

**FAQ on eligibility and process of online application for Engineering & Geo-Sciences disciplines posts through GATE-2021**

S.No.	Query	Reply
1.	How many posts a candidate is eligible to apply?	A candidate is eligible to apply for maximum three (03) number posts based on his Qualification. The candidate will have to give choice of posts in order of preference. No change in the order of preference will be considered later. Only one offer of appointment shall be given to the candidate selected in more than one post based on his / her choice of preference indicated in the online application. A candidate has to submit only one application for the multiple posts. There is no need to submit multiple applications for multiple posts. e.g. A candidate having qualification as BE (Chemical Engineering) will have to provide preferences among three posts – AEE(Reservoir), AEE(Production) – Chemical and MMO.
2.	I have a qualification, which is equivalent to the qualifications prescribed for the post. Can I apply?	No. Candidates should possess the qualifications prescribed in the advertisement against the posts. (Possessing of qualifications, which may be equivalent to that prescribed in the advertisement, are not eligible to apply.) e.g. AMIE is not considered as B.Tech/BE and Degree in Mechatronics Engineering is not considered as Degree in Mechanical Engineering.
3.	Is a qualification acquired through distance learning/ correspondence acceptable for applying for a position in ONGC?	Candidates possessing qualifications acquired through the distance-learning mode/ correspondence can apply, provided their qualifications are recognised by the relevant statutory bodies for employment to posts and services under the Central Government.
4.	I have completed my B.E. / B. Tech Engineering degree after diploma in engineering. How should I calculate my percentage of marks?	Percentage of marks are to be calculated as per University/ Institution Rules in respect of BE/B.Tech degree. The same is applicable to other qualifications also.
5.	I have obtained my degree after clearing my back papers. Am I eligible to apply?	You can apply provided your percentage of marks calculated as per University/ Institution Rules and meeting with prescribed eligibility criteria mentioned in the Advertisement No. 3/2021(R&P).
6.	In my college/ university, only 7th and 8th semester marks are considered for calculation of percentage of marks. Will I be eligible to apply?	The percentage of marks is to be calculated as per University/ Institution Rules.
7.	My College/ Institution/ University do not give the percentage of marks. It only awards Letter Grades/CGPA/OGPA/DGPA etc. How should I fill the percentage of marks in the online application column?	Please obtain a certificate/ proof of conversion from your College/ Institution/ University on the conversion formula to be adopted for converting Letter Grades/ CGPA/ OGPA/ DGPA to percentage and convert your Letter Grades/ CGPA/ OGPA/ DGPA etc. to percentage of marks as per this formula. This certificate/ proof of conversion needs to be submitted at the time of interview in case qualified for the same.

8.	I possess the Integrated Master Degree in Engineering, Whether I will be considered for the posts where the eligibility criteria are Graduate Degree in Engineering.	You can only be considered if you possess the Graduate degree in Engineering in addition to the Master Degree. You need to produce the certificate of Graduate degree in Engineering issued by the university/Institute in this regard to claim your candidature at the time of uploading the certificate as well as at the time of interview.
9.	Do I need an email address for filling in an on-line application?	Possessing a valid E-Mail ID and Mobile No. used in GATE-2021 application process is necessary before filling the online application form.
10.	Will I be able to view my application after submitting the same online	Yes, you can view your application by logging in using your ONGC Registration Number, DOB & registered E-mail ID.
11.	I am applying for GATE-2021 based posts. I have entered the wrong Address/Date of Birth/Phone number and I want to change it. Is it possible?	Once the application has been finally submitted or if the payment has been made, no part of the application form can be edited. Candidates are advised to maintain accuracy of information while applying and recheck before finally submitting the online application.
12.	I want to apply for GATE-2021 based Engineering & Geo-Sciences Posts. What are the documents that I need to keep handy before applying online?	<p>Keep the following documents handy before applying:</p> <ol style="list-style-type: none"> <li>1. GATE-2021 Admit Card for entering the GATE Registration Number as that is printed in the Admit Card.</li> <li>2. Keep soft copy of your <b>scanned photograph and your Signature below the photograph</b> (not more than 70 kb, jpg or jpeg format only). The online application requires applicants to upload the same.</li> <li>3. Active email id + valid mobile no. used in GATE -2021 application</li> <li>4. Caste / EWS certificate for entering community details if belongs to OBC/SC/ST/EWS community</li> </ol>
13.	Should I upload my photograph & Signature in the online application?	<p>Yes. Every candidate applying for the post in ONGC should upload scanned copy of their photograph with the signature affixed under their photo. The total size of the photo with a signature should not exceed 70 kb. (Not more than 70 kb, jpg or jpeg format only). The candidates applying for GATE-2021 based posts should upload preferably the same photograph appearing in the GATE-2021 admit card preferably.</p> <p>The photographs should have light shade background preferably.</p> <p style="text-align: center;"><b>Sample Photo with signature</b></p> <div style="text-align: center;">  </div>

14.	Should I mail the registration slip to ONGC after registration?	There is no need to mail the complete application. Registration slip is to be brought along with the interview call letter at the time of interview in respect of GATE based posts. Also, no document including registration slip is required to be sent by post.
15.	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. Also check if the file size is of the desired length. Please also note that the file name should necessarily be in small alphabets i.e. PHOTO.JPG is not acceptable but photo.jpg will be acceptable
16.	My current residential address is temporary and is likely to change, so which address should I provide?	You may provide your temporary address for the time being. However, please make sure that you have provided your correct permanent address, a correct E-Mail ID and a correct landline/ mobile no as well in order to avoid any loss in receiving communication from ONGC.
17.	What documents should I keep for future reference?	A copy of your registration slip, your admit card, and interview call letter (if applicable) needs to be maintained till the end of the recruitment process
18.	During the application process, whom should we contact in case of any server error?	In case of any issue of technical problem such as server etc. the mail can be sent to e-Mail: <b>gtbygate2021@ongc.co.in</b> . Please note that candidates should avoid raising queries regarding eligibility criteria etc. to this mail ID as these issues have been covered in Advertisement No. 3/2021(R&P) and FAQs.
19.	I am a reserved category candidate. Can I apply for posts where no reservation is applicable as per my category?	Yes. Subject to fulfilling the eligibility criteria prescribed against the UR post. But age relaxation will not be extended to you
20.	What internet browser I have to use?	Google Chrome, Mozilla and Internet Explorer 8.0 & above are preferred
21.	Who is entitled for relaxation / concessions admissible to Persons with Benchmark Disability candidates?	Persons with Benchmark disability of 40% or more will get the benefits admissible to PWBD candidates. It is necessary to have a valid disability certificate issued by the Medical Board constituted for the purpose and duly countersigned by the Medical Superintendent/CMO/Head of hospital. Candidates whose degree of disability is less than 40% are not entitled for any concessions admissible to PwBD candidates.
22.	I am a PwBD candidate. Can I apply for those posts which are not identified suitable for PwBD?	No. You can apply only for those posts which are identified suitable for PwBD.
23.	“whether I need to keep my mobile with me at the time of application for getting OTP	Yes, you should keep the mobile with you for getting the OTP number so that application process can be completed by entering the same.
24.	I am not sure whether I fulfil the criteria for getting benefit under OBC category. What do I do?	The onus of proving that you are eligible to get the concession of belonging to OBC (non-creamy layer) rests on you. Couple of suggestions: ➤ Checkout the latest central list of OBCs published by the National Commission for Backward Classes (NCBC).

		<p>The relevant link is <a href="http://ncbc.nic.in/backwardclasses/index.html">http://ncbc.nic.in/backwardclasses/index.html</a>. For getting the benefit of reservation, the caste/sub caste/community essentially has to be in central list.</p> <ul style="list-style-type: none"> <li>➤ Be very sure that you do not belong to creamy layer. Your OBC certificate must have a clear mention that you belong to non-creamy layer.</li> <li>➤ OBC certificate has to be as per proper format prescribed by the Govt. of India. In case your certificate is old and not as per format, please gets a new certificate issued by a competent authority. At the time of verification of the caste certificate at our end/ any time after recruitment, if it is found out that the candidate had obtained reservation benefits by submitting, false/incorrect certificate/ information; his candidature will be cancelled/he will be terminated from the service of the Corporation immediately.</li> </ul>
25.	I am working with Govt./PSU. Do I need to bring NOC from my company? If so, When?	<b>Yes. You need to bring NOC from your employer. The NOC has to be submitted at the time of document verification / interview. It should be issued by competent authority of your organization specifically for appearing at the ONGC's interview.</b>
26	I want to apply under EWS reservation. What will be the requirement?	Candidates seeking reservation under EWS will have to submit at the time of document verification / interview, an Income and Asset Certificate issued by a competent authority. The prescribed format and the competent authority have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019 and is also downloadable from our recruitment website.
27.	I, by mistake entered incorrect data in my application. Can I correct it?	<b>NO.</b> Application Form once submitted <b>cannot be edited /modified</b> . Please enter data in application carefully. Once you are sure that the information is in order/correct, then <b>Click on SUBMIT</b> .
28.	Can I request ONGC to modify / correct my application details?	<b>NO.</b> 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.