

No. OI-16011/69/IDF/2010-FS
Government of India
Ministry of Overseas Indian Affairs

Dated: March 31, 2010

Sub: Applications for the post of Chief Executive Officer (CEO) India Development Foundation of Overseas Indians (IDF-OI).

India Development Foundation of Overseas Indians is a not-for-profit trust registered by the Ministry of Overseas Indian Affairs, Government of India to provide a credible window for Overseas Indian Philanthropy in India's Social development. The objective of the foundation is to facilitate philanthropic activities by Overseas Indians including through innovative projects and instruments such as micro credit for rural entrepreneurs, self help groups for economic empowerment of women, best practice interventions in primary education and technology interventions in rural health care delivery.

The foundation is managed by an eminent Board of Trustees. The mandate of the foundation is to lead Overseas Indians philanthropic capital into India's Social Sector by forging partnerships between donors and credible non-government and non-profit voluntary organisations working in the Social Sector in India.

The post of **Chief Executive Officer (CEO)** India Development Foundation of Overseas Indians (IDF) is proposed to be filled up on deputation basis. Applications are invited from eligible officers working in the Central/State Governments fulfilling the following terms & conditions:

(i) Eligibility:

Serving All India Services/Central Services Group 'A' officers, who have completed at least 25 years of service.

(ii) Age:

The applicant should not have attained the age of 57 years as on the date of vacancy i.e. 01.04.2010.

(iii) Tenure:

CEO, IDF shall hold office for an initial period of 3 years from the date of joining office, he/she shall be eligible for reappointment for a further period of 3 years subject to overall tenure ceiling. Provided that no person shall hold office as CEO, IDF after he/she attains the age of 60 years.

(iv) Qualification and Experience:

The prospective candidate will have:

- Relevant professional experience in development, finance, human resource and /or economics.
- Demonstrated skills in alliance building and relationship management across diverse partners.
- Excellent written and oral communication skills.
- Ability to represent the organization across media, government and national and international forums.

Preferable:

- Knowledge of the French/Spanish/German
- Proficiency in computer applications.
- Exposure and experience in financial accounting and reporting
- Conflict resolution and negotiation skills/ people skills/ other required soft skills.
- Demonstrated good fundraising/resource mobilization capabilities.

(v) Roles and Responsibilities:

- Represent IDF at national and international forum including government, ministries and departments, donors and other stakeholders.
- Oversee international & national events, and networking with stakeholders across sectors and geographies and provide strategic direction to the foundation.

- Facilitate resource mobilization for IDF through different agencies under the guidance of the Board of Trustees.
- Facilitate policy advocacy, analysis and lobbying concerning philanthropy and the voluntary sector.
- Proactively engage in shaping the regulatory policy environment concerning the voluntary sector and the poor.
- Manage and organize publications of IDF and its portal.
- Co-ordinate, with statutory bodies in ensuring procedural and legal compliance by the IDF stakeholders.
- Act as an integrated center for information and a clearinghouse on various issues concerning philanthropy.
- Engage on bilateral and multilateral basis with related agencies to shape the pace and direction of the development policy agenda.
- Ensure effective implementation of IDF's policies and programs as set out by the Board of Trustees.
- Provide leadership to the IDF Team.

(vi) Pay/ Remuneration:

The CEO, IDF-OI will draw pay in the Pay Scale of Rs.67000 – (annual increment @ 3%) - 79000/- and in addition, allowances as admissible. The CEO will be entitled to housing/reimbursement of house rent.

2. The applications in respect of eligible officers who are interested and can be spared in the event of selection, may be forwarded, duly verified/counter verified along with the following documents:

- (i) Application in the prescribed performa (Annexure).
- (ii) Certified copies of up-to-date and complete Annual Confidential Reports (APAR/CR Dossier) of last five years.
- (iii) Integrity Certificate.

- (iv) Vigilance clearance including certification that no disciplinary proceedings/criminal proceedings are either pending or contemplated against the applicant.
- (v) List of minor/major penalty, if any, imposed on the applicant during the last 10 years.

3. Application along with the above documents should be forwarded through proper channel to Shri Shiv Ratan, Director (FS& Budget), Ministry of Overseas Indian Affairs, 914, Akbar Bhawan, Chanakyapuri, New Delhi-110021 **latest by 30.04.2010**. Applicants may send an advance copy to the above address.


(Shiv Ratan)
Director (FS & Budget)

Copy to:

1. Deputy Secretary (SM), Department of Personnel and Training, New Delhi
2. DoPT website: Technical Director, NIC, Room No.11/A, North Block, New Delhi
3. MOIA website: www.moia.gov.in

Annexure

**Application Performa
Application for the post of CEO, IDF-OI**

1. Name of the Candidate :
2. Date of Birth :
3. Age as on 01.04.2010 :
4. Date of Superannuation :
5. Present Post held :
6. Name of the Organization where posted :
7. Present Pay and Scale of pay :
8. Details of Educational & Professional Qualification (in chronological order) :
9. Number of years of regular service :
10. Details of experience

Sl No	Post Held*	From to	Scale of Pay & Basic Pay	Nature of Duties	Experience	Remarks/ any other information relevant for the post

- **Relevant certificate to be attached**

11. Complete postal address

Permanent :
Present :
Tel (Office; Resi. and Mobile) :
Email :

12. Whether any penalty imposed upon the applicant during the last 10 years
If yes, details thereof
13. Whether any disciplinary action or inquiry is going on against the applicant as far their knowledge.
If yes, details thereof
14. I certify the details furnished by me in column 1-13 are true and I am eligible for the post.

(Name & Signature of the Candidate)

Date:

Place:

**Certificate
(To be filled by the employer)**

Certified that particulars furnished by Sh/Smt/Ms.....have been verified and found to be correct and that no disciplinary proceedings are either pending or being contemplated against him/her. It is also certified that the integrity of the candidate is bonafide.

Signature & Designation
of the competent forwarding authority
with telephone no & office seal

Date:

Place:

Handwritten text and stamp at the bottom right corner, including the word "THANK" and some illegible text.