



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

**1. Brief Profile of ISPRL**

Indian Strategic Petroleum Reserves Limited (ISPRL), is a Special Purpose Vehicle, a subsidiary of Oil Industry Development Board (OIDB) under the Ministry of Petroleum & Natural Gas, and is involved with the construction, operation and maintenance of the Strategic Crude Oil Storage facilities in India.

Under Phase-I of Strategic Petroleum Reserve (SPR) Program, ISPRL manages storage facility of 5.33 MMT of crude oil at three locations, viz. Vishakhapatnam, Mangalore and Padur.

ISPRL is also mandated to develop Commercial cum Strategic Petroleum Reserves under Phase II on Design, Built, Finance, Operate and Transfer (DBFOT) basis through PPP mode.

**2. Tenure of Appointment**

The appointment of CEO & MD shall be, on a contractual and on an immediate absorption basis, by the Board of Directors of ISPRL, for a period of 3 years from the date of his / her assumption of charge, or till termination of the contract by the Board of the Directors of ISPRL whichever is earlier.

The appointment can be extended by 2 years' subject to mutual consent, satisfactory performance of appointee and upon the express approval of the Board of Directors.

The Candidate will need to either resign or take VRS from his / her existing employment at the time of appointment.

**3. Job Description & Responsibilities**

The CEO & MD shall be appointed by the Board of ISPRL and she / he will be a member on the Board of Directors of ISPRL. He/She will be accountable to the Board of Directors and Government.

The CEO & MD will be responsible for the efficient functioning of the Company for achieving its objectives and performance parameters. The position is based in New Delhi/Noida, Uttar Pradesh.

The broad Key Responsibilities include but are not limited to:

- Increasing capacity of SPRs in the country, in line with Board decisions and Government directives;
- Ensuring the existing SPRs are filled and expeditious evacuation made possible in case of requirement;



- Ensuring safe and effective Operations and Maintenance activities of the existing SPR under Phase I, including commercialisation activities and trading;
- Timely execution of ongoing Projects under Phase – II for development of Commercial-cum-Strategic Petroleum Reserves;
- Carrying out all functions assigned by the Board from time to time and conducting the Company's business in accordance with the directions of the Government and as mandated under clause 73 of Article of Association of ISRPL;
- Ensuring statutory compliances including compliance with Memorandum of Association and Article of Association;
- Liaisoning with all relevant agencies.

#### **4. Date of vacancy**

02<sup>nd</sup> June 2022

#### **5. Remuneration**

The remuneration shall be in line with the grade of Executive Director (ED), equivalent to one level below Board Position of Schedule 'A' PSU. The current applicable scale of pay is Rs. 1,50,000 – 3,00,000 subject to revision by DPE from time to time.

The appointee shall also be eligible for other benefits including performance incentive as decided by the Board of Directors of ISRPL.

#### **6. Eligibility, Qualification and Experience**

(i) **Age:** All applicants, including those having residual service of at least 03 months or more as on date of vacancy i.e. 02<sup>nd</sup> June 2022 shall be considered by the search committee.

(ii) **Qualification and Experience:**

• **Qualification**

**Essential:** He / She should be an Indian Citizen and a Graduate in Engineering from a recognized Indian University/ Institution.

**Desirable:** Persons having additional qualification of MBA / PGDM shall be preferred.

• **Experience :**

Applicant should have minimum total experience of 25 years with minimum experience of 15 years in Project Management specifically in Oil & Gas Sector.



This could include experience in Petroleum Refineries/ Petrochemicals/ Pipelines Underground Storage Installation/ Gas Processing/ Offshore & Onshore exploration. Experience in international trade of crude oil is preferable.

**OR**

A minimum total experience of 25 years in Government with minimum experience of 15 years in field (s) of Management, Planning, Execution and Monitoring of Operations or Implementation of large Projects. Exposure in Oil & Gas Sector is preferable.

**(iii) Eligibility / Pay Scale:**

**(a) Officers of PSUs :** Candidate should on the date of vacancy be working as regular employee minimum at the level of one level below Board equivalent to the grade of Executive Director (ED) of Schedule 'A' PSU.

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

Candidate from Central Government / All Indian Service on the date of vacancy should be holding a post not below the rank of JS or equivalent (Level 14).

**(c) For Private Sector**

Candidate should possess minimum 25 years of post-qualification experience with minimum experience of 15 years in Project Management specifically in Oil & Gas Sector. This could include experience in Petroleum Refineries/ Petrochemicals/ Pipelines Underground Storage Installation/ Gas Processing/ Offshore & Onshore exploration. Experience in international trade of crude oil is preferable.

Candidate should be working in any organization of repute and must fulfil each of the following criteria -

- (i) Executives working in Private Companies listed on Stock exchange where the annual turnover is in excess of Rs.500 crores;
- (ii) Executives reporting directly to the Board i.e. one level below Board.

**7. Shortlisting of Candidates**

The 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 the Contractual Appointment:**

The contractual appointment can be terminated by giving a notice of 3 months by either the Appointee or ISPRL. Further, the contractual appointment will be subject to termination by three months' notice or three months' pay in lieu of notice.

\*\*\*\*\*



**APPLICATION FORM FOR THE POST OF CEO&MD, ISPRIL (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 02.06.2022 : \_\_\_\_\_
6. Minimum Eligibility criteria:

	<b>As per job description</b>	<b>Possessed by the Candidate</b>
Educational/ professional qualifications (alongwith the name of Institutions)	Essential: He / She should be an Indian Citizen and a Graduate in Engineering from a recognized Indian University/ Institution..	
	Desirable: Persons having additional qualification of MBA / PGDM shall be preferred.	
Min Eligibility Age/Grade/pay scale	<p><b>a) <u>Age:</u></b> Having residual service of at least 03 months or more as on date of vacancy i.e. 02<sup>nd</sup> June 2022. (Certificate from employer to be attached).</p> <p><b>b) <u>Officers of PSUs :</u></b> Candidate should on the date of vacancy be working as regular employee minimum at the level of one level below Board equivalent to the grade of Executive Director (ED) of Schedule 'A' PSU.</p> <p><b>c) <u>Officers of Central Government / All India Services</u></b> Candidate from Central Government / All Indian Service on the date of vacancy should be holding a post not below the rank of JS or equivalent (Level 14).</p> <p><b>d) <u>For Private Sector</u></b> Candidate should possess minimum 25 years of post-qualification experience with minimum experience of 15 years in Project Management specifically in Oil &amp; Gas Sector. This could include experience in Petroleum Refineries/ Petrochemicals/ Pipelines Underground Storage Installation/ Gas Processing/ Offshore &amp; Onshore exploration. Experience in international trade of crude oil is preferable. Candidate should be working in any organization of repute and must fulfil each of the following criteria -</p> <p style="padding-left: 40px;">i) Executives working in private companies listed on Stock exchange where the annual turnover is in excess of Rs.500 crores;</p> <p style="padding-left: 40px;">ii) Executives reporting directly to the Board i.e. one level below Board. (Certificates from employer to be attached w.r.t. (i) and (ii) above)</p>	
Experience	<p>Essential: Applicant should have minimum total experience of 25 years with minimum experience of 15 years in Project Management specifically in Oil &amp; Gas Sector. This could include experience in Petroleum Refineries/ Petrochemicals/ Pipelines Underground Storage Installation/ Gas Processing/ Offshore &amp; Onshore exploration. Experience in international trade of crude oil is preferable.</p> <p align="center"><b>OR</b></p> <p>A minimum total experience of 25 years in Government with minimum experience of 15 years in field (s) of Management, Planning, Execution and Monitoring of Operations or Implementation of large Projects. Exposure in Oil &amp; Gas Sector is preferable.</p>	



...2...

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.)