

**INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION  
FOR ENGAGEMENT OF HEAD DIGITAL PROJECTS ON FIXED  
TERM BASIS IN ONGC - ADVT. NO. 6/2024 (R&P)**

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. ONGC SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE REGISTRATION FORM WITH YOU FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE REGISTRATION FORM OR ANY OTHER DOCUMENT TO THE OFFICE OF ONGC.
4. WE HEREBY BRING TO THE NOTICE OF EVERY STAKEHOLDER NOT TO FALL VICTIM TO THE FICTITIOUS CLAIMS OF UNSCRUPLOUS SOURCES INCLUDING WEBSITES OFFERING EMPLOYMENT OPPORTUNITIES/JOB IN ONGC, ITS SUBSIDIARIES AND/OR GROUP COMPANIES
5. CANDIDATES ARE STRONGLY ADVISED TO SUBMIT ONLY ONE APPLICATION. IN CASE OF CANDIDATES SUBMITTING MULTIPLE APPLICATIONS, ONLY THE LAST APPLICATION SHALL BE CONSIDERED AS FINAL FOR CONSIDERATION OF CANDIDATURE.

Important Dates	
<b>Opening Date for On-Line Registration of Application</b>	<b>18.11.2024</b>
<b>Last date and time for close of registration</b>	<b>02.12.2024</b>

General Instructions:	
1.	Read the Instructions carefully,
2.	Before proceeding further to fill the online application form, candidate is requested to read the detailed advertisement carefully.
3.	The number of vacancies is tentative and may increase or decrease at sole discretion of ONGC.
4.	ONGC is not charging any application fee for registration purpose.
5.	Category once filled by candidate in the online application form will not be changed. Vacancies reserved under OBC category are available as per the Govt. of India Guidelines. Relaxation in upper age limit shall be as per the Govt. of India Guidelines, please refer to the detailed notification.
6.	None of the posts specified in this advertisement are reserved for SC/ST category (ies) though a SC/ST category candidate can apply provided he/she fulfils the criteria specified for the post. However, he/she shall be treated at par with the Unreserved category candidates.
7.	Before starting to fill up the on-line application, the candidate should keep at hand the following details:- <ol style="list-style-type: none"><li>i. Mobile number &amp; E-mail ID in which the OTP will be sent for completing the registration process.</li><li>ii. Scanned copy of recent passport size color photograph of the candidate preferably on white background containing signature of the candidate on a small white sheet pasted just below the photograph (Not more than 100 KB size)</li><li>iii. Copies of CV, qualification &amp; Experience Certificates.</li><li>iv. Supporting document for Experience in implementing large scale technology transformation/ digital project end to end with multiple databases and use cases.</li><li>v. Contact details (Name, Mobile No. &amp; email id) of 02 contact persons who can be contacted for verifying the experience of the candidate in a particular organisation.</li></ol>

	vi. Size of pdf file shall not exceed 1 MB for each file.
--	---

<b>How to Apply:</b>	
----------------------	--

I.	Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
II.	The form has multiple sections. Once the information in a particular section of application form is saved it cannot be modified hence, candidates should take utmost care to furnish the correct details while filling in the on-line application.
III.	The step by step process for submitting the application form for this advertisement is given below: <b>Step-I:</b> Registration in <b>New Registration</b> Section. <b>Step-II:</b> Re-Login in <b>Login as Existing user</b> section to complete the form.
IV.	Application once submitted cannot be withdrawn however, ONGC Management reserves the right to cancel the exercise fully/ partially at any stage at its discretion.

<b>STEP-I Registration/Sign up</b>	
------------------------------------	--

a)	The candidate should fill up all the desired information i.e. Personal Details, Contact Details etc. correctly in the <b>New Registration Section</b>
b)	Sign-up by filling-up, Name of applicant, Mobile No. date of birth and E-mail ID. After clicking Register button/ tab, the candidates will receive an OTP on their E-mail ID and registered mobile no. Now Candidates has to submit the OTP. Your Registration no. will be generated. Please note it for future reference.

<b>STEP-II : Filling-up of Application</b>	
--	--

a)	After signed-up, candidate has to Click on " <b>Login as Existing user</b> " tab and login with Registration no. and Date of Birth.
b)	<p>Candidate has to fill the detail for each of the following section:</p> <p><b>1.General Form</b></p> <p><b>2.Essential Qualification</b> (Documents required for submission: <b>Degree of Essential qualification</b>)</p> <p><b>3.Desirable Qualification</b> (Documents required for submission: <b>Degree of all the relevant Desirable qualification</b>)</p> <p><b>4.Professional Certificate</b> Documents required for submission: <b>Certificates of all the relevant Professional certificates</b>)</p> <p><b>5.Post Qualification Experience</b> Documents required for submission: 1. <b>Experience Certificates of all the relevant professional Experience</b>, 2. <b>Supporting document for experience in implementing large scale technology transformation/ digital project end to end with multiple databases and use cases</b>)</p> <p><b>6.Personal Details</b> Documents required for submission: 1. <b>Class 10<sup>th</sup> certificate</b> 2. <b>CV</b> 3. <b>Photo &amp; signature</b>).</p> <p>Once the information in a particular section of application form is saved it cannot be modified hence, candidates should take utmost care to furnish the correct details while filling in the on-line application.</p>
c)	<p>Instructions regarding scanning of the documents, Photograph/ Signature and certificate:-</p> <p>1.Candidates should upload the required documents in all applicable fields. The size of file should be up to 1 MB in pdf format only.</p> <p>2.For scanned (digital) image of their photograph, signature only Jpg/jpeg format is acceptable.</p> <p><b>i. Photograph &amp; Signature Image:</b></p> <ul style="list-style-type: none"> <li>• Photograph must be a recent passport size colour picture preferably on white background (not older than 03 weeks)</li> <li>• The applicant has to sign on white paper with Black/Blue ink pen.</li> <li>• The signature must be signed only by the applicant and not by any other person.</li> <li>• Paste the signature at bottom of the photo.</li> </ul>

	<ul style="list-style-type: none"><li>• Size of file should be up to 100 kb in Jpg/jpeg format only.</li></ul>
d)	After uploading Photograph, Signature and related document, Click on "Submit" tab. Once the application is submitted, registration slip will be generated. Candidates are advised to keep this safe for future reference
e)	In case of any Technical queries/ clarifications relating to the filling up of ON-LINE APPLICATION, please feel free to contact the Helpdesk at Email: <b><i>engage_contract@ongc.co.in</i></b>
	<b>PLEASE REFER ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY BEFORE YOU APPLY FOR THE ADVERTISED POST.</b>