



**OIL AND NATURAL GAS CORPORATION LTD,
WESTERN OFFSHORE UNIT,
Recruitment & Promotion Section,
4th Floor, A-Wing, NSE Building, BKC, Mumbai-51.**

No. : WOU/R&P/RECTT/2014

Date:-29/06/2014

Departmental Circular

I. Applications are invited from eligible departmental employees for recruitment for Regular Posts at A-II, A-I & W-1 levels for WOU, Mumbai.

II. Details of the Posts, Reservations, Essential Qualification:

| Regular A-II Level posts (Sl. No. 1-10) | | | | | | | Essential Qualification(s) |
|---|---|-------------------------------|----|-----|----|----|---|
| Sl. No | Name of Post | Total | UR | OBC | SC | ST | |
| 1 | Assistant Technician (Electrical) | 9 | 4 | 1 | - | 4 | 3 years Diploma in Electrical Engineering, should have Certificate of competency as Electrical Supervisor. |
| | | PWD (OH [OL], HH) | | | | | |
| 2 | Assistant Technician (Mechanical) | 3 | 3 | - | - | - | 3 years Diploma in Mechanical Engineering |
| | | PWD (OH [OL,OA], HH) | | | | | |
| 3 | Assistant Technician (Production) | 17 | 9 | 5 | 2 | 1 | 3 years Diploma in Mechanical/ Chemical/ Petroleum Engineering |
| 4 | TA Gd.III (Chemistry) | 2 | 1 | 1 | - | - | Post Graduate Degree in Chemistry with Pass Marks. |
| | | PWD (OH [OL,OA,BL], HH) | | | | | |
| 5 | Assistant Technician (Electronics) | 5 | 2 | 2 | 1 | - | 3 years Diploma in Electronics/ Telecom / E&T Engineering (or) M. Sc in Physics with Electronics with Pass Marks. |
| | | PWD (OH [OL,OA,BL], HH) | | | | | |
| 6 | Assistant Technician (Boiler) | 13 | 8 | 3 | 1 | 1 | 3 years Diploma in Mechanical Engineering with 1 st Class Boiler Attendant Certificate. |
| | | PWD (OH [OL], HH) | | | | | |
| 7 | Marine Radio Assistant Gd.III | 20 | 8 | 6 | 3 | 3 | Matric with second class Certificate with Proficiency/ Competency in Marine Radio Operation Recognized by Govt. of India with Global Maritime Distress and Safety (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. OR Radio Telephone Operator's Certificate of Proficiency in Maritime Mobile Service with Global Maritime Distress and Safety System (GMDSS) certification issued by the Ministry of Communication (MoC) and one year experience in line. OR Diploma in Electronics/ Telecom with Global Maritime Distress and Safety Systems (GMDSS) certification issued by the Ministry of Communication (MoC), Govt. of India with one year experience in line. |
| | | PWD (OH [OA, OL], VH [B, LV]) | | | | | |
| 8 | Assistant Rigman (Drilling) | 38 | 19 | 12 | 3 | 4 | 3 years Diploma in Mechanical/ Petroleum Engineering. Physical standards as specified. |
| 9 | Assistant Gd.III (Materials Management) | 2 | 2 | - | - | - | 3 years Diploma in Materials Management / Inventory/Stock Control, recognized by the State Board of Technical Education /One Year Post Graduate Diploma in Materials Management. |
| | | PWD (OH [OA, OL], HH) | | | | | |
| 10 | Assistant Technician (Civil) | 2 | 2 | - | - | - | 3 years Diploma in Civil Engineering |
| | | PWD (OH [OA, OL, BL], HH) | | | | | |
| Total A-II Level posts | | 111 | | | | | |

| Regular A-I Level posts (Sl. No. 11-24) | | | | | | | |
|---|--|--|----|-----|----|----|--|
| Sl. No | Name of Post | Total | UR | OBC | SC | ST | Essential Qualification(s) |
| 11 | Junior Assistant Technician (Boiler) | 1 | - | - | - | 1 | High School or Class X equivalent Board Examinations with Science, with minimum II class Boiler Attendants (Oil/Gas Fired) Certificate. |
| | | PWD (OH [OL], HH) | | | | | |
| 12 | Junior Assistant Technician (Production) | 3 | 2 | - | - | 1 | High School or Class X equivalent Board Examinations with Science, and Trade Certificate in Fitting (or) Mechanic Trades. The trades in respect of Mechanic are: Diesel/ Instrumentation/ Turner/Machining/ Tractor/ Motor Vehicle/ Welding/ Blacksmith/ Boiler Attendant and Machinist Grinder. |
| 13 | Junior Assistant Technician (Cementing) | 2 | - | 2 | - | - | High School or Class X equivalent Board Examinations with Science, and Trade Certificate in Auto/ Fitting/ Mechanic Trades. The trades in respect of Mechanic are: Diesel/ Instrumentation/ Turner/Machining/ Tractor/ Motor Vehicle/ Welding/ Blacksmith/ Boiler Attendant and Machinist Grinder. Should have valid Heavy Vehicle Driving License. |
| 14 | Junior Fire Supervisor | 2 | 1 | 1 | - | - | Intermediate with 6 months experience in fire services, Driving License for Heavy Vehicles essential. Physical Tests Apply. Testing of driving skills of heavy Vehicle apply. |
| | | PWD (HH) | | | | | |
| 15 | Junior Motor Vehicle Driver (Winch Operations) | 4 | 2 | 1 | 1 | - | High School or Class X equivalent Board Examinations with Driving License for Heavy Vehicle. 3 years Driving Experience of heavy vehicles. Tests Apply. |
| 16 | Junior Assistant Technician (Fitting) | 5 | 3 | 1 | 1 | - | High School or Class X equivalent Board Examinations with Science, and Trade Certificate in Fitting. |
| 17 | Junior Assistant Technician (Electrical) | 1 | 1 | - | - | - | High School or Class X equivalent Board Examinations with Science, & Trade Certificate in Electrical Trade. Should have Certificate of Competency as Electrical Supervisor. |
| | | PWD (OH [OL], HH) | | | | | |
| 18 | Jr. Assistant (Steno English) | 10 | 7 | 1 | 2 | - | Graduate with Typing speed 30 w.p.m and short hand at 80 w.p.m. Certificate/Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply. |
| | | PWD (OH [OA, OL, BL, OAL], VH [B, LV]) | | | | | |
| 19 | Junior Assistant (Materials Management) | 10 | 7 | 2 | 1 | - | B. Sc with Physics or Mathematics as one of the subjects with proficiency in typing 30 w.p.m with Certificate/ Diploma of minimum duration of six months in Computer Applications in the office environment. Test Apply. |
| | | PWD (OH [OL], HH) | | | | | |
| 20 | Junior Assistant (Accounts) | 2 | - | 1 | 1 | - | 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. |
| | | PWD (OH [OA, OL, BL, OAL, BL], VH [B, LV], HH) | | | | | |

| 21 | Junior Slinger Cum Rigger | 12 | 8 | 2 | 1 | 1 | High School or Class X equivalent Board Examinations with Driving License for Heavy Vehicle. 3 years' Experience in Loading and Unloading. Tests Apply. |
|---|--|--|----|-----|----|----|---|
| 22 | Junior Assistant (P&A) | 8 | 3 | 3 | 1 | 1 | Graduate with typing speed 30 w.p.m. Certificate/Diploma of minimum duration of 6 months in Computer Applications in the office Environment. Test Apply |
| | | PWD (OH [OA, OL, BL, OAL], VH [B, LV], HH) | | | | | |
| 23 | Junior Technical Assistant (Chemistry) | 2 | 2 | - | - | - | B.Sc. with Chemistry as main subject. |
| | | PWD (OH [OA, OL, BL], HH) | | | | | |
| 24 | Junior Motor Vehicle Driver (HV Operation) | 1 | 1 | - | - | - | High School or Class X equivalent Board Examinations with Driving License for Heavy Vehicle. 3 years Driving Experience of heavy vehicles. Tests Apply. |
| Total A-I Level posts | | 63 | | | | | |
| Regular W-I Level posts (Sl. No. 25) | | | | | | | |
| Sl. No | Name of Post | Total | UR | OBC | SC | ST | Essential Qualification(s) |
| 25 | Junior Fireman | 11 | 7 | 2 | 1 | 1 | High School or Class X equivalent Board Examinations with Fireman's training of three months' duration. Driving License for Heavy Vehicles essential. Physical Tests Apply. |
| | | PWD (OH [OL], HH) | | | | | |
| Total W-I Level posts | | 11 | | | | | |
| Grand Total | | 185 | | | | | |

Important Note:

1. Diploma should be recognized by AICTE and should be of minimum 3 years duration.
2. ITI should be recognized by State Board of Technical Education /National Council for Vocational Training (NCVT).
3. Graduation, Post Graduate degree/diploma should be from a recognized University.
4. In case of Ex-Servicemen, Valid Discharge Certificate & Qualification Equivalency Certificate as per Govt. of India instructions will be required at the time of interview.
5. Crucial date of eligibility: Applicants must ensure that they are eligible in all respects on the closing date of online registration process (i.e 15/07/2014) failing which their candidature will be rejected, Age will be reckoned as on **20.06.2014**.
6. Fireman's Training Certificate should be from a recognized Institute / Local Self Government.
7. Certificate of Disability should be issued by a Civil Surgeon in case of Person with Disability (PWD) applicable to Posts as mentioned above. The minimum degree of disability in order for a person to be eligible for any concessions/benefits would be 40%.
8. Persons with Disabilities (PWD) Candidates may apply for relevant posts wherever the eligibility is mentioned. 07 posts reserved for Orthopedically Impaired (OA, OL, BL, OAL), 13 posts reserved for Hearing Impaired, 12 posts reserved for Visually Impaired (B, LV).

Abbreviations: OH-Orthopedically Handicapped, HH- Hearing Handicapped, VH- Visually Handicapped, OA- One Arm affected [(right or left) - a) Impaired reach b) weakness of grip c) ataxia] , BL - Both legs affected but not arms, OL- One leg affected (right or left), OAL- One Arm (right or left)and One Leg Affected(right or left), B-Blind, LV-Low Vision.

iii. **Age Limit:**

| Category | Age limit as on 20.06.2014 | | Min 18 Years |
|----------|----------------------------|--------------|--------------|
| | A-I/A-II | W-I Level | |
| General | Max 30 Years | Max 27 Years | |
| OBC | Max 33 Years | Max 30 Years | |
| SC/ST | Max 35 Years | Max 32 Years | |

Note:

- In case of **PWD** further **10** Years relaxation to the maximum age limit mentioned above.
- **Departmental** candidates will be given age relaxation to the extent of their service in ONGC; however, for the post of Assistant Rigman (Drilling) age relaxation shall be given to the extent of service as a Rigman on drilling rigs.
- **Ex- Servicemen** will be given age relaxation for length of service in Armed Forces plus **3** years as per Govt. Rules, subject to maximum age of **45** years and **50** years in case of disabled defence service personnel belonging to SC/ST.

iv. All eligible departmental candidates fulfilling above criteria may visit the website www.ongcindia.com **from 24.06.2014 onwards** and go through the instructions carefully and register their candidature online.

Note: Departmental Candidates must produce a certificate of experience in ONGC issued by I/c – HR/ER concerned for claiming age relaxation, with a copy of ONGC ID card (duly attested by I/c – HR/ER) for identification at the time of Interview.

v. **Important Dates:**

| | |
|--------------------------------------|------------|
| Online Registration Starting Date :- | 24/06/2014 |
| Online Registration Closing Date :- | 15/07/2014 |
| Tentative Date of Written Test :- | 10/08/2014 |

All queries may be addressed to : ongcmumbairectt2014@gmail.com.

vi. **Important points to be noted:**

- a) ONGC Identity Card to be produced at the time of written Test / interview.
- b) Candidates should not exert any pressure / influence through any channel whatsoever. Bringing influence at any stage of selection process will disqualify the candidature without any inquiry etc. what so ever.
- c) ONGC reserves the right to fill or not to fill, either wholly or in part, number of vacancies Advertised, without assigning any reason.

- d) Candidature of applicants submitting false certificates or suppression of material information and /or submission of incorrect information shall be liable for disqualification/ rejection at any stage even after employment.
- e) Further details such as date of written test will be notified at ONGC Website – www.ongcindia.com



20/6/14

(ANTO P.T.)
DGM (HR) - R&P

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