

File No. CA-31012/2/2017-PNG
Government of India
Ministry of Petroleum & Natural Gas
(Corporate Affairs Desk)

Shastri Bhawan, New Delhi
Dated 20/12/19

OFFICE MEMORANDUM

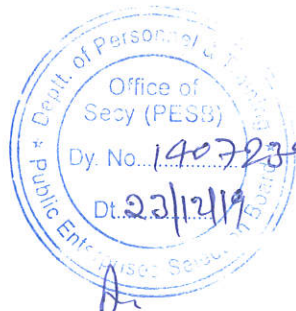
Subject: Uploading the advertisement for the post of MD, ONGC Videsh Limited in DoPT and PESB websites.

The undersigned is directed to forward herewith a copy of the Job Description alongwith application format for the post of Managing Director (MD), ONGC Videsh Limited (OVL) in connection with selection for the post of MD, OVL through Search-cum-Selection Committee (SCSC) and to request DoPT and PESB to upload the same on their website for wider publicity.

J.C. Babu
20/12/19 (J.C. Babu)
Deputy Secretary to the Government of India
Phone: 23388764

Encl : As above

1. Department of Personnel & Training
[Mrs. Sagarika Patnaik, Director (ACC)]
North Block, New Delhi
- ✓ 2. Public Enterprises Selection Board
[Mrs. Kimbounng Kipgen, Secretary]
CGO Complex, Lodhi Road
New Delhi



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29/12 *ASO (N)*

Government of India
Ministry of Petroleum & Natural Gas
Shastri Bhawan, New Delhi -110001

NAME of THE PSU : ONGC VIDESH LIMITED (OVL)
NAME of THE POST : MANAGING DIRECTOR
DATE of VACANCY : 01.02.2019
SCHEDULE of THE CPSE : 'A' (Miniratna)
SCALE of THE POST : Rs.80000-125000/-(IDA)(Post 01.01.2007)

I Company Profile

ONGC Videsh Limited (ONGC Videsh), a wholly owned subsidiary of ONGC Limited, was incorporated under the Companies Act, 1956 with the objective to undertake international business of Exploration and Production (E&P) of oil and gas. ONGC Videsh is a schedule – 'A' CPSE in E&P Sector under the Administrative control of Ministry of Petroleum & Natural Gas. The company employed 310 regular employees [Executives 300- and Non-executive-10] as on 31.03.2019.

The authorized and paid up capital of the Company was Rs. 25000 crores and Rs. 15000 crores respectively as on March 31, 2019.

Its Registered and Corporate Office is at Delhi.

The entire shareholding of ONGC Videsh is held by Oil and Natural Gas Corporation Limited.

II. Job Description & Responsibilities

Managing Director is the Chief Executive of the Company reports to the CMD of the Holding Company and accountable to its Board of Directors and Government. He is responsible for the efficient functioning of the Company for achieving its corporate objectives and performance parameters.

III. ELIGIBILITY

1. AGE:

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
45 years	2 years of residual service as on the date of vacancy w.r.t. the date of superannuation .	45 years	3 years of residual service as on the date of vacancy w.r.t. the date of superannuation.

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and not in a contractual/ad-hoc capacity – in one of the followings:-

- (a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
 - (b) Central Government including the Armed Forces of the Union and All India Services;
 - (c) State Public Sector Enterprise (SPSE) where the annual turnover is ***Rs 2000 crore or more;**
 - (d) Private Sector in company where the annual turnover is ***Rs 2000 crore or more.**
- Preference would be given to candidates from listed Companies.**

(* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

3. Qualification

The applicant should be graduate with good academic record from a recognized University / Institution. Applicants with Technical / MBA qualifications will have added advantage.

4. Experience

The applicant should possess adequate experience at a senior level of management in a large organization of repute. Experience in Finance / Marketing / Production will have added advantage. Experience in Petroleum / Petrochemical industry is desirable.

5. PAY SCALE/RANK/ LEVEL:

The minimum length of service required in the eligible scale/ Rank/ Level will be one year of internal candidates and two years for others as on date of vacancy.

(a) Applicants from CPSEs should be working in the following or a higher pay scale:

Eligible scale of pay:

- (i) Rs. 7250-8250(IDA) Pre 01.01.1992
- (ii) Rs. 9500-11500(IDA) Post 01.01.1992
- (iii) Rs. 20500-26500 (IDA) Post 01.01.1997
- (iv) Rs. 51300-73000 (IDA) Post 01.01.2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised
- (vii) Rs. 37400-67000+ GP Rs.10000 (CDA)
- (viii) Rs. Level 14 (Rs.144200-218200)

.3.

(b)

(i) **Applicants from Central Government / All India Services** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay.

(ii) **Applicants from the Armed Forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force.

(c) **Applicants from State Public Sector Enterprises/ Private sector** should be working at Board level position.

6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

The post has been exempted from the 'Rule of immediate absorption' and candidates may apply on deputation basis also.

(IV) DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

(V) SUBMISSION OF APPLICATIONS

All applicants should send their applications as per the format.

1. The applicants should submit their applications through proper channel as follows:

(a) Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;

(b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;

(c) Below Board level in CPSE: through the concerned CPSE;

(d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;

(e) Private Sector: directly to the Government of India, Ministry of Petroleum & Natural Gas.

2. Applicants from Private Sector must submit the following documents along with the application form:

(a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);

(b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);

(c) Evidence of working at Board level;

(d) Self-attested copies of documents in support of age and qualifications;

(e) Relevant Jobs handled in the past with details.

.4.

VI. UNDERTAKING BY THE APPLICANT An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government/Armed Forces of the Union/ All India Services
(a) The appointment is on deputation basis in exemption from the 'Rule of immediate absorption'.

(b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. For candidates from CPSE

(a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

(b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/ Private Sector

(a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

VII. THE APPLICANTS CAN EITHER

Fill up the Application against this Job Description in the format which may be downloaded from the website of MoPNG – (<http://www.petroleum.nic.in>)

The last date of receipt of application (hard copy in original) in the Ministry of Petroleum & Natural Gas is **15:00 hours on 06.02.2020**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. Search Cum Selection Committee reserves the right to shortlist applicants for interview.

Applications are to be addressed to:

The Deputy Secretary,
Ministry of Petroleum & Natural Gas
Corporate Affairs Desk, Room No. 211 (A)-B wing,
Shastri Bhawan, Dr. Rajendra Prasad Road,
New Delhi-110001
Phone-01123388764.

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION / ALL INDIA SERVICES/ STATE PUBLIC SECTOR ENTERPRISES (SPSE) / PRIVATE SECTOR

(Through Proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post and the Guidelines for processing cases of Board level appointments in Central Public Sector Enterprises at M/o Petroleum & Natural Gas website (www.petroleum.nic.in)

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passport
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1. Name of the post applied for _____
2. (a) Applicant's Name (As per official records Mr. Mrs. Ms.) _____
 (b) Designation of the Applicant (in full) _____
 (c) Name of the Company _____
 (d) Category as per Employment Status: Officer of a CPSE Central Government/
Armed Forces of the Union/ All India Services/
SPSE/ Private Sector
 (Please tick as applicable)
- (e) Office Address:- _____
- (f) Address for communication _____
3. Telephone No: Office _____ Residence _____ Mobile No. _____
 E-mail id _____
4. Date of Birth (DD/MM/YY) _____ Age as on date of vacancy (Years Months Days) _____

5(i) Educational/ Professional Qualifications:

S. No.	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self Declaration Whether Meets the eligibility Qualification requirement			
			From	To	Part time	Full Time	Corres-pondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other	

*Should be exactly as per Degree Certificate issued by the university:

(ii) Positions held during the last ten years from the date of uploading the vacancy circular on the M/o Petroleum & Natural Gas Website.

S. No.	Complete Designation & Place of Posting*	Name of the Organization	Pay scale**	Period		Reporting to Designation*	Self Declaration Whether meets The mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	

* Should be exactly as per specific office order issued by the CPSE/ Ministry SPSE employer.

** Private Sector-CTC / remuneration/emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.

Note:1. Please attach a write-up, not exceeding 3500 characters in support of your candidature, for reference at the time of interview.

The Full form of all abbreviations used must be given in the prescribed limit of characters.

5. Do you hold lien in any organization other than where currently working?

Yes	No.
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If yes:

- i. Name of the organization in which the lien is held:
- ii. Date from which the lien is held:

Yes	No.
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(b) Are you on deputation?

If yes:

- i. Name of parent organization:
- ii. Date from which on deputation:

7. (a) Whether any penalty punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof:

- (i) Civil Criminal
- (ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/ her knowledge goes

If yes, the details thereof.

- (i) Civil Criminal
- (ii) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2015-16, 2016-17 and 2017-18 for a post advertised in calendar year 2019).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)*

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

- (a) URL (Company Website Address) _____
- (b) CIN (Corporate Identify Number) _____

(ii) I certify that I am

(a) Working at Board level Position

Yes	No.
-----	-----

If yes: Please provide your DIN (Director Identification Number) _____

(b) Holding a post at the level immediately below the Board.

Yes	No.
-----	-----

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

PRIVATE SECTOR

Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2015-16, 2016-17 and 2017-18 for a post advertised in calendar year 2019).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)*

* If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the M/o Petroleum & Natural Gas website may be used

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

- (a) URL (Company Website Address) _____
- (b) CIN (Corporate Identify Number) _____

(ii) I certify that I am

(a) Working at Board level Position

Yes	No.
-----	-----

If yes: Please provide your DIN (Director Identification Number) _____

(b) Holding a post at the level immediately below the Board.

Yes	No.
-----	-----

(iii) Whether the Company in which I am working is listed on the stock exchange.

Yes	No.
-----	-----

Stock Exchange _____

Proof of listing may be accessed over _____ (please provide URL)

(iv) Self certified copies for proof of age and educational qualifications (enclosed).

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I.....Son/Daughter ofhere by certify that I have not been disqualified to act as a Director under section 164 or any other relevant sections of the Indian Companies Act. 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)For Candidates from Central Government / Armed Forces of the Union / All India Services/SPSEThe appointment is on deputation basis. I hereby undertake to join the post. If selected, I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

For Candidates from CPSE

I hereby undertake to join the post, if selected, I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

(Name and Signature of the applicant)

Date:

For candidates from Private Sector

I hereby undertake to join the post, if selected, I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview for being considered for a Board level post in any CPSE.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/ All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the
Competent Authority
with Telephone No. & e-mail address