

**ONGC VIDESH LIMITED**

3<sup>rd</sup> Floor, Deendayal Urja Bhawan  
5 Nelson Mandela Road, New Delhi – 110070

**Tel:** 011-2675 5350

**Website:** www.ongcvidesh.com

**CIN:** U74899DL1965GOI004343

General Terms and Conditions for engagement of 7 (Seven) Cost and Management Accountant on retainership basis in finance domain on fixed term basis for 3 (Three) years through Campus of the Institute of Cost Accountants of India (ICAI)

**Introduction**

ONGC Videsh Limited (ONGC Videsh), a Navratna Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is a wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 32 oil and gas assets in 14 countries and produced about 21.7% of oil and 16% of oil and natural gas of India's domestic production in FY2022-23. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

ONGC Videsh intends to engage 7 (Seven) Cost and Management Accountant on retainership basis in Finance domain on a fixed term contract basis for a period of 3 (three) years and accordingly invites applications from eligible Cost and Management Accountants (CMAs) through the campus placement program of ICMAI. Details are provided as under:

**1. Details of posts:**

| Name of Post  | Number of posts        | Emoluments              | Essential Qualification |
|---|------------------------|-------------------------|-------------------------|
| Cost and Management Accountant on retainership basis. | 7 (Seven) - Unreserved | Rs. 100,000/- Per month | CMA                     |

**2. Eligibility Criteria:**

| Parameters                | Criteria  |
|---------------------------|---|
| Age                       | 30 Years (Maximum)  |
| Educational Qualification | Passed CMA final examination of ICMAI   |
| Location                  | Candidates based in Delhi-NCR would be preferred.                                   |
| Experience                | Fresh candidates may apply. Suitable weightage may be given to relevant experience. |

|                 |   |
|-----------------|---|
| Minimum Marks   | Minimum 430 Marks and above   |
| Computer Skills | Must have sound knowledge of MS-Office (Word, Excel, PowerPoint). Candidates holding certifications in respect of the following shall be preferred: <ul style="list-style-type: none"> <li>• Financial Modelling and/or Valuation</li> <li>• SAP ERP</li> </ul> |

### 3. Emoluments:

Monthly emoluments will be as follows:

| Component                  | Amount                  |
|----------------------------|-------------------------|
| Retainership amount -fixed | Rs. 100,000/- Per month |

### 4. Period of Engagement

- i. Cost and Management Accountant on retainership basis will be engaged for a period of up to a maximum of three years on an annual renewal basis based on their performance appraisal.
- ii. The engagement shall end on expiry of the prescribed tenure period and no separate notice shall be required to be given in this regard.

### 5. Job requirements:

| SI. No. | Name of Post  | Job Requirements  |
|---------|---|---|
| 1.      | Cost and Management Accountant on retainership basis. | To assist executives in day-to-day functioning of various sections in finance domain including but not limited to Corporate Accounts and Financial Reporting, Treasury, Taxation, Project Finance, Internal Audit, Pre-Audit and Corporate Payments Business Development Finance etc. |

### 6. Job responsibilities:

| SI. No. | Name of Post  | Job Responsibilities   |
|---------|---|--|
| 1.      | Cost and Management Accountant on retainership basis. | The Paid Executive Assistants shall be placed in different sections of the finance domain as per the requirements of the Company. They may also be rotated among different sections depending upon the requirements. Their respective roles and responsibilities will include: |

| SI. No. | Name of Post | Job Responsibilities  |
|---------|--------------|---|
|         |              | <p><b>Corporate Accounts and Financial Reporting:</b></p> <ul style="list-style-type: none"> <li>• Preparation of interim and annual standalone and consolidated financial statements under Ind AS framework</li> <li>• Impairment assessment of the projects</li> <li>• Review of financial statements of components (subsidiaries/JVs/Associates)</li> <li>• Engaging with the auditors and addressing their queries</li> <li>• Review of projects' performance, monitoring of expenditure</li> <li>• Reporting on financial and cash position of the company</li> <li>• Preparing various MIS and carrying out other works assigned by the controlling officer.</li> </ul> <p><b>Corporate Budget:</b></p> <ul style="list-style-type: none"> <li>• To prepare the annual budget and profitability of the company and run the approval process.</li> <li>• To coordinate with projects and corporate sections for physical and financial inputs for the budget</li> <li>• To monitor budget utilization by the projects on a periodical basis.</li> <li>• To prepare reports as required to be submitted to the ministry.</li> <li>• Preparing various MIS and carrying out other works assigned by the controlling officer.</li> </ul> <p><b>Corporate Treasury</b></p> <ul style="list-style-type: none"> <li>• Raising of Domestic and External Commercial Borrowings through various instruments like, commercial papers, Debentures, Foreign Currency Term Loans, Syndicated Loans, Foreign currency Bonds etc.</li> <li>• Engaging with credit ratings for obtaining credit rating and arranging of Bank Guarantees, Standby Letter of Credits as per the requirements,</li> <li>• Undertaking forex derivative transactions.</li> <li>• Preparation of cash forecasts, fund management and investment of surplus fund</li> <li>• Reporting under ODI/FEMA/ECB/DIPAM/DPE guidelines.</li> <li>• Preparing various MIS and carry out other</li> </ul> |

| SI. No. | Name of Post | Job Responsibilities  |
|---------|--------------|---|
|         |              | <p>works assigned by the controlling officer.</p> <p><b>Corporate Taxation:</b></p> <ul style="list-style-type: none"> <li>• Collation of information &amp; documents from projects and different sections for advance tax estimation, ITR filing and tax audit.</li> <li>• Preparation &amp; filing of corporate income tax &amp; GST returns, statements, etc.,</li> <li>• Interacting with and providing clarifications &amp; responses to other departments, lawyers, consultants, tax authorities and other stakeholders on tax matters,</li> <li>• Ensuring compliance with other requirements under income tax &amp; GST laws as applicable from time to time</li> <li>• Preparing various MIS and carrying out other works assigned by the controlling officer.</li> </ul> <p><b>Internal Audit Section:</b></p> <ul style="list-style-type: none"> <li>• Planning and conducting audit assignments.</li> <li>• Risk assessments, including maintaining tests of controls and/or tests of details including financial audits,</li> <li>• IT audits and internal controls,</li> <li>• Compliance with company policies and procedures, and fraud investigations.</li> <li>• Preparing various MIS and carry out other works assigned by the controlling officer</li> </ul> <p><b>Project Finance</b></p> <ul style="list-style-type: none"> <li>• Handling of Joint venture accounting.</li> <li>• Reconciliation of partner balances.</li> <li>• Monitoring of production sharing contracts and Joint operating accounts.</li> <li>• Budget preparation and monitoring.</li> <li>• Preparing various MIS and carry out other works assigned by the controlling officer.</li> </ul> <p><b>Business Development Finance</b></p> <ul style="list-style-type: none"> <li>• In-depth financial review and analysis of Business Development Opportunities</li> <li>• Study the fiscal regime, various contracts (PSC, JOAs), petroleum laws, and other applicable legislation of the respective country for evaluation of the opportunity.</li> </ul> |

| SI. No. | Name of Post | Job Responsibilities  |
|---------|--------------|---|
|         |              | <ul style="list-style-type: none"><li>• Prepare financial model for working out Cash flows, discounted cash flow, NPV, IRR, Payback etc. for the opportunity.</li></ul> |