



OIL AND NATURAL GAS CORPORATION LIMITED

Advt. No: ONGC/APPR/1/2023/

Date of Notification: 01.09.2023

Last Date of receipt of applications: 20.09.2023

**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 from its operational areas at its location across 22 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     | Accounts Executive   | 10           |
|             | 2     | Data Entry Operator  | 5            |
|             | 3     | Secretarial Assistant  | 35           |
|             | 4     | Mechanic Auto<br>Electronics                                 | 5            |
|             | 5     | Electrician  | 10           |
|             | 6     | Information & Communication Technology<br>System Maintenance | 9            |
|             | 7     | Laboratory Assistant (Chemical Plant)                        | 5            |
|             | 8     | Stenography (English)  | 10           |
|             | 9     | Civil Executive  | 5            |
|             | 10    | Computer Science Executive                                   | 10           |
|             | 11    | Petroleum Executive  | 5            |
|             | 12    | Fire Safety Technician (Oil & Gas)                           | 2            |
|             | 13    | Fire Safety Executive  | 3            |
| Sub Total   |       |  | <b>114</b>   |
| OVL /Delhi  | 1     | Accounts Executive   | 4            |
|             | 2     | Secretarial Assistant  | 14           |
|             | 3     | Computer Operator and Programming<br>Assistant               | 04           |
|             | 4     | Electrician  | 01           |
|             | 5     | Civil Executive  | 1            |
|             | 6     | Office Assistant   | 14           |
|             | 7     | Fire Safety Technician (Oil & Gas)                           | 1            |

|                              |   |                       |            |
|------------------------------|---|-----------------------|------------|
|                              | 8 | Fire Safety Executive | 1          |
| <b>Sub Total</b>             |   |                       | <b>40</b>  |
| <b>Jodhpur</b>               | 1 | Electrician           | 1          |
|                              | 2 | Fitter                | 1          |
|                              | 3 | Instrument Mechanic   | 1          |
|                              | 4 | Mechanic Diesel       | 1          |
|                              | 5 | Petroleum Executive   | 1          |
| Sub Total                    |   |                       | <b>5</b>   |
| <b>Northern Sector Total</b> |   |                       | <b>159</b> |

#### MUMBAI SECTOR

| Work Centre | Sl. No | Trade   | Tentative No. of Seats |
|-------------|--------|---|------------------------|
| Mumbai      | 1      | Accounts Executive  | 17                     |
|             | 2      | Secretarial Assistant                                     | 29                     |
|             | 3      | Store Keeper  | 7                      |
|             | 4      | Computer Operator and Programming Assistant               | 38                     |
|             | 5      | Electrician   | 11                     |
|             | 6      | Electronics Mechanic                                      | 6                      |
|             | 7      | Instrument Mechanic                                       | 10                     |
|             | 8      | Information & Communication Technology System Maintenance | 10                     |
|             | 9      | Laboratory Assistant (Chemical Plant)                     | 20                     |
|             | 10     | Mechanic Diesel   | 10                     |
|             | 11     | Medical Laboratory Technician (Cardiology and Physiology) | 2                      |
|             | 12     | Medical Laboratory Technician (Pathology)                 | 2                      |
|             | 13     | Refrigeration and Air Conditioning Mechanic               | 1                      |
|             | 14     | Civil Executive   | 8                      |
|             | 15     | Electronics Executive                                     | 6                      |
|             | 16     | Instrumentation Executive                                 | 7                      |
|             | 17     | Office Assistant  | 104                    |
|             | 18     | Fire Safety Technician (Oil & Gas)                        | 7                      |
|             | 19     | Fire Safety Executive                                     | 8                      |
| Sub Total   |        |   | <b>303</b>             |
| Goa         | 1      | Accounts Executive  | 3                      |
|             | 2      | Secretarial Assistant                                     | 4                      |
|             | 3      | Laboratory Assistant (Chemical Plant)                     | 2                      |
|             | 4      | Computer Operator and Programming Assistant               | 5                      |
|             | 5      | Electrician   | 3                      |
|             | 6      | Civil Executive   | 3                      |
|             | 7      | Fire Safety Technician (Oil & Gas)                        | 2                      |
|             | 8      | Fire Safety Executive                                     | 3                      |
| Sub Total   |        |   | <b>25</b>              |
| Hazira      | 1      | Accounts Executive  | 1                      |
|             | 2      | Secretarial Assistant                                     | 2                      |
|             | 3      | Computer Operator and Programming Assistant               | 3                      |
|             | 4      | Electrician   | 5                      |
|             | 5      | Fitter  | 2                      |
|             | 6      | Instrument Mechanic                                       | 5                      |
|             | 7      | Laboratory Assistant (Chemical Plant)                     | 1                      |
|             | 8      | Mechanic Diesel   | 4                      |
|             | 9      | Refrigeration and Air Conditioning Mechanic               | 4                      |
|             | 10     | Industrial Welder (Oil & Gas)                             | 3                      |

|                            |    |   |            |
|----------------------------|----|---|------------|
|                            | 11 | Civil Executive                             | 3          |
|                            | 12 | E&T EXECUTIVE                               | 1          |
|                            | 13 | Electrical Executive                        | 2          |
|                            | 14 | Instrumentation Executive                   | 2          |
|                            | 15 | Mechanical Executive                        | 2          |
|                            | 16 | Fire Safety Technician (Oil & Gas)          | 2          |
|                            | 17 | Fire Safety Executive                       | 3          |
| <b>Sub Total</b>           |    |   | <b>45</b>  |
| <b>Uran</b>                | 1  | Accounts Executive                          | 4          |
|                            | 2  | Cabin/Room Attendant                        | 4          |
|                            | 3  | Library Assistant                           | 1          |
|                            | 4  | Secretarial Assistant                       | 5          |
|                            | 5  | Store Keeper                                | 3          |
|                            | 6  | Computer Operator and Programming Assistant | 5          |
|                            | 7  | Electrician                                 | 5          |
|                            | 8  | Fitter                                      | 5          |
|                            | 9  | Instrument Mechanic                         | 2          |
|                            | 10 | Machinist                                   | 3          |
|                            | 11 | Mechanic Diesel                             | 4          |
|                            | 12 | Refrigeration and Air Conditioning Mechanic | 2          |
|                            | 13 | Industrial Welder (Oil & Gas)               | 5          |
|                            | 14 | Civil Executive                             | 2          |
|                            | 15 | Electrical Executive                        | 3          |
|                            | 16 | Mechanical Executive                        | 5          |
|                            | 17 | Fire Safety Technician (Oil & Gas)          | 2          |
|                            | 18 | Fire Safety Executive                       | 3          |
| <b>Sub Total</b>           |    |   | <b>63</b>  |
| <b>Mumbai Sector Total</b> |    |   | <b>436</b> |

#### WESTERN SECTOR

| Work Centre      | Sl. No | Trade                                       | Tentative No. of Seats |
|------------------|--------|---|------------------------|
| <b>Cambay</b>    | 1      | Accounts Executive                          | 4                      |
|                  | 2      | Cabin/Room Attendant                        | 1                      |
|                  | 3      | Secretarial Assistant                       | 14                     |
|                  | 4      | Computer Operator and Programming Assistant | 3                      |
|                  | 5      | Draughtsman (Civil)                         | 1                      |
|                  | 6      | Electrician                                 | 4                      |
|                  | 7      | Electronics Mechanic                        | 2                      |
|                  | 8      | Fitter                                      | 7                      |
|                  | 9      | Instrument Mechanic                         | 1                      |
|                  | 10     | Laboratory Assistant (Chemical Plant)       | 3                      |
|                  | 11     | Machinist                                   | 3                      |
|                  | 12     | Mechanic (Motor Vehicle)                    | 3                      |
|                  | 13     | Mechanic Diesel                             | 5                      |
|                  | 14     | Refrigeration and Air Conditioning Mechanic | 1                      |
|                  | 15     | Surveyor                                    | 1                      |
|                  | 16     | Industrial Welder (Oil & Gas)               | 3                      |
|                  | 17     | Civil Executive                             | 1                      |
|                  | 18     | Electrical Executive                        | 1                      |
|                  | 19     | Electronics Executive                       | 1                      |
|                  | 20     | Mechanical Executive                        | 2                      |
|                  | 21     | Fire Safety Technician (Oil & Gas)          | 5                      |
|                  | 22     | Fire Safety Executive                       | 5                      |
| <b>Sub Total</b> |        |   | <b>71</b>              |

|                   |    |   |            |
|-------------------|----|---|------------|
| <b>Vadodara</b>   | 1  | Secretarial Assistant                                     | 5          |
|                   | 2  | Store Keeper  | 1          |
|                   | 3  | Electrician   | 5          |
|                   | 4  | Electronics Mechanic                                      | 3          |
|                   | 5  | Fitter  | 16         |
|                   | 6  | Instrument Mechanic                                       | 4          |
|                   | 7  | Information & Communication Technology System Maintenance | 4          |
|                   | 8  | Laboratory Assistant (Chemical Plant)                     | 6          |
|                   | 9  | Machinist   | 9          |
|                   | 10 | Mechanic (Motor Vehicle)                                  | 6          |
|                   | 11 | Mechanic Diesel   | 11         |
|                   | 12 | Refrigeration and Air Conditioning Mechanic               | 2          |
|                   | 13 | Surveyor  | 2          |
|                   | 14 | Industrial Welder (Oil & Gas)                             | 12         |
|                   | 15 | Civil Executive   | 2          |
|                   | 16 | Computer Science Executive                                | 5          |
|                   | 17 | Electronics Executive                                     | 2          |
|                   | 18 | Instrumentation Executive                                 | 3          |
|                   | 19 | Mechanical Executive                                      | 5          |
|                   | 20 | Fire Safety Technician (Oil & Gas)                        | 4          |
|                   | 21 | Fire Safety Executive                                     | 5          |
| <b>Sub Total</b>  |    |   | <b>112</b> |
| <b>Ankleshwar</b> | 1  | Accounts Executive  | 10         |
|                   | 2  | Secretarial Assistant                                     | 20         |
|                   | 3  | Store Keeper  | 3          |
|                   | 4  | Computer Operator and Programming Assistant               | 5          |
|                   | 5  | Draughtsman (Civil )                                      | 4          |
|                   | 6  | Electrician   | 8          |
|                   | 7  | Fitter  | 11         |
|                   | 8  | Instrument Mechanic                                       | 6          |
|                   | 9  | Information & Communication Technology System Maintenance | 4          |
|                   | 10 | Machinist   | 11         |
|                   | 11 | Mechanic (Motor Vehicle)                                  | 7          |
|                   | 12 | Mechanic Diesel   | 12         |
|                   | 13 | Surveyor  | 4          |
|                   | 14 | Industrial Welder (Oil & Gas)                             | 7          |
|                   | 15 | Civil Executive   | 3          |
|                   | 16 | Computer Science Executive                                | 3          |
|                   | 17 | E&T Executive   | 5          |
|                   | 18 | Electrical Executive                                      | 8          |
|                   | 19 | Electronics Executive                                     | 5          |
|                   | 20 | Instrumentation Executive                                 | 7          |
|                   | 21 | Mechanical Executive                                      | 6          |
|                   | 22 | Petroleum Executive                                       | 8          |
|                   | 23 | Fire Safety Technician (Oil & Gas)                        | 8          |
|                   | 24 | Fire Safety Executive                                     | 8          |
| <b>Sub Total</b>  |    |   | <b>173</b> |
| <b>Ahmedabad</b>  | 1  | Accounts Executive  | 6          |
|                   | 2  | Secretarial Assistant                                     | 6          |
|                   | 3  | Store Keeper  | 2          |
|                   | 4  | Computer Operator and Programming Assistant               | 9          |
|                   | 5  | Draughtsman (Civil)                                       | 4          |
|                   | 6  | Electrician   | 11         |
|                   | 7  | Electronics Mechanic                                      | 4          |

|                             |    |   |            |
|-----------------------------|----|---|------------|
|                             | 8  | Fitter  | 12         |
|                             | 9  | Instrument Mechanic                                       | 4          |
|                             | 10 | Information & Communication Technology System Maintenance | 4          |
|                             | 11 | Laboratory Assistant (Chemical Plant)                     | 7          |
|                             | 12 | Machinist   | 11         |
|                             | 13 | Mechanic (Motor Vehicle)                                  | 7          |
|                             | 14 | Mechanic Diesel   | 8          |
|                             | 15 | Refrigeration and Air Conditioning Mechanic               | 2          |
|                             | 16 | Surveyor  | 2          |
|                             | 17 | Industrial Welder (Oil & Gas)                             | 8          |
|                             | 18 | Civil Executive   | 3          |
|                             | 19 | Computer Science Executive                                | 3          |
|                             | 20 | Electrical Executive                                      | 10         |
|                             | 21 | Electronics Executive                                     | 2          |
|                             | 22 | Instrumentation Executive                                 | 2          |
|                             | 23 | Mechanical Executive                                      | 13         |
|                             | 24 | Petroleum Executive                                       | 10         |
|                             | 25 | Fire Safety Technician (Oil & Gas)                        | 7          |
|                             | 26 | Fire Safety Executive                                     | 8          |
| <b>Sub Total</b>            |    |   | <b>165</b> |
| <b>Mehsana</b>              | 1  | Accounts Executive  | 4          |
|                             | 2  | Secretarial Assistant                                     | 10         |
|                             | 3  | Store Keeper  | 5          |
|                             | 4  | Computer Operator and Programming Assistant               | 9          |
|                             | 5  | Draughtsman (Civil)                                       | 4          |
|                             | 6  | Electrician   | 18         |
|                             | 7  | Fitter  | 17         |
|                             | 8  | Instrument Mechanic                                       | 5          |
|                             | 9  | Information & Communication Technology System Maintenance | 10         |
|                             | 10 | Laboratory Assistant (Chemical Plant)                     | 6          |
|                             | 11 | Machinist   | 8          |
|                             | 12 | Mechanic (Motor Vehicle)                                  | 16         |
|                             | 13 | Mechanic Diesel   | 25         |
|                             | 14 | Surveyor  | 3          |
|                             | 15 | Industrial Welder (Oil & Gas)                             | 14         |
|                             | 16 | Civil Executive   | 7          |
|                             | 17 | Computer Science Executive                                | 4          |
|                             | 18 | Electrical Executive                                      | 5          |
|                             | 19 | Electronics Executive                                     | 4          |
|                             | 20 | Instrumentation Executive                                 | 8          |
|                             | 21 | Mechanical Executive                                      | 14         |
|                             | 22 | Fire Safety Technician (Oil & Gas)                        | 7          |
|                             | 23 | Fire Safety Executive                                     | 8          |
| <b>Sub Total</b>            |    |   | <b>211</b> |
| <b>Western Sector Total</b> |    |   | <b>732</b> |

#### EASTERN SECTOR

| Work Centre   | Sl.No | Trade               | Tentative No. of Seats |
|---------------|-------|---------------------|------------------------|
| <b>Jorhat</b> | 1     | Accounts Executive  | 5                      |
|               | 2     | Electrician         | 17                     |
|               | 3     | Fitter              | 25                     |
|               | 4     | Instrument Mechanic | 7                      |

|                               |    |   |            |
|-------------------------------|----|---|------------|
|                               | 5  | Laboratory Assistant (Chemical Plant)                     | 9          |
|                               | 6  | Mechanic (Motor Vehicle)                                  | 5          |
|                               | 7  | Mechanic Diesel   | 25         |
|                               | 8  | Industrial Welder (Oil & Gas)                             | 11         |
|                               | 9  | Executive (HR)  | 10         |
|                               | 10 | Office Assistant  | 10         |
|                               | 11 | Fire Safety Technician (Oil & Gas)                        | 4          |
|                               | 12 | Fire Safety Executive                                     | 4          |
| <b>Sub Total</b>              |    |   | <b>132</b> |
| <b>Silchar</b>                | 1  | Accounts Executive  | 5          |
|                               | 2  | Secretarial Assistant                                     | 12         |
|                               | 3  | Computer Operator and Programming Assistant               | 5          |
|                               | 4  | Draughtsman (Civil )                                      | 4          |
|                               | 5  | Electrician   | 8          |
|                               | 6  | Fitter  | 8          |
|                               | 7  | Machinist   | 2          |
|                               | 8  | Mechanic Diesel   | 10         |
|                               | 9  | Industrial Welder (Oil & Gas)                             | 8          |
|                               | 10 | Office Assistant  | 5          |
|                               | 11 | Fire Safety Technician (Oil & Gas)                        | 2          |
|                               | 12 | Fire Safety Executive                                     | 2          |
| <b>Sub Total</b>              |    |   | <b>71</b>  |
| <b>Nazira &amp; Sivasagar</b> | 1  | Accounts Executive  | 14         |
|                               | 2  | Library Assistant   | 2          |
|                               | 3  | Store Keeper  | 2          |
|                               | 4  | Dresser (medical)   | 8          |
|                               | 5  | Computer Operator and Programming Assistant               | 14         |
|                               | 6  | Draughtsman (Civil)                                       | 2          |
|                               | 7  | Electrician   | 20         |
|                               | 8  | Electronics Mechanic                                      | 10         |
|                               | 9  | Fitter  | 70         |
|                               | 10 | Information & Communication Technology System Maintenance | 2          |
|                               | 11 | Instrument Mechanic                                       | 5          |
|                               | 12 | Laboratory Assistant (Chemical Plant)                     | 8          |
|                               | 13 | Machinist   | 5          |
|                               | 14 | Mechanic (Motor Vehicle)                                  | 4          |
|                               | 15 | Mechanic Diesel   | 25         |
|                               | 16 | Medical Laboratory Technician (Cardiology and Physiology) | 3          |
|                               | 17 | Medical Laboratory Technician (Pathology)                 | 3          |
|                               | 18 | Medical Laboratory Technician(Radiology)                  | 3          |
|                               | 19 | Industrial Welder (Oil & Gas)                             | 10         |
|                               | 20 | Civil Executive   | 10         |
|                               | 21 | Computer Science Executive                                | 2          |
|                               | 22 | E&T EXECUTIVE   | 2          |
|                               | 23 | Electrical Executive                                      | 10         |
|                               | 24 | Electronics Executive                                     | 6          |
|                               | 25 | Instrumentation Executive                                 | 5          |
|                               | 26 | Mechanical Executive                                      | 10         |
|                               | 27 | Petroleum Executive                                       | 10         |
|                               | 28 | Office Assistant  | 110        |
|                               | 29 | Fire Safety Technician (Oil & Gas)                        | 7          |

|  |    |                             |            |
|--|----|-----------------------------|------------|
|  | 30 | Fire Safety Executive       | 8          |
|  |    | <b>Sub Total</b>            | <b>390</b> |
|  |    | <b>Eastern Sector Total</b> | <b>593</b> |

### SOUTHERN SECTOR

| Work Centre | SL.N o | Trade   | Tentative No. of Seats |
|-------------|--------|---|------------------------|
| Chennai     | 1      | Accounts Executive  | 21                     |
|             | 2      | Electrician   | 3                      |
|             | 3      | Electronics Mechanic                                      | 3                      |
|             | 4      | Office Assistant  | 21                     |
|             | 5      | Fire Safety Technician (Oil & Gas)                        | 1                      |
|             | 6      | Fire Safety Executive                                     | 1                      |
|             |        | <b>Sub Total</b>  | <b>50</b>              |
| Kakinada    | 1      | Accounts Executive  | 2                      |
|             | 2      | Computer Operator and Programming Assistant               | 25                     |
|             | 3      | Draughtsman (Civil)                                       | 2                      |
|             | 4      | Electrician   | 11                     |
|             | 5      | Electronics Mechanic                                      | 4                      |
|             | 6      | Fitter  | 11                     |
|             | 7      | Instrument Mechanic                                       | 6                      |
|             | 8      | Mechanic Diesel   | 2                      |
|             | 9      | Refrigeration and Air Conditioning Mechanic               | 5                      |
|             | 10     | Fire Safety Technician (Oil & Gas)                        | 5                      |
|             | 11     | Fire Safety Executive                                     | 5                      |
|             |        | <b>Sub Total</b>  | <b>78</b>              |
| Rajahmundry | 1      | Accounts Executive  | 4                      |
|             | 2      | Secretarial Assistant                                     | 7                      |
|             | 3      | Store Keeper  | 2                      |
|             | 4      | Computer Operator and Programming Assistant               | 5                      |
|             | 5      | Electrician   | 10                     |
|             | 6      | Fitter  | 15                     |
|             | 7      | Instrument Mechanic                                       | 4                      |
|             | 8      | Information & Communication Technology System Maintenance | 2                      |
|             | 9      | Laboratory Assistant (Chemical Plant)                     | 7                      |
|             | 10     | Machinist   | 5                      |
|             | 11     | Mechanic Automobile (Advanced Diesel Engine)              | 6                      |
|             | 12     | Mechanic (Motor Vehicle)                                  | 5                      |
|             | 13     | Surveyor  | 2                      |
|             | 14     | Industrial Welder (Oil & Gas)                             | 4                      |
|             | 15     | Civil Executive   | 1                      |
|             | 16     | Electrical Executive                                      | 1                      |
|             | 17     | Instrumentation Executive                                 | 1                      |
|             | 18     | Mechanical Executive                                      | 6                      |
|             | 19     | Fire Safety Technician (Oil & Gas)                        | 7                      |
|             | 20     | Fire Safety Executive                                     | 8                      |
|             |        | <b>Sub Total</b>  | <b>102</b>             |
| Karaikal    | 1      | Accounts Executive  | 6                      |
|             | 2      | Data Entry Operator                                       | 25                     |
|             | 3      | Store Keeper  | 3                      |
|             | 4      | Computer Operator and Programming Assistant               | 5                      |
|             | 5      | Draughtsman (Civil)                                       | 5                      |
|             | 6      | Electrician   | 10                     |
|             | 7      | Fitter  | 11                     |
|             | 8      | Instrument Mechanic                                       | 4                      |

|                              |    |   |            |
|------------------------------|----|---|------------|
|                              | 9  | Machinist                                   | 8          |
|                              | 10 | Mechanic (Motor Vehicle)                    | 3          |
|                              | 11 | Mechanic Diesel                             | 12         |
|                              | 12 | Refrigeration and Air Conditioning Mechanic | 3          |
|                              | 13 | Industrial Welder (Oil & Gas)               | 4          |
|                              | 14 | Civil Executive                             | 3          |
|                              | 15 | Computer Science Executive                  | 2          |
|                              | 16 | E&T EXECUTIVE                               | 2          |
|                              | 17 | Electrical Executive                        | 5          |
|                              | 18 | Electronics Executive                       | 2          |
|                              | 19 | Instrumentation Executive                   | 7          |
|                              | 20 | Mechanical Executive                        | 13         |
|                              | 21 | Fire Safety Technician (Oil & Gas)          | 7          |
|                              | 22 | Fire Safety Executive                       | 8          |
| <b>Sub Total</b>             |    |   | <b>148</b> |
| <b>Southern Sector Total</b> |    |   | <b>378</b> |

### CENTRAL SECTOR

| Work Centre      | Sl.No | Trade  | Tentative No. of Seats |
|------------------|-------|--|------------------------|
| <b>Agartala</b>  | 1     | Accounts Executive                           | 10                     |
|                  | 2     | Cabin/Room Attendant                         | 1                      |
|                  | 3     | Data Entry Operator                          | 7                      |
|                  | 4     | House Keeper (Corporate)                     | 02                     |
|                  | 5     | Secretarial Assistant                        | 12                     |
|                  | 6     | Store Keeper                                 | 5                      |
|                  | 7     | Mechanic Auto Electronics                    | 1                      |
|                  | 8     | Computer Operator and Programming Assistant  | 7                      |
|                  | 9     | Draughtsman (Civil )                         | 2                      |
|                  | 10    | Electrician                                  | 13                     |
|                  | 11    | Electronics Mechanic                         | 7                      |
|                  | 12    | Fitter                                       | 12                     |
|                  | 13    | Instrument Mechanic                          | 3                      |
|                  | 14    | Machinist                                    | 6                      |
|                  | 15    | Mechanic Automobile (Advanced Diesel Engine) | 2                      |
|                  | 16    | Mechanic (Motor Vehicle)                     | 5                      |
|                  | 17    | Mechanic Diesel                              | 9                      |
|                  | 18    | Refrigeration and Air Conditioning Mechanic  | 2                      |
|                  | 19    | Surveyor                                     | 1                      |
|                  | 20    | Industrial Welder (Oil & Gas)                | 9                      |
|                  | 21    | Civil Executive                              | 2                      |
|                  | 22    | Computer Science Executive                   | 3                      |
|                  | 23    | Electrical Executive                         | 6                      |
|                  | 24    | Instrumentation Executive                    | 1                      |
|                  | 25    | Mechanical Executive                         | 9                      |
|                  | 26    | Fire Safety Technician (Oil & Gas)           | 5                      |
|                  | 27    | Fire Safety Executive                        | 5                      |
| <b>Sub Total</b> |       |  | <b>147</b>             |
| <b>Kolkata</b>   | 1     | Secretarial Assistant                        | 11                     |
|                  | 2     | Computer Operator and Programming Assistant  | 11                     |
|                  | 3     | Fitter                                       | 3                      |
|                  | 4     | Mechanic Diesel                              | 3                      |
|                  | 5     | Surveyor                                     | 1                      |
|                  | 6     | Fire Safety Technician (Oil & Gas)           | 1                      |
|                  | 7     | Fire Safety Executive                        | 1                      |



|               |    |                                       |             |
|---------------|----|---------------------------------------|-------------|
|               |    | <b>Sub Total</b>                      | <b>31</b>   |
| <b>Bokaro</b> | 1  | Accounts Executive                    | 3           |
|               | 2  | Secretarial Assistant                 | 3           |
|               | 3  | Electrician                           | 2           |
|               | 4  | Fitter                                | 3           |
|               | 5  | Laboratory Assistant (Chemical Plant) | 2           |
|               | 6  | Mechanic Diesel                       | 3           |
|               | 7  | Civil Executive                       | 1           |
|               | 8  | Electronics Executive                 | 2           |
|               | 9  | Mechanical Executive                  | 1           |
|               | 10 | Fire Safety Technician (Oil & Gas)    | 2           |
|               | 11 | Fire Safety Executive                 | 2           |
|               |    | <b>Sub Total</b>                      | <b>24</b>   |
|               |    | <b>Central Sector Total</b>           | <b>202</b>  |
|               |    | <b>Grand Total</b>                    | <b>2500</b> |

**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 only for one work centre & in only one trade.

**Note:** A candidate is eligible to apply only for a particular work centre if and only if he/she is a resident of, or has obtained his / her essential qualification from eligible District(s) against that work centre of ONGC ( Refer: Annexure 1) .

**B.** Reservation to various categories viz SC/ST/OBC/EWS/PwBD shall be given as per the government guidelines.

**C. AGE CRITERIA**

Minimum 18 years and maximum 24 years as on 20.09.2023, i.e, the Date of Birth of the Candidate/Applicant should between **20.09.1999 and 20.09.2005**.

**Concession & Relaxation:**

- I. Upper age is relaxed by 5 years for SC/ST candidates and 3 years for OBC candidates.
- 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)

**D. QUALIFICATION & ELIGIBILITY CRITERIA**

| Sl. | TRADE/DISCIPLINE                                   | QUALIFICATION REQUIREMENT                     |
|-----|--|---|
| 1   | Library Assistant                                  | Passed 10th class examination                 |
| 2   | Cabin/Room Attendant                               | Passed 10th class examination                 |
| 3   | Dresser (medical)                                  | Passed 10th class examination                 |
| 4   | House Keeper (Corporate)                           | Passed 10th class examination                 |
| 5   | Office Assistant                                   | Passed 12th class examination                 |
| 6   | Mechanic Auto Electronics                          | ITI in Mechanic Auto Electrical & Electronics |
| 7   | Computer Operator and Programming Assistant (COPA) | ITI in COPA Trade                             |
| 8   | Draughtsman (Civil)                                | ITI in Draughtsman (Civil)                    |
| 9   | Electrician  | ITI in Electrician trade                      |
| 10  | Electronics Mechanic                               | ITI in Electronics Mechanic                   |
| 11  | Fitter   | ITI in Fitter                                 |
| 12  | Information & Communication Technology             | ITI in Information technology                 |

|    |  |   |
|----|--|---|
|    | System Maintenance   |   |
| 13 | Instrument Mechanic  | ITI in Instrument Mechanic  |
| 14 | Fire Safety Technician (Oil & Gas)                         | ITI in Fire & Safety  |
| 15 | Machinist  | ITI in Machinist  |
| 16 | Mechanic Automobile (Advanced Diesel Engine)               | ITI in Diesel Mechanic  |
| 17 | Mechanic (Motor Vehicle)                                   | ITI in Mechanic Motor Vehicle                                     |
| 18 | Mechanic Diesel  | ITI in Diesel Mechanic  |
| 19 | Medical laboratory Technician ( Cardiology and Physiology) | ITI In Medical Laboratory Technician ( Cardiology and Physiology) |
| 20 | Medical laboratory Technician ( Pathology)                 | ITI In Medical Laboratory Technician(Pathology)                   |
| 21 | Medical Laboratory Technician(Radiology)                   | ITI in Medical laboratory Technician (Radiology)                  |
| 22 | Refrigeration and Air Conditioning Mechanic                | Trade Certificate in Mechanic Refrigeration and Air Conditioning  |
| 23 | Stenographer (English)                                     | ITI in Stenography (English)                                      |
| 24 | Surveyor   | ITI in the Surveyor   |
| 25 | Industrial Welder (Oil & Gas)                              | ITI in the trade of Welder  |
| 26 | Executive (HR)   | B.B.A degree  |
| 27 | Accounts Executive   | Bachelor's degree (Graduation) in Commerce                        |
| 28 | Laboratory Assistant (Chemical Plant)                      | B.Sc. (Chemistry)   |
| 29 | Data Entry Operator  | Graduate  |
| 30 | Secretarial Assistant                                      | Graduate  |
| 31 | Store keeper   | Graduate  |
| 32 | Civil Executive  | Diploma in the respective disciplines of Engineering.             |
| 33 | Computer Science Executive                                 |   |
| 34 | E&T Executive  |   |
| 35 | Electrical Executive                                       |   |
| 36 | Electronics Executive                                      |   |
| 37 | Instrumentation Executive                                  |   |
| 38 | Mechanical Executive                                       |   |
| 39 | Fire Safety Executive                                      | Diploma in Fire & Safety  |
| 40 | Petroleum Executive  | Graduate with Geology as one of the subject                       |

- E. 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](http://www.ongcapprentices.ongc.co.in) which shall open from **01.09.2023 till 20.09.2023**. **This portal will have the diversion link to the Skill India portal of Government of India and therefore, candidates applying for trades from Sl no 1 to 31 have to register on that portal, i.e. <https://apprenticeshipindia.gov.in> only. (Please Refer Para D and I : QUALIFICATION & ELIGIBILITY CRITERIA/ HOW TO APPLY).**
- For trades mentioned at Sl No 32 to 40, candidates have to register on portal of Board of Apprenticeship Training (BOAT) i.e. <https://nats.education.gov.in> only. As due approval of BOAT, Govt of India is pending for trades mentioned at Sl no 32 to 40 above( Para D) , candidates are advised to regularly visit our website/portal i.e. [www.ongcapprentices.ongc.co.in](http://www.ongcapprentices.ongc.co.in) for latest information on the subject and notification for further registration/applying for apprentice positions through BOAT portal**
- The instructions for the registration are published in the information brochure.**

**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/ B.E./ B.Tech must possess qualifications recognized by the relevant statutory bodies like UGC/ AICTE etc.

**Duration of training:** 12 months for all trades mentioned above.

#### F. 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/ B.E./ B.Tech  | 9,000/-                           |
| Diploma Apprentices    | Diploma                                   | 8,000/                            |
| Trade Apprentices      | 10 <sup>th</sup> / 12 <sup>th</sup> / ITI | 7,000/-                           |

- 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.

#### G. SELECTION

Selections for engagement of Apprentices would be based on the merit drawn on the basis of marks obtained in the qualifying examination as stipulated in the advertisement. 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 result in rejection of the candidature.

Reservation of positions will be followed as per Government of India Policy on SC/ST/OBC/PwBD/EWS categories.

#### H. 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. 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. 20.09.2023. 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 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](http://www.ongcindia.com) and [www.ongcapprentices.ongc.co.in](http://www.ongcapprentices.ongc.co.in). Candidates are thus advised to periodically visit our above websites as all future correspondence and latest information shall be available on our website.
- VII. **Candidates can apply for one Trade ONLY. Candidates applying for more than one Trade 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. 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

## I. HOW TO APPLY

- I. **Please check whether you are eligible to apply for the seats based on the qualification criteria as mentioned in Para D above and whether you belong to the eligible districts as mentioned in Annexure 1.**
- II. 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.ongcindia.com](http://www.ongcindia.com) / e-mail / SMS Alerts.
- III. The candidate should have scanned copy of colour photograph (Size: between 20-50 KB in JPG Format) ready before applying on-line.
- IV. The candidate must ascertain the correctness of all information before filling in the Online Application Form and its final submission.
- V. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.
- VI. Paper based applications will NOT be accepted
- VII. Candidate have to follow the steps given below
  - 1. Candidates meeting the above prescribed eligibility criteria should visit our ONGC website [www.ongcapprentices.ongc.co.in](http://www.ongcapprentices.ongc.co.in) from **01.09.2023 till 20.09.2023**.
  - 2. **This portal will have the diversion link to the Skill India portal <https://apprenticeshipindia.gov.in>.**

3. **Candidates have to select the Apprenticeship Opportunities in the top menu. Then select in search column location as per ONGC workcentres and select the respective trade .This will force to login the site with the basic details. Follow the steps given by the portal and complete the registration.**
4. Candidates are therefore advised to furnish the details in the portal carefully and check the same before final submission.
5. **For trades mentioned at Sl No 32 to 40(Para D), candidates have to register on portal of Board of Apprenticeship Training (BOAT) i.e. <https://nats.education.gov.in> only. As due approval of BOAT, Govt of India is pending for trades mentioned at Sl no 32 to 40 above( Para D), candidates are advised to regularly visit our website/portal i.e. [www.ongcapprentices.ongc.co.in](http://www.ongcapprentices.ongc.co.in) for latest information on the subject and notification for further registration/applying for apprentice positions through BOAT portal.**

#### J. SELECTION AND JOINING

- i. Selected candidates will be intimated through their registered mail ID/sms on registered mobile number.
- ii. 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 Skill India Portal and brought during document verification to ONGC.

#### K. IMPORTANT DATES

|  |                           |
|--|---------------------------|
| Issue of advertisement and call for applications | 01 <sup>st</sup> Sep 2023 |
| Opening of online application portal             | 01 <sup>st</sup> 2023     |
| Last date for receiving of applications          | 20 <sup>th</sup> Sep 2023 |
| Date of Result/Selection                         | 5 <sup>th</sup> Oct 2023  |

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](mailto:ongc_skilldev@ongc.co.in)

#### Annexure 1

| Sl. | Name of Work Centre / Locations | Corresponding States    | Corresponding District   |
|-----|---------------------------------|-------------------------|--|
| 1   | Dehradun                        | Uttarakhand             | All districts  |
| 2   | 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 of Maharashtra (Preference will be given to Raigad District) |
| 8   | Ahmedabad                       | Gujarat                 | Ahmedabad, Gandhinagar, Kheda and Mehsana                                  |
| 9   | Ankleshwar                      | Gujarat                 | Bharuch, Surat, Narmada, and Vadodara                                      |
| 10  | Baroda                          | Gujarat                 | All Districts  |

|            |                    |                          |  |
|------------|--------------------|--------------------------|--|
| <b>11</b>  | Bokaro             | Jharkhand                | Bokaro District  |
| <b>12</b>  | Cambay             | Gujarat                  | Anand, Kheda, Nadiad and Vadodara  |
| <b>13</b>  | Mehsana            | Gujarat                  | Mehsana and Patan  |
| <b>+14</b> | Jorhat             | Assam                    | Golaghat and Jorhat  |
| <b>15</b>  | Nazira & Sivasagar | Assam                    | Sivasagar and Charaideo  |
| <b>16</b>  | Silchar            | Assam                    | Cachar, Hailakandi and Karimganj   |
| <b>17</b>  | Chennai            | Tamil Nadu & Pondicherry | All districts  |
| <b>18</b>  | Kakinada           | Andhra Pradesh           | All districts  |
| <b>19</b>  | Karaikal           | Tamil Nadu               | Cuddalore, Mayiladuthurai, Nagapattinam, Ariyalur, Tiruvarur, Tanjore, Trichy, Pudukottai and Ramanathapuram |
|            |                    | Pondicherry              | Karaikal   |
| <b>20</b>  | Rajahmundry        | Andhra Pradesh           | Krishna, East Godavari, and West Godavari  |
| <b>21</b>  | Agartala           | Tripura                  | West Tripura, North Tripura, South Tripura, Dhalai, Gomati, Khowai, Sepahijala and Unakoti                   |
| <b>22</b>  | Kolkata            | West Bengal              | All districts  |
|            |                    | Odisha                   |  |