



ONGC FOUNDATION

Advt. No. 1/2018

SELECTION OF CHIEF EXECUTIVE OFFICER FOR ONGC FOUNDATION

ONGC Foundation, set up as an independent Trust in October, 2014, is carrying out the vision of the ONGC's CSR policy initiatives, other CSR activities and contributing in overall development of society and environment, through conceptualizing, developing, executing and monitoring the CSR projects of its own and / or ONGC's CSR projects.

ONGC Foundation invites applications for the tenure based, unreserved position of CHIEF EXECUTIVE OFFICER (CEO).

1. **ROLE AND RESPONSIBILITIES OF CEO** of the Foundation shall be as under-

The CEO of ONGC Foundation shall be responsible-

- For day to day functioning of the Trust for achieving its objectives and report to the Trustees.
- To maintain or to cause the maintenance of the minutes of the proceedings of the meetings of the Board of Trustees
- To cause the preparation of Work Plan and Annual Budget and submit it to the Board of Trustees
- To cause the preparation and present for adoption of the Execution Plan, the Annual ONGC Foundation Budget, the Annual Third Party CSR Budget and submit them to the Board of Trustees
- To 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
- To ensure that the Non-CSR Activities, other Charitable Activities are being conducted in accordance with the Work Plan and related Annual Budget
- To ensure that the CSR activities are being implemented in accordance with the prescribed CSR Policy, the Third Party CSR Policy, the Execution Plan, the Annual ONGC CSR Budget and the Annual Third Party CSR Budget
- To ensure that the Execution Plan and the Annual CSR Budget, the Annual Third Party CSR Budget are adopted by Trust for implementation of CSR Activities
- To submit to Trustees for their approval at the beginning of each financial year, the Annual CSR Budget and the Execution Plan for projects prepared as per the prescribed CSR Policy and directions and instructions of approving authorities for each financial year, which are adopted by the Board of Trustees
- To submit to the Third Party CSR Contributors for its approval at the beginning of each financial year, the Annual Third Party CSR Budget and the Execution Plan for Third Party Contributors prepared as per the Third Party CSR Policy and directions and instructions of Third Party CSRC and Third Party CSR Contributors for each financial year which are adopted by the Board of Trustees
- To cause the preparation of the Annual Report and the Annual Account of the Trust

- To provide with the monthly account/proforma accounts and the quarterly accounts to Trustees of ONGC Foundation/ Third Party CSR Contributors/ Third Party Contributors with the details on actual funds spend towards the CSR activities out of the funds received from ONGC/ Third Party CSR Contributors/ Third Party Contributors for the CSR activities in accordance with the service level agreement as may be entered into with Funding partners/ Third Party CSR Contributors/ Third Party Contributors.
- To supervise and monitor the execution of schemes, projects and activities of the Trust
- To keep vigil and control on all activities likely to result in cost and time overrun and to take all necessary corrective actions, reporting and approval in this regard
- To provide information to Trustees/ Third Party CSR Contributors/ Third Party Contributors in relation to any request received from them, or any queries received from any statutory or regulatory bodies, judicial or quasi-judicial bodies, administrative bodies, administrative authorities or other such institutions in relation to the affairs of the Trust; and
- Such other powers as may be delegated by the Board of Trustee.

2. MINIMUM ELIGIBILITY CRITERIA:

Qualifications	Graduate with a post graduate degree in Social Sciences or MBA,
Professional/ Work Experience	Minimum 15 years of experience in Human Resource Management/ Project management/Administration/Public Relations/ Social work /Managing CSR activities, in Government/ Public or Private Corporate/Registered NGO/ Trust/ Foundation, of repute.
Desirable personal Traits	<p>-Candidate should be a proven leader with passion, vision and excellent communication skills for driving social responsibility efforts.</p> <p>-Must have sound understanding on social responsibility and its co-relation with company's business model.</p> <p>-Must have vision and skills to manage CSR activities aligned with the overall CSR objectives of the Company.</p> <p>-Must have Planning and strategic thinking and analytical ability to evaluate various external CSR standards, voluntary codes and policies, best practices, anticipating future trends for developing effective CSR activities and programs to drive CSR.</p>
Age	Minimum 42 years and not exceeding 56 years, as on the last date for submission of application.

Note:

- a. The degree offered by Institutions / Universities through the regular mode should be approved / recognized by the necessary statutory bodies like Association of Indian Universities (AIU)/UGC/AICTE etc. Candidates who have obtained their qualification through the distance learning / part time mode are also eligible to apply provided that their qualification is recognized by the relevant statutory bodies.
- b. Qualifications mentioned in the table above are sacrosanct.

3. TENURE OF ENGAGEMENT –

- i. Engagement shall be purely tenure based for a period of Two years, extendable by one year with approval of the Trust.
- ii. The engagement of CEO shall not entitle to any claim of permanent absorption or service in ONGC Foundation.
- iii. The tenure of engagement can be terminated by serving of written notice of one month either by the incumbent or ONGC Foundation.

4. HONORARIUM AND OTHER FACILITIES-

Gross Consolidated Emolument of Rs. 3,75,000.00 (per Month), a fixed amount of increment of Rs. 7,500.00 on completion of each year of engagement, besides provision for travel and accommodation, while on official tour.

5. SELECTION PROCEDURE:

- 5.1. Eligible candidates meeting age and minimum eligibility criteria, as provided may apply in the prescribed application format.
- 5.2. Only those candidates, whose candidature is found fulfilling the eligibility criterion with regard to age, qualification etc will be considered for short-listing as decided by the ONGC Foundation shall be called for further selection process i.e. personal interview.

6. HOW TO APPLY:

The application process consists of the following:

- 6.1. The **Application format** may be downloaded using the link available on <https://www.ongcindia.com>
- 6.2. Signed application in prescribed format with the supporting documents may be sent through email to email address < **foundation@ongc.co.in** >. **Candidates may note that attachments should not exceed size of 2.5 mb.**
- 6.3. On completion of submission of application through email, the candidates will be required to take print out of sent mail and **Candidate must bring and submit the same along with the original application and supporting documents, at the time of interview.**

(Or)

- 6.4. Submit the signed application by speed post / courier to the address of ONGC Foundation, super-scribing the envelope “Application for the position of CEO, ONGC Foundation” so as to reach on or before 18.06.2018 by 17:30 HRS. Any delay in the delivery of application by speed post / courier shall be responsibility of the candidate and applications received after 17:30 HRS on 18.06.2018 shall not be considered.
- 6.5. **Candidates called for interview must bring original certificates and documents in support of educational qualification and experience claimed.**

7. **SCREENING AND SELECTION** will be based on the details provided by the candidate; hence it is necessary that applicants should furnish accurate, full and correct information. Furnishing of wrong / false information will be a disqualification at any stage.

8. **IMPORTANT DATES:**

a.	Start Date of submission of application	- 08.06.2018
b.	Last date of for submission of application	- 15.06.2018 (17:30 Hrs.)
c.	Scheduling of Interviews	- Last week of June 2018 (Tentative)

9. **GENERAL INSTRUCTIONS:**

9.1. Mere information to the candidate for attending interview will not imply that his/her candidature has been finally cleared by ONGC Foundation. Till such time the candidature is provisional and ONGC Foundation shall take up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview.

9.2. Candidature is liable to be rejected at any stage of selection process or after selection or joining, if any information provided by the candidate is found false or is not in conformity with eligibility criteria.

9.3. Engagement of selected candidate will be subject to their submitting a Medical fitness Certificate from a registered Medical Practitioner.

9.4. Candidates employed in PSUs and Government departments will be required to produce No Objection Certificate at the time of interview.

9.5. No Travelling allowance or any other expenses shall be paid by foundation for candidates called for interview.

9.6. For any dispute, Courts at New Delhi will have the jurisdiction.

Project Manager, ONGC Foundation

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