

No. E-1-5/2018-PSA
Government of India
Ministry of Communications
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi-110001

Dated, the 11th February, 2020

OFFICE MEMORANDUM

Subject: Appointment to the post of Director (Finance), Bharat Sanchar Nigam Limited (BSNL) on deputation/immediate absorption basis through Search-cum-Selection process by DoT. - Uploading of job description & responsibility, eligibility criteria, etc.

The undersigned is directed to state that the post of Director (Finance), BSNL is being filled up on deputation/immediate absorption basis through Search-cum-Selection method by DoT.

2. A brief advertisement has been published on 11.02.2020 in the leading newspapers of English [Economic Times, Business Standard, Times of India and The Hindustan Times] and Hindi inter-alia, stating to refer the website of DoT viz. www.dot.gov.in.
3. It is requested to upload the job description including eligibility criteria, circular and format of application (in Hindi and English) **on the website "today"**.
4. This issues with the approval of **Secretary (T)**.



(Arvind Kumar Jha)
Under Secretary to the Govt. of India
Tel. No. 23036190

Encl: As above.

- | | |
|---|--|
| 1. The Technical Director,
National Informatics Centre,
DoT, Sanchar Bhawan, New Delhi. | 2. The Technical Director,
National Informatics Centre,
PESB, New Delhi. |
| 3. The Technical Director,
National Informatics Centre,
DoPT, North Block, New Delhi. | 4. CMD, BSNL,
BSNL Bhawan, Janpath, New Delhi. |

Copy for information and with the request to kindly get the job description including eligibility criteria, circular and format of application (in Hindi and English) for the post of Director (Finance), BSNL uploaded on the website:

- (i) Sh. Girish Chandra, Deputy Secretary (PESB), Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi.
- (ii) Sh. Amit Srivastava, Under Secretary (ACC), DoPT, North Block, New Delhi

No. E-1-5/2018-PSA
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20, Ashoka Road, Sanchar Bhawan, New Delhi-110001

Dated, the 11th February, 2020

Sub.: Appointment to the post of Director (Finance), Bharat Sanchar Nigam Limited (BSNL) on deputation/immediate absorption basis through Search-cum-Selection process - Schedule "A" CPSE.

The Government of India has constituted a Search-cum-Selection Committee (SCSC) under the Chairpersonship of Chairman, PESB for appointment on deputation/immediate absorption basis to the post of Director (Finance), BSNL in the scale of pay of the post Rs. 75,000-1,00,000/- (IDA). A copy of the job description for the post is enclosed.

2. BSNL is a schedule 'A'/Miniratna CPSE under the administrative control of Department of Telecommunication, Ministry of Communications and it is providing telecom services throughout the country except Delhi and Mumbai.

3. The Job Description (JD) including eligibility details and format of application for the post can be downloaded from DoT's Website i.e. <http://www.dot.gov.in>.

4. It is requested that names of candidate [seniority-wise] who are found suitable for the said post as per the requirement indicated in the job description along with copies of relevant documents to the following address so as to reach this office **latest by 15:00 hours on 13.03.2020:**

Secretary (Telecom),
Department of Telecommunications,
Room No. 415, Sanchar Bhawan,
20, Ashoka Road, New Delhi.
Tel.: 011-23036190, Fax:011-23717416


5. For convenience, scanned copy of the same may also be sent at **e-mail:** dirpolicy-dot@gov.in

6. The applicant should **submit the application through their respective cadre controlling authority** and should mandatorily ensure that application reaches DoT before the expiry of the **last date of submission i.e. 13.03.2020.**

7. It is also requested that advance action may be taken to keep the ACRs for the last 10 years, of those candidates ready along with their vigilance profile [(i) Penalty imposed, if any, during the last 10 years (ii) Details of disciplinary action initiated/being initiated if any, etc.] to be furnished as and when selection meeting is scheduled.

8. In case the relevant details are not received within the stipulated time, it will be assumed that there are no eligible candidates to be sponsored for the post.

9. The selection to the post is subject to the outcome of OA No. 4085 of 2017 filed before Hon'ble CAT, Principal Bench, New Delhi by Shri Mandeep Prakash & Ors Vs. Union of India & Ors.


(Arvind Kumar Jha)

Under Secretary to the Govt. of India

Tel.: 23036190

1. All Ministries/Departments of the Govt. of India.
2. Chief Secretaries of State/UTs.
3. PSO to Secretary (T) & Chairman Digital Communications Commission, DoT.
4. Sr. PPS to Member(s), Digital Communications Commission, DoT.
5. Sr. PPS to Administrator (USOF), DoT, Sanchar Bhawan, New Delhi.
6. PPS to Advisor(s) DoT.
7. PPS to all Sr. DDGs, DoT.
8. Wireless Advisor, WPC, DoT.
9. PPS to JS (T)/JS (A), DoT.
10. CMD(s), BSNL/MTNL/TCIL/ ITI & BBNL
11. PPS to Secretary (PESB), Block No. 14 CGO Complex, Lodhi Road, New Delhi with the request to upload a copy of the communication on the website of PESB.
12. PS to Director(ACC), DoPT(ACC), O/o Establishment Officer, North Block, New Delhi with the request to upload a copy of the communication on the website of DoP&T.
13. Director (Restg.), DoT for uploading on the website of DoT.
14. Guard File and O/o Folder.

F. No. E-1-5/2018-PSA
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Sub.: Appointment to the post of Director (Finance), Bharat Sanchar Nigam Limited (BSNL) on deputation/immediate absorption basis through Search cum Selection process.

NAME OF THE CPSE	:	Bharat Sanchar Nigam Limited (BSNL)
NAME OF THE POST	:	Director (Finance)
DATE OF VACANCY	:	01.01.2017.
SCHEDULE OF THE CPSE	:	Schedule A
SCALE OF THE POST	:	Rs. 75000-100000 (IDA)

I. COMPANY PROFILE:

Bharat Sanchar Nigam Ltd. (BSNL) was incorporated in September, 2000 under the Indian Companies Act, 1956 with the objective to take over the business of providing telecom services and network of the erstwhile Department of Communications with effect from 1st October, 2000. The Company is providing Telecom Services throughout the country except Delhi and Mumbai. BSNL is a schedule "A"/Miniratna CPSE with the administrative jurisdiction of Department of Telecommunications. The company employed 166974 regular employees (Executives- 47116 & Non-Executives-119858) as on 31.03.2019.

The authorized and paid up capital of the Company was Rs. 17500 crore and Rs. 12500 crore respectively as on 31.03.2019.

Its Registered and Corporate offices are at New Delhi.

The shareholding of the Government of India in the Company is 99.99%.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Finance) is a member of 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 organization, and is responsible for evolving and formulating related policies and their implementation, including Financial Planning, budgeting, costing, Financial control, preparation financial statements in compliance with corporate norms and statutory requirements.

III. ELIGIBILITY

1. **AGE:** On the date of occurrence of the vacancy (DOV):

Age of superannuation 60 years.			
Internal		Other	
Minimum	Maximum	Minimum	Maximum
45	2 years of residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years of residual service as on the date of vacancy w.r.t. the date of superannuation

2. **EMPLOYMENT STATUS:**

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity- and **not** in a contractual/ad-hoc capacity- in one of the followings: -

- (a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- (b) Central Government including the Armed Forces of the Union and All India Services;
- (c) State Public Sector Enterprise (SPSE) where the annual turnover is ***Rs. 2000 crore or more;**
- (d) Private Sector in company where the annual turnover is ***Rs.2000 crore or more. Preference would be given to candidates from listed companies.**

(*The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)

3. **QUALIFICATION:**

- (i) The applicant should be a Chartered Accountant or Cost Accountant or a full time MBA/PGDM course with good academic record from a recognized University/Institution.
- (ii) Officers of Organised Group 'A' Accounts Services [i.e. Indian Audit and Accounts Service, Indian Defence Accounts Service, Indian Railway Accounts Service, Indian Civil Accounts Service, Indian P&T Accounts & Finance Service and Indian Cost Accounts Service] working in the appropriate level are exempted from these educational qualifications.

- (iii) Further, applicants from the Central Govt./Armed Forces of the Union/All India Services, will also be exempted from the educational qualifications as per (i) above provided the applicants have 'the relevant experience' as mentioned in Para 4 (iii) below.

In respect of applicants from Organized Group 'A' Accounts Services/Central Government/Armed Forces of the Union/All India Services, Chartered Accountant/Cost Accountant/MBA/PGDM will be a desirable educational qualification.

4. EXPERIENCE:

- (i) The applicant should have at least five years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management and Accounts in an organization of repute.
- (ii) Applicants from Organized Group 'A' Accounts Services should have at least five years' cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/Accounts.
- (iii) 'The relevant experience' in respect of applicants from Central Government/Armed Forces of the Union/All India Services would include at least seven years of cumulative experience at a senior level during the last ten years in the area of Corporate Financial Management/Accounts.

5. PAY SCALE/RANK/LEVEL:

The minimum length of service required in the eligible scale/rank/level will be one year for internal candidates, and two years for others as on the date of vacancy.

- (a) **Applicants from CPSEs** should be working in the following or a higher pay scale:

Eligible Scale of Pay

- (i) Rs.7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs.9500-11500 (IDA) Post 01/01/1992
- (iii) Rs.20500 -26500 (IDA) Post 01/01/1997
- (iv) Rs.51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01.01.2017
- (vi) Rs.18400-22400 (CDA) Pre-revised
- (vii) Rs.37400-67000+ GP Rs. 10000 (CDA)
- (viii) Rs. 144200-218200 (Level 14 CDA)

(b)

- (i) **Applicants from Central Govt. / All India Services** should be holding a post of the level of Joint Secretary in Govt. of India or carrying equivalent scale of pay.
- (ii) **Applicants from the Armed forces of the Union** should be holding a post of the level of Major General in the Army or equivalent rank in Navy/Air Force.

(c)

Applicants from State Public Sector Enterprises/Private Sector should be working at Board level position or at least a post of the level immediately below the Board level.

6. CONDITION OF DEPUTATION/IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration on deputation/immediate absorption basis.

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or up to the date of superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS:

All applicants should send their applications as per the format at Annexure.

1. The applicants should submit their applications through proper channel as follows:
 - (a) Government Officers including those of the Armed Forces of the Union and All India Services: through Cadre Controlling Authority.
 - (b) CMDs/MDs/Functional Directors in CPSE: through the concerned administrative Ministry.
 - (c) Below Board level in CPSE: through the concerned CPSE.
 - (d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government.
 - (e) Below Board level in SPSE: through the concerned SPSE.
 - (f) Private Sector: directly to Department of Telecommunications.

2. Applicants from Private Sector must submit the following documents along with the application form:

- (a) Annual Reports of the Company for the last 3 years preceding the calendar year in which the post was advertised **(please provide URL or attach/enclose copies)**;
- (b) Whether the company is listed or not; if yes, the documentary proof **(please provide URL or attach/enclose copies)**;
- (c) Evidence of working at Board level or at least a post of the level immediately below the Board level;
- (d) Self-attested copies of documents in support of age and qualifications;
- (e) Relevant Jobs handled in the past with details.

VI. UNDERTAKING BY THE APPLICANT

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. For candidates from Central Government/Armed Forces of the Union/All India Services:

- (a) The appointment is on deputation/immediate absorption basis.
- (b) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (c) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

2. For candidates from CPSE

- (a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.
- (b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/Private Sector

- (a) If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

4. In the above cases, no request for relaxation or otherwise would be entertained.

Last time/date of receipt of complete application duly forwarded to Department of Telecom is **by 15.00 hours on 13.03.2020**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be **REJECTED**.

Search cum Selection Committee reserves the right to shortlist applicants for interview.

Applications are to be addressed to

Secretary (Telecom),
Department of Telecommunications,
Room No. 415, Sanchar Bhawan,
20, Ashoka Road, New Delhi.
Tel.: 011-23036190, Fax:011-23717416

**ALL CORRESPONDENCE SHOULD BE ADDRESSED TO SECRETARY (TELECOM),
DEPARTMENT OF TELECOMMUNICATIONS ONLY.**

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSEs)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/PRIVATE SECTOR

(Through Proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post at DoT's website (www.dot.gov.in)



1.	Name of the post applied for	
2.	(a) Applicant's Name (as per official records Mr./Mrs./Ms.)	
	(b) Designation of the Applicant (in full)	
	(c) Name of the company	
	(d) Category as per Employment Status (Please tick as applicable)	Officer of a CPSE/Central government/Armed Forces of the Union/All India Services/SPSE/Private Sector
	(e) Office Address	
	(f) Address for Communication	
3.	Telephone No. Office Residence: Mobile No. E-Mail id	
4.	Date of Birth (DD/MM/YYYY) Age as on date of vacancy (Years/Months/Days)	

5. (i) Educational/Professional Qualifications

Sl. No	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self-Declaration Whether meets the eligibility qualification requirement		
			From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other
1	2	3	4		5			6			7		
			From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other

*Should be exactly as per Degree/Certificate issued by the university.

(ii) Positions held during the last ten years, from the date of uploading the vacancy circular on the DoT's website.

Sl.No.	Complete Designation & Place of Posting*	Name of Organization	Pay scale**	Period		Reporting to Designation*	Self-Declaration whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	
1	2	3	4	5		6	7		8
				From	To		Yes	No	

* Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/Employer.

** Private Sector- CTC/remuneration/emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.

Note: 1. Please attach a write-up, **not exceeding 3500 characters**, in support of your candidature, for reference at the time of interview. The full form of all abbreviation used must be given in the prescribed limit of characters.

6. (a) Do you hold lien in any organization other than where currently working?

Yes	No
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If yes:

- i. Name of the organisation in which the lien is held:
- ii. Date from which the lien is held:

(b) Are you on deputation?

Yes	No
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If yes:

- i. Name of parent organisation:
- ii. Date from which on deputation:

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof i) Civil/Criminal
ii) Departmental Inquiry

Yes	No
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(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his/her knowledge goes

If yes, the details thereof i) Civil/Criminal
ii) Departmental Inquiry

Yes	No
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I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g.: 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

Company in which candidate is currently serving	Year	Annual Turnover of the company (in Rupees Crores)

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website address) _____

(b) CIN (Corporate Identity Number) _____

(ii) I certify that I am

(a) Working at Board level position

Yes	No
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If yes: Please provide your DIN (Director Identification Number)

_____ (b) Holding a post at the level immediately below the Board.

Yes	No
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I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

PRIVATE SECTOR

8. Year wise Audited Annual Turnover (ATO) of the **Company in which currently working** for 3 financial years preceding the calendar year in which the post has been advertised (e.g.: 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

Company in which candidate is currently serving	Year	Annual Turnover of the company (in Rupees Crores) *

*If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the DoT's website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(c) URL (Company Website address) _____

(d) CIN (Corporate Identity Number) _____

(ii) I certify that I am

(a) Working at Board level position

Yes	No
-----	----

If yes: Please provide your DIN (Director Identification Number) _____

(b) Holding a post at the level immediately below the Board.

Yes	No
-----	----

(iii) Whether the Company in which I am working is listed on the stock exchange.

Stock Exchange _____

Yes	No
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Proof of listing may be accessed over _____(please provide URL)

(iv) Self certified copies for proof of age and educational qualifications (enclosed)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

ISon/Daughter ofhereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)

For candidates from Central Government/Armed Forces of the Union/All India Services/SPSE

The appointment is on deputation/immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

Date:

(Name & Signature of the Applicant)

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

Date:

(Name & Signature of the Applicant)

For candidates from Private Sector

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

Date:

(Name & Signature of the Applicant)

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

It is certified that the particular furnished above have been scrutinized and found to be correct as per official records.

(Signature & Designation of the
Competent Authority)
With Telephone No. & e-Mail address

