

MOIL FOUNDATION

MOIL Bhavan, 1-A, Katol Road, NAGPUR-440 013

Advertisement No: CSR-EO/09/2021

August 11, 2021

RECRUITMENT OF EXECUTIVE OFFICERS- CSR

MOIL Foundation, a registered under Society act need a Full time Executive Officers-CSR on fixed term basis as per the criteria mentioned below:

Job specifications for Executive Officer - CSR for MOIL Foundation (2 Posts):

1. **Qualification:** Full time Master's Degree in Social Works with specialization in Community Development /Rural Management or Master's Degree in Rural Management/CSR or Master's Degree in Sustainability Development /Sustainability Management as one of the specialization.
2. **Age:** Minimum 25 years and maximum 35 years as on 06/09/2021.
3. **Experience:** Minimum 02 years of post-qualification work experience in reputed Non-Government Organization working in Rural Development, CSR Projects funded by Corporate/Government or working with Corporate in CSR functions.
4. **Knowledge Required:**
 - i. Strong proven project management skills (including program planning, operations management and implementation, monitoring and evaluation, reporting)
 - ii. Strong 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. Plan and implement CSR initiative/programs of the Company in locations where Company has operations.
 - ii. Carrying out need assessments, research analysis and preparation of reports.
 - iii. Identify key stakeholders, develop and implement stakeholder engagement mechanism and initiatives.
 - iv. Evaluate, due diligence of CSR implementing partners, NGOs enterprise etc.
 - v. Collect relevant data required for implementing CSR Projects.
 - vi. Effectively communicate CSR projects with internal and external stakeholders.
 - vii. Monitor and evaluate projects including impact, strategic review and planning documentation of project process and reporting thereof.

- viii. Liaison with local state and central authorities with regard to Company's CSR projects and ensure their support.
- ix. 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.
- x. Should be able/willing to travel extensively to oversee the implementation of MOIL CSR activities through MOIL/MOIL Foundation.
- xi. Ensure legal compliances of all operations besides compliance with Government/DPE guidelines.

6. **Remuneration & Reporting:**

- i. A consolidate (all inclusive) monthly emolument ranging from Rs. 40,000/- to Rs. 50,000/- per month depending upon experience will be paid. Depending upon performance duly evaluated by Member/Secretary/ Chairman of the CSR Foundation an annually increase upto 5% of the consolidated monthly emoluments may be considered.
- ii. TA/DA entitlement shall be equivalent to E-02 grade Officer of MOIL.
- iii. Local transport/conveyance shall be provided as per need.
- iv. Mobile expenses upto Rs. 1500/- PM, based on self-certification will be paid.
- v. Eligible for 12 days' casual leave, 21 days Earned leave and 10 days sick leave per calendar year.

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 3 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 Executive Officer - CSR**" to **Secretary, MOIL Foundation, MOIL Ltd, MOIL Bhavan, 1-A, Katol Road, Nagpur-440 013** along with detailed bio-data (Bio-data form can be downloaded from our website www.moil.nic.in) and self- attested copies of Certificates and testimonials. For the above post, age, qualification and experience would be as on 06.09.2021. The last date of receipt of application is on or before 06.09.2021.

SECRETARY
MOIL FOUNDATION

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MOIL FOUNDATION

MOIL Bhavan, 1-A, Katol Road, NAGPUR-440 013

Application for the post of _____

1. Name (In full) (*) : _____

2. Father's/Husband's Name (*) : _____

3. Date of Birth (*) : _____
(In figures & words)

4. Age as on 06/09/2021 (In completed years) : _____

5. Gender: (Male/Female/Transgender) (*) : _____

6. Nationality & Religion : _____

7. Category (UR/OBC/SC/ST (*) : _____
EWS/Ex-Service Man/ PWD/Minority)

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. Qualification (In descending order) (*) : (if required additional sheet may be attached) :

Degree/Diploma (**)	Yr. of passing	University/ Instt.	Division & % of Marks	Remarks

(**) Please provide self-attested certificates

14. Experience (Starting from last Employer) (*) : (if required additional sheet may be attached)

Sr. No.	Name of the Organization (**)	Designation	From Date	To Date	Scale of Pay and Total Emoluments (**)	Nature of Duties

(**) Please provide Documentary Evidences

15. Academic Achievements : 1. _____

(Like merit, scholarship, awards etc.) 2. _____

3. _____

16. Professional papers (submitted if any) : 1. _____

2. _____

17. Details of training undergone : 1. _____

(India/ Abroad) 2. _____

:: 2 ::

18. Membership of any Professional Bodies :

1. _____

2. _____

19. Any other details : _____

20. No. of Certificates attached (Please attach self-attested copies of certificates) : _____

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

(ii) If Yes, give Details : _____

22. (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 : _____

23. Have you ever been dismissed or removed from service by your past Employer (*)

If so, please furnish details : _____

24. Languages known :

Sr. No.	Language	Read	Speak	Write
1				
2				
3				

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

i. _____

ii. _____

(*) Compulsory to 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.

Name : _____

Signature : _____

Place : _____

Date : _____