

No.CA-31015/6/2021-CA-PNG (40318)

भारत सरकार

Government of India

पैट्रोलियम एवं प्राकृतिक गैस मंत्रालय

Ministry of Petroleum & Natural Gas

शास्त्री भवन/ Shastri Bhawan
नई दिल्ली /New Delhi – 110 001**Dated: 04.06.2024**

सी. पी. एस. ई. का नाम NAME OF THE CPSE	Indian Oil Corporation Ltd.
पद का नाम NAME OF THE POST	Chairman
रिक्ति की तारीख DATE OF VACANCY	01-09-2024
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule A/ Maharatna
पद का वेतनमान SCALE OF THE POST	Rs. 2,00,000-3,70,000 (IDA)

I. COMPANY PROFILE

Indian Oil Corporation Limited (IOCL) was incorporated in 1964 by merging Indian Refineries Limited with Indian Oil Company under the Indian Companies Act, 1956. The main objectives of IOC are to serve the national interests in oil and related sectors accordance and consistent with the policies of government of India; to ensure continuous and smooth supplies of petroleum products and to enhance country's self-sufficiency in oil refining and build expertise in laying of crude oil and petroleum product pipelines.

Indian Oil Corporation Limited (IOCL) is an integrated oil and gas major engaged in the core activities of Refining, Pipeline transportation, Marketing of Petroleum, petrochemicals and natural gas, manufacturing of petrochemicals and Exploration & Production of crude petroleum and Gas.

The Company is also engaged in alternate energy and has a strong R&D focus Indian Oil Corporation Limited (IOCL) is a schedule - 'A' Maharatna PSE in Petroleum sector with the administrative jurisdiction of Ministry of Petroleum & Natural Gas.

The company employed 30321 regular employees (Executives 18,570, Non-executives 11,751) as on 31.03.2024.

Its Registered and Corporate Offices are at Mumbai and New Delhi respectively.

The authorized and paid up capital of the Company were Rs 30,000 crore and Rs. 14,121.21 crores respectively as on 31.03.2024.

The shareholding of the Government of India in the Company is 51.50% as on 31.03.2024.

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II. JOB DESCRIPTION AND RESPONSIBILITIES

Chairman is the Chief Executive of the Corporation and accountable to its Board of Directors and Government. He/She is responsible for the efficient functioning of the Corporation, and for achieving its corporate objectives and performance parameters.

III. ELIGIBILITY

1. **AGE** : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		External candidates	
Minimum	Maximum	Minimum	Maximum
45	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years 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) with turnover of at least Rs.50,000 Cr.
- (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 50000 crore or more**;
- (d) Private Sector in company where the annual turnover is ***Rs 100000 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 Engineering Graduate/ Chartered Accountant/ Cost Accountant/ Post Graduate/ Graduate with MBA/PGDIM from a leading institute.

4. EXPERIENCE:

Applicants should possess cumulative experience/ exposure for at least 5 years during the last 10 years in Business Leadership/ Finance/ Marketing/ Operations/ Project/ Production Management in a large organization of repute.

Experience in Petroleum/ Oil and Natural Gas sector is desirable.

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5. PAY SCALE:

(a) Central Public Sector Enterprises-

Eligible Scale of Pay

- (i) Rs. 8250-9250 (IDA) Pre 01/01/1992
- (ii) Rs. 11500-13500 (IDA) Post 01/01/1992
- (iii) Rs. 23750-28550 (IDA) Post 01/01/1997
- (iv) Rs. 62000-80000 (IDA) Post 01/01/2007
- (v) Rs. 150000-300000 (IDA) Post 01/01/2017
- (vi) Rs. 22400-24500 (CDA) Pre-revised
- (vii) Rs. 67000-79000 (CDA) Post 01/01/2006
- (viii) Rs. 182200-224100 (Level 15) CDA

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

(b) (i) Applicants from Central Government / All India Services should be holding a post of the level of Additional Secretary in Government 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 Lt. 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 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

Applicants should submit their applications online only 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 MoPNG.

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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, 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.

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 immediate absorption basis.
- (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.

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VII. THE APPLICANTS CAN

Fill up the application form enclosed against this Job Description which may be downloaded from the website of MoPNG—(<https://mopng.gov.in>) and thereafter forward it as specified in para **V (1)**.

Selection shall be through a Search Cum Selection Committee (SCSC).

Last date and time of receipt of complete application duly forwarded to MoPNG through e-Mail is by 15.00 hours on 03-07-2024. 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. The SCSC reserves the right to shortlist applicants for interview and may make nominations of eligible and qualified candidates for the post. The SCSC may also recommend relaxation in the eligibility, age and qualifications/ experience criteria in respect of outstanding candidates.

Applications are to be addressed to

Vikash Kumar
Under Secretary (CA),
Ministry of Petroleum and Natural Gas
Room No. 200 (i), C- Wing, Shastri Bhawan, New Delhi – 110 001
(email: vikash.kumar98@nic.in)

ALL CORRESPONDENCE WITH MoPNG SHOULD BE ADDRESSED TO UNDER SECRETARY, MoPNG ONLY AT THE EMAIL/ ADDRESS INDICATED.

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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)

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, I 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) 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 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/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

