

No.88/03/2010-HR-I
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhavan, New Delhi,
Dated 4th December, 2014

Vacancy Circular

Sub: Filling up the post of Chairman and Managing Director in M/s. Brahmaputra Valley Fertilizers Corporation Limited (BVFCL) on deputation basis in schedule 'B' scale of pay of Rs. 25750-650-30950/-(pre-revised).

Brahmaputra Valley Fertilizers Corporation Limited (BVFCL), a Schedule 'B' Public Sector Enterprise under the administrative control of the Department of Fertilizers (DOF), formed after segregation of Namrup units in the state of Assam from the Hindustan Fertilizer Corporation Limited (HFCL) w.e.f. 01.04.2002. The Headquarters of BVFCL is registered in Namrup, Parbatpur, Distt Dibrugarh, Assam. The Namrup Complex of BVFCL comprises of three separate units designated as Namrup-I, Namrup-II and Namrup-III. The raw material for all the three units is natural gas, both as feed stock and as fuel. Namrup-I has only Ammonia Plant whereas Namrup-II & Namrup-III have Ammonia & Urea plants. At present only Namrup-II and Namrup-III are in operation and Namrup-I is lying defunct and is being scrapped. The Authorised Capital of BVFCL is Rs. 510 cr. The total paid up capital of the company is Rs. 365.83 cr. (100% GOI equity). It is one of the enterprises engaged in manufacturing of Urea Fertilizer.

2. The Chairman & Managing Director is the Chief Executive of the Company and accountable to its Board of Directors and Government. He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters.

3. Applications are invited from the officers of All India Service/Central Civil Services in the rank of Joint Secretary and equivalent with Pay Band 4 and Grade Pay Rs.10000 for filling up the post of Chairman and Managing Director

in M/s. Brahamaputra Valley Fertilizers Corporation Limited (BVFCL) on deputation basis for a period of five years or till retirement, whichever is earlier. The officer selected for the post will continue to draw the salary as per their entitlement in the parent Department/Cadre. The selection will be made by the duly constituted Selection Committee for the purpose.

4. The Cadre Controlling authorities are requested to forward the duly filled in applications (Curriculum Vitae as per proforma enclosed) of the eligible and willing officers, who can be spared immediately, alongwith CR Dossiers for the last five years and Vigilance clearance report as per the enclosed proforma. The Curriculum Vitae duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the post of Chairman & Managing Director, BVFCL on deputation basis. The last date of submission of the application is 45 days from the date of this circular. The application complete in all respects may be forwarded to the Under Secretary (FCA & HR-I), Department of Fertilizers, Room No. 222, Shastri Bhawan, New Delhi-110001.

Kulwant Rana

(Kulwant Rana)
Under Secretary to the Govt. of India
Tele: 23387197
Email: usfca-fert@nic.in

Encl: As above

To:

1. All Ministries/ Department of the Central Government
2. Chief Secretaries of all State Governments
3. Administrators of Union Territories
4. Department of Personnel and Training

It is requested that the vacancy circular may please be given wide publicity in their Ministries/ Departments.

ANNEXURE A

CURRICULUM VITAE PROFORMA

1. Name and Address
(in Block Letters)
2. Date of Birth
(in Christian era)
3. 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	Qualifications/ Experience possessed by the officer
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Essential

- (1)
- (2)
- (3)
- (1)
- (2)

Desired

6. Please State clearly whether in
the light of entries made by
you above, you meet the
requirement of the post.

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	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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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 you belong

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

a) Central Govt.

- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. 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
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention 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).
15. 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 Organisations are eligible only for Short Term Contract.)

- 16 Whether belongs to SC/ST
17. Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date _____

Signature of the candidate
Address _____

Countersigned

(Employer with Seal)

PROFORMA TO BE FILLED FOR VIGILANCE CLEARANCE

NAME OF THE OFFICER:

Note :

1. Each column should be replied in descriptive manner.
2. Proforma should be signed by an officer not below the rank of under Secretary.

1.	Details of disciplinary proceedings initiated against the officer during his career, so far.	
2.	Whether complaints including that of corruption, against the officer, which in the view of the state government may have a direct bearing / relevance on the vigilance status of the officer as on date, are pending against the officer. If so, details thereof.	
3.	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.	
4.	Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and final outcome thereof.	
5.	Whether the name of officer appears in the Agreed List.	

Signature & stamp
Of the officer certifying the proforma