



OIL AND NATURAL GAS CORPORATION LIMITED

Office of Incharge HR-ER

Dronagiri Bhavan, ONGC Uran Plant, Uran, Dist- Raigarh, Maharashtra- 400 702

Advt. No: ONGC/Uran/DEC/2022-23

Date: - 21.11.2022

Applications open from 23.11.2022 1100 HRS

Last Date of Receipt of application: - 05/12/2022

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 ONGC Uran Plant, Uran, Dist Raigarh, Maharashtra. 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:

Sl.No	Trade	Tentative No. of Seats
1	Secretarial Assistant	05
2	Computer Operator and Programming	05
3	Electrician	09
4	Fitter	07
5	Machinist	03
6	Office Assistant	14
7	Accountant	07
8	Welder	03
9	Instrument Mechanic	03
10	Laboratory Assistant (Chemical Plant)	02
11	Refrigeration and Air Conditioning Mechanic	02
12	Wireman	02
13	Plumber	02
	Total	64

Note: A candidate is to choose and can apply for one trade

Note: The trades mentioned and number of seats mentioned above are tentative which may change as per requirement. The candidates desiring to undergo apprenticeship training should apply for a particular trade through Online Portal <https://ongcapprentices.ongc.co.in/ongcapp/> which shall open from **23.11.2022 1100 HRS till 05.12.2022 1800 HRS.**

Ensure you are eligible for the post applied. Check eligibility from the table at Page 2

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

Please note that engagement of apprentices for training is from operational areas of ONGC Uran plant. Details of operational area is as follows

Name of workcentre	Corresponding state	Corresponding Districts
ONGC Uran	Maharashtra	All Districts in Maharashtra

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.

AGE CRITERIA

Minimum 18 years and maximum 28 years as on 05.12.2022. That is, the Date of Birth of the Candidate/Applicant should be between 05.12.1994 and 05.12.2004.

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

QUALIFICATION & ELIGIBILITY CRITERIA

Sl.	TRADE/DISCIPLINE	QUALIFICATION REQUIREMENT
1	Secretarial Assistant	ITI in Secretarial Practice/ Stenography (English)
2	Computer Operator and Programming Assistant (COPA)	ITI in Computer Operator and Programming Assistant
3	Electrician	ITI in Electrician Trade
4	Fitter	ITI in Fitter Trade
5	Machinist	ITI in Machinist Trade
6	Office Assistant	Bachelor's degree in B.A. or B.B.A from a Govt. recognized institute/University
7	Accountant	Bachelor's degree (Graduation) in Commerce (B.Com) from a Govt. recognized institute/University
8	Welder	ITI in Welder Trade
9	Instrument Mechanic	ITI in Instrument Mechanic Trade
10	Laboratory Assistant (Chemical Plant)	ITI in Laboratory Assistant (Chemical Plant) Trade
11	Refrigeration and Air Conditioning Mechanic	ITI in Refrigeration and Air Conditioning Mechanic Trade
12	Wireman	ITI in Wireman Trade
13	Plumber	ITI in Plumber Trade

Note: Please apply only if you have these essential minimum qualification, fulfilling all the parameters. Qualifications acquired through distance learning shall also be accepted provided they have been recognized by the relevant statutory bodies. Trade Certificate should be from respective ITIs/ Technical Institutions recognized by State Board of Technical Education (SBTE)/National Council for Vocational Training (NCVT). For posts where Trade Certificate in Electrician trade is the prescribed qualification, a

Trade Certificate in Wireman trade shall not be acceptable. The candidate with B.A / B.Com / B.B.A must possess qualifications recognized by the relevant statutory bodies like UGC/ AICTE etc.

Duration of training is 12 months for all trades mentioned above.

STIPEND

- I. The apprentices are eligible for monthly stipend as per Apprentices Act, during their period of engagement as follows:

Category of Apprentice	Qualification	Stipend amount per month (Rupees)
Graduate Apprentice	B.A / B.Com / B.Sc / B.B.A	9,000/-
Trade Apprentices	1 year ITI	7,700/-
	2 year ITI	8,050/-
Diploma Apprentices	Diploma	8,000/-

- II. 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.

SELECTION

Selections for engagement of Apprentices would be based on the basis of marks obtained in the qualifying examination 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.

Reservation of positions will be followed as per Government of India Policy on SC/ST/OBC/PWD categories, as applicable for the engagement of Apprentices under The Apprentices Act, 1961 as amended.

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. 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.
- V. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website www.ongcindia.com and <https://ongcapprentices.ongc.co.in/ongcapp/> 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.
- VI. 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.

- VII. Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.
- VIII. 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.
- IX. 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.
- X. 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.
- XI. Applications/Registration which are incomplete or not fulfilling the eligibility criteria shall not be considered "Eligible" and treated as "Rejected".
- XII. Canvassing of any kind shall disqualify the candidate.
- XIII. 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.

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/>
- 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 <https://ongcapprentices.ongc.co.in/ongcapp/>
- III. It may be noted that in case candidate does not pre-register themselves online with concerned 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 <https://ongcapprentices.ongc.co.in/ongcapp/> / www.ongcindia.com / e-mail / SMS Alerts.
- V. The candidate should have scanned copy of color 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.

HOW TO APPLY

- I. Candidates meeting the above prescribed eligibility criteria should visit our ONGC website <https://ongcapprentices.ongc.co.in/ongcapp/> and apply online **from 23.11.2022 11:00 HRS till 05.12.2022 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.

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.

IMPORTANT DATES

Issue of advertisement and call for applications	18.11.2022
opening of online application portal at https://ongcapprentices.ongc.co.in/ongcapp/	23.11.2022, 11:00 Hrs
Last date for receiving of applications	05.12.2022, 18:00 Hrs
Date of Result/Selection	12.12.2022
Receive confirmation from candidates	13.12.2022 to 19.12.2022

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 uranhrd@ongc.co.in