

No.A-12023/2/2015-Admn.
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan,
Block No.-14, CGO Complex,
Lodhi Road, New Delhi.
Dated the 29th August, 2018

To

All Ministries/ Departments, Govt. of India,
All chief secretaries of States,
All Chief Executives of CPSEs under the Govt. of India
(As per list attached).

Subject: Recruitment to fill up one post of Joint Director in Pay Scale: PB-3, Rs. 15600-39100+ Grade Pay of Rs.7600/- (7th CPC Revised Pay Matrix-12, Rs.78,800-2,09,200) by deputation (including short term contract) in the Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises.

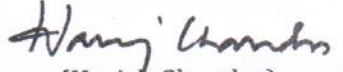
Sir/Madam,

I am directed to state that Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises will fill up one post of Joint Director in Pay Scale: PB-3, Rs. 15600-39100+ Grade Pay of Rs. 7600/- (7th CPC Revised Pay Matrix-12, Rs.78,800-2,09,200) on deputation basis (including short term contract). The vacancy circular has already been published in Employment News 11-17 August, 2018.

2. The scale of pay, job requirements, period of deputation, eligibility etc. prescribed for the post have been indicated in Annexure-I.

3. It is requested that the names of suitable officers, who satisfy the job requirements, and other conditions and who are willing and can be spared, may be forwarded to this Department as early as possible and in any case within two months from the date of publication of advertisement in the employment news, with their bio-data (3 copies) in the enclosed proforma (Annexure-II), up to date APAR dossier, vigilance clearance, Employer's NOC, Integrity certificate, Major and Minor penalty statement, in separate sheets. In case original APARs cannot be made available, their copies for the last five years, duly attested may be sent.

Yours faithfully,


(Harish Chandra)

Under Secretary (Adm)

Encl. As above.

Copy to :

1. Dy.Director (OL), DPE for Hindi version.
2. NIC Cell, DPE, for uploading the advertisement on the website of DPE as per Annexure I & II enclosed.

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**Ministry of Health
Department**

**Public Enterprises,
Public Enterprises**

Applications are invited for the post of Joint Director to be filled by deputation (including short term contract) basis.

1. Name of the post -Joint Director
2. Number of post -one
3. Scale of pay -PB-3 Rs.15,600 - 39,100 with Grade Pay of Rs. 7600/-
(7th CPC Revised Pay Matrix-12, Rs.78,800 – 2,09,200)
4. Method of Recruitment -By deputation (including short term contract)
5. Job Requirement -Corporate Managerial function including pay and Allowances of managers or workers of the industrial and commercial undertakings of the Central Government, management, development, training, organizational, marketing and financial aspects of public sector enterprises relating to their structure, objectives and control, marketing and pricing policies. Planning and other aspects of corporate policy, information system and public relations matters including research work in relevant areas.
6. Eligibility -Officers under the Central or State Government or of Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:
 - (a) (i) holding analogous post on regular basis; or
(ii) with five years regular service in posts in Pay Band-3, Rs.15600 – 39100 with grade pay of Rs.6600/- (7th CPC Revised Pay Matrix-11, Rs.67,700 – 2,08,700) or equivalent; and
 - (b) Possessing the following educational qualifications and experience :
 - (i) Master's Degree in Commerce or Economics or Statistics or Mathematics from a recognized University; or Master's Degree in Business Administration from a recognized University or equivalent; and
 - (ii) ten years experience in corporate managerial function including pay and allowances of managers or workers of the industrial and commercial undertakings of the Central Government; or
ten years experience of management development and training organizational, marketing and financial aspects of public sector enterprises relating to their structure, objectives and control, marketing and pricing policies, planning and other aspects of corporate policy; or

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ten years experience in information system and public relations matters in respect of public enterprises including publicity or organising research work in relevant areas.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment or deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

7. Period of deputation/contract :Period of deputation (including short-term contract) period of deputation or contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding fifty six years as on the closing date of receipt of applications.

While on deputation, the officers selected will be governed by the instructions and such other general or special orders issued by the Central Government from time to time.

Applications in the prescribed proforma (3 copies) should be routed through proper channel to Shri Harish Chandra, Under Secretary, Department of Public Enterprises, Room No. 409-A, Block No. 14, CGO Complex, Lodhi Road, New Delhi- 110003 within two months of the date of publication of this advertisement in the Employment News also furnish alongwith the certification by the employer/cadre controlling authority, as provided at the end of the bio-data proforma, duly counter-signed with the seal.

ANNEXURE-II

BIO-DATA/CURRICULUM VITAE PROFORMA

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A)Qualification	A)Qualification
B)Experience	B)Experience
Desirable	Desirable
A)Qualification	A)Qualification
B)Experience	B)Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications, Elective/main subjects and subsidiary subjects may be indicated by the candidate.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the Post	

6.1 Note: Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	
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7. Details of Employment, in chronological order, **enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on Regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties(in detail) highlighting experience required for The post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned, Details of ACP/MACP with present Pay Band Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation.</p>	
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10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)		
a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.		
13. Are you in Revised Scale of Pay? If yes give the date from which the revision took place and also indicate the pre-revised scale		
14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay	Total Emoluments
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		

<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information. <p>(Note: Enclose a separate sheet, if the space is insufficient)</p>	
<p>17 Please state whether you are applying for deputation (ISTC) Absorption/Re-employment basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of Non-Government Organizations are eligible only for Short-Term Contract) # (The option of STC/'Absorption'/Re-employment are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualification and experience mentioned in the Advertisement. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)

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