method without any break to a distance of 100 meters. ▶ Climbing a Fire service Extension Ladder of 34 Feet (10.5 meters) fully extended in 2 minutes. 	<ul style="list-style-type: none"> ▶ Running 800 meters within 6 minutes. ▶ Lifting and carrying a person of approximately her own weight by the Fireman Lift Method without any break to a distance of 75 meters. ▶ Climbing a Fire service Extension Ladder of 27 Feet (9 meters) fully extended in 2 minutes.
Physical standards for recruitment Fire Discipline	<ul style="list-style-type: none"> ▶ Minimum Height- 168 Cms. (For Tribes/Hillmen 163Cms) ▶ Chest-81 Cms with expansion of 5 Cms. 	<ul style="list-style-type: none"> ▶ Height- 152 Cms. Relaxed 5 Cms for candidates from Tribes and Hills. ▶ Weight- Proportionate to Height but not less than 46 Kgs.

Note:-

- An eligible candidate can apply for all eligible posts (level wise) with one bank challan of applicable fee. In case a candidate is eligible for all levels i.e. A-I, A-II and W-I level he has to apply separately for each level and also required to submit separate bank challan of applicable fee for each level.
- 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.
- Departmental candidates would also be required to deposit the applicable registration fee. However, the same would be reimbursable.
- Departmental candidates other than Tenure based Employees within same pay scale need not apply.
- Ex-Apprentices of ONGC to attach requisite Apprentices training certificate of ONGC.
- Person with Disability(HH / OH) can also apply for the post at Sl.No.13. Category of Disabled suitable for the post: OA, BL, OL, PD, D.
- Person with Disability(OH) can also apply for the post at Sl.No.15. Category of Disabled suitable for the post: OA, OL, BL, OAL.
- Crucial date of eligibility:- Applicants must ensure that they are eligible in all respects on the closing date of online registration process(i.e. 30.09.2013) failing which their candidature will be rejected.
- Age will be reckoned as on 30.09.2013.
- In case of Person with Disability shall enclose the relevant Certificate of Disability from Civil Surgeon.
- OH-Orthopedically Handicapped, HH – Hearing Handicapped,
- OA-One Arm Effected(right or left) (a) impaired reach (b) weakness or grip (c)ataxia, BL – Both legs affected but not arm, O –One leg affected (right or left), PD- Partially Deaf, D – Deaf.
- Reservation for Person with Disability (PWD) as per PWD Act,1995. The minimum degree of disability in order for a person to be eligible for any concessions/ benefits would be 40%.

■ **Age Criteria:**

Age limit as on 30.09.2013.				
Sl.No.	Level	Category		Minimum 18 years
		SC/ST	General	
1	A-I & A-II	Max.35 Years	30 Years	

2	W-I	Max.32 Years	27 Years	
<p>Note:</p> <ul style="list-style-type: none"> ● In case of PWD further 10 years relaxation to the maximum age limit mentioned above. ● Departmental candidates will be given age relaxation as per Company Rules. ● No age relaxation will be admissible to the post of Assistant Rigman (Drilling)/ Junior Assistant Rigman (Drilling). ● Ex-Apprentices will be given age relaxation to the extent of Apprenticeship training period undergone in ONGC. 				

■ **Other conditions:**

1. The work related to above posts is demanding and deployment may be on round the clock shift pattern of work.
2. Selected candidates may be assigned to work in any Onshore and Offshore locations in India.
3. After initial screening, the candidates will be required to undergo Written test/ Physical standard(PST) / Physical Efficiency Test (PET) / Preliminary medical examination for fitness/ Type test/ Stenography-Shorthand / Trade test/ Heavy Vehicle Driving Skill Test, wherever applicable and personal interview in any sequence as decided by ONGC. The candidates will have to qualify at each stage.
4. The educational / technical qualification should be recognized by the Govt. of India or respective Statutory Body or Council UGC or AICTE or State Board of Technical Education or NCTVT through regular course.
5. Graduate/Post Graduate degree should be from recognized University.
6. Fireman's training certificate should be from recognized Institute /Local Self Government.
7. Candidates must read the detailed Advertisement published at our website www.ongcindia.com carefully before applying. Candidates meeting the said qualifying criteria may only apply.
8. Number of posts may vary as per Company's requirement. ONGC reserves the right to fill or not to fill, either wholly or in part, number of vacancies advertised, without assigning any reason.
9. Written Test applies for all the posts. Physical Standards measurement Test/ Vision Test/ Physical Efficiency Test/ Heavy Vehicle Driving Skill Test/ Stenography-Shorthand / Type test etc. will apply wherever applicable.
10. Incomplete applications or applications not received through proper channel or received after the last date will neither be considered nor return to the applicant. ONGC will not be responsible for any postal delay / loss.
11. The application form can be filled up and downloaded from www.ongcindia.com.
12. Incomplete applications will be summarily rejected.
13. Candidature of applicants submitting false certificates / documents or suppression of material information and / or submission of incorrect information shall be liable for disqualification / rejection at any stage even after employment.
14. 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.
15. Application Fee :-

Category	Application Fee (Bank charges shall be extra as applicable)
General	Rs.150/-
SC/ST/PWD	Rs.50/-

Note:-

- Candidates are required to submit Application Fee in any of the branch of SBI payable in ONGC SBI A/c No.30827318409.
- SC/ST Candidates applying against General post must pay General Fee of Rs.150/-
- 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.

■ HOW TO APPLY :-

► Candidates meeting the eligibility criteria, with valid registration in any of the Employment Exchanges located within the State of Tripura may Logon to www.ongcindia.com. ONGC website and click on “Apply ONLINE for Regular Posts of Tripura Asset, Agartala”

Candidate should possess a valid e-mail ID before registering/submitted application online.

All correspondence with candidates shall be done through **e-mail**. All information regarding examination schedule/Admit Card/Interview call letters etc. shall be provided through e-mail. Responsibility of receiving, downloading and printing of admit card / call letter for written test, interview and physical tests shall be that of the candidate. ONGC will not be responsible for any loss of e-mail sent, due to invalid/wrong E-mail ID provided by the candidate or delivery of E-mail to spam/bulk mail folder etc. The candidates are therefore advised to check their E-mail and ONGC website www.ongcindia.com from time to time for details of examination, admit card and other relevant information.

■ Test Centre for Written Test:

The Written test is scheduled to be conducted tentatively at Agartala, Tripura.

■ 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. 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. by entering the unique registration number printed on the registration slip. The same will also be e-mailed to the candidate at the email address mentioned in the application form.

The candidates are therefore advised to check their email and ONGC website www.ongcindia.com from time to time for details of examination, admit card and other relevant information.

Candidate must recheck the details given on the admit card well before appearing for the written examination to ensure that the discipline mentioned is as per the qualifications possessed by the candidate.

■ Take a print out of SBI challan form:-

SBI challan form(payment form) is available on the homepage. To download the same click here ..►. The applicant will get three copies of the payment form, one for self, one for SBI and one to be sent to ONGC.

<p><u>The candidates can submit the payment, after filling payment details in the challan form like (journal number, branch name, branch code and deposit date) in any of the branch of SBI (Rs.150/ General candidates and Rs. 50/ for SC/ST/PWD candidates) in ONGC SBI A/c No.30827318409.</u></p>

■ Steps for Applying Online:

1. Logon to www.ongcindia.com. ONGC website and click on “Apply Online for Regular Posts of Tripura Asset, Agartala”
2. Select the post candidate wants to apply and fill in the requisite details in the Online application format.
3. Preview the entered details, edit if required, otherwise submit the application.
4. Once candidate submits the Application, the System will generate a unique Registration Number, password set by the candidate, an E-mail will be sent to you mentioning the same. Take a printout of your Registered Application by clicking on the Name of the post under Print Form Section. Registration Slip consists of your basic details like name, category, post(s) applied for and test Centre opted.

Note:-

1. To Print registered application you can also click on "Already Applied / Log in" and enter Registration Number, E-Mail ID and Password and then click on name of the post under Print Form Section.
2. To apply for another post, candidate may log in with the same way as mentioned above and click on "Apply for Other JOB". In this case you need to fill only fields related to post only.
3. Keep a Photocopy of registration slip for record.
4. Forward the following documents attached to each application(s) level wise (i.e. A-I, A-II & W-I) separately.
 - a) Printed registration slip with affixed recent passport size photograph attested by Gazetted officer / PSU Bank Manager or ONGC Officer at Manager Level.
 - b) Two self-attested recent passport size photographs (write registration slip number and name on reverse of photograph).
 - c) Send the original customized bank challan-ONGC copy alongwith original registration slip.
 - d) Attested Copy of SC/ST caste certificate in prescribed format.
 - e) Attested copy of valid Employment Exchange registration Certificate issued by any of the Employment Exchange of Tripura State.
 - f) Certificate(s) of essential qualifications High school/ Class-X / Intermediate/ ITI / Diploma/ Graduation / Post Graduation.
 - g) In case of PWD, enclose Certificate of Disability issued by the Competent Authority.
 - h) NOC from concerned employer in case the applicant is working in any Govt. Organization / PSU.
5. Envelope containing Registration Slip, original customized bank challan-ONGC copy along with recent passport size photographs (staple documents separately for each post) should be super scribed APPLICATION(s) FOR THE POST (s) OF 1.____ 2.____ 3.____ & ____ SEND BY ordinary post only so as to reach latest by 15/10/2013 to the following address :

To,
The Advertiser (ONGC)
Post Box No.: 12006
Cossipore Post Office, Kolkata-700 002.

Note:

Along with filled application form / Registration Slip, Departmental Candidates must attach a certificate of experience in ONGC-issued by I/c-HR/ER concerned for claiming age relaxation, a copy of ONGC Identity Card duly attested by I/c-HR/ER for identification.

■ IMPORTANT:

Application(s) have to be forwarded to the designated address by Ordinary post only. Registered / Speed post will not be accepted.

■ IMPORTANT DATES :

Time Schedule for Online registration / receipt of printed registration slip :

Sl.No.	Details	Date	Time
1	Online Registration starting date	16/09/2013	10:00 Hrs.
2	Online Registration closing date	30/09/2013	18:00 Hrs.
3	Last date of receipt of Registration Slip/application(s)	15/10/2013	18:00 Hrs.
4	Written Test Date (Tentative)	27/10/2013 (Sunday)	Exact date & timing will be given in admit card.

■ General Instructions:-

1. ONGC takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.

2. Following documents in original are required to be produced at the time of interview/physical test/type test/trade test etc. (without which candidates will not be allowed to appear in the interview/physical test etc.).
 - ▶ Valid Employment Exchange Registration Card/Certificate issued by Employment Exchange located in the State of Tripura.
 - ▶ Proof of Date of Birth and Mark Sheets/pass Certificate of Academic and Technical Qualifications.
 - ▶ SC/ST, if applicable, in the prescribed format issued by Govt. of India duly signed by Competent authority.
3. Before applying, the candidate should ensure that (s) he/she fulfills eligibility criteria and other norms mentioned in the advertisement. ONGC will be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. Even if any short coming is detected after appointment, the services of such candidate are liable to be terminated. The decision of ONGC in all matters regarding eligibility of the candidate, the stages at which scrutiny of eligibility is to be undertaken, the documents to be produced at the time of examination, interview / selection and any other matter relating to recruitment shall final and binding on the candidate.
4. An application not accompanied by requisite fees or not signed by the candidate or incomplete in any respect will not be entertained which liable to be rejected.
5. Candidates will have to appear for written test and/or interview at their own expense. However, SC/ST candidates attending the interview will be reimbursed 2nd class to and from rail / bus fare of the shortest route as per ONGC Rules.
6. Any request for change of mailing address, Examination Centre and category declared in the application at a later stage will not be entertained. However, ONGC reserves the right to cancel or add any Centre depending upon the response in that area/Centre.
7. Appointment of selected candidates is subject to his/her being declared medically fit as per the requirement of the ONGC. Such appointments will also be subject to Service and Conduct Rules of the Corporation.
8. Canvassing in any form will disqualify the candidature.
9. Candidates working in Govt. organizations / PSUs need to submit NOC from employer concerned along with the application or at the time interview.
10. Candidates must have essential qualifications in order to apply. Candidates with higher qualifications other than indicated against each post need not apply. However candidates with additional qualifications over and above the prescribed qualifications may apply.
11. No Manual Application will be entertained. Only printout of the online application form along with relevant documents should be submitted.
12. Candidates sponsored by Employment Exchanges of Tripura State are also required to apply online against said vacancies.

■ **Information required in hand for applying:**

1. Original customized bank challan (Journal No, Branch code/name and date of deposit).
2. SC/ST caste certificate details like date of issue, certificate No., issuing authority, validity of the certificate.
3. Certificate of competency as Electrical Supervisor for candidates of Electrical discipline.
4. Valid e-mail ID with validity for minimum period of six months.
5. Valid Employment Exchange Registration Card no. issued by Employment Exchange located at Tripura State.
6. Date of birth as mentioned in the SSC/Matriculation Board Certificate.
7. Certificate of Disability issued by the Competent Authority in case of PWD.
8. Successful completion certificate of apprenticeship training undergone in ONGC.

Distribution :

Through www.ongcindia.com Copy may be down loaded, hard copies not being circulated.

**Manager (HR)-I/c R&P
ONGC, Tripura Asset Agartala
For Incharge HR ER**