



ONGC Petro additions Ltd

Invites

Applications for the position of Company Secretary

ONGC Petro additions Limited (OPaL), is a Joint Venture Company, promoted by Oil and Natural Gas Corporation (ONGC) and co-promoted by GAIL and GSPC.

OPaL aims to be a world-class petrochemical company, with a dominant Indian presence and a preferred choice of customers in terms of quality and value.

OPaL is equipped with world-class technology with annual capacity of ~2.0 million tonnes of wide portfolio of petrochemicals viz, HDPE, LLDPE, PP, Benzene, Butadiene, Pyrolysis Gasoline, CBFS etc. The mega petrochemical plant is located at PCPIR region in the port town of Dahej, Gujarat.

The Company is looking for suitable candidates for the following position on 5 years Fixed Term Employment basis :

A : Company Secretary (01 Nos.)

Place of Posting : OPaL Office, Vadodara

Terms & Conditions of Engagement:

S.No	Particular	Description
1.	Tenure of Engagement	Five Years or up to superannuation age i.e. 60 years, whichever is earlier.
2.	Upper Age Limit	50 Years
3.	Minimum Post Qualification Experience	Post Qualification minimum 18 years of experience in modern practice of CS department in listed company /any large organization of repute, preferably in Petrochemical.
4.	Educational Qualification	The incumbent should have passed the final examination of Company Secretaries of India (ICSI) and Should be an Associate / Fellow Members of ICSI. Candidate having additional degree in Law will be given preference.
5.	Broad Job Profile	The incumbent shall be responsible for organizing and coordinating board, committee meetings and annual

S.No	Particular	Description
		general meetings (AGMs), preparing agendas, draft resolutions, timely update ATRs, ensuring upkeep of all records, ensure timely submission of forms and annual returns, maintaining statutory books including registers of members, directors and secretaries, ensuring timely communication of board decisions to the relevant stakeholders, draft director's report, corporate governance, providing timely update w.r.t. amendments in relevant legislation and regulatory environment and take appropriate action. He/She shall also be responsible for liaison with external regulators and advisers, all regulatory compliances of company including SEBI and Stock Exchange, Public Issue, listing and Securities Management, etc.
6.	Remuneration	<p>Maximum Monthly Remuneration to be Offered: Rs.2.67 Lacs</p> <p>PF/Ptax related statutory deductions will be made from the offered remuneration, PF Contribution for Employer for maximum wage ceiling decided by EPFO (From time to time) to be borne by OPaL.</p> <p>9.375 % of Remuneration to be kept withheld and will be paid at completion of every year based on performance evaluation.</p>
7.	Annual Increment	<p>Eligible for increment upon every completed year of the term.</p> <p>Basic to remain as per maximum wage ceiling decided by EPFO from time to time.</p>
8.	Termination of Engagement.	Upon serving Three Months' Notice from either of the Parties.
9.	Leave Entitlements	<p>Casual Leave: 12 (Per Year) Half Pay Leave: 20 (Per Year) Paid Leave: 30 (Per Year) Restricted Holidays: 2 (Per Year)</p> <p>Leave(s) to be reckoned from every calendar year, in case of mid-year engagement the leaves to be granted on pro-rata basis. Paid Leave to be credited on monthly basis.</p>
10.	Gratuity	On successful completion of the term or upon its earlier termination, after engagement for more than 1 (one) year, entitled to receive gratuity @ 15 days Basic pay (Basic Pay as defined at S.No.5) for each completed year of engagement period or part thereof in excess of 6 (six) months.
11.	Medical Coverages	GMP: Rs.8.00 Lakhs OPD: Rs.0.80 Lakhs
12.	Term Coverage	36 Times of Last Monthly Remuneration.
13.	Group Accident Coverage	60 Times of Last Monthly Remuneration
14.	Relocation/Hardship Allowance(s)	<ul style="list-style-type: none"> - Relocation Leave: 4 Days. - Reimbursement of transportation charges for household goods including vehicle at actuals limited to INR one lakh. - Travel Reimbursement for employee and immediate family members.

S.No	Particular	Description												
		<div>- Dislocation & Displacement Allowance: Rs.20000/- (One Time)</div> <div>- Relocation/Hardship Allowance benefits Once Per Tenure.</div>												
15.	Travel Entitlements	<table><tr><th>Particular</th><th>Entitlement</th></tr><tr><td>Travel Mode Entitlement</td><td>Air Economy Class/1st AC Rail/Executive Chair Rail</td></tr><tr><td>Lodging Entitlement</td><td>4 Star Hotel-Deluxe Room Reimbursement (Non-Metros) Max. Rs.5000 Per Day</td></tr><tr><td>DA Entitlements</td><td>Rs.1800 (Metro) Rs.1600 (Non-Metro)</td></tr><tr><td>Own Arrangement</td><td>Rs.3000 (Metro) Rs.2600 (Non-Metro)</td></tr><tr><td>Local Conveyance</td><td>Hired AC Cab (Sedan)</td></tr></table>	Particular	Entitlement	Travel Mode Entitlement	Air Economy Class/1 st AC Rail/Executive Chair Rail	Lodging Entitlement	4 Star Hotel-Deluxe Room Reimbursement (Non-Metros) Max. Rs.5000 Per Day	DA Entitlements	Rs.1800 (Metro) Rs.1600 (Non-Metro)	Own Arrangement	Rs.3000 (Metro) Rs.2600 (Non-Metro)	Local Conveyance	Hired AC Cab (Sedan)
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Travel Mode Entitlement	Air Economy Class/1 st AC Rail/Executive Chair Rail													
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Own Arrangement	Rs.3000 (Metro) Rs.2600 (Non-Metro)													
Local Conveyance	Hired AC Cab (Sedan)													
16.	Promotion	No promotion avenue during the term												
17.	Performance Evaluation	Annual (As per annual appraisal exercise of OPaL) through same process/format as applicable for on roll employees of OPaL												

Notes (Applicable to advertised posts) :

- Based on qualification, relevant experience, and potential, the selected candidates will be offered monthly remuneration (*Within Maximum Ceiling). In addition to offered annual remuneration, company offers attractive Mediclaim coverage, group insurance, etc.
- Mentioned Age Limit/Minimum years of Experience Criteria shall be reckoned with/as on the closing date of the application.
- Company reserves the right to change the place of posting across India.
- The appointment is initially for a period of Five (5) years or up to superannuation age i.e. 60 years, whichever is earlier.

How to Apply:

Aspirants may send the detailed resume (along with present position in the organization hierarchy, current and expected CTC) by email at careerconnect@opalindia.in, mentioning the **role/position on the subject line of the mail** latest by 14th February, 2024. Applications by any other mode shall not be accepted.

**OPaL, reserves the right to conclude/terminate the process of appointment of published posts without any intimation to applicants.*

