

SUMMER 2026

ONGC

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ONGC



Last Date of Receipt of Applications on or before 15th April, 2026



WOU/SDC-MUM/Summer Training/2026

04 March, 2026

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

To : All Concerned Through MR Intranet

Sub: Summer Training for Students at ONGC, Mumbai for the Year 2026

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 2026 are as under:

Start Date of Submission of Application	16 th March, 2026
Last Date of Receipt of Applications	On or before 15 th April, 2026
Finalisation of List	On or before 30 th April, 2026
Training Commencement Date	15 th May, 2026 to 30 th June, 2026
Training End on or before	15 th July, 2026 to 31 st August, 2026
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 to the office of Incharge 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 at sdc_mumbai@ongc.co.in

Encl: Annexure A & B

Sd/-
Incharge SDC, Mumbai



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)

<p>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.</p>	<p>I shall be responsible for the applicant's conduct and discipline during the student's Summer training at ONGC, Mumbai.</p>
<p>Date _____ (Signature of Applicant)</p>	<p>(Signature of Parent/Guardian)</p>

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 : Incharge 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: WOU/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)