



OIL AND NATURAL GAS CORPORATION LIMITED  
(EASTERN OFFSHORE ASSET), Kakinada.

Advt. No.: EOA/KKD/Apprentice/1/2017

Notification for engagement Of Apprentices under Apprentices Act, 1961 at ONGC, EOA, Kakinada

Oil and Natural Gas Corporation Limited (ONGC), a "Maharatna" Public Sector Enterprise which is India's flagship energy major, engaged in Exploration and Production of Oil and Gas in India and abroad, proposes to engage Apprentices at its offices location in Kakinada.

2. Applications are invited from eligible candidates in the following designated trades for engagement as Apprentices under Apprenticeship Act 1961 read in conjunction with Apprenticeship Rules 1992 and Apprentices Amendment Act 2014:

| Sl. No. | Apprenticeship Trade                  | Vacancies | Eligibility / Qualification  | Duration of Training |
|---------|---------------------------------------|-----------|--|----------------------|
| 1       | Secretarial Assistant                 | 06        | Passed in 12 class examination under 10 + 2 system of education or its equivalent.(candidates with 3 years Degree in Arts/Commerce/Science preferred)  | 1½ Years             |
| 2       | Electronics Mechanic                  | 02        | Passed in 10 <sup>th</sup> class examination under 10+2 system with Science (Physics & Chemistry) and Mathematics or its equivalent and Trade Certificate in Electronics mechanics Trade (ITI in Electronics mechanics Trade)  | 1 Years              |
| 3       | Electrician                           | 02        | Passed in 10 <sup>th</sup> class examination under 10+2 system with Science as one of the subject or its equivalent and Trade Certificate in Electrical Trade (ITI in Electrical Trade)  | 1 Year               |
| 4       | Instrument Mechanic                   | 03        | Passed in 10 <sup>th</sup> class examination under 10+2 system of education with physics, chemistry and Mathematics or its equivalent.<br>Trade Certificate in Instrument Mechanics Trade (ITI in Instrument Mechanics Trade). | 1 Year               |
| 5       | Fitter                                | 03        | Passed in 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent and Trade Certificate in Fitter Trade (ITI in Fitter Trade)  | 1Year                |
| 7       | Mechanic Diesel                       | 01        | Passed in 10 <sup>th</sup> class examination under 10+2 system of education or equivalent and trade certificate in Mechanic Diesel (ITI in Mechanic Diesel)  | 2 Year               |
| 8       | Welder(Gas & Electrics)               | 01        | Passed in 10 <sup>th</sup> class examination under 10+2 system of education or its equivalent and trade certificate in welding(ITI in Welding Trade)(  | 1 Year               |
| 9       | Laboratory Assistant (Chemical Plant) | 02        | Passed in 10 <sup>th</sup> class examination under 10+2 system of education with Science (physics & chemistry) and Mathematics or its equivalent and Trade Certificate in Laboratory assistant (Chemical Plant)                | 1 Year               |

. **Reservation of Vacancies:** Government guidelines on Reservations will be followed.

#### 4. ELIGIBILITY CONDITIONS:

- A. **Qualifications:** Prescribed qualification as mentioned above with a minimum of 50% marks in qualifying exams.
  - B. **Age:** The candidate should have attained the age of 14 years and should not have attained the age of 21 years as on 15.03.2017.
  - C. **Minimum Physical Standard:** As prescribed in the Apprenticeship Rule 1992, Clause 4 and Amendments thereof, if any.
  - D. **Previous Training:** Candidates who have already undergone or are currently undergoing apprenticeship under Apprenticeship Act 1961 in any Government or Public Sector or Private industrial organization are not eligible to apply.
  - E. The applicant should not have completed three years after passing of the qualifying exam as on 01.05.2017.
5. **Stipend:** Monthly stipend will be paid as per the prescribed rates governed by Apprenticeship Act.
  6. **Selection Procedure:** Shortlisting of candidates will be done based on the percentage of marks obtained in the basic prescribed qualifications as applicable to the respective trade.
  7. **Travel Expenses:** No travel expenses are admissible.
  8. **Boarding / Lodging:** No Boarding / Lodging expenses are admissible.
  9. Application is to be submitted with the following documents duly attested by the candidate:
    - A. Passport photos - 05 Nos.
    - B. SSC / Matriculation Mark Sheet.
    - C. ITI Mark Sheet. NCVT Certificate if applicable.
    - D. Degree certificate with mark sheet, if applicable.
    - E. Proof of Date of Birth.
    - F. Community Certificate, if applicable.
    - G. Certificate of Physical Disability, if applicable.
    - H. Required certificate as proof for ward of Armed forces personnel (Serving, Ex-servicemen etc.)
    - I. Character certificate signed by Gazette Officer.
    - J. ADHAR Card (**Compulsory**).
    - K. Medical Fitness Certificate.
  10. Incomplete/Erroneous and applications received after due date will be rejected. No further communication in this regard will be entered.
  11. **Medical Fitness:** Candidates have to submit Medical Fitness Certificate obtained from a Medical Officer not below the rank of Assistant Surgeon (Gazette).
  12. **Registration and submission of application:**
    - a. Candidates are first required to register in the web portal <http://apprenticeship.gov.in> for enrolment as apprentices. The application will not be accepted without registration in the above mentioned web portal.

- b. Candidate have to apply for the respective trade through the establishment Id. of **E11162801003**, the establishment Id. for Eastern Offshore Asset, ONGC,Kakinada.
- c. Applicant can apply for one trade only.
- d. Candidates are required to download the application format (**Annexure-1**) available in ONGC website: [www.ongcindia.com](http://www.ongcindia.com). And forward the filled in application along with all documents as mentioned above to the following address:

**General Manager (IE)-HEAD HR/ER  
Oil and Natural Gas Corporation Limited  
Subhadra Arcade, Bhanugudi Junction  
Kakinada - 533 003. Andhra Pradesh.**

- 13. **Candidates should ensure that their applications reach the above address on or before 1700 Hours on 15.03.2017. ONGC shall not be responsible for late receipt of applications.**
- 14. Upon completion of the Apprenticeship period, ONGC shall have no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the grounds of completion of Apprenticeship.

**General Manager (IE)-HEAD HR/ER  
Oil and Natural Gas Corporation Limited  
Eastern Offshore Asset, Kakinada.**

**Annexure-I**

Application for engagement for the trade of \_\_\_\_\_ in Oil and Natural Gas Corporation Limited, Southern Sector Chennai.

To.

**General Manager (IE)-Head HR/ER**  
Oil and Natural Gas Corporation Limited.  
Subhadra Arcade, Bhanugudi Junction.  
Kakinada - 533 003. Andhra Pradesh.

**photograph**

Sir

In response to your Advertisement No \_\_\_\_\_ dated \_\_\_\_\_  
I hereby apply for the trade of \_\_\_\_\_ as Apprentice in your organization  
With the following details:

|    |  |             |                           |                 |                      |                             |
|----|--|-------------|---------------------------|-----------------|----------------------|-----------------------------|
| 1  | Name (in block letter)   |             |                           |                 |                      |                             |
| 2  | Enrolment/ registration no.as indicated in web portal<br><a href="http://apprenticeship.gov.in">http://apprenticeship.gov.in</a> |             |                           |                 |                      |                             |
| 3  | Father's Name  |             |                           |                 |                      |                             |
| 4  | Correspondence address   |             |                           |                 |                      |                             |
| 5  | Date of birth  |             |                           |                 |                      |                             |
| 6  | Whether SC/ST/OBC/UR   |             |                           |                 |                      |                             |
| 7  | Whether person with Disabilities(PWD)ward of armed forces Personnel  |             |                           |                 |                      |                             |
| 8  | Educational qualifications   | Exam Passed | Board/Council/ University | Year of passing | Total Marks obtained | Grade/ Division/ Percentage |
|    |  |             |                           |                 |                      |                             |
|    |  |             |                           |                 |                      |                             |
|    |  |             |                           |                 |                      |                             |
| 9  | Other qualification ,if any  |             |                           |                 |                      |                             |
| 10 | Email. Mob phone number  |             |                           |                 |                      |                             |

I hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being declared before or after selection, my candidature will be cancelled.

Full Signature of Applicant

Date: \_\_\_\_\_

Place: \_\_\_\_\_