



Apprentice Management Online Portal

National Apprenticeship Promotion Scheme (NAPS-V)

<https://ongcapprentices.ongc.co.in/ongcapp>
(2023-24)

September 2023

Version 2.0

Registration Opens on 01.09.2023

Registration Closes on 20.09.2023

 **ONGC Apprentice Online Management**

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ONGC NAPS - VI 2023

Online Registration on 01.09.2023

Closing on 20.09.2023



Information Brochure

National Apprenticeship Promotion Scheme (NAPS – V)

1. INTRODUCTION
2. LOCATION , NUMBER OF SEATS TOWARDS THE TRADE
3. AGE CRITERIA
4. QUALIFICATION & ELIGIBILITY CRITERIA
5. STIPEND
6. SELECTION
7. GENERAL CONDITIONS
8. REQUIREMENT BEFORE FILLING ON-LINE APPLICATION FORM
9. HOW TO APPLY
10. VERIFICATION OF DOCUMENTS
11. IMPORTANT DATES
12. DISTRICTS REFERENCE

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Although all efforts have been made to prepare a copy that contains the complete information in the information Bulletin published in English, only the information in the English copy will be valid in relation to any type of error. "

Please follow the following Instructions carefully before filling the Online Application Form :

1. No correction facility will be given at any stage after the Registration.
2. Be extremely careful in filling in the Application Form. You can edit/modify any information before submitting each Section. Check again before pressing the 'SUBMIT' button.
3. Read instructions carefully
4. Valide Mobile Number and 'Email ID' need to be used for registration

Important Information and Date at Glance

Issue of advertisement and call for applications	01 st Sep 2023
Opening of online application portal	01 st 2023
Last date for receiving of applications	20 th Sep 2023
Date of Result/Selection	5 th 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.

1. Candidates can apply for **NAPS-V through the "Online" mode only**
2. **Application Form in any other mode will not be accepted.**
3. **Only one application is to be submitted by a candidate.**
4. Candidates must strictly follow the instructions given in the Information brochure and on the advertisement (English / Regional language). Candidates not complying with the instructions shall be summarily disqualified.
5. Candidates must ensure that the e-mail address and Mobile Number provided **in the Online Application Form are their own** as all information/ communication will be sent by ONGC through e-mail on the **registered e-mail address or SMS on the registered Mobile Number only.**
6. **Instructions for filling Online Application Form:**
 - Download Information Brochure Read these carefully to ensure your eligibility
7. Candidates shall ensure that the information entered by them in their online Application Form is correct.
8. All candidates must ensure that they have provided the correct e-mail address and mobile number.
9. The print of the Application form to be taken by the candidate after submitting the form for future use.
10. Information provided by the candidates in their respective online Application Forms, like, as the name of the candidate, contact details, address details, category, PwD status, educational qualification details, date of birth etc. will be treated as final. **Any request for change in such particulars will not be considered by ONGC under any circumstances.**
11. ONGC does not edit/modify/alter any information entered by the candidates after completion of the application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution before filling up the correct details in the Application Form.
12. ONGC disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.
13. **Candidates must ensure that their email address and mobile number to be registered in their online Application Form are their own, as relevant/important information/ communication will be sent by ONGC through e-mail on the registered mail address and/or through SMS on the registered mobile number only.** ONGC shall not be responsible for any non-communication/miscommunication with a candidate in the email address or mobile number given by him/her other than his/her own.

14. The final submission of the Online Application Form will remain incomplete, Such forms will stand rejected and no correspondence on this account will be entertained.
15. Candidates are advised to fill only one Application Form and to take utmost care while filling out their particulars like their mobile number and e-mail address. Candidates are also advised to use the mobile number and email address that are accessible to them such as their parent/guardian.
16. The information about the State of the respective candidate is only for the purpose of information and also that the candidate belongs to the domicile of that particular state
17. All Candidates shall ensure that the information (like his/her name, mother's name, father's name, gender, date of birth, category, PwD status, mobile number, e-mail address provided by them in their online Application Form is correct and their own. **Candidates are advised to exercise the utmost care in filling up correct details in the Online Application Form. Any request for change in the particulars and uploaded scanned images at any stage will not be considered by ONGC under any circumstances. ONGC will not entertain the corrections sent by the candidate through Post/Fax/WhatsApp/E-mail/by Hand.**
18. *Candidates are requested to retain a copy of the Confirmation Page*
19. Incomplete applications and applications not in accordance with instructions are liable to be rejected without any further intimation.

1.0 Introduction

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:

2.0 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 Electronics	5
	5	Electrician	10
	6	Information & Communication Technology 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			114
OVL /Delhi	1	Accounts Executive	4
	2	Secretarial Assistant	14
	3	Computer Operator and Programming 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
Sub Total			40
Jodhpur	1	Electrician	1
	2	Fitter	1

	3	Instrument Mechanic	1
	4	Mechanic Diesel	1
	5	Petroleum Executive	1
Sub Total			5
Northern Sector Total			159

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			303
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			25
Hazira	1	Accounts Executive	1
	2	Secretarial Assistant	2
	3	Computer Operator and Programming	3

		Assistant	
	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
Sub Total			45
Uran	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
Sub Total			63
Mumbai Sector Total			436

WESTERN SECTOR

Work Centre	Sl. No	Trade	Tentative No. of Seats
Cambay	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
Sub Total			71
Vadodara	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
Sub Total			112
Ankleshwar	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
Sub Total			173
Ahmedabad	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
Sub Total			165
Mehsana	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
Sub Total			211
Western Sector Total			732

EASTERN SECTOR

Work Centre	Sl.No	Trade	Tentative No. of Seats
Jorhat	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
Sub Total			132
Silchar	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
Sub Total			71
Nazira & Sivasagar	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
Sub Total			390
Eastern Sector Total			593

SOUTHERN SECTOR

Work Centre	Sl.No	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
Sub Total			50
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
Sub Total			78
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
Sub Total			102
Karaika I	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
Sub Total			148
Southern Sector Total			378

CENTRAL SECTOR

Work Centre	Sl.No	Trade	Tentative No. of Seats
Agartala	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
Sub Total			147
Kolkata	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
Sub Total			31
Bokaro	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
Sub Total			24
Central Sector Total			202
Grand Total			2500

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)

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

3.0 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 be 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 for the trades reserved for them.
- II. Candidates belonging to PwBD categories shall be given age relaxation upto 10 years (upto 15 years for SC/ST and upto 13 years for OBC (Non-Creamy Layer) Candidates)

4.0 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 System Maintenance	ITI in Information technology
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	ITI In Medical Laboratory Technician (

	(Cardiology and Physiology)	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

A. 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 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 SI 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 SI No 32 to 40, candidates have to register on portal of Board of Apprenticeship Training (BOAT) i.e. www.ongcapprentices.ongc.co.in only. As due approval of BOAT, Govt of India is pending for trades mentioned at SI no 32 to 40 above(Para D) , candidates are advised to regularly visit our website/portal i.e. 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.

5.0 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 th / 12 th / 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.

6.0 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.

7.0 GENERAL CONDITIONS

- 1.0 Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.
- 2.0 The candidates should NOT have undergone Apprenticeship earlier or pursuing Apprenticeship Training as per the Apprentices Act, 1961, as amended from time to time.

- 3.0 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.
- 4.0 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.
- 5.0 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.**
- 6.0 Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website www.ongcindia.com and 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.
- 7.0 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.**
- 8.0 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.
- 9.0 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.
- 10.0 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.
- 11.0 Applications/Registration which are incomplete or not fulfilling the eligibility criteria shall not be considered "Eligible" and treated as "Rejected".
- 12.0 Canvassing of any kind shall disqualify the candidate.
- 13.0 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

8.0 REQUIREMENT BEFORE FILLING ON-LINE APPLICATION FORM

- I. Before applying for above apprentices positions, candidates have to first register themselves in online portals of the following agencies of Govt. of India:
 - (a) For Trade – Accounts Executive and Office Assistant: With National Skill Development Council (NSDC) at <https://apprenticeshipindia.gov.in/> for Trade Accounts Executive and Office Assistant.
 - (b) For Trade Apprentices: With Ministry of Skill Development & Entrepreneurship (MSDE) at <https://apprenticeshipindia.gov.in/>
 - (c) For Technician Apprentices: With the concerned Regional Board of Apprenticeship Training (BOAT) in their portal National Apprenticeship Training Scheme (NATS) under Ministry of Human Resource Development. The link <https://portal.mhrdnats.gov.in/boat/commonRedirect/registermenunew!registermenunew.action>

9.0 HOW TO APPLY

a. Candidates meeting the above prescribed eligibility criteria should visit our ONGC website **www.ongcapprentices.ongc.co.in** and apply Online from **01.09.2023 till 20.09.2023**.

- 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 / 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** from **01.09.2023 till 20.09.2023**.

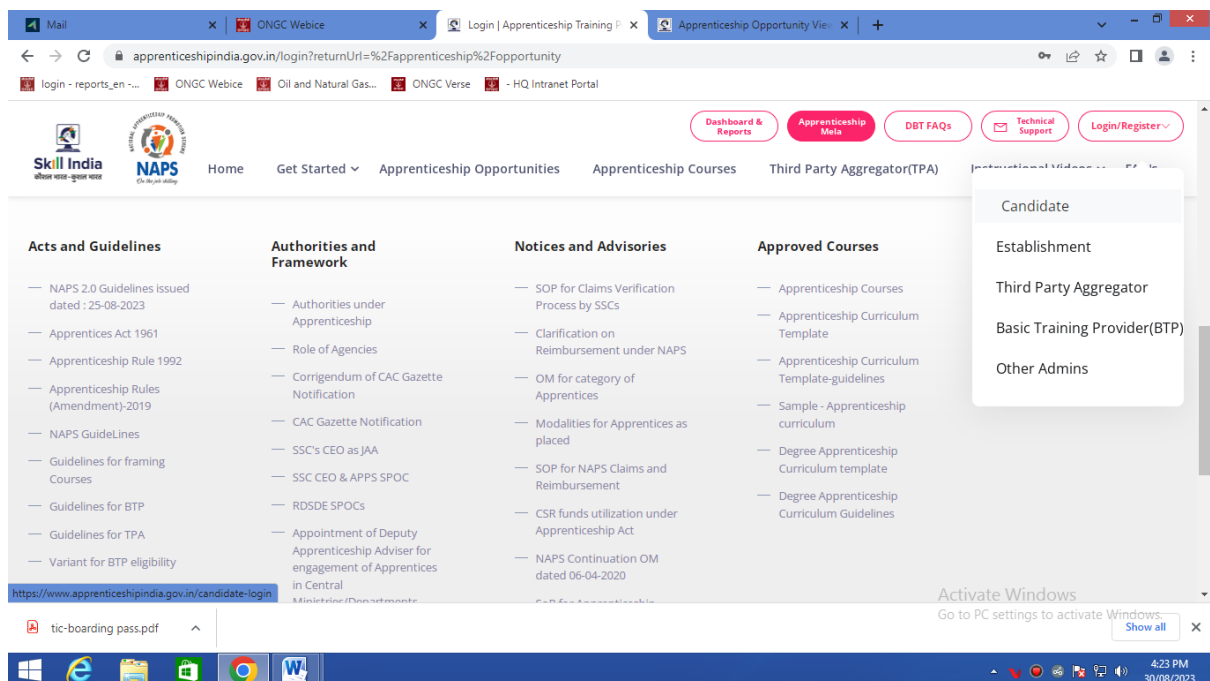
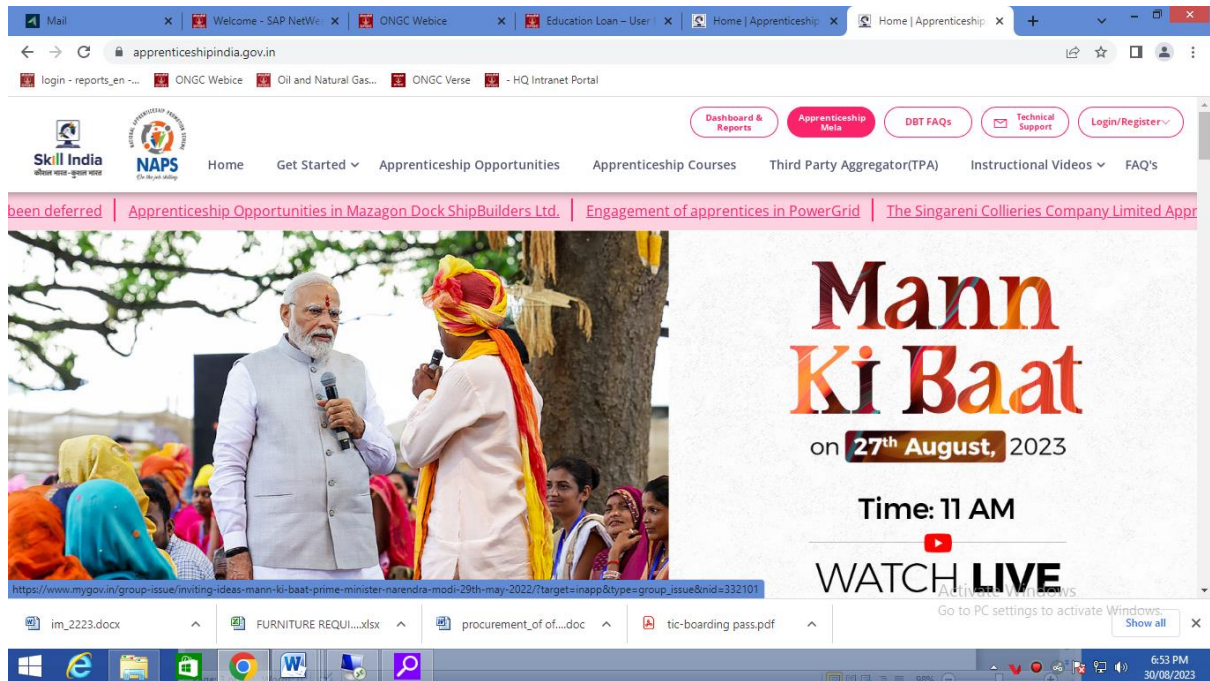
2. This portal will have the diversion link to the Skill India portal <https://apprenticeshipindia.gov.in>.
3. Candidates have to select the Apprenticeship Opportunities in the top menu. Then select in search column location as per ONGC workcentres and select the respective trade .This will force to 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. 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 for latest information on the subject and notification for further registration/applying for apprentice positions through BOAT portal.
6. 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.
7. Candidates are therefore advised to furnish the details in the portal carefully and check the same before final submission.

Step 1. On the browser type <http://ongcapprentices.ongc.co.in>

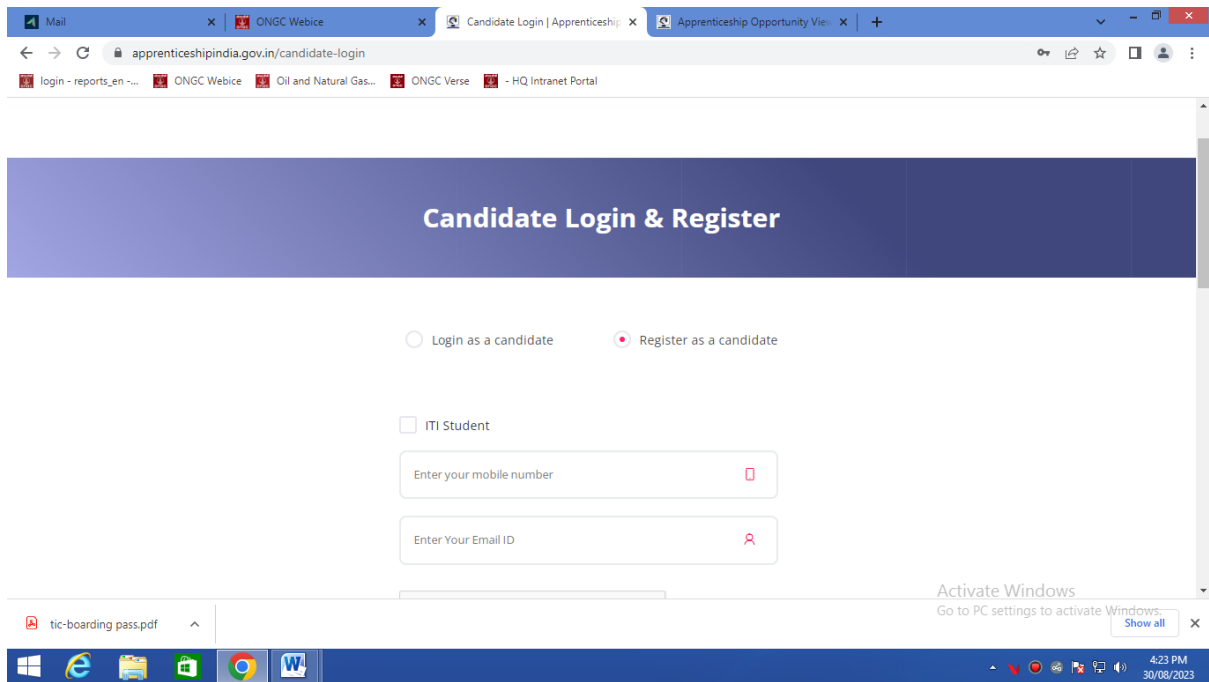


2. After reading the information brochure and the advertisement . Click the registration tab. It will divert to the <https://www.apprenticeshipindia.gov.in/>

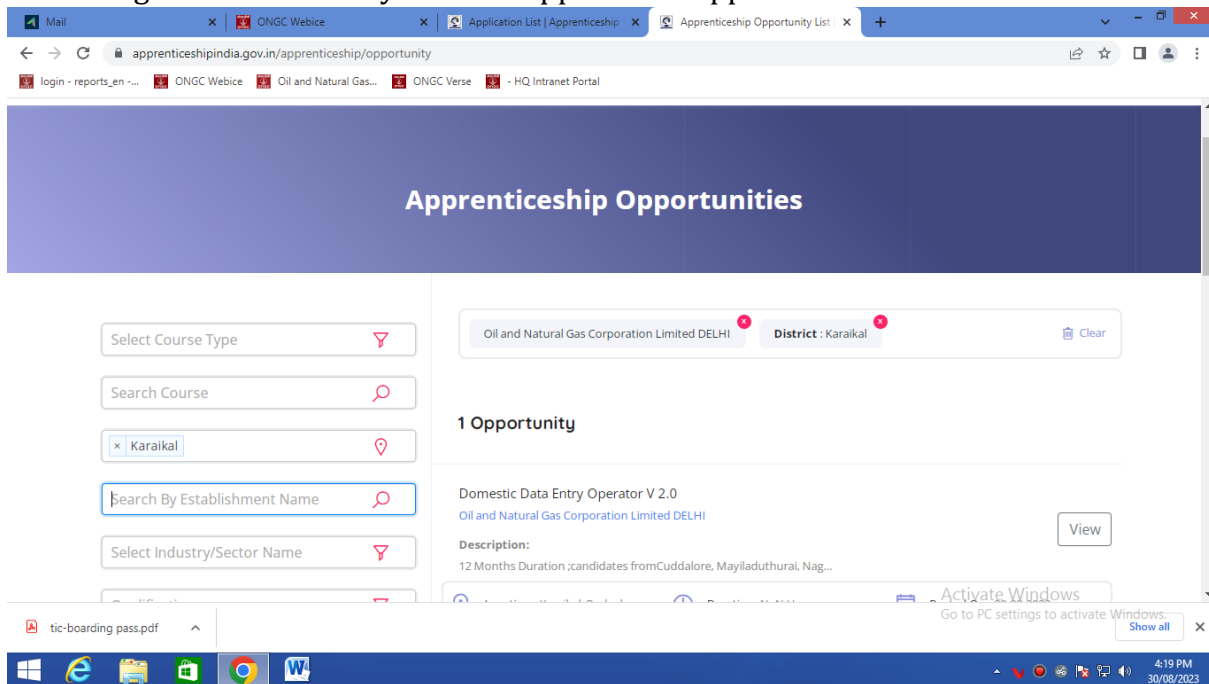
3. New users register the details in the login/ registration tab



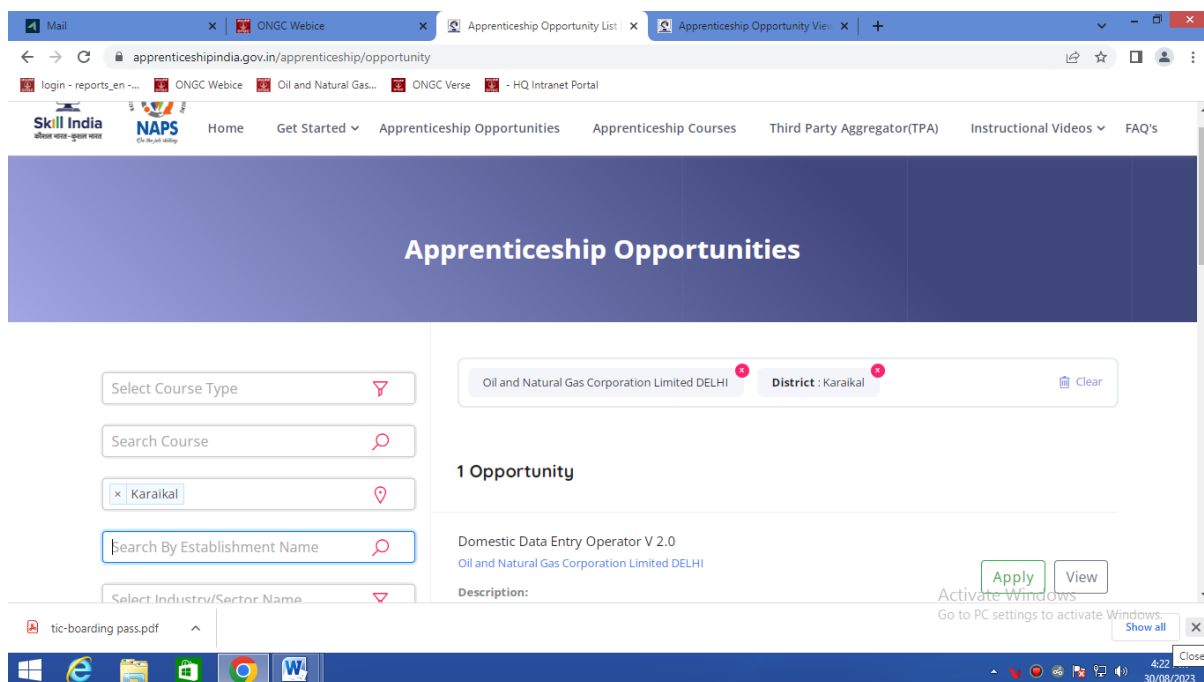
4. Candidate can register as the candidate .If already registered candidate may proceed with login.



5 After login candidates may click the apprentices opportunities in the menu



The Candidate may select their preferred location as mentioned in the advt (23 location) and also Type the establishment name as “OIL AND NATURAL GAS CORPORATION”



The trades belonging to the location will be listed. Candidates may select the trade applicable for him by clicking the apply button and complete the process.

10.0 SELECTION AND JOINING

- Selected candidates will be intimated through their registered mobile no/mail ID by <https://apprenticeshipindia.gov.in/>. for ITI /Degree except Engg. And for the Engg. Candidates <https://portal.mhrdnats.gov.in/boat/commonRedirect/registermenunew/registermenunew.action>
- The prescribed documents (uploaded documents) will be verified at the time of joining. A print out of the registration form to be taken from by [skill india portal](https://skillindia.gov.in/) and brought during document verification.
- Selected candidates will be intimated through their registered mail ID/sms on registered mobile number.
- 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.

11.0 IMPORTANT DATES

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

12.0 DISTRICTS REFERENCE

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

Note: A candidate is considered to belong to the operational area if he/she is a resident of, or has obtained his / her essential qualification from above mentioned District.



ONGC Apprentice Registration Portal
<http://ongcapprentices.ongc.co.in>
Contact: ongc_skilldev@ongc.co.in