

F.No.96/1/2017-HR-I  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers  
(HR-I)

Shastri Bhawan, New Delhi  
Dated 23 January, 2017

**OFFICE MEMORANDUM**

The undersigned is directed to forward the Job Description for Board level posts of Central Public Sector Enterprises as devised by PESB for the uploading in the website of Department of Fertilizers.

NIC, DoF is therefore, requested to kindly upload the Job Descriptions for Board level posts as per Annexure-A in website of DoF for its wide publicity.

Encl: As above.



(Abhimanu Sahoo)

Under Secretary to the Govt. of India  
Ph:23389364

To,

✓  
Sr. Tech, Director, NIC, DoF

Copy to: Department of Public Enterprises, Room No.502, Block 14, CGO Complex, Lodhi Road, New Delhi. w.r.t. their DO.letter No.5/2/2016-PESB dt.6<sup>th</sup> January, 2017 for information.



राजीव राय

सचिव

लोक उद्यम चयन बोर्ड

**Rajiv Rai**

Secretary,

Public Enterprises Selection Board

Tel : 91-11-24361230

Fax : 91-11-24361630



सत्यमेव जयते  
भारत सरकार  
Government of India

कमरा नं. 502, ब्लॉक नं. 14

लोक उद्यम भवन

सी.जी.ओ. काम्प्लेक्स, लोधी रोड,

नई दिल्ली-110003

Room No. 502, Block-14,

Public Enterprises Bhawan

C.G.O. Complex, Lodhi Road,

New Delhi-110003

*D.O. No. 5/2/2016-PESB*

*Dated 5th January, 2017*

*6*

Dear *Madam,*

The Public Enterprises Selection Board (PESB) has initiated a wide consultative process to finalize the qualification and experience norms in Job descriptions (JD) for various Board level posts of the Central Public Sector Enterprises with a view to make the Job descriptions more comprehensive, uniform and result oriented.

2. In furtherance of above, the qualification and experience norms for the post of Director (Finance) and Director (Human Resources/Personnel) have been devised after due deliberations and also incorporating the inputs from various stake holders in the Job description. They have been uploaded on the website of the PESB and the DoPT (copy enclosed).

3. In order to give more publicity to the proposed JDs and invite comments thereon, I shall be grateful if the said job descriptions of the posts are also uploaded on the website of the Ministry for seeking suggestions/comments of the public at large. The suggestions/comments received in this regard may kindly be forwarded to the PESB by 23.01.2017.

*With regards,*

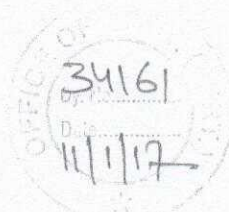
*Yours sincerely,*

*Rajiv Rai*  
(Rajiv Rai)

Encl: As above.

To

Ms. Bharati S. Sihag,  
Secretary,  
Department of Fertilizer,  
Shastri Bhawan,  
New Delhi-110001



*IS (OP)*  
11/1/2017

*Dist (PSU)*  
*Dist (Coord)*  
*Pr. part up*  
*16/1/2017*

*write to NEC for n/a.*

*Ravahar*

*-1/1/17*



With a view to make the Job Descriptions more comprehensive and uniform, a standard template of the “responsibilities”, “educational qualification” and “experience” for the posts of Director (Human Resources/Personnel) and of Director (Finance) in the various Central Public Sector Enterprises have been drafted and uploaded herein.

2. Before the JDs are finalized, comments thereon are hereby invited over e-mail id rajivrai@nic.in which will be accepted upto 5.00 p.m. on Friday 23.01.2017

For the post of Director (Human Resources/Personnel)

JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Human Resources/Personnel) is a member of the Board of Directors and reports to the Chairman and Managing Director. He/she is overall in-charge for evolving/formulating and implementing Human Resource Management /Industrial Relations policies, including manpower planning, talent acquisition, training & development, performance management, succession planning, technology enabled HR process wage policies in the organisation.

QUALIFICATION

The candidate should be a graduate with Post Graduate Degree or Diploma in Personnel Management/ Human Resource Management or Masters in Business Administration (MBA)/ Post Graduate Diploma/Programme in Management (PGDM/PGPM), recognised by UGC/AICTE, with Personnel/Human Resource Management as an elective subject.

EXPERIENCE

The candidate should have at least 5 (five) years of cumulative experience, during the last 10 (ten) years, in various aspects of Personnel/Human Resource Management in an organisation.



For the Post of Director (Finance)

JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Finance) is a member of the Board of Directors and reports to the Chairman and Managing Director. He/she is the overall in-charge of Finance and Accounts functions of the organisation and is responsible for evolving and formulating related policies and their implementation, including Financial Planning, budgeting, costing, Financial control, preparation of financial statements in compliance with corporate norms and statutory requirements.

QUALIFICATION

The candidate should be a Chartered Accountant or Cost Accountant or Masters in Business Administration (MBA)/Post Graduate Diploma/Programme in Management (PGDM/PGPM), recognised by UGC/AICTE, with Finance as an elective subject.

EXPERIENCE

The candidate should have at least 5 (five) years of cumulative experience, during the last 10 (ten) years, in various aspects of Financial Management functions in an organisation.