



ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड

कौशल विकास केंद्र

**Oil and Natural Gas Corporation Limited**  
**Skill Development Center**

NBP Green Heights, 4th Floor, Quadrant-2,  
Plot No. C-69, Bandra-Kurla Complex, Bandra (East), Mumbai – 400051  
Tel. 022 – 2627 4279 / 4281 / 4277

No. MR/SDC-MUM/Summer-Trg/2018-19

Date: February 12, 2018

From : Office of the Head SDC, ONGC, NBP Green Heights, BKC, Mumbai  
To : All Concerned Through MR Intranet

**Sub: Summer Training for Students at ONGC, Mumbai for the Year 2018**

With reference to the Office Order No. ONGC/ER/CP/TRG/001 dated 02.12.2010 issued by Corporate Policy Section, Department of Employees Relations, Dehradun on the subject, the details of schedule of Summer Training for the students at Mumbai for the year 2018 are as follows:

Date of Submission of Application	From 13 <sup>th</sup> February, 2018 onwards
Last Date of Receipt of Applications	2 <sup>nd</sup> April, 2018
Finalisation of List	On or before 15 <sup>th</sup> April, 2018
Training Commencement Date	1 <sup>st</sup> May, 2018 to 30 <sup>th</sup> June, 2018
Training End Date	1 <sup>st</sup> July, 2018 to 31 <sup>st</sup> August, 2018
Training Period	Minimum 1 month, Maximum 2 months

**General Guidelines:**

1. Total no. of seats are 125 for Summer Trg. and the selection would be on the basis of first cum first/ merit.
2. First preference would be given to immediate wards of ONGC Employees serving/retired.
3. 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, and RGPT.
4. No preference will be given to relatives and friends of ONGC employees.
5. The students shall not be provided any financial assistance, travel expenses, lodging, boarding, medical or any other facility by ONGC during training.
6. Application found incomplete or not fulfilling the criteria laid down will be summarily rejected.
7. The application must reach office of the Head-SDC, Mumbai before last date.
8. Summer/Winter/Industrial trainings for regular Graduate/Post Graduate Degree (recognised/approved by UGC / AICTE) students are provided by ONGC only once in the following 20 disciplines :

- ❖ MBA (HR / Finance / Marketing),
- ❖ M.Sc. (Geology / Geophysics / Chemistry),
- ❖ BE / B. Tech. (Mechanical / Petroleum / Electrical / Chemical / Civil Engineering / Computer Science / IT / E&T),
- ❖ Law / Environment Science / Mass Communication / Micro-Biology / Logistic / MCA

**Application Procedure:**

The candidate has to apply through attached prescribed application form (**Annexure-A**) and submit to the office of Head SDC, Mumbai with the following documents as a prerequisite:


1. Reference / Sponsorship letter from the College/Institute.
2. Copy of marks/grade sheet of the last semester & a copy of Class 10 +2 mark sheet.
3. Copy of caste certificate (In case of SC/ST/OBC students).

**Completion Procedure:**

The **hard copy** of the completion report of the Summer Training in the attached prescribed format (**Annexure -B**), duly filled, signed & stamped by the mentor, has to be submitted along with the soft copy of the project report to SDC, Mumbai within seven days of completion of training. The certificate would be issued by the SDC, Mumbai and to be collected by the students after two weeks of submission of completion report.

**For any assistance contact mobile no. 9428007861.**

**Encl: Annexure A & B**

  
(S.B. SHAH)  
SE (P), SDC  
for Head SDC



## OIL AND NATURAL GAS CORPORATION LIMITED

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 whichever is not applicable)

NAME OF STUDENT (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 No. \_\_\_\_\_

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

Phone No. : \_\_\_\_\_ Mobile No.: \_\_\_\_\_

**Academic Details:**

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

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

Present Semester and Year \_\_\_\_\_

Last Semester % age: \_\_\_\_\_ %age in Class-XII / Diploma: \_\_\_\_\_ (Please attach proof)

I \_\_\_\_\_ son / daughter of \_\_\_\_\_  
request the Head, SDC,  
Mumbai for granting me the permission to undertake  
student's summer training at ONGC. I have not undergone  
any student's training in ONGC, of similar type, before.

I shall be responsible for the  
applicant's conduct and discipline  
during the student's summer  
training at ONGC, Mumbai.

Date \_\_\_\_\_ (Signature of Applicant)

(Signature of Parent/Guardian)

Name of the Mentor: \_\_\_\_\_ Desig.: \_\_\_\_\_ CPF No. \_\_\_\_\_

Section/Site \_\_\_\_\_ Office Address \_\_\_\_\_

Proposed dates of the training (Min. 1 month, Max. 2 months)

From (DD/MM/YYYY) \_\_\_\_\_ to \_\_\_\_\_ No. of Days \_\_\_\_\_

I hereby give my consent to be the mentor of the student for the period mentioned above.

(Signature of Mentor with Seal &amp; date)

(Signature of Controlling Officer with Seal &amp; date)

The application duly filled has to be submitted with the following documents attached

1. Sponsorship letter from the Institute/college for Summer training
2. Copy of caste certificate (in case of SC/ST/OBC candidate)
3. A copy of mark sheet / grade of the last semester



File No. :

Date:

From :

To : Head SDC, ONGC, NBP Green Heights, BKC, Mumbai

**Sub: Completion of Summer training**

The following student has successfully completed the assigned Summer Training as per the details given below

Name of the Student : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Course Pursuing : \_\_\_\_\_

University/Institute : \_\_\_\_\_

Place of Training : \_\_\_\_\_

Training/Project Title : \_\_\_\_\_

Duration (days) : \_\_\_\_\_ Days From: \_\_\_\_\_ To: \_\_\_\_\_

SDC Trg. Letter No. and date: MR/SDC-MUM/\_\_\_\_\_

Name of Mentor : \_\_\_\_\_

Designation &amp; CPF No. : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Office/Section Address : \_\_\_\_\_

Bill Code No. : \_\_\_\_\_

Address of Concerned Finance Section : \_\_\_\_\_

Comments/Remarks of The Mentor : \_\_\_\_\_

The completion certificate may please be issued.

(Signature of Mentor with seal)