

Frequently Asked Question, Corporate R&P, Dehradun

S.N.	GROUP	QUERY	REPLY
1	Eligibility	Is a qualification acquired through distance learning / correspondence acceptable for applying for a position in ONGC?	YES. Candidates who have obtained their qualification through Distance Learning / part time mode are also eligible to apply provided their qualification is recognized by the relevant statutory bodies for employment to posts and services of the central government.
2	Eligibility	I have an Equivalent course to the Essential qualifications mentioned in the advertisement, Can I Apply?	NO. Candidates should possess the qualifications prescribed in the advertisement against the posts. Possessing of qualifications, which may be equivalent to that prescribed in the advertisement, are not eligible to apply. e.g. PG diploma shall not be acceptable as being equivalent to Post Graduate Degree, unless specifically indicated. Similarly AMIE will not be considered where qualification is Graduate degree in Engineering. This also excludes any equivalent qualification acquired from a foreign university.
3	Eligibility	My College/ Institution/ University does not give the percentage of marks. It only awards Letter Grades/CGPA/OGPA/DGPA etc. How should I fill the percentage of marks in the online application column?	Please obtain a certificate/ proof of conversion from your College/ Institution/ University on the conversion formula to be adopted for converting Letter Grades/ CGPA/ OGPA/ DGPA to percentage and convert your Letter Grades/ CGPA/ OGPA/ DGPA etc. to percentage of marks as per this formula. This certificate/ proof of conversion need to be submitted at the time of interview in case qualified for the same. If university/Institute does not have the provision for conversion CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage then minimum 6 on 10 point scale will be considered as 60%
4	Eligibility	Will the experience of state police be acceptable for the post of Security Officer?	No. As per the advertisement no. 1 / 2019(R&P), experience in State Police is not covered under the term Armed Forces / CPO / CAPF.
5	Eligibility	I am a Physically Challenged Person. Can I apply under Unreserved category for posts which have not been reserved for PwD candidates?	A PwD candidate can apply for posts which have been identified for the specific type of disability in the advertisement even though these posts have not been reserved for them. Age relaxations to the extent as admissible for PwD candidates shall also be provided to them. However, the benefit of reservation shall be given only to those PwD candidates for whom the posts have been reserved as per the disability.
6	Eligibility	I am not PwD. Can I apply to posts which have been identified for PwD category?	A Candidate can apply for any one of the posts for which he/ she is eligible. The posts identified for PwD category indicates that candidates belonging to PwD category can also apply for these posts. However the benefit of reservation shall be given to those PwD candidates for whom the posts have been reserved as per the disability. All PwD candidates shall however be eligible for age relaxations for the identified posts as per the guidelines of govt. of India on the subject.
7	Eligibility	I belong to SC/ST/OBC category. Can I apply for posts for which there is no vacancy under the reserved	YES. A reserved category candidate can apply for all posts for which he is eligible. In case there is no vacancy reserved for him , he can still apply as an Unreserved

		category?	(UR) category candidates. However, for such posts, he/she shall be treated as an Unreserved category candidate. Thus, no relaxation in selection criteria shall be provided to him/her for this post. Also he shall be considered for interview/ final selection as per the Unreserved Category merit and not as per merit of SC or ST or OBC category.
8	Eligibility	I have OBC NCL which is valid till 31.03.2019 issued in State Govt. Format. Can I apply as OBC candidate?	Only those candidates whose caste name is in the Central List of OBCs and with Valid Non Creamy Layer Certificate will be treated as OBCs for the purpose of this recruitment. The certificate of OBC(NCL) should be latest one and not older than one year.
9	Eligibility	My Caste Name is not in Central List of OBCs, Can I apply as OBC Candidate.	NO. Only those candidates whose caste name is in the Central List of OBCs and with Valid Non Creamy Layer Certificate will be treated as OBCs for the purpose of this recruitment.
10	Eligibility	My qualification is MBBS and I have experience of one year. Am I eligible?	The candidates having MBBS qualification should have one year post qualification inline experience. The experience will be counted post the date of acquiring valid registration with relevant Statutory Council / Body, wherever applicable.
11	Eligibility	I am in final year / semester of the essential Qualification required for the post. Am I eligible to apply?	You can apply; however, you have to produce the course completion certificate on or before 31.07.2019 with minimum prescribed percentage of marks, if applicable.
12	Eligibility	I want to apply under EWS reservation. What will be the requirement?	Candidates seeking reservation under EWS will have to submit an Income and Asset Certificate issued by a competent authority. The crucial date for submitting income and Asset certificate by the candidate will be treated as the closing date for receipt of application for the post. The prescribed format and the competent authority to issue such certificates have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019 and is also downloadable from our recruitment website.
13	Eligibility	I am working with Govt./PSU. Do I need to bring NOC from my company? If so, When?	Yes. You need to bring NOC from your employer. The NOC has to be submitted at the time of interview. It should be issued by competent authority of your organization specifically for appearing at the ONGC's interview.
14	Process	What are the modes of applying?	All applicants have to register online only and fill in their details in the online application form. No CV/ manual applications shall be accepted. A registration slip will be generated on successful registration. Take a printout of this registration slip and keep it safely. An e-mail and/or SMS will also be sent to the registered e-mail id/ mobile phone no. intimating that the application of the candidate has been registered. The candidate can also view his/ her data by logging in with a combination of his Registration ID and date of birth. After logging in he/ she can also take a print out of his registration slip.
15	Process	Do I need an email address for filling in an on-line application?	Possessing a valid e-mail id is a must before filling the online application form. It will also be useful for receiving e-mail updates/alerts relating to the recruitment process

			from ONGC. The candidate should make sure that he/she fills in the correct e-mail id (without any typographical errors) and the id is active for at least the next 1 year. ONGC shall not be responsible for any mails bouncing back or mails being sent to spam folder etc.
16	Process	My current residential address is temporary and is likely to change, so which address should I provide?	The candidate may provide his temporary address for the time being. However, the candidate should make sure that he/she has provided his correct permanent address, a correct e-mail id and a correct landline/ mobile number as well in order to avoid any loss in receiving official communication.
17	Process	Are there any file size restrictions when uploading my documents online?	Yes. The scanned copy of the photograph should be between 20-50kb and the scanned copy of the signature should be between 10-20kb. Also the scanned copies should necessarily be in either jpeg or jpg format. Please also ensure that a recent passport size colour photograph with a white background is uploaded
18	Process	I am unable to upload the scanned copy of the photograph/ signature	Check if the file type is .jpg or .jpeg. Any other file type will not be accepted. Also check if the file size is of the desired memory range. Please also note that the file name should necessarily be in small alphabets i.e. PHOTO.JPG is not acceptable but photo.jpg will be acceptable
19	Process	What documents should I keep for future reference?	The candidate should keep a copy of his/ her registration slip, bank challan, admit card and Interview call letter till the end of the recruitment process. No documents are to be sent to ONGC unless specifically requested.
20	Process	Do I need to send the print out of registration slip to ONGC?	No documents are to be sent to ONGC. However, the candidate is strongly advised to keep a printout of his/ her registration slip for future reference.
21	Process	What is the fee amount that I am required to pay?	Fee details are mentioned in the detailed advertisement. Please read the advertisement carefully. Gen/OBC / EWS / Ex-Servicemen: Rs. 370/- . This includes Registration fee (Fee- Rs 299.20/- plus Bank charges- Rs 60/- plus GST (Rs 10.80/-) on Bank charges). SC/ST/PWD candidates are not required to pay any fee The candidature of applicants submitting fee of lesser amount or depositing fee through any mode other than the prescribed method, will be summarily rejected.
22	Process	Do I need to submit my fee before applying?	Candidates will have to fill the online application form first. Thereafter a challan slip shall be generated. Candidates will have to print this challan slip to deposit the required fee in ONGC's Power Jyoti a/c No 30827318409 of SBI, Tel Bhavan, Dehradun. The bank shall provide a Journal no to the candidate once the transaction has been made in the bank. The candidate will have to submit payment details like Journal etc. at 'Enter Chalan Details' tab by logging in to weblink using his Registration number and password.
23	Process	I'm a departmental candidate. Do I still need to submit the registration fee?	Yes. Departmental candidates would also be required to deposit the applicable registration fee through bank challan. However, the same would be reimbursable.
24	Process	Can I edit my information after submitting?	Once the application has been finally submitted, no part of the application form can be edited. Candidates are advised to maintain accuracy of information while applying and recheck before finally submitting the online

			application.
25	Process	I have by mistake entered incorrect data in my application. I need to correct it.	Data once entered cannot be edited. Care should therefore be taken that only correct information is entered in the application form. In case of any grave error in the application form the candidate will need to apply afresh.
26	Process	What should I do if there is lot of delay in accessing the online application page?	The delay in accessing the Page depends upon various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the page for registration promptly, please retry after some time or during off-peak hours.
27	Process	What is the procedure to pay the fee for the examination?	Print the challan form generated after filling up the application form and then pay the requisite amount at any Branch of SBI.
28	Process	Do I need to preserve copy of application fee challan?	YES. You must preserve a copy of challan, which may be required to be produced in future to ONGC.
29	Process	Is there any other bank in addition to SBI where fee can be deposited by cash?	NO. The fee may be deposited in any branch of State Bank of India.
30	Process	Is there any other form/challan to pay fee by cash apart from the challan?	NO. An applicant must make use of the challan generated by the system. The Bank(SBI) will not accept the fee (in cash) by any form or challan.
31	Process	I found mistake in entry of Bank payment details after submission of my application. What should I do?	You are required to submit copy of challan issued by bank for payment in cash mode / Bank statements showing debit of Fee Amount for other authorized mode as documentary proof for payment of Fee, in case asked.
32	Process	I have taken the print of challan by clicking on the "Print" option. I have to deposit the cash in a branch of SBI through this challan. How will I re-enter the system to submit my transaction details of the fee if I log out of the system now?	A candidate, after having obtained the Journal number, should again log in by making use of the Registration number & Password generated at the time of submission of basic details of application & thereafter enter the relevant particulars in the remaining columns at challan details tab. The Registration ID is also available on the challan.
33	Process	I registered my particulars on the website. However I did not receive any SMS/ E-mail of confirmation Or I have submitted the application. However I have not received any message for successful registration of my application	Please ensure that you have submitted the correct Mobile No/ E-mail in the registration process. SMSes may sometimes be delayed due to network congestion. For E-mail please check if the mail has been sent to your Spam/ Junk mail folder.
34	Process	I, by mistake entered incorrect data in my application. Can I correct it?	NO. Application Form once submitted cannot be edited /modified. Please enter data in application carefully. Once you are sure that the information is in order/correct, then Click on SUBMIT to save.
35	Process	Can I request ONGC to modify / correct my application details?	NO. Please note that once the data saved, any request for change of mailing address, examination centre / category / discipline etc. as declared in the online application, will not be entertained.
36	Process	During the application process, whom should we contact in case of any server error?	For any queries candidates may lodge it on Candidate Grievance Redressal System provided on the website.