



OIL AND NATURAL GAS CORPORATION LTD  
ONGC Academy : KDMIPE Campus  
Kaulagarh Road, Dehradun -248 195  
Ph.0135-2795114 Fax-0135-2758832

## Sub: Summer /Winter /MCA Training for students at ONGC

With reference to O/O No.ONGC/ER/CP/TRG/001 Date 2<sup>nd</sup> December,2010 the modalities of the above scheme are as below:

### 1. Duration:

The duration of summer / winter training will be 1-2 months and for MCA Students will be for 6 months.

Summer/Winter trainings for college students are provided by ONGC in the following 20 Disciplines:

MBA (HR)	Electrical Engineering	Environmental Science
MBA (Finance)	Chem. Engineering	Mass Communication
<b>MBA (Marketing)*</b>	Civil Engineering	Micro-Biology
Geology	BE/B Tech- Computer Science	Logistics
Geophysics	BE/B Tech- IT	MCA
MSc. -Chemistry	BE / BTech Electronics &	
Mech. Engineering	Telecommunication	
Petroleum Engineering	Law	

\*Not available at Dehradun

Students may apply, for their convenience, at the following work centres of ONGC for summer/winter trainings:

S.No.	Work Centre	Addresses of Nodal Agency
1.	Dehradun	Incharge, SAIL, ONGC Academy, KDMIPE Campus, Kaulagarh Road, Dehradun
2.	Delhi	<ul style="list-style-type: none"> <li>Incharge, HR/ER-RO, ONGC Ltd., Jeevan Bharati, Tower-II, 124-Indira Chowk, Connaught Place, New Delhi-110001.</li> <li>Incharge, HR/ER,ONGC Ltd., Scope Minar, Laxmi Nagar, Delhi-110092</li> </ul>
3.	Mumbai (including Panvel)	Head-RTI, Mumbai Region Complex, Phase II, Panvel, Distt.Raigarh-410211
4.	Uran	Incharge, HR/ER, Uran Plant, ONGC Ltd. Dronagiri Bhavan (URAN), Distt. Raigarh-400702, MH
5.	Hazira	Incharge, HR/ER, Hazira Plant, ONGC Ltd., P.O. ONGC Nagar, Surat, Gujarat-394518
6.	Vadodara	Head-RTI, ONGC Ltd., Makarpura Road, Vadodara, Gujarat-390009
7.	Ahmedabad	Incharge, HR/ER, Ahmedabad Asset, ONGC Ltd. Avani Bhavan, Chandkheda, Ahmedabad Gujarat-380005
8.	Mehsana	Incharge, HR/ER, ONGC Ltd., KDM Bhavan, Palavasana, Mehsana, North Gujarat 384003
9.	Ankleshwar	Incharge, HR/ER, Ankleshwar Asset, ONGC Ltd., Ankleshwar, Gujarat-393010
10.	Cambay	Incharge, HR/ER, Cambay, Sub-Asset, ONGC Ltd., Cambay, Gujarat
11.	Jodhpur	Incharge, HR/ER, Rajasthan Forward Base, Western Onshore Basin, ONGC Ltd., KDM Complex, Mandore Road, Jodhpur, Rajasthan
12.	Chennai	Head, RTI, ONGC Ltd., Thalamuthu, Natrajan Bldg., CDMA Tower-1, No.1 Gandhi Irwin Road, Egmore, Chennai-600008
13.	Rajahmundry	Incharge, HR/ER, Rajamundry Asset & Krishna Godavari Basin, ONGC Ltd., Godavari Bhavan, Base Complex, Rajahmundry East Godavari Distt. Andhra Pradesh-533106
14.	Karaikal	Incharge, HR/ER Cauvery Asset, ONGC Ltd., Neravy Office Complex, Neravy P.O. Karaikal-609604
15.	Kolkata	Incharge, HR/ER MBA Basin, ONGC Ltd., 50 JL Nehru Road, Kolkata-700071
16.	Nazira/Sivasagar	Head, RTI, ONGC Ltd., Sivasagar, Assam

17	Jorhat	Incharge, HR/ER ONGC Ltd., Assam & Assam, Arakan Basin, Luit Bhavan, Cinnamara Complex P.O.Cinnamara Distt. Jorhat, Assam-785704
18	Silchar	Incharge HR/ER, Cachar Forward Base, A&AA Basin, ONGC Ltd.,Srikona Silchar, Assam-780026
19	Agartala	Incharge,HR/ER, ONGC Ltd.,Tripura Asset, Badarghat Complex, Agartala, Tripura West-799014
20	Goa	Incharge, HR/ER, Instt.of Petroleum, Safety, Health & Environment Management,ONGC Ltd., Betul P.O. Velim, South Goa-403723
21	Bokaro	Incharge, HR/ER ONGC Ltd., CBM Development Project, Ist Floor, HSCL Bldg.,Naya More, Bokaro Steel City, Bokaro-827001

## 2. Eligibility:

All regular students undergoing the following courses in Universities/Deemed Universities/Institutions recognized by the University Grant Commission (UGC) and/or approved by All India Council for Technical Education (AICTE) shall be eligible to apply for undertaking Students training at ONGC.

1. Graduate Degree/Post Graduate Degree in above mentioned branches of Engineering.
2. Graduate Degree/Post Graduate Degree in Computer Programming / Computer Applications.
3. Post Graduate Degree in Business Administration / Business Management.

## 3. Stipend and assistance:

- The students will not be paid any stipend. During the training no financial benefits will be provided. Student trainee has to make his own arrangements for boarding/lodging, transportation and stationery etc.
- The students will not have any claim for job in ONGC after completion of their training.

## 4. How and when to apply:

- Students will apply on the standard application form available at **ongcindia.com** with all the required following documents in the prescribed form before the last date of receipt of application form (at Annexure - A).
  - i. Training Letter provided by College/Institute
  - ii. Copy of Mark sheet of 10+2
  - iii. Copy of Mark sheet of Last Semester (**4<sup>th</sup> Semester pass out**) only for B. Tech.
- The application must reach the concerned office before the cut-off date. No requests would be entertained after the cut-off date of applying.
- The applications found incomplete or not fulfilling criteria laid down as above will be summarily rejected.
- The applicants who are serious and willing to move out for training only need to apply avoiding unnecessary exercise to be done by ONGC and in turn ruling out chances of other serious candidates.

The Schedule for students' training every year will be as follows:

	Summer training	Winter training	MCA
Applying date	1 <sup>st</sup> February	1 <sup>st</sup> October	1 <sup>st</sup> October
Last date of receipt of application	On or before 15 <sup>th</sup> April	On or before 31 <sup>st</sup> October	On or before 30 <sup>th</sup> November
Finalization of list	On or before 10 <sup>th</sup> May	On or before 15 <sup>th</sup>	On or before 24 <sup>th</sup>



		November	December
Training commences	15 <sup>th</sup> May to 30 <sup>th</sup> June	20 <sup>th</sup> November to 31 <sup>st</sup> December	On or before 1 <sup>st</sup> January
Training ends	15 <sup>th</sup> July to 31 <sup>st</sup> August	20 <sup>th</sup> January to 28 <sup>th</sup> February	On or before 30 <sup>th</sup> June

#### 5. Selection Criteria:

- First preference will be given to immediate wards of ONGC Employee serving/retired.
- Preference would be given to students from colleges in vicinity of the Work Centres, Universities where ONGC constituted chairs exist and reputed Institutions like IITs, IIMs, ISM, RGIPT.
- No preference will be given to relative and friends of ONGC employees.
- Summer/winter training will be given to a student only **once** by ONGC.

#### 6. Completion of trainings:

- On successful completion of the student's training, the trainee will submit a report (soft and hard copies) to the mentor. On the basis of the report, the Mentor will issue a letter of completion to the trainee, specifying the period of training and the topic/subject on which the training was conducted.
- The trainee will submit this completion letter along with a copy of the report (soft and hard copies) and the letter issued by the controlling authority for starting the students' training to Training Coordinator of the concerned work centre for issuing Certificate of Completion.
- Certificate of completion will be issued by Coordinator training ONGCA / I/c HR/ER /I/c HRD / Head RTI on a Standardized format of the certificate.

List of selected candidates in Dehradun will be displayed at Notice Board at KDMIPE Entrance

*C. Bhutani*  
18/1/2014  
(Dr. Sanjay Bhutani)  
DGM (Chem.), I/C SAIL

**Annexure-A**

**OIL AND NATURAL GAS CORPORATION LTD**  
**Application for Student's Training**  
**(Summer/Winter/MCA Training)**  
 (To be filled in by Applicant)

Affix recent  
 Passport size  
 photograph

**Details of the trainee** (Strike-out whatever is not applicable)

Name (in capital) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: M/F, Category: Gen/SC/ST/OBC/Others \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. + 91 \_\_\_\_\_ E-mail \_\_\_\_\_

Father/Mother's Name: \_\_\_\_\_

Father/Mother's occupation: \_\_\_\_\_

**If employee of ONGC:**

Designation: \_\_\_\_\_ CPF \_\_\_\_\_

Section \_\_\_\_\_ Location \_\_\_\_\_

Phone No \_\_\_\_\_ Mobile No \_\_\_\_\_

**Academic Details:**

Name of the present Institute \_\_\_\_\_

Name of the present course \_\_\_\_\_

Present Semester/Year: \_\_\_\_\_

Last Semester % age: \_\_\_\_\_ % age in 10+2: \_\_\_\_\_ (Attach proof).

<p>I _____ son /daughter of _____ request the I/c nodal agency for granting me the permission to undertake student's training at ONGC. I have not undergone any student's training in ONGC, of similar type, before.</p> <p>Date: _____ (Signature of Applicant)</p>	<p>I shall be responsible for the applicant's conduct and discipline during the student's training at ONGC.</p> <p>(Signature of Parents/ Guardian)</p>
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**For office use:**

- Training Approved: Yes/No
- If Training approved.

Name of the Mentor \_\_\_\_\_ Designation \_\_\_\_\_

Section/Site \_\_\_\_\_ Location \_\_\_\_\_

Date: \_\_\_\_\_ (Signature of Training Co-ordinator ONGCA/Head RTI/I/c HR/ER)

**Note:**

- Certificate Copy (in case of SC/ST/OBC/MOBC candidate).
- The application to be submitted with sponsorship letter from Institute.
- Student trainings at work centres would be subject to facilities available at the respective work centres