

**MOIL FOUNDATION**  
**MOIL LTD, MOIL BHAWAN**  
**1-A, KATOL ROAD, NAGPUR-440 013**

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Date: 11/09/2019

**Chief Executive Officer/Executive Officer:**

MOIL Foundation registered under Society act need a whole time Chief Executive Officer/Executive Officer on temporary basis as per the criteria furnished below.

The required job specifications for Chief Executive Officer/ Executive Officer for MOIL Foundation are mentioned below.

- 1. Qualification:** Full time Masters Degree in Social Works with specialization in Community Development/Master's Degree in CSR/Rural Development/Sustainability from a recognized university/Institute.
- 2. Age:** Minimum 40 years and maximum 55 years
- 3. Experience:** Minimum 15 years of post-qualification work experience preferably in the rural development with respect to CSR activities. Preference will be given to the candidates having experience of heading a large foundation or CSR department handled minimum Rs. 3.00 Crores per annum CSR projects or candidates having experience in educational field.
- 4. Knowledge Required:**
  - i. Strong proven project management skills (including program planning, operations management and implementation, monitoring and evaluation, reporting)
  - ii. Strong leadership, communication and presentation skills
  - iii. Ability to build and maintain the relationships with outside organizations and with senior Executives and represent MOIL Foundation interests.
  - iv. Strong written, communication skills in English and Hindi
  - v. Proficiency in using social media as the medium of outreach.
- 5. Key Responsibilities:**
  - i. Providing strategic direction to the development and implementation of MOIL's/MOIL Foundation's programs. Should be able to lead the

developmental plans, processes and procedures to be followed internally by the Foundation to ensure that its resources are effectively deployed to achieve the desired outcomes in compliance with GOI guidelines.

- ii. Build the reputation and brand of the MOIL Foundation and its work with all external stakeholders- Governments, NGO partners, Board and Advisors, internal and external stakeholders.
- iii. Ensure financial integrity by ensuring appropriate systems of account maintenance, due diligence and checks and balances. Take overall ownership and responsibility for implementation of the CSR programs of MOIL and MOIL Foundation.
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- v. Should be able/willing to travel extensively to oversee the implementation of MOIL CSR activities through MOIL/MOIL Foundation.
- vi. Ensure legal compliances of all operations besides compliance with Government/DPE guidelines.

## **6. Remuneration & Reporting:**

- i. Initial all inclusive consolidated monthly emoluments of Rs. 80,000 per month. Annual increase in consolidated monthly emoluments will be upto 5% based on performance duly evaluated by the Managing Committee of the Foundation.
- ii. Local Transport/conveyance shall be provided as per need.
- iii. Mobile expenses upto Rs. 2000/- per Month based on self-certification basis.
- iv. Eligible for 12 days Casual Leave, 21 days Earned Leave and 10 days sick leave per annum.
- v. Will report to President of MOIL Foundation or to any other Officer as decided by the President.
- vi. Income Tax as applicable shall be deducted from monthly remuneration.

**7. Terms of Engagement:**

The successful candidate will be appointed (subject to medically found fit) on a fixed term basis, initially for a period of 2 years, renewable on mutual consent and also subject to verification of antecedents.

**8. Termination of Engagement:** 3 months' notice on either side.

It may please be understood that by virtue of appointment there will be no master & servant relationship between the incumbents and MOIL Ltd, Nagpur. MOIL Ltd Nagpur will have no liability or responsibilities whatsoever in nature for the engagement of aforesaid incumbent.

Desirous candidates may send their applications super scribing on the envelope "Application for the post of ----", to the undersigned, along with detailed bio-data (Bio-data form can be downloaded from our website [www.moil.nic.in](http://www.moil.nic.in)) and self-attested copies of Certificates and testimonials. For the above post, age, qualification and experience would be as on 05/10/2019. The last date of receipt of application is on or before 05/10/2019 on the above address.

**Secretary  
MOIL Foundation**

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Passport Size  
Photo

**MOIL FOUNDATION**  
**MOIL Bhawan, 1-A Katol Road,**  
**Nagpur – 440 013**

Application for the post of \_\_\_\_\_

PO/DD No. \_\_\_\_\_ Date \_\_\_\_\_

1. Name (in full) (\*): \_\_\_\_\_
2. Father's/Husband's Name (\*): \_\_\_\_\_
3. Date of Birth (\*): \_\_\_\_\_  
(In figures & words)
4. Age as on 05/10/2019 (in completed years): \_\_\_\_\_
5. Gender: (Male/Female/Transgender) (\*): \_\_\_\_\_
6. Nationality & Religion: \_\_\_\_\_
7. (i)Category (UR/EWS/OBC/SC/ST (\*) : \_\_\_\_\_  
& Ex-servicemen/ Minority)  
(ii) Caste (\*): \_\_\_\_\_
8. Address for Communication (\*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Permanent address (\*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. E-Mail ID (\*) : \_\_\_\_\_

Mobile No. \_\_\_\_\_

Landline with STD Code \_\_\_\_\_

11. Marital Status: Married/Unmarried

If married:

Name of spouse: \_\_\_\_\_

No. of Children: Son(s) \_\_\_\_\_

Daughter(s) \_\_\_\_\_

12. State of origin: \_\_\_\_\_

Domicile: \_\_\_\_\_

13. Are you working with Govt./Public Sector : \_\_\_\_\_

If yes, are you enclosing NOC: \_\_\_\_\_

14. Qualification (In descending order) (\*):

<b>Degree/Diploma</b>	<b>Yr. of passing</b>	<b>University/Instt.</b>	<b>Division &amp; % of Marks</b>	<b>Remarks</b>

15. Experience (Starting from present Employer) (\*):

S.N.	Name of the Organization	Designation	From Date	To Date	Scale of Pay and Total Emoluments	Nature of Duties

16. Academic Achievements: 1. \_\_\_\_\_  
(Like merit, scholarship, awards etc.) 2. \_\_\_\_\_

17. Professional papers (submitted if any): 1. \_\_\_\_\_  
2. \_\_\_\_\_

18. Details of training undergone (India/Abroad): 1. \_\_\_\_\_  
2. \_\_\_\_\_

19. Membership of any Professional Bodies: 1. \_\_\_\_\_  
2. \_\_\_\_\_

20. Any other details: \_\_\_\_\_

21. No. of Certificates attached \_\_\_\_\_  
(Please attach self-attested copies of certificates)

22. (i) Have you been arrested at any time (\*): Yes/No

(ii) If Yes, give Details: \_\_\_\_\_

\_\_\_\_\_

23. (i) Have you been convicted for any offence **or**  
Any case is pending against you in any court of law (\*): Yes/No

(ii) If Yes, give Details: \_\_\_\_\_

\_\_\_\_\_

24. Languages known:

Language	Read	Speak	Write

25. Two professional references (other than relatives)  
(Name, Address, Contact No.)

i. \_\_\_\_\_

ii. \_\_\_\_\_

**(\*) - Mandatory field must be filled up**

**DECLARATION**

I, \_\_\_\_\_ do hereby declare that the information given above is true to the best of my knowledge and belief and no factual information has been suppressed.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_