



**No.ONGCF /COO/2024  
ONGC Foundation  
Scope Minar  
Delhi**

<b>NAME OF THE ORGANISATION</b>	:	<b>ONGC FOUNDATION</b>
<b>NAME OF THE POST</b>	:	<b>COO/CEO*</b>
<b>EMOLUMENTS</b>	:	<b>Upto Rs. 75 Lakh Per Annum (CTC)</b>
<b>PLACE OF POSTING</b>	:	<b>New Delhi</b>

\*Designation of COO will be offered which will be changed to CEO at a later stage depending on on-the-job performance assessed by ONGCF.

## **I.PROFILE**

The ONGC Foundation (ONGCF) was established in the year 2014, with the noble vision of transforming lives of the underprivileged. The foundation focuses on Corporate Social Responsibility (CSR) initiatives that promote Sustainable Development Goals (SDGs) and strives for a sustainable world. Through partnerships with various stakeholders, including government, non-government, and community based organizations, ONGCF works towards holistic impact and inclusive growth.

The Foundation supports responsible initiatives focused on meeting the needs of the present without compromising the ability of future generations to meet their needs while taking care of the concern for People, Planet and Profit.

ONGC Foundation's initiatives span across the length and breadth of the country, touching upon major focus areas of Healthcare, Education, Livelihood, Skill Development, Rural Development and Environmental Sustainability.

The Foundation - under the aegis of Oil and Natural Gas Corporation (ONGC), a Maharatna Public Sector Undertaking (PSU) - is committed to creating a positive impact in the community and forging new partnerships to innovate and address the evolving needs of society.

## **II.POSITION SUMMARY**

The position shall provide leadership and direction in fulfilling and advancing the mission of the Foundation. The COO / CEO is responsible for leading the Foundation in its achievement of its operational and strategic goals including fund management, program operations, board relations, human capital management, community relations and administrative matters.

### **III. KEY FUNCTIONS AND RESPONSIBILITIES**

The COO/CEO shall report to Board of Trustees of ONGC Foundation and will be the person responsible for all the affairs of the ONGCF, covering:

- ▶ **Strategic Leadership and Development of the Trust:**
  - Strategic and operational planning, including preparation, adoption (by Board of Trustees) and execution of annual Work Plan, Annual Budget, Execution Plan.
- ▶ **Project Management:**
  - Supervise and monitor the execution of schemes, projects and activities of the Trust, keeping vigil and control over all activities likely to result in cost and time over run.
  - Ensure that due diligence has been exercised and conducted before considering proposals or projects for funding in accordance with the practices, procedure, rules and directions of the Trust.
- ▶ **Fund Management:**
  - Develop and effectively manage the trust's resources and facilities, including overseeing major capital projects.
  - Planning, implementing and monitoring the trust's internal and external financial reporting including Annual Report and the Annual Accounts of the Trust.
- ▶ **Administrative Management:**
  - Day to day functioning of the Trust for achieving its objectives and reporting to the Trustees.
- ▶ **Other such responsibilities** as may be delegated by the Board of Trustees.
- ▶ For regular and day-to-day operations the incumbent will report to Director (HR), ONGC, who is one of the Trustees of ONGCF.

### **IV. ELIGIBILITY**

1. **AGE:** On the last date of submission of application.

<b>Minimum</b>	<b>Maximum</b>
53 years	58 years

2. **ESSENTIAL QUALIFICATION:**

Graduate, **regular full time** from a recognized University/Institute with additional qualification (regular full time) **in any one** of the following:

- Post Graduate Degree / Diploma in Social Sciences / Works / Service
- Post Graduate Degree / Diploma in Public Policy
- Post Graduate Degree / Diploma in Political Science
- Post Graduate Degree / Diploma in Public Administration
- Post Graduate Degree / Diploma in Economics / Commerce
- Chartered Accountant / Cost Accountant
- MBA / PGDM

**Note:**

- Candidates possessing additional qualification of MBA/PGDM will be preferred.
- The courses offered by Institutes / Universities through the regular mode should be approved / recognized by the relevant statutory bodies for employment to posts and services under the central Government like Association of Indian Universities (AIU)/ UGC/AICTE etc.

### 3. EXPERIENCE:

- Minimum 15 years' experience in the field of CSR and having worked for at least 5 years in a company/organization with annual spend of Rs. 150 Crore per year towards CSR activities during these 5 years.

### V. SELECTION PROCESS:

a. Candidates meeting the eligibility criteria will be shortlisted for interview.

#### b. Shortlisting Criteria :

- Shortlisting of candidates will be done in the ratio of 1:20 i.e. 20 candidates for 01 post on the weightage total sum of Qualification and Experience. The shortlisting criteria will be as follows :

Parameters	Weightage	Remarks
Qualification	40	Graduation + MBA/PGDM =40 marks Graduation + other additional Qualification as mentioned in para IV (2) = 30 Marks
Experience	60	50 marks will be awarded to the candidates fulfilling the requisite experience criterion. For additional years of experience 02 marks will be awarded subject to maximum 10 marks.
Total	100	

- c. In case number of candidates, after applying shortlisting criteria as mentioned above, are more than 20, further shortlisting shall be done by the selection committee based on the relevant experience suitable for the post.
- d. The shortlisted candidates will be called for Personal Interview at Delhi. Merit list will be prepared on the basis of ranking given by the Selection Committee.
- e. Decision of the Selection Committee in respect of shortlisting and final selection will be final.

### VI. Remuneration:

- Upto Rs. 75 Lakh per annum CTC, depending on CTC in previous company, besides provision for travel and accommodation, while on official tour at par with E7 level officer of ONGC.

### VII. TENURE OF ENGAGEMENT:

- Engagement shall be purely tenure based, for a period of **three years**, from the date of offer of appointment.
- There will be provision for extension, maximum up to two terms not exceeding 12 months in each instance, with approval of the Board of Trustees of ONGC Foundation.
- The tenure of engagement can be terminated any time by serving of written notice of one month either by the incumbent or ONGCF.

### **VIII. HOW TO APPLY:**

- a. Eligible & interested candidates need to visit [www.ongcfoundation.org](http://www.ongcfoundation.org) to register their application online. The registration site shall remain open from 18.04.2024 to 09.05.2024
- b. Before registering/submitting their online applications on the website the candidates should possess the following – which will be required to be attached / uploaded:
  - (i) ID Card- latest Aadhar Card / PAN Card / Passport / Driving License.
  - (ii) Mobile number & E-mail ID
  - (iii) Class Xth certificate showing Date of Birth
  - (iv) Scanned copy of recent passport size color photograph of the candidate with white background (Not more than 70 KB size)
  - (v) Scanned copy of signature of the candidate with white background (Not more than 30 KB size)
  - (vi) All Qualification Certificates (Class X, Graduation & Post Graduation)
  - (vii) Experience certificates - showing Minimum 15 years' experience in the field of CSR and having worked for at least 5 years in a company/organization with annual spend of Rs. 150 Crore per year towards CSR activities during these 5 years.
  - (viii) Latest Curriculum Vitae (CV)
  - (ix) Last three month Payslip
  - (x) Last three years Form 16
- c. All correspondence with the registered candidates shall be done through the registered e-mail and mobile only.
- d. Invitation for the interview, showing the date, time and venue of Interview will be made available online which the candidates can download from the website. The intimation regarding call letter being available on website will be sent through mobile / email.
- e. Candidates are required to bring the following documents(original and one xerox copy each) with them at the time of Interview:
  - 2 recent passport size photograph
  - All original educational certificates (class X onwards)
  - All the Experience certificates
  - Class Xth certificate showing Date of Birth
  - Latest CV
  - Last three month Payslip
  - Last three years Form 16

### **VIII. IMPORTANT DATES:**

<b>SNo.</b>	<b>Activity</b>	<b>Date</b>
1.	Start date of submitting online application	18.04.2024
2.	Last date of submitting online application	09.05.2024

## **IX. General Instructions:**

- a. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
- b. Applicants are required to apply online only. No manual/ paper application shall be accepted.
- c. Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong / false information will be a disqualification.
- d. Candidature of the registered candidate is liable to be rejected at any stage of recruitment process, or after recruitment, or joining, if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- e. Requests for change of mailing address as declared in the application will not be entertained.
- f. If more than one application is received from a candidate, most recent (current) application will be considered as final. ONGCF decision in this regard will be final.
- g. Disputes, if any, are subject to New Delhi Jurisdiction only.
- h. The candidates applying should ensure that they fulfill all eligibility conditions for the post against which they apply. Their admission at all the stages of selection process will be purely provisional subject to satisfying the prescribed eligibility conditions.
- i. Mere issue of interview call letter to the candidate will not imply that his/her candidature has been finally cleared by ONGC Foundation. ONGC Foundation takes up verification of eligibility conditions with reference to original documents only after the candidate has been shortlisted for Interview.
- j. The engagement of COO/CEO shall not entitle to any claim of permanent absorption or service in ONGC Foundation or its parent company (ONGC) or any other subsidiaries of ONGC.
- k. For more information about the ONGC Foundation you may visit the website <https://www.ongcfoundation.org/>
- l. Canvassing in any form or influencing the officials related to the selection process shall result in immediate disqualification of the candidate. In case of any dispute, the decision of the Board of Trustees of ONGC Foundation will be final and binding on all candidates.
- m. Candidates are also advised not to respond to unscrupulous advertisements appearing in any media. For authenticity of any communication/advertisement in this regard, the candidate may check on ONGC's website [www.ongcindia.com](http://www.ongcindia.com) / [www.ongcfoundation.org](http://www.ongcfoundation.org) .

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