

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 will be invited over e-mail id rajivrai@nic.in which will be accepted upto 5.00 p.m. on Friday 05.05.2017.

FOR THE POST OF DIRECTOR(HUMAN RESOURCES/PERSONNEL)

JOB DESCRIPTON AND RESPONSIBILITES:

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 Human Resource process, wage policies in the organization.

QUALIFICATION[To become applicable to all vacancies arising on or after 1.1.2019]

The candidate should possess a Post Graduate Degree or a Diploma in personnel Management/Human Resource Management or Masters in Business Administration (MBA)/Post Graduate Diploma/Programme in Management (PGDM/PGPM) from a recognized University/Institution. As an interim arrangement, those who do not possess the aforesaid qualification should have undergone a bridging course in Human Resources of at least two months, as per the Prescribed Framework.

Further, the executives who are working at below Board level posts such as GM or those holding posts above GM (upto CMD) in the eligible pay scale i.e. Rs.43,200-66,000, 51,300-73,000 & 62,000-80,000/-) on 1.1.2017 or before to apply for Board level posts, will be exempted from the above requirement. This is subject to their fulfilling other eligibility conditions provided in the Job Description.

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 organization.

To facilitate the above,w.e.f. 1.1.2019 –

1. All appointments in the managerial cadre of Human Resources (HR) wing shall only be made with candidates who possess a Postgraduate Degree or a Diploma in Personnel Management/ Human Resource Management or Masters in Business Administration (MBA)/Post Graduate Diploma/Programme in management (PGDM/PGPM) from a recognized University/Institution.*
 2. All applicants for the post of DGM(HR) should possess a Postgraduate Degree or a Diploma in Personnel Management/Human Resource Management or Masters in Business Administration (MBA)/Post Graduate Diploma/Programme in Management (PGDM/PGPM) recognized by University /Institution.
 3. All applicants for the post of GM(HR)/ED(HR) should possess a Postgraduate Degree or a Diploma in Personnel Management/Human Resource Management or Masters in Business Administration (MBA)/Post Graduate Diploma/Programme in Management (PGDM/PGPM) recognized by University /Institution. As an interim arrangement, they (DGM or Addl. GM) should have undergone a bridging course in Human Resources of at least two months as per the Prescribed Framework, provided they have become DGM on or before 1.1.2017.
- * All CPSEs to incorporate this suitably in their R&P Rules, if not already provided.

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 organization 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) from a recognized University/Institution.

EXPERIENCE

The candidate should have at least 5 (five) years of cumulative experience, during the last 10 (ten) years at senior level in Corporate Financial Management and accounts.

- * To facilitate the above, all appointments in the managerial cadre of finance wing shall only be of candidates who are a Chartered Accountant or a Cost Accountant or Masters in Business Administration (MBA) / Post Graduate Diploma / Programme in Management (PGDM/PGPM) from a recognized University/Institution with effect from 01.01.2019. All CPSEs to incorporate this suitably in their R& P Rules, if not already provided.