

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. Only for the Post of 'DCMO (Hospital Administration)', Master of Hospital Administration obtained through Distance Learning shall also be accepted provided it has been recognized by the relevant statutory bodies for employment to posts and services under the Central Government.
2	Eligibility	I have an Equivalent course to the Essential qualifications mentioned in the advertisement, Can I Apply?	NO. You cannot apply. This also includes any equivalent qualification acquired from a foreign university.
3	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 available 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.
4	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.
5	Eligibility	I belong to SC/ST/OBC category. Can I apply for posts for which there is no vacancy under the reserved category?	YES. A candidate can apply for all posts for which he is eligible. In case there is no vacancy for him in either of the reserved category, he can still apply provided he meets the eligibility criteria of Unreserved (UR) category. 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.
6	Eligibility	I have OBC NCL which is valid till 31.03.2018 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.
7	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.
8	Eligibility	My qualification is PG diploma in orthopedic and I have experience of one year. Am I eligible?	No. The candidates having PG diploma qualification after MBBS should have 03 years of experience post qualification and the candidates having MD/MS/DNB qualification should have one year of experience post qualification. The experience will be counted post the date of acquiring valid registration with relevant

			Statutory Council / Body, wherever applicable.
9	Eligibility	I want to apply for Hospital Administrator Post. I have total 10 years of experience after MBBS but only 03 years of experience after MHA degree. Am I eligible?	No. For the post of Hospital administrator, minimum 10 years total experience is required out of which 6 years should be post MHA experience in Hospital Administration.
10	Process	What are the steps that I need to take before applying online?	<p>The following steps need to be taken before applying:</p> <p>Step 1: Please be ready with the following details A) Valid E Mail ID & Mobile Number B) Scanned copy of recent passport size photograph with white background. File should be in jpg/jpeg format, size 20kb-70kb. C) Scanned copy of signature. File should be in jpg/jpeg format, size 10kb-20kb.</p> <p>Step 2: Click on the link on ongcindia.com which shall take the candidate to the online application webpage.</p> <p>Step 3: Click on APPLY ONLINE which will take the candidate to the instructions page. Read the instructions carefully and tick mark on the Check box- "I have read the advertisement carefully...." and CLICK TO APPLY.</p> <p>Step 4: Fill up the 1st page of the online application form and click on Apply.</p> <p>Step 5: The site takes you to the 2nd page of the online application form. Fill in all the correct details and upload photo, signature etc. and Click on Preview there after you can review the information filled in the online application.</p> <p>Step 6: At this stage you can Modify the application with the correct details. In case you want to correct any data click on Modify else Generate OTP. A number will be sent to your mobile number mentioned in the online application. Click on Declaration and Submit. Once application has been submitted no changes can be made in the online application form. On successful registration, a registration number shall be generated which shall be sent to your registered mobile number. It will also be displayed on the screen. You can also take a print out of the Registration slip as proof of having registered on ONGC's online portal. (Read the Advertisement very carefully before applying)</p>
11	Process	Can I send my application by Post also?	All applicants have to register online only and fill in their details in the online application form. <u>No CV/ manual applications shall be accepted.</u> A registration slip will be generated on successful registration. Take a printout of this registration slip and keep it in a safe place. An e-mail and an SMS will also be sent to the registered e-mail id as well as to the 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 / her unique Registration number and

			date of birth. After logging in, he/ she can also take a print out of his registration slip.
12	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 atleast next 1 year. ONGC shall not be responsible for any mails bouncing back or mails being sent to spam folder etc.
13	Process	Can I give e-mail id and mobile number of my relatives or friends?	NO. You have to provide your own valid e-mail-id and mobile number. It should be active e-mail-id and Mobile number and has to remain valid upto one year.
14	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 mobile number as well in order to avoid any loss in receiving official communication.
15	Process	Can I edit / Modify my information after submitting?	NO. Once submitted, no part of the application form can be edited. Candidates are advised to maintain accuracy of information while applying and recheck before submitting online application.
16	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 .
17	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.
18	Process	I have forgotten to note down the Registration number, where I can find it?	You can get it from the SMS, e-mail which you receive immediately after online registration.
19	Process	Are there any file size restrictions when uploading my documents online?	YES. The scanned copy of the photograph should not be more than 50kb ; the scanned copy of the signature should not be more than 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.
20	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. Size for Photograph file should not be more than 50 kb and Signature file should not be more than 20 kb .
21	Process	What documents should I keep for future reference?	A copy of your registration slip and interview call letter (if applicable) needs to be maintained till the end of the recruitment process.
22	Process	Which documents do I need to Send?	No documents are required to be sent to ONGC.
23	Process	During the application process, whom should we contact in case of any server error?	For any queries candidates may write to us at helpdeskongcsrdoc2018@gmail.com .
24	Process	I am working with a Central / State Govt / PSU. Do I need to apply through proper channel / produce NOC?	Candidates working with a Central/ State Govt / PSU are required to produce NOC at the time of interview , if called for the same, from his / her existing employer .

25	Process	Where do I contact for my Queries?	For any query not answered above, you may write to us on helpdeskongcsrdoc2018@gmail.com .
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