

File No.CA-31011/7/2022-CA-PNG(45400)  
Government of India  
Ministry of Petroleum & Natural Gas  
Shastri Bhawan, New Delhi -110001

Shastri Bhawan, New Delhi  
Dated: 05.01.2024

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Name of PSU : Oil & Natural Gas Corporation Limited  
Name of Post : Director (Strategy & Corporate Affairs)  
Date of vacancy : 18.11.2022  
Schedule of CPSE : Schedule 'A'  
Scale of the post : Rs. 1,80,000-3,40,000/-(Post IDA).

## I Company Profile

Oil and Natural Gas Corporation Limited (ONGC) is an Indian State Enterprise and integrated Oil & Gas Group with interests in E&P, Refining, LNG, Power, Petrochemicals and new sources of energy. It has been a reliable energy solution provider for the country for more than six decades now. Established on 14<sup>th</sup> August, 1956 as the 'The Oil & Natural Gas Commission', it was incorporated as a publicly listed firm in 1994. It is a scheduled-'A'/Maharatna CPSE under the administrative control of Ministry of Petroleum and Natural Gas of the Government of India.

Operating with a vision to be global leader in integrated energy business through sustainable growth, knowledge excellence and exemplary governance practices, ONGC is primarily engaged in the exploration, development and production of hydrocarbons i.e., crude oil and natural gas in India. ONGC is featuring in the list of Fortune 500 Companies at 158<sup>th</sup> globally and 4<sup>th</sup> in India in Fortune Global 500 list 2023. It is ranked at 21<sup>st</sup> in Platts Top 250 Global Energy Company Rankings.

Through its 100% subsidiary, ONGC Videsh Limited, it has also expanded into the overseas E&P business. Beyond E&P, the Company has a significant exposure across the hydrocarbon value-chain through its subsidiaries and JVs in refining, petrochemicals and power.

The authorized and paid up capital of the company were Rs. 15,000.00 Crore and Rs. 6290.14 Crore respectively as of 30<sup>th</sup> September, 2023. The shareholding of the Government of India in the Company is 58.89% as on 30<sup>th</sup> September, 2023.

Registered office of ONGC is situated at New Delhi.

## II. Job Description & Responsibilities

Director (Strategy & Corporate Affairs) is a member of the Board of Directors of ONGC.

This position is responsible for overall Strategic Planning for medium and long term Growth plans of the organization in both Exploration & Production (E&P) and non-E&P sector like Refining, Petchem and Marketing aligned with Organization's Vision.

This position is also responsible for scanning and analyzing new alliance/collaborations including Merger and acquisition opportunities, strategy formulation for all sustainability related areas including renewable and for Business Development activities of the Company. His is responsible for portfolio review and efficient management of subsidiaries & Joint Ventures and capital allocation for new initiatives, diversification and divestments.

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Responsibilities also include management of corporate services of the company like Legal, Risk Management, and Coordination in Corporate and Regional offices, Company and Parliament Affairs group etc.

### III. ELIGIBILITY

#### 1. (a) AGE: As on last date of receipt of applications:

Minimum	Maximum
45	2 years residual service w.r.t. the date of superannuation as on the last date of receipt of applications.

#### 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 on the Board of a CPSE)/State Public Sector Enterprise (SPSE) where the annual turnover is Rs.10,000 crore\* or more;

(b) Central Government including the Armed Forces of the Union and All India Services;

(c) National Oil Company (NOC) of a country other than India where annual turnover (including turnover at Holding Company level) is Rs.10,000 Crore\* or more.

(d) An Oil/Gas company where the annual turnover (including turnover at Holding Company level) is Rs. 10,000 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 an Engineering Graduate/Chartered Accountant/Cost Accountant/Geo Science Post Graduate/full time MBA/full time PGDIM from a recognized University/Institution.

#### 4. Experience

The applicant should have experience in the area of Strategy or Corporate Affairs or both at a senior level in an organization /company of repute. Further, the applicant should have minimum 2 years' experience in the Hydrocarbon sector in any or combination of the following domain:

- Merger & Acquisition of Assets/Companies.
- Farm-In or Farm-Out of E&P Assets.
- Joint Ventures formation or Management
- Corporate Strategy formulation
- Capital/debt restructuring of a company.

Experience in Renewable Energy would be added advantage.

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## 5. PAY SCALE/RANK/ LEVEL:

### (a) Central Public Sector Enterprises

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 Post 01.01.1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) Post 01.01.2006
- (viii) Rs. 144200-218200 (Level 14) (CDA) Post 01.01.2016

### (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 on the date of application.

(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 on the date of application.

(c) **Applicants from State Public Sector Enterprises/ Private sector** should be working at Board level position or at least a post of two level immediately below the Board level on the date of application.

## 6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

### **(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 Joint Secretary (Administration), Government of India, Ministry of Petroleum & Natural Gas.

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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 eligible level with organisation chart indicating reporting relationship of applicant's position with respect to the Board.
- (d) Self-attested copies of documents in support of age and qualifications;
- (e) Relevant Jobs handled in the past with details.

**VI. UNDERTAKING BY THE APPLICANT** Upon short listing, before the interaction, an applicant has to give an undertaking that if selected, he /She will join the post, and withdrawal or failure to join on selection, will debar the candidate from being considered for any interview by the Public Enterprises Selection Board (PESB) for two years.

**For candidates from Central Government/Armed Forces of the Union/ All India Services** the appointment is on immediate absorption basis.

#### **VII. THE APPLICANTS CAN**

Fill up the application against this Job Description in the format which may be downloaded from the website of MoPNG—(<https://mopng.gov.in>).

Last time/date of receipt of complete application duly forwarded to Ministry of Petroleum & Natural Gas by 17:30 HRS on **05.02.2024**. 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 (SCSC) reserves the right to shortlist applicants for interview.

Applications are to be addressed to:

Shri Rohit Mathur, Joint Secretary (Administration)  
Ministry of Petroleum & Natural Gas  
Shastri Bhawan, Dr. Rajendra Prasad Road,  
New Delhi-110001  
(email:rohit.mathur@nic.in)

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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 at MoPNG's website: <https://mopng.gov.in> and the Guidelines for processing cases of Board level appointment in Central Public Sector Enterprises at PESB's website ([www.pesb.gov.in](http://www.pesb.gov.in))

1. Name of the post applied for \_\_\_\_\_
2. (a) Applicant's Name (As per official 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  
 (Please tick as applicable) Armed Forces of the Union All India Services  
SPSE Private Sector

(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	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

\*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 PESB 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	
1	2	3	4	5	6	7	8	9	

\* 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.

6. 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, [further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

**PRIVATE SECTOR**

8. 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: 2013-14 and 2015-16 for a post advertised in calendar year 2017).

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 PESB 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

(b) Working at Board level Position

Yes	No.
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If yes: Please provide your DIN (Director Identification Number) \_\_\_\_\_

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

Yes	No.
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- (iii) Whether the Company in which I am working is listed on the stock exchange.

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 of .....here 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/SPSE**

The 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

PROFORMA TO BE FILLED FOR VIGILANCE CLEARANCENAME OF THE OFFICER:Note :

1. Each column should be replied in descriptive manner.
2. Proforma should be signed by an officer not below the rank of under Secretary.

1.	Details of disciplinary proceedings initiated against the officer during his career, so far.	
2.	Whether complaints including that of corruption, against the officer, which in the view of the state government may have a direct bearing / relevance on the vigilance status of the officer as on date, are pending against the officer. If so, details thereof.	
3.	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.	
4.	Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and final outcome thereof.	
5.	Whether the name of officer appears in the Agreed List.	

Signature & stamp  
Of the officer certifying the proforma