

POINTER AD IN THE NEWSPAPER



ONGC VIDESH LIMITED

(CIN No. U74899DL1965GOI004343)
B Wing, Deendayal Urja Bhawan,
5, Nelson Mandela Marg, New Delhi, 110070, India,
Phone : + 911126755349/5399/5357

Advertisement No. OVL/DLH/CONSLT-2024/2

Dated: *Date of publishing*

Applications are invited from eligible superannuated employees of CPSEs under the administrative control of the Ministry of Petroleum and Natural Gas, Govt. of India for engagement of Consultant/Advisors in ONGC Videsh Ltd. purely on contractual basis. For details of the requirement please visit website: www.ongcvidesh.com. Last date for receipt of application is 15 days from date of publication of this advertisement.

Advertisement in the Website



ONGC Videsh Ltd.

Advertisement No. OVL/DLH/CONSLT-2024 /2

Dated:

Applications are invited from eligible superannuated employees of CPSE under the administrative control of Ministry of Petroleum & Natural Gas for engagement of Consultant/Advisor in ONGC Videsh Ltd., New Delhi on contractual basis as per following details:

Sl. No.	Position	No. of Post	E -Level	Required Experience	Upper Age Limit	Monthly Remuneration/ Emoluments
1.	Associate Advisor/ Advisor- Corporate Finance	1	E8 / E9	Minimum 10 Years experience at Senior Management Level in international Taxation & Treasury, Business Development, Finance, Corporate Finance Matters, International Financing, Marketing of crude oil etc. Relevant experience in International Oil & Gas projects would be preferable	*64 Years	Rs.1,35,000 + 30,000 for (E8) Rs. 1,50,000 + 40,000 for (E9)
2.	Senior Consultant/ Associate Advisor/ Advisor -Internal Audit	1	E7/E8/E9	Minimum 15 years in Oil & Gas Company with working experience in Internal Audit	*64 Years	Rs.1,27,500 + 20,000 for (E7) Rs.1,35,000 + 30,000 for (E8) Rs.1,50,000 + 40,000 for (E9)
3.	Junior/ Associate Consultant - Payroll	1	E3 / E4	10 years' experience in Finance & Accounts with 3 years' experience in SAP Payroll of employees	*64 Years	Rs.80,000 (E3)/ Rs. 90,000 (E4)

Note: - * Applicant should not cross 64 years at the time of joining.

*# While applying for the above positions the applicant should ensure that the employees of ONGC/OVL and Schedule 'A' PSUs shall be engaged at the same levels at which they are superannuated. Employees retiring from Schedule 'B' PSU will be considered one level below and Schedule 'C' PSU shall be considered two levels below for engagement purpose. **In case of non-fulfilment of level as defined above, application shall be rejected.***

1. All interested individuals may like to see the details of requirement (Annexures A1, A2 and A3) and submit their application through email, in the prescribed format duly filled in, signed and scanned, along with the documents within 15 days from the date of publication to OVLStrategicHR@ongcvidesh.in.
2. **Applications received after due date shall not be entertained.**
3. Only those individuals who fulfil the eligibility criteria may apply. For any specific query related to this advertisement you may contact (Phone number 011-26755356/26755399) during working days (Monday to Friday) from 2:30 pm to 5:00 pm only.
4. Last Date of receipt of application: 15 days from date of publication of advertisement.
5. Date, Venue for Interaction & other details shall be intimated to shortlisted candidates in due course of time through email.
6. Period of Engagement: The engagement shall be purely on contract basis for an initial period minimum of 6 months or 1 Year which is extendable by a year, at a time for a maximum of 2 times subject to a maximum of 65 years of age.
7. **Other Terms & Conditions of Engagement:**
 - a) Engaged personnel shall be hired for Headquarters at Delhi **and not for foreign posting.**
 - b) In case the Engaged personnel is required to relocate to Delhi / NCR from other cities and do not have their own house in Delhi / NCR, then they shall be provided partly furnished Bachelor Accommodation by the Company against recovery as per rates decided by ONGC Videsh subject to availability.
 - c) The domestic/overseas tour if any, shall be governed under TA/DA Policy of the Company according to the entitlement of their "E" level.
 - d) Engaged personnel shall be eligible for 12 days CL in a calendar year @ one casual leave per month on pro- rata basis.
 - e) The working hours shall be as per ONGC Videsh Ltd. working hours; office space will be decided by ONGC Videsh Ltd.
 - f) He/she will have no right to claim regular employment in ONGC Videsh Ltd. later, by virtue of this contractual engagement.
 - g) He/she shall keep confidential all information / transactions / data pertaining to ONGC Videsh received by him/her directly or indirectly.
 - h) He/she shall be governed by the above terms & conditions as may be modified from time to time.
 - i) In case of any conflict / contradiction related to this engagement, the decision of ONGC Videsh will be final and binding.
 - j) The employees of ONGC/OVL and Schedule 'A' PSUs shall be engaged at the same levels at which they superannuated. Employees retiring from Schedule 'B' PSU will be considered one level below and Schedule 'C' PSU shall be considered two levels

below for engagement purpose. Accordingly ex- employee of schedule 'B' and 'C' PSU may apply e.g. Ex Director of schedule 'B' can apply for position of E9 and so on.

- k) He/she shall apply only for one position.
- l) The engagement will be terminable on one-month advance notice from either side or payment of emoluments for one month in lieu thereof. On receipt of notice of termination of Contract from Consultant / Advisor, an exit interview shall be conducted by Reporting Officer to ascertain the reasons of termination of contract and the feedback and suggestions from Consultant / Advisor for system improvement / associated job assignments etc. in the company.

(Kindly use the same format. Add additional sheets wherever required)

APPLICATION FORM

(For Engagement of Consultant/Advisor on contract basis at ONGC Videsh Ltd.)

Please affix duly
self-attested
passport size
recent
photograph

Position applied for:

1. Name :
2. Father's name:
3. Full Postal Address:
4. Telephone/Mobile number: (Whatsapp)
5. E-mail address:
6. Date of Birth (DD/MM/YY)
7. Qualifications :

Sr. No.	Qualification	School/College/University/Institute	Year of passing

8. Experience :

Sr. No.	Name of the Organization /Department	Designation	Period of Experience		Nature of Work handled
			From (Date)	To (Date)	

Note- Brief statement of purpose and how individual find herself/himself suitable for this position.(200 words) You may attach separate sheet thereof.

9. Category (General/ SC / ST / OBC):
10. Applicant Retired as:
11. Pay scale at the date of retirement:
12. Date of Retirement: (DD/MM/YY)
13. Date of Birth: (DD/MM/YY)

- 14. Executive level in their organization (E2 –E9)
:.....
- 15. Schedule of PSU (A/B/C) :
- 16. Name of the Organization (if serving in any Organization now):.....
- 17. Nature of Duties/Job in the current organization (attach sheet if necessary)

DECLARATION 1: I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after interview, my candidature/engagement is liable to be rejected / terminated at any stage.

DECLARATION 2: I hereby declare that as per the rules of (please mention the company you have superannuated from) I have completed the cooling off period after superannuation and am eligible to apply for the above position. Clearance by company is provided.

Date: _____

Place: _____

(Signature of the Candidate)

Name of the candidate

Kindly attach copies of following documents duly self-attested:

- 1- Proof of Date of Birth
- 2- Service certificate issued by PSU, at superannuation.
- 3- Highest Educational certificate
- 4- Proof of address

ANNEXURE A1

Terms of Reference – Associate Advisor/ Advisor

Department: - Corporate Finance

Level required: - E8-E9

SI. No.	Description	Information
1	Roles And Responsibilities with deliverable & timelines	To review and advise Director(Finance) on all proposals/Assignments pertaining to corporate Finance, International Taxation, Treasury Operations, Forex Transactions, raising of funds for project operations/ Acquisition through ECB/Syndicate loans and/or refinancing of existing borrowings, investment of surplus funds, BD Finance, International marketing of crude oil & LNG and other assignments as and when required.
2	Nature of Assignment (office / field)	Office
3	Duration of Assignment	One year
4	Position	Associate Advisor/ Advisor -Corporate Finance
5	Age Limit	Maximum 64 years as on date of joining.
6	Location	ONGC Videsh, New Delhi
7	Qualification	CA/CMA/Full time MBA with Specialization in Finance
8	Experience desired	Minimum 10 Years experience at Senior Management Level in international Taxation & Treasury, Business Development, Finance, Corporate Finance Matters, International Financing, Marketing of crude oil etc. Relevant experience in International Oil & Gas projects would be preferable.
9	Performance evaluation process & periodicity thereof	Initially after 6 months of engagement and subsequently as per policy.
10	Reporting Authority	Director (Finance) OVL
11	Honorarium admissible as per policy	Based on level of recruitment Rs.1,35,000 +30,000 (E8)/ Rs. 1,50,000 + 40,000 (E9)

Annexure A2

Terms of Reference- Senior Consultant/ Associate Advisor/Advisor– Internal Audit

Department: - Finance

Level required: - E7-E9

Sl. No.	Description	Information
1	Roles And Responsibilities with deliverable & timelines	To conduct Partner's Audit of the projects outside India. Review/prepare agenda on Partner's Audit for various meetings and prepare draft minutes. To coordinate with Internal Audit team and with Business Units (BUs) and Country offices for internal audit requirements. Support and coordinate with various Business Units for data requirements by CAG on various audits conducted by CAG and consolidate audit paras and other issues related to Internal Audit. Review/prepare agenda on Internal Audit reports for submission to Executive Committee and Audit Committee. Any other job that requires coordination by Internal Audit. On need basis carry out Internal Audit of assigned area.
2	Nature of Assignment	Office
3	Duration of Assignment	One year
4	Position	<u>Senior Consultant/ Associate Advisor/Advisor</u> – Internal Audit
5	Age Limit	Maximum 64 years as on date of joining.
6	Location	ONGC Videsh, New Delhi
7	Qualification	CA / ICWA / Engineer Graduate / P.G. in Geosciences
8	Experience desired	Minimum 15 years in Oil & Gas Company with working experience in Internal Audit
9	Performance evaluation process & periodicity thereof	Initially after 6 months of engagement and subsequently as per policy.
10	Reporting Authority	Director (Finance)
1 1	Honorarium admissible as per policy	Based on level of recruitment Rs.1,27,500 + 20,000 for (E7)/Rs.1,35,000 +30,000 (E8)/ Rs. 1,50,000 + 40,000 (E9)

Annexure A3**Terms of Reference- Junior/ Associate Consultant - Payroll**Department: - Finance

Level required: - E3-E4

Sl. No.	Description	Information
1	Roles And Responsibilities with deliverable & timelines	Absentee Statement for employee posted abroad. Validation of NRI/Non-NRI status of employee posted outside of India Involvement in complete payroll process of the company including coordination with ONGC Payroll team, HR, Rectification/updates etc and preparing salary payment authority for remittance of salary to respective bank account of employee. Salary TDS data and TDS Payment, TDS returns and other tax related obligations of the company to its employees. Retired employee terminal benefits.
2	Nature of Assignment	Office
3	Duration of Assignment	One year
4	Position	Junior/ Associate Consultant - Payroll
5	Age Limit	Maximum 64 years as on date of joining.
6	Location	ONGC Videsh, New Delhi
7	Qualification	Postgraduate in Commerce/ Business Management.
8	Experience desired	10 years' experience in Finance & Accounts with 3 years' experience in SAP Payroll of employees. Comprehensive experience in managing payroll in an organization having SAP payroll and good knowledge of MS Office.
9	Performance evaluation process & periodicity thereof	Initially after 6 months of engagement and subsequently as per policy.
10	Reporting Authority	Head of Finance
1 1	Honorarium admissible as per policy	Based on level of recruitment Rs.80,000 (E3)/ Rs. 90,000 (E4)