



ऑयल एण्ड नेचरुल गैसे कॉरपोरेशन लिमिटेड
कौशल लिकास 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 4461 / 4460 / 4484

MR/SDC-MUM/Summer Training/2025

07 March, 2025

From : Office of the SDC, ONGC, NBP Green Heights, BKC, Mumbai

To : All Concerned Through MR Intranet

Sub: Summer Training for Students at ONGC, Mumbai for the Year 2025

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 2025 are as follows:

Start Date of Submission of Application	17 th March, 2025
Last Date of Receipt of Applications	On or before 15 th April, 2025
Finalization of List	On or before 30 th April, 2025
Training Commencement Date	15 th May, 2025 to 28 th June, 2025
Training End on or before	15 th July, 2025 to 29 th August, 2025
Training Period	Minimum 1 month, Maximum 2 months

General Guidelines:

1. Total no. of seats are 125 for Summer Training and the selection would be on the basis of first come 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 RGIPT.
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 SDC, Mumbai before last date.
8. Winter/Summer/Industrial trainings for regular Graduate/Post Graduate Degree (recognised/approved by UGC / AICTE) students are provided **only once** by ONGC in the following 20 disciplines:

- ❖ MBA (HR / Finance / Marketing),
- ❖ B.Sc./M.Sc. (Geology / Geophysics), M.Sc.- 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 / post to the office of SDC, Mumbai With the following documents as a prerequisite:

1. Reference / Sponsorship letter from the College/Institute in original.
2. Copy of marks/grade sheet of the last semester & a copy of Class 10 +2 mark sheet (Self attested).
3. Mentor shall be E2 & above level with Q1 qualification.

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. 9136449417

Encl: Annexure-A & B



DGM (Res.)

For Head, SDC Mumbai

Annexure - A



OIL AND NATURAL GAS CORPORATION LIMITED
Skill Development Center
NBP Green Heights, Mumbai

Affix recent
Passport
size
Photograph

Application for Student's Training (Summer Training)
(To be filled in by Applicant)

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 (Father/Mother):

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. Date _____ (Signature of Applicant)	I shall be responsible for the applicant's conduct and discipline during the student's Summer training at ONGC, Mumbai. (Signature of Parent/Guardian)
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Mentor shall be E2 & above level with Q1 qualification.

Name of the Mentor: _____ Desg: _____ 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 & date) _____ (Signature of Controlling Officer with Seal & date) _____

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

1. Sponsorship letter from the Institute/college for Summer training in original
2. A copy of mark sheet / grade of the last semester (Self attested)



OIL AND NATURAL GAS CORPORATION LIMITED
Mumbai

File No. :

Date:

From :

To : O/o 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 : _____

Gender : M / F _____

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 & CPF No. : _____

Mobile No. : _____

Office/Section Address : _____

Comments/Remarks of The Mentor : _____

The completion certificate may please be issued.

(Signature of Mentor with seal)