



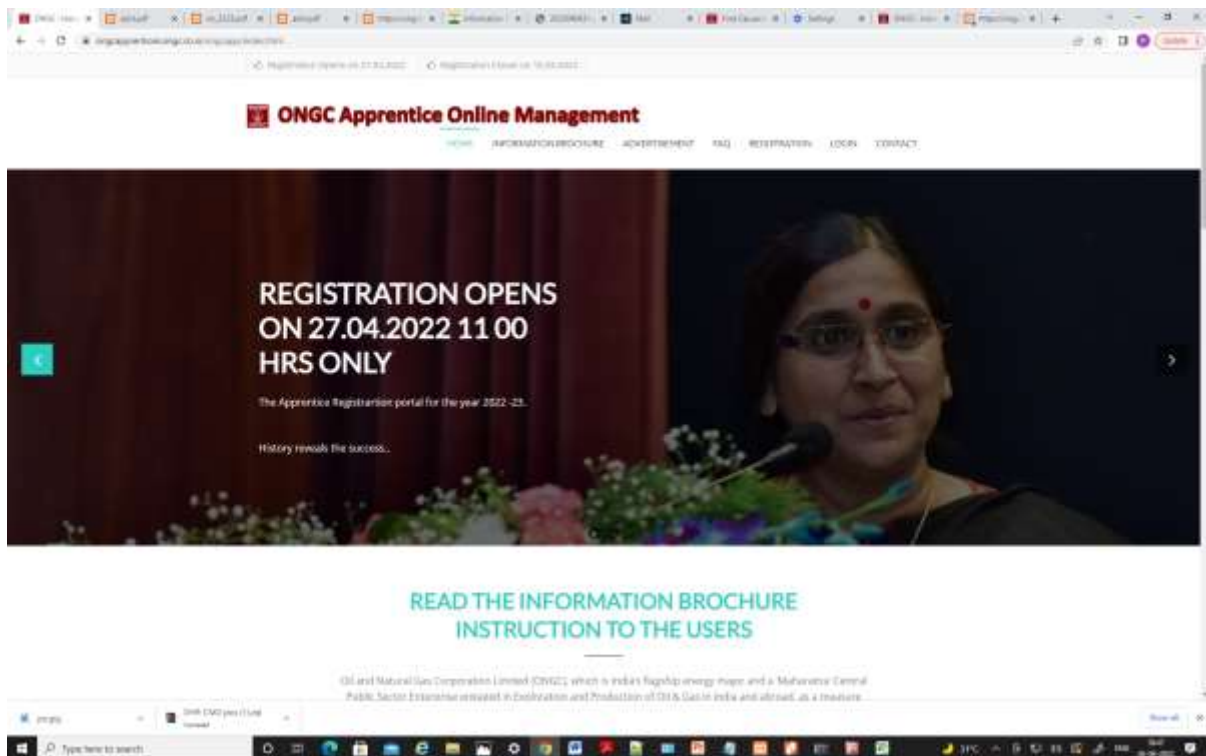
Apprentice Management Online Portal

National Apprenticeship Promotion Scheme (NAPS-V)

<https://ongcapprentices.co.in/ongcapp>
(2022-23)

April 2022

Version 2.0



Information Brochure

National Apprenticeship Promotion Scheme (NAPS – V)

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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	21 st April 2022
opening of online application portal at www.ongcapprentices.ongc.co.in	21 st April 2022 11:00 AM
Last date for receiving of applications	15 th May 2022 6:00 PM
Date of Result/Selection	20 th May 2022
Receive confirmation from candidates and Joining from	1 st June 2022

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 through the website https://Ongcapprentices.ongc.co.in/ .
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.	<p>Instructions for filling Online Application Form:</p> <ul style="list-style-type: none"> • Download Information Brochure Read these carefully to ensure your eligibility
	<p>Follow the steps given below to apply Online:</p> <p>Step :1 Registration Form Register for the Online Application Form . The candidate should provide the required details while filling the Online Application Form. The candidate must also create a PASSWORD and enter an Answer for the Security Question. After successful submission of the personal details, an Application number will be generated against the email id and email id will be used to complete the remaining Steps of the Application Form and will also be required for all future reference/correspondence. For subsequent logins, the candidate will be able to login directly with Email id and Password created.</p> <p>Step : 2 Application Form The Candidates can log in with email id and pre-created Password for completing the Application Form including filling up personal details, providing the details of Educational Qualifications.</p>

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

	<p>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.</p>
18.	<p><i>Candidates are requested to retain a copy of the Confirmation Page as the same will not be available after 30 May 2022.</i></p>
19.	<p>Incomplete applications and applications not in accordance with instructions are liable to be rejected without any further intimation.</p>
20	<p>Before proceeding the Registration, follow the checklist</p> <ol style="list-style-type: none"> 1. Valid Email id 2. Mobile Number 3. PIN CODE of the place of your residence 4. SSLC/SSC/Metric Marksheet (Age Proof) 5. Workcentre for which your are applying. 6. Enter the District to which you belong to 7. Enter the State to which you belong to 8. Trade for which your are applying. 9. Eligible Qualification for the selected Trade as mentioned in .4.0 of Information Brochure 10. Government Registration Number (Mandatory) 11. Aadhar Number (Mandatory Except Candidates from Assam)
21	<p>After Registration before proceeding to login, follow the checklist</p> <ol style="list-style-type: none"> 1. There are 6 modules such as Basic, Personal, Technical, upload , Declaration & Submit , Application Print 2. Basic – All data from registration is automatically copied. 3. The Personal Data :Except Pincode rest of the data to be entered by the user <ol style="list-style-type: none"> 3.1.Father name/ Mother name - First and Last name is mandatory 3.2 Gender: Male / Female / Transgender 3.3 Category : ST / SC / OBC /GENERAL <ol style="list-style-type: none"> 3.3.1 Certificate number of the category if available

3.4 PWD status: Yes / No . If YES, Certificate stating the PWD status to be submitted while certificate verification

3.5 PAN NUMBER: if available

4. **The Technical Data** :Except eligible qualification rest of the data to be entered by the user

4.1 X std / 8 th std Board as SSC/SSLC / CBSE/IB/ICSC. The percentage of the marks will be automatically fetched with reference to the total marks and scored marks .

4.2 Registration number of the X std / 8 th std Board, available in the certificate to be entered by the user and along with the marks scored. The School name and the certificate number to be entered by user.

4.3 XII std as HSC/CBSE/IB/ICSC. The percentage of the marks will be automatically fetched with reference to the total marks and scored marks

4.4 Technical education as ITI/Dip/Degree. The percentage of the marks will be automatically fetched with reference to the total marks and scored marks.

4.5 Method of study : only Regular Students will be considered.Candidates with qualification acquired through Distance Learning Mode or Part Time Mode or Correspondence Mode shall not be considered.

5. **UPLOAD** : The candidate have to upload the scanned copy of colour photograph (Size: between 20-50 KB in JPG Format) in JPG Format)

6. **Declaration** : I hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the Selction, action can be taken against me by under The Apprentices Act, 1961and Rules 1992

6.1 Submit: After Declaration Candidate have to submit the application.

7. The service terms and conditions of the apprentices shall be governed by The Apprentices Act, 1961and Rules 1992 as amended from time to time

8. The candidate must ascertain the correctness of all information before filling in the Online Application Form and its final submission

The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.

After successfully applying/registration of Online Application, the candidate must **take a print out of the filled-in online application for future reference.**

Particulars to be filled in the Online Application Form

Page	Section	Column	
Registration Page	Personal Details	1. Candidate First Name	
		2. Candidate Middle Name	
		3. Candidate Last Name	
		4. Email Address	
		5. Mobile Number	
		6. PWD Status	
		7. Category	
		8. Category Certificate Number	
		9. Candidate Date of Birth	
		10. Security Question	
		11. Security Answer	
		12. Password	
		13. Confirm Password	
		Other Details	14. WorkCentre
			15. Trade
			16. Qualification
			17. State
			18. District
Login Page	Personal Details	19. All data entered above(Auto filled) Except 11&12	
		20. Father First Name	
		21. Father Middle name	
		22. Father Last Name	
		23. Mother First Name	
		24. Mother Middle Name	
		25. Mother Last Name	
		26. Gender	
		27. Aadhar Number	
		28. PAN Number	
		29. Address	
		30. Pincode	
		31. Apprentice Govt Registration No	
Login Page	Qualification Details	32. ITI/ Degree	
		33. Institute Collage Name	
		34. Council / University Name	
		35. Year of Passing	
		36. Certificate no	
		37. Marks obtained	
		38. Marks Scored	
		39. School name X Std	
		40. Board / University Name X std	
		41. Year of Passing	
		42. Marks obtained	
		43. Total Marks	
		44. Certificate No	
		45. Board / University Name X std	
46. Year of Passing			
47. Marks obtained			
48. Total Marks			
49. Certificate No			
Login Page	Other Details	50. Photo to be uploaded	
		51. Declaration	

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 qualifications for engagement as Apprentices under Apprentices Act 1961 (as amended from time to time) in the trade/disciplines mentioned.

2.0 Location & No. Of Seats against the Trade

NORTHERN SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Dehradun	1	Accounts Executive	20
	2	Office Assistant	20
	3	Computer Operator and Programming Assistant	20
	4	Secretarial Assistant	20
	5	Electrician	10
	6	Electronics Mechanic	10
	7	Fitter	10
	8	Laboratory Assistant (Chemical Plant)	10
	9	Mechanic Diesel	10
	10	Machinist	10
	11	Medical Laboratory Technician (Cardiology and Physiology)	02
	12	Medical Laboratory Technician (Pathology)	02
	13	Medical Laboratory Technician (Radiology)	02
	14	Welder	03
	15	Information and communication technology System Maintenance	10
Sub Total			159
Delhi	1	Accounts Executive	12
	2	Office Assistant	20
	3	Secretarial Assistant	06
	4	Computer Operator and Programming Assistant	02
Sub Total			40
Jodhpur	1	Accounts Executive	05
	2	Office Assistant	05
Sub Total			10
Northern Sector Total			209

MUMBAI SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Mumbai	1	Accounts Executive	21
	2	Office Assistant	60
	3	Computer Operator and Programming Assistant	35
	4	Electrician	45
	5	Electronics Mechanic	16
	6	Fitter	42
	7	Instrument Mechanic	09
	8	Laboratory Assistant (Chemical Plant)	20
	9	Mechanic Diesel	10
	10	Welder	04
	11	Civil	07
	12	Computer Science	07
	13	Electronics & Telecommunication	07
	14	Electronics	08
	15	Instrumentation	10
	16	Mechanical	20
Sub Total			336
Goa	1	Accounts Executive	03
	2	Office Assistant	07
	3	Computer Operator and Programming Assistant	02
	4	Electrician	01
	5	Laboratory Assistant (Chemical Plant)	01
	6	Draughtsman (Civil)	01
Sub Total			15
Hazira	1	Accounts Executive	07
	2	Office Assistant	15
	3	Secretarial Assistant	06
	4	Computer Operator and Programming Assistant	08
	5	Electrician	25
	6	Electronics Mechanic	06
	7	Fitter	35
	8	Instrument Mechanic	15
	9	Laboratory Assistant (Chemical Plant)	07
	10	Machinist	07
	11	Mechanic Diesel	15
	12	Welder	05
Sub Total			151
Mumbai Sector Total			502

WESTERN SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Cambay	1	Accounts Executive	10
	2	Office Assistant	20
	3	Computer Operator and Programming Assistant	06
	4	Draughtsman (Civil)	04
	5	Electrician	09
	6	Electronics Mechanic	05
	7	Fitter	13
	8	Instrument Mechanic	02
	9	Laboratory Assistant (Chemical Plant)	02
	10	Machinist	03
	11	Mechanic Diesel	09
	12	Welder	03
	13	Electrical	03
	14	Mechanical	07
Sub Total			96
Vadodara	1	Secretarial Assistant	15
	2	Computer Operator and Programming Assistant (COPA)	22
	3	Draughtsman (Civil)	02
	4	Electrician	15
	5	Electronics Mechanic	10
	6	Fitter	10
	7	Instrument Mechanic	10
	8	Information & Communication Technology System Maintenance	15
	9	Laboratory Assistant (Chemical Plant)	10
	10	Machinist	10
	11	Mechanic (Motor Vehicle)	10
	12	Mechanic Diesel	15
	13	Refrigeration and Air Conditioning Mechanic	3
	14	Welder	10
Sub Total			157
Ankleshwar	1	Accounts Executive	10
	2	Office Assistant	21
	3	Computer Operator and Programming Assistant (COPA)	10
	4	Secretarial Assistant	20
	5	Draughtsman (Civil)	15
	6	Electrician	50
	7	Electronics Mechanic	15
	8	Fitter	55
	9	Instrument Mechanic	25

	10	Information & Communication Technology System Maintenance	15
	11	Laboratory Assistant (Chemical Plant)	15
	12	Machinist	10
	13	Mechanic (Motor Vehicle)	40
	14	Mechanic Diesel	50
	15	Welder	20
	16	Civil	07
	17	Computer Science	07
	18	Electronics & Telecommunication	07
	19	Electrical	15
	20	Electronics	06
	21	Mechanical	25
Sub Total			438
Ahmedabad	1	Accounts Executive	10
	2	Office Assistant	25
	3	Computer Operator and Programming Assistant (COPA)	15
	4	Draughtsman (Civil)	15
	5	Electrician	50
	6	Electronics Mechanic	15
	7	Fitter	55
	8	Instrument Mechanic	25
	9	Information & Communication Technology System Maintenance	15
	10	Laboratory Assistant (Chemical Plant)	15
	11	Machinist	08
	12	Mechanic (Motor Vehicle)	40
	13	Mechanic Diesel	40
	14	Welder	20
	15	Civil	03
	16	Computer Science	02
	17	Electronics & Telecommunication	08
	18	Electrical	08
	19	Electronics	05
	20	Mechanical	13
Sub Total			387
Mehsana	1	Accounts Executive	5
	2	Office Assistant	20
	3	Computer Operator and Programming Assistant (COPA)	10
	4	Draughtsman (Civil)	14
	5	Electrician	50
	6	Electronics Mechanic	15
	7	Fitter	55

	8	Instrument Mechanic	20
	9	Information & Communication Technology System Maintenance	30
	10	Laboratory Assistant (Chemical Plant)	15
	11	Machinist	07
	12	Mechanic (Motor Vehicle)	18
	13	Mechanic Diesel	40
	14	Welder	15
	15	Computer Science	05
	16	Electronics & Telecommunication	05
	17	Electrical	05
	18	Electronics	05
	19	Mechanical	22
Sub Total			356
Western Sector Total			1434

EASTERN SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Jorhat	1	Accounts Executive	12
	2	Office Assistant	12
	3	Electrician	12
	4	Fitter	20
	5	Instrument Mechanic	12
	6	Laboratory Assistant (Chemical Plant)	6
	7	Mechanic (Motor Vehicle)	12
	8	Mechanic Diesel	12
	9	Welder	12
Sub Total			110
Silchar	1	Accounts Executive	2
	2	Office Assistant	3
	3	Secretarial Assistant (ITI)	8
	4	Computer Operator and Programming Assistant (COPA)	3
	5	Draughtsman (Civil)	4
	6	Electrician	6
	7	Fitter	8
	8	Instrument Mechanic	1
	9	Machinist	2
	10	Mechanic Diesel	8
	11	Welder	6
Sub Total			51
Nazira & Sivasagar	1	Accounts Executive	14
	2	Office Assistant	110
	3	Computer Operator and Programming Assistant	40

		(COPA)	
	4	Draughtsman (Civil)	04
	5	Electrician	40
	6	Electronics Mechanic	10
	7	Fitter	60
	8	Instrument Mechanic	10
	9	Information & Communication Technology System Maintenance	15
	11	Laboratory Assistant (Chemical Plant)	05
	12	Machinist	10
	13	Mechanic (Motor Vehicle)	02
	14	Electronics & Telecommunication	05
	15	Mechanic Diesel	50
	16	Surveyor	4
	17	Welder	22
	18	Civil	34
	19	Electrical	65
	20	Instrumentation	10
	21	Computer Science	08
	22	Mechanical	65
Sub Total			583
Eastern Sector Total			744

SOUTHERN SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Chennai	1	Accounts Executive	10
	2	Office Assistant	30
	3	Electrician	5
	4	Electronics Mechanic	5
Sub Total			50
Kakinada	1	Accounts Executive	2
	2	Office Assistant	2
	3	Computer Operator and Programming Assistant (COPA)	12
	4	Draughtsman (Civil)	2
	5	Electrician	12
	6	Electronics Mechanic	4
	7	Fitter	11
	8	Instrument Mechanic	6
	9	Mechanic Diesel	3
	10	Refrigeration and Air Conditioning Mechanic	4
Sub Total			58
Rajahmundry	1	Accounts Executive	10
	2	Office Assistant	40

	3	Computer Operator and Programming Assistant (COPA)	10
	4	Draughtsman (Civil)	14
	5	Electrician	50
	6	Electronics Mechanic	15
	7	Fitter	55
	8	Instrument Mechanic	20
	9	Information & Communication Technology System Maintenance	5
	10	Laboratory Assistant (Chemical Plant)	20
	11	Machinist	7
	12	Mechanic (Motor Vehicle)	4
	13	Mechanic Diesel	40
	14	Refrigeration and Air Conditioning Mechanic	6
	15	Welder	20
	16	Electronics & Telecommunication	7
	17	Electrical	20
	18	Mechanical	10
Sub Total			353
Karaikal	1	Accounts Executive	8
	2	Office Assistant	20
	3	Computer Operator and Programming Assistant (COPA)	7
	4	Draughtsman (Civil)	5
	5	Electrician	20
	6	Electronics Mechanic	5
	7	Fitter	32
	8	Instrument Mechanic	6
	9	Information & Communication Technology System Maintenance	5
	10	Machinist	20
	11	Mechanic (Motor Vehicle)	3
	12	Mechanic Diesel	20
	13	Refrigeration and Air Conditioning Mechanic	7
	16	Welder	15
	17	Civil	5
	18	Computer Science	5
19	Electrical	20	
20	Electronics	5	
21	Mechanical	25	
Sub Total			233
Southern Sector Total			694

CENTRAL SECTOR

Work Centre	Sl.No	Trade	No. of Seats
Agartala	1	Accounts Executive	10
	2	Office Assistant	20
	3	Secretarial Assistant (ITI)	10
	4	Computer Operator and Programming Assistant (COPA)	5
	5	Draughtsman (Civil)	5
	6	Electrician	26
	7	Electronics Mechanic	5
	8	Fitter	30
	9	Instrument Mechanic	10
	10	Mechanic Diesel	15
	11	Mechanic (Motor Vehicle)	15
	12	Surveyor	4
	13	Welder	17
	14	Electrical	2
	15	Electronics	2
	16	Mechanical	2
Sub Total			178
Kolkata	1	Accounts Executive	2
	2	Office Assistant	2
	3	Computer Operator and Programming Assistant (COPA)	3
	4	Electronics & Telecommunication	1
	5	Draughtsman (Civil)	2
	6	Fitter	6
	7	Instrument Mechanic	3
	8	Mechanic Diesel	5
	9	Electronics Mechanic	5
	10	Mechanic (Motor Vehicle)	2
	11	Civil	2
	12	Instrumentation	1
	13	Electrical	2
	14	Electrician	6
	15	Information & Communication Technology System Maintenance	3
	16	Mechanical	3
	17	Surveyor	2
Sub Total			50
Central Sector Total			228

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.co.in which shall open from 21.04.2022 1100 Hrs till 15.05.2022 1800 hrs.

3.0 AGE CRITERIA

Minimum 18 years and maximum 24 years as on 21.04.2022. That is, the Date of Birth of the Candidate/Applicant should be between 21.04.1986 and 21.04.2004.

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).

Category	Age	Range of DoB
General	Minimum 18 years and maximum 24 years as on 21.04.2022.	21.04.1986 and 21.04.2004
OBC	Minimum 18 years and maximum 27 years as on 21.04.2022.	21.04.1983 and 21.04.2004
SC/ST	Minimum 18 years and maximum 29 years as on 21.04.2022.	21.04.1981 and 21.04.2004
General PWD	Minimum 18 years and maximum 34 years as on 21.04.2022.	21.04.1976 and 21.04.2004
OBC PWD	Minimum 18 years and maximum 37 years as on 21.04.2022.	21.04.1973 and 21.04.2004
SC/ST PWD	Minimum 18 years and maximum 39 years as on 21.04.2022.	21.04.1971 and 21.04.2004

4.0 QUALIFICATION & ELIGIBILITY CRITERIA

SI.	TRADE/DISCIPLINE	QUALIFICATION REQUIREMENT
1	Accounts Executive	Full Time Bachelor's degree (Graduation) in Commerce (B.Com) from a Govt. recognized institute/University
2	Office Assistant	Full Time Bachelor's degree (Graduation) in B.A. or B.B.A from a Govt. recognized institute/ University.
3	Secretarial Assistant	Passed 12th class examination under 10+2 system of education or its equivalent and ITI/ITC passed out in the specific trade from a Govt. recognized Institute/Board.
4	Computer Operator and Programming Assistant	
5	Draughtsman (Civil).	
6	Electrician	Passed in 10th Class Examination Under 10 + 2 system of Education with Science as one of the subject or its equivalent from a Govt. recognized Institute/ Board.
7	Electronics Mechanic	Passed in 10th Class Examination Under 10 + 2 system of Education with Mathematics and Science or its equivalent and ITI passed out in the trade of Electronics Mechanic from a Govt. recognized Institute/ Board.
8	Fitter	Passed in 10th Class Examination Under 10 + 2 system of Education or its equivalent and ITI passed out in the trade Fitter from a Govt. recognized Institute/ Board.
9	Instrument Mechanic	Passed 10th class examination under 10+2 system of education with Physics, Chemistry & Mathematics or its equivalent and ITI passed out in the specific trade from a Govt. recognized Institute/ Board.
10	Information & Communication Technology System Maintenance.	
11	Laboratory Assistant (Chemical Plant)	
12	Machinist	Passed 10th class examination under 10+2 system of education or its equivalent and ITI passed out in the trade of Machinist from a Govt. recognized Institute/ Board.
13	Mechanic (Motor Vehicle)	Passed in 10th Class Examination Under 10 + 2 system of Education with Mathematics and Science or its equivalent and ITI passed out in the specific trade from a Govt. recognized Institute/ Board.
14	Mechanic Diesel.	
15	Refrigeration and Air Conditioning Mechanic.	
16	Surveyor	
17	Welder	Passed in 8th Class Examination and ITI passed out in the trade of Welder from a Govt. recognized Institute/Board.
18	Civil	Three years (or two years through lateral entry after ITI of minimum one year duration/10+2) full time Diploma in the respective disciplines of Engineering from a Govt. recognized Institute/ University.
19	Computer Science	
20	Electronics & Telecommunication	
21	Electrical	
22	Electronics	
23	Instrumentation	
24	Mechanical	

Note: Please apply only if you have these essential minimum qualification, fulfilling all the parameters. The candidate must possess qualifications recognized by the relevant statutory bodies like UGC/ AICTE etc. 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.

Duration of training is 12 months for all trades.

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	9,000/-
Trade Apprentices	1 year ITI	7,700/-
	2 year ITI	8,050/-
Diploma Apprentices		8,000/-

- 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 basis of marks obtained in the qualifying examination and Merit drawn. 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 render for non-consideration.

Reservation of positions will be followed as per Government of India Policy on SC/ST/OBC/PWD categories, as applicable for the engagement of Apprentices under The Apprentices Act, 1961 as amended.

7.0 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. 21.04.2022. 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 Diploma 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 and www.ongcapprentices.co.in only. Candidates are thus advised to periodically visit our above websites as all future correspondence and latest information shall be available only on our website.
- VII. **Candidates can apply for one Trade Code ONLY. Candidates applying for more than one Trade Code 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.

8.0 REQUIREMENT BEFORE FILLING ON-LINE APPLICATION FORM

- I. Please check if you are eligible to apply for the seats based on the qualification criteria as mentioned in 4.0 and if you belong to the eligible districts as mentioned in 12.0.**
- II. 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.org/> for Trade Accounts Executive and Office Assistant. (Trades mentioned in Sl. No 1 & 2)
 - (b) For other Trade Apprentices: With Ministry of Skill Development & Entrepreneurship (MSDE) at <https://apprenticeshipindia.org/> (Trades mentioned in Sl. No 3-17)
 - (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/registermenu_new!registermenunew.action (Trades mentioned in Sl. No 18 & 24)
- III. After successful registration with the above agencies, a registration number will be generated and the candidate has to mention this registration number while applying for apprentices positions in ONGC website www.ongcapprentices.ongc.co.in**
- IV. It may be noted that in case candidate does not pre-register themselves online with concerned BOAT/ NSDC and subsequently after selection as apprentice in ONGC, their registration of contract as apprentice does not happen with BOAT/ NSDC/RDSDEs due to any reason, the candidate himself shall be responsible for the same and shall not be considered for engaging as apprentice. In such case, candidature of the applicant will stand cancelled and offer shall be issued to next candidate from the panel.

- V. 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.
- VI. The candidate should have scanned copy of colour photograph (Size: between 20-50 KB in JPG Format) and signature in black ink (Size: between 10-30 KB in JPG Format) etc. ready before applying on-line.
- VII. The candidate must ascertain the correctness of all information before filling in the Online Application Form and its final submission.
- VIII. The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.
- IX. After successfully applying/registration of Online Application, the candidate must take a print out of the filled-in online application for future reference.

9.0 HOW TO APPLY

9.1 Candidates meeting the above prescribed eligibility criteria should visit our ONGC website **www.ongcapprentices.ongc.co.in** and apply Online from 21.04.2022 till 15.05.2022 by 18:00 hours.

9.2 Paper based applications will NOT be accepted.

9.3 There are two steps for Registration process. Part-I & Part-II. In Part-I registration, candidate has to fill his/her basic details like name, category etc. and has to create his own password. After successful Part-I registration, system generated registration number is sent in his registered email id/SMS. With this registration number, candidate has again to login into the system with the password generated by him. Candidates are advised to remember registration number and password for future reference/use.

9.4 In Part-II registration, candidate has to upload his scanned photograph and furnish educational qualification, experience details etc. and submit the same. This is the final submission process and after that candidate cannot change the details furnished. Candidates are therefore advised to furnish the details in the portal carefully and check the same before final submission.

10.0 VERIFICATION OF DOCUMENTS

The verification of the original documents shall be done prior to joining date 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 website and brought during document verification. The following original documents along with a self-attested copy should be furnished:

- I. 10th pass/Matriculation certificate issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth except for Welders for which Educational

Qualification is only 8th pass. For the post of Welders, Birth certificate issued by authorised person will be accepted.

- II. SC/ST/OBC/Disability certificates by reserved category candidates in the prescribed format issued by the Competent Authority. OBC non-creamy layer status should be valid and OBC certificate issued by the Competent Authority should be latest one.
- III. Semester-wise / year-wise mark sheets and Certificate of full-time Diploma in Engineering/Graduation Degree/ITI Pass certificate in respective Discipline. Such a detailed information is NOT really required.
- IV. Any other certificate, if applicable

11.0 IMPORTANT DATES

Issue of advertisement and call for applications	21 st April 2022
opening of online application portal at www.ongcapprentices.co.in	21 st April 2022 11:00 AM
Last date for receiving of applications	15 th May 2022 6:00 PM
Date of Result/Selection	20 th May 2022
Receive confirmation from candidates and Joining from	1 st June 2022

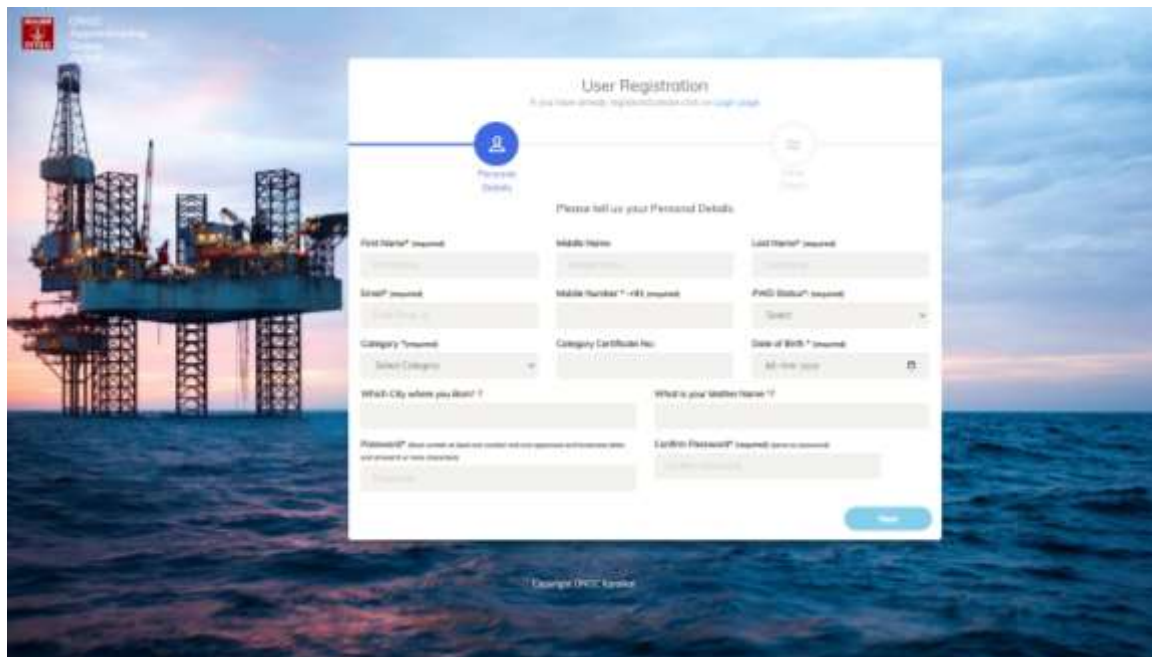
12.0 DISTRICTS REFERENCE

Sl.	Name of Work Centre	Corresponding States	Corresponding District
1	Dehradun	Uttarakhand	All districts
2	OVL 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	All districts
6	Mumbai	Maharashtra	All districts
7	Uran	Maharashtra	All districts
8	Ahmedabad	Gujarat	All districts
9	Ankleshwar	Gujarat	Bharuch, Surat, Narmada, and Vadodara
10	Baroda	Gujarat	Vadodara, Panchmahal, Bharuch, and Dahod
11	Cambay	Gujarat	Anand and Kheda
12	Mehsana	Gujarat	All districts
13	Jorhat	Assam	Golaghat and Jorhat
14	Nazira & Sivasagar	Assam	Sivasagar and Charaideo
15	Silchar	Assam	Cachar, Hailakandi and Karimganj
16	Chennai	Tamil Nadu & Puducherry	All districts

17	Kakinada	Andhra Pradesh	All districts
18	Karaikal	Tamil Nadu	Cuddalore, Nagapattinam, Ariyalur, Tiruvarur, Tanjore, Trichy, Pudukottai and Ramnad
		Puducherry	Karaikal
19	Rajahmundry	Andhra Pradesh	Krishna, East Godavari, and West Godavari
20	Agartala	Tripura	West Tripura, North Tripura, South Tripura, Dhalai, Gomati, Khowai, Sepahijala and Unakoti
21	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 State/District.

Screen Clips



CRMC
Administrative
Centre

User Registration

If you have already registered please click on login above

Personal Details | **Work Centre**

Please tell us your Personal Details

First Name* Middle Name Last Name*

Email* Mobile Number** - cell PMSI Status*

Category* Category Certificate No. Date of Birth*

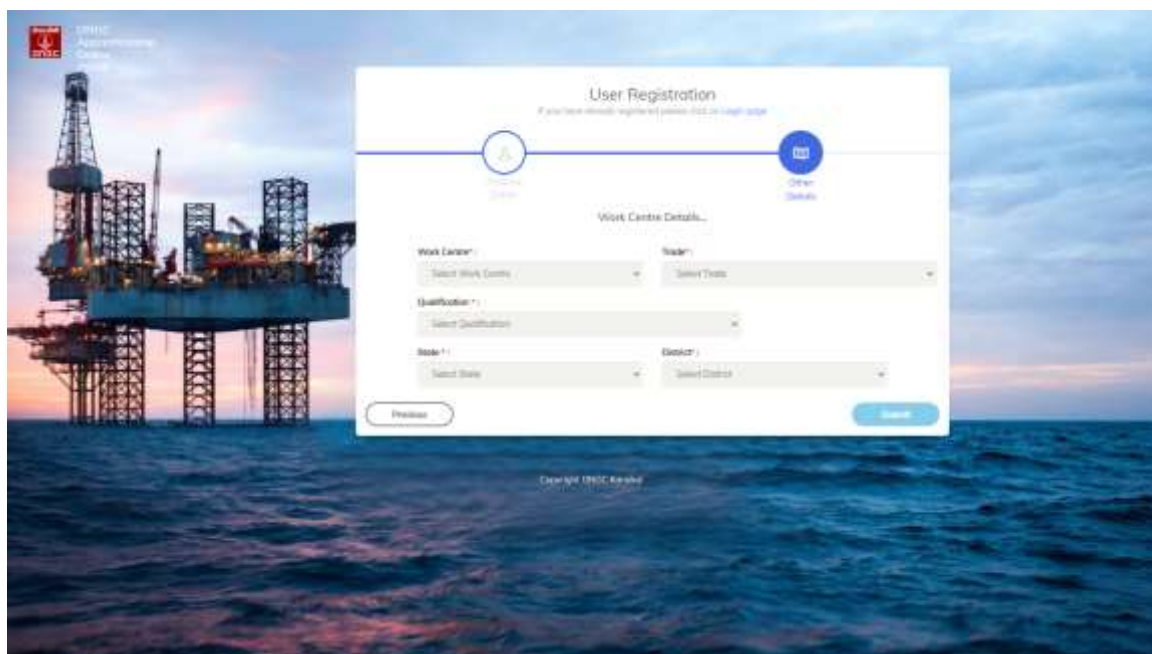
Which City where you live? What is your Mother Name?

Remember* your email will be used to send you important information like an account or new messages

Confirm Password*

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CRMC
Administrative
Centre

User Registration

If you have already registered please click on login above

Personal Details | **Work Centre**

Work Centre Details

Work Centre* State*

Qualification**

State** District*

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ONGC Apprenticeship Registration Form

Registration ID: 1

Email id: india@india.com

Contact No (Vid): 9876543210

First Name: INDIA

Middle Name: INDIA

Last Name: INDIA

Work Center: INDIA

State: INDIA

District: INDIA

Trade: INDIA

Qualification: INDIA

Date of Birth: 2021-01-01

PWD Status: No

Category: INDIA

Category Certificate No: INDIA

Next

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ONGC Apprenticeship Registration Form

Please Enter your Personal Information

Father First Name: [Input Field]

Father Middle Name: [Input Field]

Father Last Name: [Input Field]

Mother First Name: [Input Field]

Mother Middle Name: [Input Field]

Mother Last Name: [Input Field]

Gender: [Dropdown Menu]

Address: [Input Field]

Author No: [Input Field]

Pincode: [Input Field]

Apprenticeship Registration Page: <http://www.ongc.gov.in>

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ONGC Apprenticeship Registration Form

Profile
Details

Education
Details

Qualification
Details

Other
Details

Trade Qualification

If Degree: Institute/College Name:
 Council/University Name: Year of Passing: Certificate No:
Select Year
 Marks Obtained/Number: Total Marks/Number:

X / XII Qualification

Only aggregate marks awarded by the Board or University to be filled-up in the application form. No Grade or CGPA can be entered in the designated column. If your Institute/University only indicates grade/CGPA please use it there as equivalent percentage according to GPA/CGPA. If any board/University/Institution confirms that there is no scheme for converting CGPA into equivalent marks, the equivalence should be indicated by multiplying the CGPA with 10. Ex: If you of 10 CGPA is converted to 90%

Class	School/College Name	Board/University Name	Year of Passing	Obtained Marks/CGPA (Number)	Total Marks/CGPA (Number)	Certificate No
X0001	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
X0002	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Profile
Details

Education
Details

Qualification
Details

Other
Details

Declaration

Photo Upload (Photo size should be less than 1 MB)
 Choose image 2022-01-07 at 0:01:29 PM.jpg
 I declare that the information provided by me is true to the best of 2022-01-07 at 0:01:29 PM.jpg. If any discrepancy is found to be false, my registration can be cancelled. I accept all the terms and conditions for registration.

Agree

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ONGC Apprentice Registration Portal
[http:// ongcapprntices.ongc.co.in](http://ongcapprentices.ongc.co.in)
Contact: ongc_skilldev@ongc.co.in