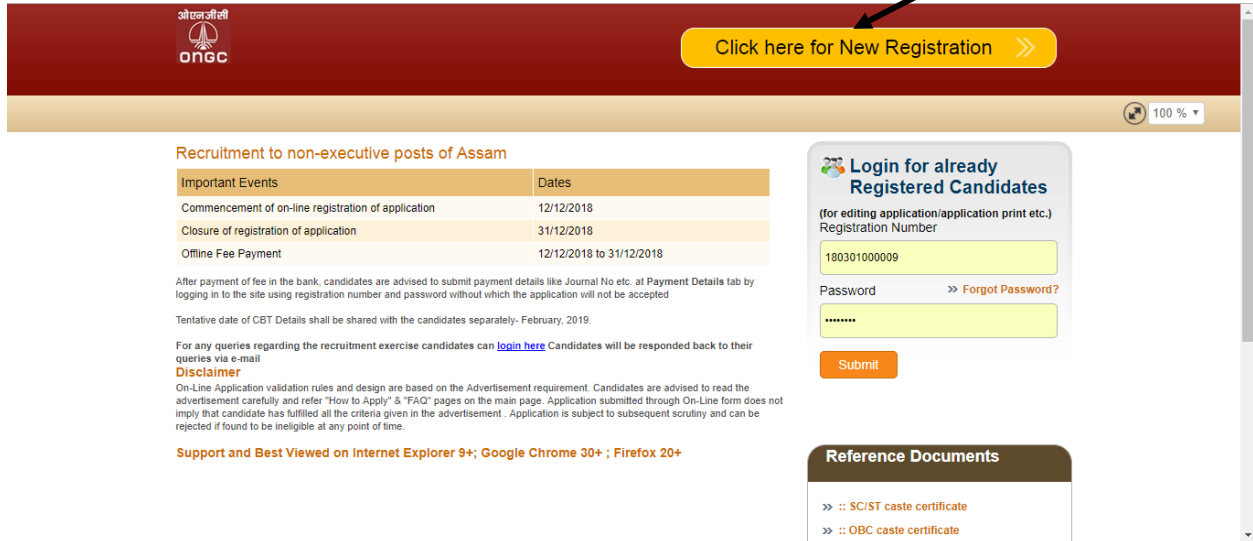


How to fill-up online application form (Broad guidelines)

Step 1:- Click on "New Registration" on web-link portal as mentioned in the screen shot below:-



The screenshot shows the ONGC recruitment portal. At the top left is the ONGC logo. A prominent orange button with a right-pointing arrow says "Click here for New Registration". Below this, there's a section for "Recruitment to non-executive posts of Assam" with a table of important events and dates. To the right is a "Login for already Registered Candidates" section with fields for Registration Number and Password, and a "Submit" button. Below the login section is a "Reference Documents" section with links to "SC/ST caste certificate" and "OBC caste certificate".

Important Events	Dates
Commencement of on-line registration of application	12/12/2018
Closure of registration of application	31/12/2018
Offline Fee Payment	12/12/2018 to 31/12/2018

After payment of fee in the bank, candidates are advised to submit payment details like Journal No etc. at Payment Details tab by logging in to the site using registration number and password without which the application will not be accepted

Tentative date of CBT Details shall be shared with the candidates separately. February, 2019.

For any queries regarding the recruitment exercise candidates can [login here](#) Candidates will be responded back to their queries via e-mail

Disclaimer
On-Line Application validation rules and design are based on the Advertisement requirement. Candidates are advised to read the advertisement carefully and refer "How to Apply" & "FAQ" pages on the main page. Application submitted through On-Line form does not imply that candidate has fulfilled all the criteria given in the advertisement. Application is subject to subsequent scrutiny and can be rejected if found to be ineligible at any point of time.

Support and Best Viewed on Internet Explorer 9+; Google Chrome 30+ ; Firefox 20+

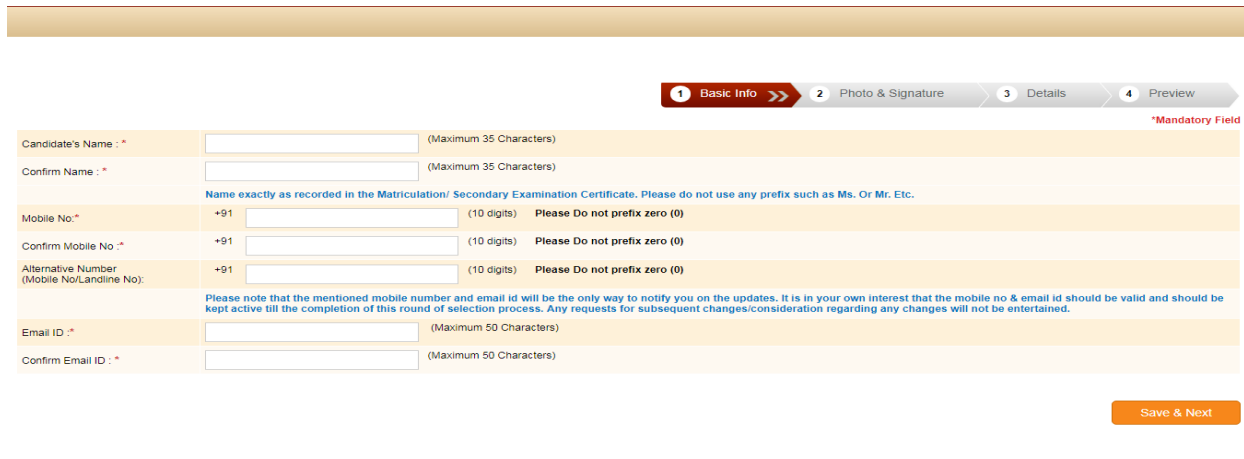
Reference Documents

- >> :: SC/ST caste certificate
- >> :: OBC caste certificate

Step 2:- Enter the basic details by filling the form provided.

Candidate name should be exactly as given in the matriculation/ secondary examination certificate

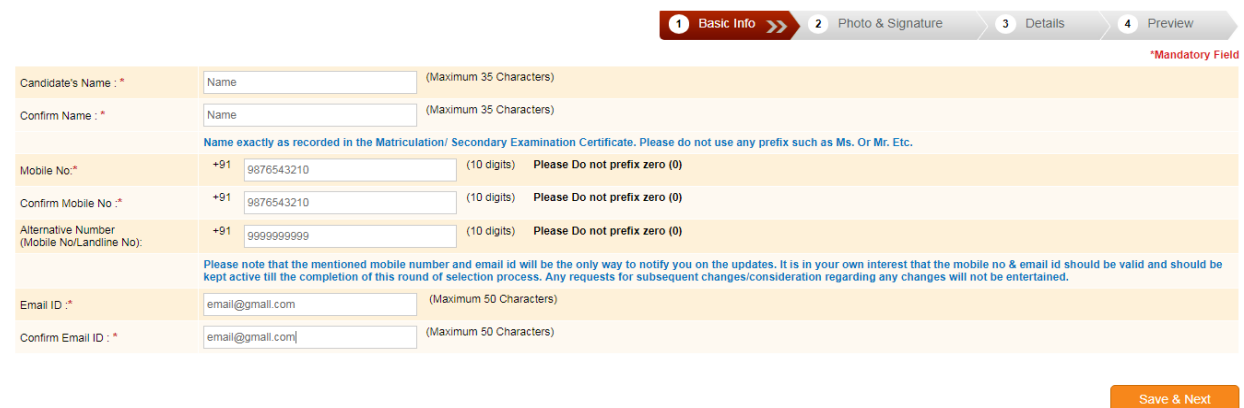
Take care to provide only valid mobile no. and e-mail address.



The screenshot shows the "Basic Info" registration form. At the top, there are four steps: 1 Basic Info, 2 Photo & Signature, 3 Details, and 4 Preview. The form fields are:

- Candidate's Name :- * (Maximum 35 Characters) ***Mandatory Field**
- Confirm Name :- * (Maximum 35 Characters)
- Name exactly as recorded in the Matriculation/ Secondary Examination Certificate. Please do not use any prefix such as Ms. Or Mr. Etc.
- Mobile No. :- * +91 (10 digits) Please Do not prefix zero (0)
- Confirm Mobile No :- * +91 (10 digits) Please Do not prefix zero (0)
- Alternative Number (Mobile No/Landline No): +91 (10 digits) Please Do not prefix zero (0)
- Please note that the mentioned mobile number and email id will be the only way to notify you on the updates. It is in your own interest that the mobile no & email id should be valid and should be kept active till the completion of this round of selection process. Any requests for subsequent changes/consideration regarding any changes will not be entertained.
- Email ID :- * (Maximum 50 Characters)
- Confirm Email ID :- * (Maximum 50 Characters)

Save & Next



The screenshot shows the "Basic Info" registration form with sample data filled in. At the top, there are four steps: 1 Basic Info, 2 Photo & Signature, 3 Details, and 4 Preview. The form fields are:

- Candidate's Name :- * Name (Maximum 35 Characters) ***Mandatory Field**
- Confirm Name :- * Name (Maximum 35 Characters)
- Name exactly as recorded in the Matriculation/ Secondary Examination Certificate. Please do not use any prefix such as Ms. Or Mr. Etc.
- Mobile No. :- * +91 9876543210 (10 digits) Please Do not prefix zero (0)
- Confirm Mobile No :- * +91 9876543210 (10 digits) Please Do not prefix zero (0)
- Alternative Number (Mobile No/Landline No): +91 9999999999 (10 digits) Please Do not prefix zero (0)
- Please note that the mentioned mobile number and email id will be the only way to notify you on the updates. It is in your own interest that the mobile no & email id should be valid and should be kept active till the completion of this round of selection process. Any requests for subsequent changes/consideration regarding any changes will not be entertained.
- Email ID :- * email@gmail.com (Maximum 50 Characters)
- Confirm Email ID :- * email@gmail.com (Maximum 50 Characters)

Save & Next

Step 3: Click Save and next. A pop-up message asking confirmation will appear. Click Ok if all the details entered are correct.

You will get the following screen.

The screenshot shows a green banner at the top with a checkmark icon and the text: "YOU ARE SUCCESSFULLY REGISTERED. PLEASE CHECK MAIL FOR LOGIN DETAILS." Below this is a section titled "Recruitment to non-executive posts of Assam". It contains a table of "Important Events" and "Dates":

Important Events	Dates
Commencement of on-line registration of application	19/11/2018
Closure of registration of application	09/12/2018
Offline Fee Payment	19/11/2018 to 09/12/2018

Below the table is a "Disclaimer" section with small text. At the bottom of this section, it says "Support and Best Viewed on Internet Explorer 9+; Google Chrome 30+ ; Firefox 20+". To the right is a "Login for already Registered Candidates" form with fields for "Registration Number" and "Password", a "Forgot Password?" link, and a "Submit" button. A green circle with an arrow points to the "Login Here" text next to the form.

Use the Registration number and Password **received in your email inbox** for logging in again.

Step 4: Upload the passport size photo (4.5 cm x 3.5 cm) and signature in the fields provided. The website will not accept files outside the prescribed size (20 to 50 KB for photograph and 10 to 20 KB for signature.) The file format should be JPG or JPEG.

NOTE: A recent, CLEARLY recognizable passport size photograph (4.5cm x 3.5cm) should be uploaded by the candidate in the online application form and the signature uploaded should be clear and legible. Candidates are also advised not to change their appearance till the process is completed. Any doubt about photograph or signature at any stage of the process could lead to disqualification.

Scanned Photograph of the Candidate (only JPG or JPEG; Size between 20 - 50KB)

No file chosen

Photo should be clearly visible in the adjacent box

Scanned Signature of the Candidate (only JPG or JPEG; Size between 10 - 20KB)

No file chosen

Signature should not be in CAPITAL / BLOCK letters

Click next to move to the **Details Tab**

Step 5: Fill up the basic details form (mandatory for all candidates)

Are you Ex-Serviceman : ?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you disable Ex-servicemen ? :	<input type="radio"/> Yes <input type="radio"/> No
Period of service rendered in defense services as an Ex-serviceman / Disabled Ex-Serviceman as on last date of closing of online application form (in months & Days):	<input type="text"/> Months <input type="text"/> Days
Candidates will be asked the exact dates of the period of service in the Armed Forces on the next page to cross check their period of service. Hence candidates should mention the correct period	
Availed of the benefit of Ex-Serviceman reservation earlier in Govt/ PSU	<input type="radio"/> Yes <input type="radio"/> No
Name of organisation:	<input type="text"/> (Maximum 35 Characters)
Employed with Govt/ PSU on a regular posts as on last date of online application	<input type="radio"/> Yes <input checked="" type="radio"/> No
Candidate will have to submit an NOC from their parent organisation at the time of skill test/ joining failing which their candidature shall be rejected	
Name of organisation :	<input type="text"/> (Maximum 35 Characters)
Have you Undergone Apprenticeship training in ONGC ? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Period of Training Undergone as an apprentices as on last date of closing of online application form(in months & Days):	<input type="text"/> Months <input type="text"/> Days
Candidates will be asked the exact dates of the period of training in ONGC on the next page to cross check their period of training. Hence candidates should mention the correct period	
Are you a Citizen of India :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are you a subject of Nepal :	<input type="radio"/> Yes <input type="radio"/> No
Are you a subject of Bhutan :	<input type="radio"/> Yes <input type="radio"/> No
Are you a Tibetan refugee who came over to India, before 1st January, 1962 with the intention of Permanently settling in India :	<input type="radio"/> Yes <input type="radio"/> No
Are you a person of Indian origin who has migrated from Pakistan, Bangladesh (erstwhile East Pakistan), Myanmar (formerly Burma), Sri Lanka and East African countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :	<input type="radio"/> Yes <input type="radio"/> No
Exam city Preference : *	Select ▼

Basic Details	
Are you ONGC's departmental candidate *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you Possess Domicile Certificate of: *	Select ▼
Location of the Post Applying for: *	Select ▼
A Departmental candidate cannot apply for the same level of post in which one is currently working. Departmental candidates who are not regular employees of ONGC can indicate their current work level as Other Deptt. Candidates	
Category *	<input type="radio"/> General <input type="radio"/> OBC (Non-Creamy Layer) <input type="radio"/> SC <input checked="" type="radio"/> ST
No change in category will be permitted after final submission of your application.	
Level of post applying for: *	Select ▼
Are you a Person with Disability *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Type of Disability	Select ▼
Percentage of disability	<input type="text"/>
Do you intend to use the services of a scribe (only for OA and OAL and B and LV candidates and the candidates whose writing speed is permanently affected) ? :	<input type="radio"/> Yes <input type="radio"/> No Guidelines for Scribe
Do you need compensatory time at the time of examination ?	<input type="radio"/> Yes <input type="radio"/> No
Religion/ Beliefs : *	Select ▼

Fill ONGC departmental candidate data. (Non-departmental candidates will not be required to fill this field)

For ONGC Departmental candidates only	
ONGC CPF No (to be filled only in case of departmental candidate)	<input type="text"/> (Maximum 6 Digits)
Current ONGC Designation (to be filled only in case of departmental candidate) :	<input type="text"/> (Maximum 35 Characters)
ONGC Work Centre at which posted (to be filled only in case of departmental candidate) :	Select ▼
Current Work Level :	Select ▼
If yes Period of Service in ONGC as on last date of closing of online application form (in months & Days)	<input type="text"/> Months <input type="text"/> Days
Candidates will be asked the exact dates of the period of service in ONGC on the next page to cross check their period of service. Hence candidates should mention the correct period	
Have you Served in ONGC in Engineering discipline ?	<input type="radio"/> Yes <input type="radio"/> No
If yes Period of Service in Engineering discipline in ONGC as on last date of closing of online application form (in months & Days)	<input type="text"/> Months <input type="text"/> Days
Last Designation held during service in Engineering Discipline :	<input type="text"/> (Maximum 35 Characters)

Select the date of birth and then select the qualification that you possess. The list of qualifications will depend on the level (A-II, A-1, W-I) and Work Centre (WOU- Mumbai, IPSHEM-Goa) chosen above.

Personal Details

Date of Birth * 01 January 1990

NOTE: Please ensure you have already filled in the details under Basic Details in the Online Form especially pertaining to your category. Change in Date of Birth will not be permitted

Age completed as on 05.11.2018 28

Essential Qualification level * Select

Note: Choose the post in the order of Preference

Post(s) Applying for

Posts chosen in order of preference shall remain the same. Confirm the order of preference in the application preview and print before final Submission.

Gender *

- Select
- 3 years Diploma in Automobile Engineering
- 3 years Diploma in Chemical Engineering
- 3 years Diploma in Electrical Engineering
- 3 years Diploma in Electronics Engineering
- 3 years Diploma in Telecom Engineering
- 3 years Diploma in E&T Engineering
- 3 years Diploma in Instrumentation Engineering
- 3 years Diploma in Mechanical Engineering**
- 3 years Diploma in Petroleum Engineering
- Graduate
- High School or Class X equivalent Board Examinations
- M.Sc. in Physics with Electronics
- Post Graduate Degree in Chemistry
- Post Graduate Diploma in Business Management/Administration
- Post Graduate

Based on the qualification chosen, the list of posts eligible for the candidate will be listed. Use the left and right arrows available, to select the posts for which you wish to apply.

Candidates may choose all the posts for which they possess the additional qualifications as well. For example, for the post of AT Boiler, the candidate may select the post into the right side box, if he possesses a 1st class boiler attendant certificate (which is the additional qualification applicable for the post of AT Boiler).

Candidates are advised not to choose a post for which they do not possess the additional qualification, as the same will be asked in the next page.

Essential Qualification level * 3 years Diploma in Mechanical Engineering

Note: Choose the post in the order of Preference and use the arrow button to select / deselect the order of preference. Confirm the order of preference in the application preview and print before final Submission.

Post(s) Applying for

Assistant Technician (Cementing) ▲

Assistant Technician (Production) ▲

Post Preference Order

- 1 Assistant Technician (Mechanical) ▲
- 2 Assistant Technician (Boiler) ▲
- 3 Assistant GD-III (Transport) ▲**

Fill the remaining details like gender, address etc.

Click on “Validate your Details”. If all the details entered are in order, you will get a pop up message “Verified Successfully”. Otherwise, check and correct the errors given by the web page.

After obtaining the message “Verified Successfully” you may click on the button save and next.

Gender * Male Female ThirdGender

Father's Name : * (Maximum 35 Characters)

Mother's Name : * (Maximum 35 Characters)

Address for Correspondence * (Maximum 35 Characters)

Address 2 (Maximum 35 Characters)

Address 3 (Maximum 35 Characters)

District * (Maximum 20 Characters)

State *

Pincode * (6 Digits)

Same as Address for Correspondence (Click if applicable)

Permanent address

Address 1 : * (Maximum 35 Characters)

Address 2 (Maximum 35 Characters)

Address 3 (Maximum 35 Characters)

District * (Maximum 20 Characters)

State *

Pincode * (6 Digits)

Application Fee / Intimation charges:

Amount : -

Step 6: Fill the details of qualification/ experience and click “Validate your details”.

If all the details entered are in order, you will get a pop up message “Verified Successfully”. Otherwise, check and correct the errors given by the web page. After obtaining the message “Verified Successfully” you may click on the button save and next.

*Mandatory Field

Educational Qualification(as on 05.11.2018):

Post(s) Applying for
 1: Assistant Technician (Mechanical)
 2: Assistant Technician (Boiler)
 3: Assistant GD-III (Transport)

Note: Candidates need to round off their % to the last two decimal places.
 Please deselect the post from Basic Details page if you do not possess any necessary Additional qualifications listed here.

Qualification level *	Degree/ Subject / Stream	Duration of course(Month)	Date of Passing	% of Marks
Qualification level *	<input type="text" value="3 years Diploma in Mechanical Engineering"/>	<input type="text" value="36"/>	<input type="text" value="05"/> <input type="text" value="July"/> <input type="text" value="2006"/>	<input type="text" value="40.02"/>
Additional Qualification 1 *	<input type="text" value="1st Class Boiler Attendant Certificate"/>	<input type="text" value="36"/>	<input type="text" value="06"/> <input type="text" value="August"/> <input type="text" value="2009"/>	

Do you have Valid Heavy vehicle Driving License ? * Yes No

Driving license Valid From *

Driving license Valid To *

Do you Possess Certificate of Proficiency issued by Ministry of HRD ? Yes No

Certificate Date of Acquiring

Step7: You will be redirected to a Preview details page. Check the details and tick the declaration check box if all the details are correct. Also tick under the photograph and signature, to confirm the photograph and signature. Click “Final Submit”.

Declaration:
 I hereby declare that all the statements made in this application are True, Complete and Correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage of the recruitment process or I am not satisfying any of the eligibility criteria stipulated, and also in case of creating influence/applying undue pressure regarding recruitment shall tantamount to (delete) result in cancellation of my candidature

I Agree

Date: 22-11-2018

I confirm that this is my signature

Signature of Applicant

You will get a pop up message saying “Are you sure as No change/edit of application will be allowed after submit”

Step 8: You will be displayed a challan, which can be used for remitting the fee at any SBI branch.
(Challan will not be displayed for candidates for whom fee is exempted)

Take print out of the challan using the challan print button as shown below.

Application Print Challan Print Challan Details

Challan Print

Bank Copy	ONGC Copy	Applicant Copy
 State Bank of India Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for Mumbai/Goa-2018 Account No : 30827318409 At Tel Bhavan Branch, Dehradun (Code no	 State Bank of India Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for Mumbai/Goa-2018 Account No : 30827318409 At Tel Bhavan Branch, Dehradun (Code no	 State Bank of India Challan for remittance of application fee for Oil and Natural Gas Corporation Limited Recruitment of Non-Executives for Mumbai/Goa-2018 Account No : 30827318409 At Tel Bhavan Branch, Dehradun (Code no

Step 9: Pay the fee as per the challan form at any SBI branch. Kindly request the bank official to re-check the journal number (provided by the bank) in the challan.

Step 10: To enter the details obtained after paying the fee, login again with your credentials.

Click on challan details button as shown below

Oil and Natural Gas Corporation Limited
Recruitment to non-executive posts of Assam

Application Print Challan Print Challan Details

Type in the exact Journal number, deposit date, bank name and branch as provided by the bank.

Validate the details and Submit

Application Print Challan Print Challan Details

*Mandatory Field

Payment Deposit Details

Fee Amount: * (Maximum 10 Characters)

Bank: *

Branch: * (Maximum 35 Characters)

Journal No: * (Maximum 35 Characters)

Deposite Date *

Back

Your Application is complete. You may print the application using the Application print button provided and preserve a copy for future reference. There is **no need** to send any physical copy of application to ONGC.

OIL AND NATURAL GAS CORPORATION LIMITED
Recruitment to non-executive posts of Assam

Print Application

210114



This document is for illustrative purpose only. The fields may vary in the actual application form.

Further candidates are suggested to ensure they possess the following certificates on priority so as to ensure their eligibility as mentioned in the advertisement:-

01. Candidates other than departmental candidates must acquire the **Domicile Certificate** (for the state of Assam).
02. Candidates who are applying for the post of Assistant Technician (Electrical) / Junior Assistant Technician (Electrical) must acquire "**Certificate of Competency as Electrical supervisor**", in case they do not possess the same.
03. Candidates are requested to obtain the following certificates (wherever applicable) before applying to a post, if the particular certificate is required as per the qualification mentioned in the detailed advertisement.

- (i) Registration of qualification with the relevant Statutory Council.
- (ii) First Aid Certificate
- (iii) Essential Experience Certificate*
- (iv) Certificate/Diploma of minimum duration of 6 months in Computer Applications in the Office Environment
- (v) 1st class Boiler Attendant Certificate
- (vi) Heavy Vehicle Driving License

*Please note that the experience certificate submitted by the candidates should clearly specify the area of experience required as mentioned in essential qualifications against the relevant post.

-----**END**-----