



INDIAN STRATEGIC PETROLEUM RESERVES LIMITED

No. ISPRL/HR/Vacancy/21-22

Date 01.06.2021

ADVERTISEMENT

Applications are invited from the Indian Nationals for filling up of post of Chief Executive Officer & Managing Director in **INDIAN STRATEGIC PETROLEUM RESERVES LIMITED (ISPRL)**.

The details of qualification, pay scale, age, experience, how to apply, other conditions etc. are available at ISPRL **website : www.isprlindia.com**. Applications along with bio-data with copies of certificates should reach the Head-HR, INDIAN STRATEGIC PETROLEUM RESERVES LIMITED, OIBD Bhawan, 3rd Floor, Plot No.2, Sector-73, Noida-201301 (Uttar Pradesh), Latest by 30.06.2021

Head-HR



इंडियन स्ट्रैटेजिक पेट्रोलियम रिजर्व्स लिमिटेड

सं. आईएसपीआरएल/एचआर/वैकेंसी/21-22

दिनांक: 01.06.2021

विज्ञापन

इंडियन स्ट्रैटेजिक पेट्रोलियम रिजर्व्स लिमिटेड (आईएसपीआरएल) में मुख्य कार्यकारी अधिकारी एवं प्रबंध निदेशक के पद हेतु भारतीय नागरिकों से आवेदन आमंत्रित किए जाते हैं।

योग्यता, वेतनमान, आयु, अनुभव, आवेदन कैसे करें, अन्य शर्तों आदि का विवरण आईएसपीआरएल **वेबसाइट: www.isprlindia.com** पर उपलब्ध है। आवेदन बायो-डाटा एवं प्रमाण पत्र की फोटो कॉपी के साथ **दिनांक 30.06.2021** तक, प्रमुख, मानव संसाधन, इंडियन स्ट्रैटेजिक पेट्रोलियम रिजर्व्स लिमिटेड, ओआईडीबी भवन, प्लॉट नंबर 2, तीसरी मंजिल, सेक्टर-73, नोएडा-201301 (उत्तर प्रदेश) में पहुंच जाना चाहिए।

हैड-एचआर

**Appointment of Chief Executive Officer & Managing Director (CEO & MD),
Indian Strategic Petroleum Reserves Limited (ISPRL)**

The construction, operation and maintenance of the Strategic Crude Oil Storage facilities is being managed by Indian Strategic Petroleum Reserves Limited (ISPRL), a Special Purpose Vehicle, which is a wholly owned subsidiary of Oil Industry Development Board (OIDB) under the Ministry of Petroleum & Natural Gas.

1) JOB DESCRIPTION & RESPONSIBILITIES

CEO & MD is a member on the Board of Directors of ISPRL. CEO & MD is accountable to its Board of Directors and Government and is responsible for the efficient functioning of the Company for achieving its objectives and performance parameters. The indicative scope of work is as under:

- He shall be responsible for the day to day management of the Company
- Ensuring safe and effective operations of the crude oil storage installations
- Ensuring statutory compliances including compliance with Memorandum of Association and Article of Association
- Carrying out all functions assigned to him by the Board from time to time and conducting the Company's business in accordance with the directions of the Government for the Strategic Petroleum Reserves (SPR)
- Maintain liaison with all relevant agencies.
- Development of Commercial-cum-Strategic petroleum reserves under Phase-II.

2) PAY SCALE OF THE POST

The post of CEO & MD ISPRL will be of the level of Executive Director (ED) in the scale of pay of Rs. 1,50,000-3,00,000+ allowances & benefits as admissible.

3) ELIGIBILITY & QUALIFICATIONS / EXPERIENCE

- (i) **Age:** Age of eligible candidate shall be maximum 54 years as on date of notification of vacancy.

(ii) **Qualification and Experience:**

• **Qualification**

Essential: The applicant should be an Engineering Graduate with first class in from a recognized University/ Institution.

Desirable: Persons having higher qualification in Engineering or MBA will be preferred.

• **Experience :**

(i) Applicant should have minimum experience of 16 years in refineries/ petrochemicals/ pipe lines underground storage installation/ gas processing/ offshore & onshore exploration, having adequate exposure in the implementation of large oil & gas installation and exposure in oil & gas sector including international trade in crude oil.

OR

A minimum experience of 16 years in Government in field (s) of management, planning, execution and monitoring of operations or implementation of large projects, having exposure in oil & gas sector including international trade in crude oil.

- Those officers who are serving in PSUs/ Central Government/All India Services may opt to join on deputation. Those who exercise this option, would have the opportunity to get absorbed in the organization should they wish to do so.

(iii) **PAY SCALE:**

(a) **Officers of PSUs** Candidate should on the date of vacancy be working at the level of ED Grade / one rank below ED Grade in pay scale of Rs. 1,50,000-3,00,000 / 1,20,000-2,80,000 of Schedule 'A' PSU respectively.

(b) **Officers of Central Government / All India Services**

Candidate may apply on deputation basis. Candidate should on the date of advertisement, be in the following or a higher pay scale / rank:Officers of Central Government / All India Services holding a post not below the rank of Director or equivalent in the scale of pay of Rs. 1,23,100 - 2,15,900.

(c) **For Private Sector**

Candidate should possess at least 16 years of post-qualification experience in any organization of repute and must fulfill each of the following criteria -

- (i) Executives working in companies where the annual turn over is in excess of Rs.50 crores,
- (ii) Executives working at Board level position or non-Board level position reporting directly to the Board i.e. one level below Board,
- (iii) Executives working in private companies listed on Stock exchange.
- (iv) Exposure in oil & gas sector including international trade in crude oil.

4) EXECUTION OF BOND

A BOND to be executed SHOWETH that in the event of CEO&MD refusing to serve the Company for a minimum period of 3 (three) years, without prejudice, however, to the right of the Company to terminate his / her services at any time either during or after such period, the CEO & MD, on demand by the Company shall forthwith refund to the Company without demur, a sum of money not exceeding Rs. 10,00,000/- (Rupees Ten Lakh only).

5) DURATION OF APPOINTMENT:

The appointment shall be for a period of 5 years from the date of his assumption of charge of the post.

6) POWER TO RELAX:

The ISPRL Board, if considers it is necessary or expedient to do so may, for reasons to be recorded in writing, relax any of the above provisions.

7) SHORTLISTING OF CANDIDATES

Search Cum Selection Committee (SSC) reserves the right to shortlist candidates for interview and shall deliberate and decide its own criteria for shortlisting of candidates.

8) TERMINATION OF CONTRACTUAL APPOINTMENT:

The contractual appointment will be subject to termination by three-month notice in writing or 3 months pay in lieu of notice on either side.

APPLICATION FORM FOR THE POST OF CEO&MD, ISPRL (THROUGH PROPER CHANNEL)
(Note: Any column left blank will make the application incomplete and liable for rejection.)

1. Name of the post applied for: _____
2. (a) Name (as per official records) _____
 (b) Designation of the Applicant (in full) _____
 (c) Category as per Employment Status: _____
3. Address for communication: _____
4. Telephone No: Office _____ Residence _____
 Mobile No.: _____ Email address. : _____
5. Date of Birth. : _____ Age as on 01.06.2021: _____
6. Minimum Eligibility criteria:

	As per job description	Possessed by the officer
Educational/ professional qualifications (alongwith the name of Institutions)	Essential: The applicant should be an Engineering Graduate with first class in from a recognized University/ Institution.	
	Desirable: Persons having higher qualification in Engineering or MBA will be preferred.	
Min Eligibility Grade/pay scale	Officers of PSUs : Candidate should on the date of vacancy be working at the level of ED Grade / one rank below ED Grade in pay scale of Rs. 1,50,000-3,00,000 / 1,20,000-2,80,000 of Schedule 'A' PSU respectively. OR Officers of Central Government / All India Services holding a post not below the rank of Director or equivalent in the scale of pay of Rs. 1,23,100 - 2,15,900. OR Candidate should possess at least 16 years of post-qualification experience in any organization of repute and must fulfill each of the following criteria - (i) Executives working in companies where the annual turnover is in excess of Rs.50 crores; (ii) Executives working at Board level position or non-Board level position reporting directly to the Board i.e. one level below Board; (iii) Executives working in private companies listed on Stock exchange; (iv) Exposure in oil & gas sector including international trade in crude oil.	
Experience	Essential: (i) Applicant should have minimum experience of 16 years in refineries/ petrochemicals/ pipe lines underground storage installation/ gas processing/ offshore & onshore exploration, having adequate exposure in the implementation of large oil & gas installation and exposure in oil & gas sector including international trade in crude oil. OR A minimum experience of 16 years in Government in field (s) of management, planning, execution and monitoring of operations or implementation of large projects, having exposure in oil & gas sector including international trade in crude oil.	

7. Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):-

Sl. No.	Designation, and Place of Posting	Organization	From	To	Grade, scale of pay and basic pay	Nature of experience
1.						
2.						
3.						
4.						
5.						

7(a). Details of experience relevant for the post and job description, out of 7 above:

Sl. No.	Designation, and place of posting	Organization	From	To	Pay scale	Nature of experience
1.						
2.						
3.						
4.						

Note: 1. You may attach a write up, if you wish, **not exceeding two pages**, in support of your candidature

2. Full form of all abbreviations used while making entries in the application form should be suitably explained i.e. in footnotes or a separate attachment.

8(A) Do you hold lien in any other organization other than where currently working?

Yes / No

If yes:

a) name of the organization in which the lien is held :

b) date from which the lien is held :

(B) Are you on deputation?

Yes/No

If yes, date from which you have been on deputation:

(C) Additional details about present employment (Please state whether working under indicating the name of your employment)

i. PSU

ii. Central Govt./ All India Services

iii. Private Sector

9 (a) Whether any punishment awarded to the applicant during the last 10 years.

Yes/No

If yes, the details thereof

(b) Whether any action or inquiry is going on against him as far as his knowledge goes.

Yes/No

If yes, the details thereof

CERTIFICATE

I certify that the details furnished by me in paras 1 to 9 are true to the best of my knowledge and belief.

UNDERTAKING

If selected, I hereby undertake to join the post.

Date:

(Name and Signature of the applicant)

COUNTER SIGNED

Signature & Designation of the
Competent Forwarding Authority with
Telephone no. & Office Seal.

(Certification to be furnished by the Employer/Head of Offices/Forwarding Authority)

1. Certified that the particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:
 - i. There is no vigilance or disciplinary case pending/contemplated against Shri / Smt. _____.

 - ii. His / Her integrity is certified.

 - iii. His / Her ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above/Competent Authority in case of a PSU, are enclosed.

 - iv. No major/minor penalty has been imposed on him/her during the last 10 years*.

 - v. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*.

 - vi. Vigilance Profile is enclosed.

 - vii. This Organization has no objection to relieve him/her in case of his/her selection to the post(s) applied for.

Signature :
Name & Designation:
Telephone No. :
Email ID :
Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(*Strike out which is not applicable.)