

## Advertisement

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### **Hydrocarbon Sector Skill Council**

(A society registered under the Societies Registration Act, 1860)  
OIDB Bhawan, 2<sup>nd</sup> floor, Tower-C, Sector 73, Noida -201301

Applications are invited from eligible candidates for appointment as Chief Executive Officer (CEO), HSSC. Interested applicants may send their application in the prescribed proforma at [career@hsscindia.in](mailto:career@hsscindia.in) along with detailed CV and self-attested copies of documents in support of educational qualifications, age, experience etc within 21 days from the date of advertisement. For more details, please visit HSSC website; [www.hsscindia.in](http://www.hsscindia.in)

Sd/-  
CEO, HSSC

# Hydrocarbon Sector Skill Council

## (Job Description -Chief Executive Officer)

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<b>Job Title</b>	<b>Chief Executive Officer</b>
<b>Job Location</b>	New Delhi/NCR
<b>Age Limit</b>	Not more than 62 years (on the last date of receipt of application).
<b>Period of Contract</b>	3-years, which can be extended as considered appropriate for a further period of 2-years ( <i>Subject to a maximum age of 65 years</i> )

### **Qualification & Experience:**

- Graduate Engineering/MBA, regular full-time from a recognised university/Institute with strong academics.
- 25 years of total experience with at least 5 years' experience in a senior leadership position in Hydrocarbon / Petrochemical /or allied industry.  
Experience in the area of HR/ Learning & Development/ Skill Development/ Capacity Building shall be preferred.

### **Desirable Qualification & Experience:**

- Good understanding of hydrocarbon sectoral business, ecosystem and its operating environment including skill demand and supply scenario;
- Adequate knowledge of global energy scenario and regulatory norms;
- Adequate competencies in relation to business orientation, strategic thinking, executive maturity, entrepreneurial drive and execution excellence during his/her career;
- Result oriented leader with a track record of success and having the missionary zeal and ability to lead change.
- Experience of training/capacity building

### **Key Functions and Responsibilities:**

- The CEO will lead, guide and manage the activities for creating a vibrant demand-supply of skilled manpower for hydrocarbon sector.
- To provide strategic leadership for the development of the HSSC and to ensure that HSSC achieves its short-term, mid-term and long-term goals in terms of number of manpower trained, job placement etc.
- Set up Quality Assurance System for development of Standards (QPs/NOS), Curriculum, Assessment and certification including accreditation of various agencies involved.
- Align with the business and develop skill development strategy that would positively impact the business metrics; ensure buy-in from employers on the impact of Skill Development on business outcomes and improvement in growth;

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- Promote accreditation, examination and certification of training courses by national and international bodies of repute, besides promoting academies of excellence (Skill Development Institutes).
- Develop Skill Development Plan and maintain Skill Inventory for Hydrocarbon Sector;
- Coordinate with Skill Development Institutes (SDIs) being set up by Oil Sector PSUs and other Vocational Training Institutes;
- Coordination with MoP&NG, MSDE, NSDC, NCVET and other SSCs.
- Create a mechanism for receipt and utilisation of funds from the Government, Industry and multilateral organisations, ensure effective utilisation of resources and work towards creating a self-sustaining organisation.
- Establish the secretariat for HSSC including deployment of suitable manpower.

### **Other responsibilities:**

- CEO shall be the Convenor of the General Body and Governing Council of HSSC;
- Shall be responsible to the General Body and Governing Council and shall report to the Chairman, HSSC.
- Support Governing Council by adhering to SLAs and project milestones;
- Ensure legal/statutory compliances, work closely with Central and the State Governments and ensure that the HSSC delivers high quality services.
- Recruiting manpower for HSSC.
- Mentoring HSSC's staff in their areas of expertise or discipline.
- Preparation of the Annual Budget and operational plans of HSSC for the approval of General Body/Governing Council.
- Convene the meetings of General Body, Governing Council and Sub-Committees.

### **Remuneration:**

- Rs.3.25\* lacs per month (lumpsum), all inclusive  
*\*(Remuneration would be negotiable in the case of exceptional candidate)*



## **APPLICATION PROFORMA**

(For the position of CEO-HSSC)

### **PERSONAL DETAILS:**

Name (in full): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Father's / Spouse's Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Have you served in hydrocarbon/Petrochemical/or allied industry?

Yes  No

If yes;

(i) name of the organization: \_\_\_\_\_

(ii) period of service and last designation held: \_\_\_\_\_

(iii) Please specify, If allied industry: \_\_\_\_\_

Affix recent  
Passport Size  
Photograph

### **ADDRESS FOR COMMUNICATION:**

Present	Permanent
Tel No.: Residence Mobile:	Tel No.: Residence Mobile:
City: Pin:	City: Pin:
State	State
Email ID:	

**EDUCATIONAL QUALIFICATIONS:**

Name of College/ University	Name of Qualification	Year of Passing	Division / Percentage	Mode of Delivery (Full time/ correspondence/ Distance)

**EXPERIENCE DETAILS (Begin with the Last/Current Job)**

Organization Name	Position held	From (date)	To (date)	Nature of Work Performed/Key Responsibilities Handled

**PROFESSIONAL MEMBERSHIP/s**

Sr. No.	Name of the Organization / Association	Period/Duration

**DECLARATION BY THE APPLICANT:**

I hereby declare that the information given herein is true to the best of my knowledge and belief and in case of suppression or incorrectness of information furnished, my application is liable to be rejected and my service, if selected, shall be liable to be terminated.

Place: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**List of enclosures:**

1. Proof of Date of Birth
2. Proof of Education and Professional Qualification
3. Detailed experience profile / CV
4. Any other (please specify)

The application along with above documents to be sent at [career@hsscindia.in](mailto:career@hsscindia.in) within 21 days from the date of advertisement.