

No. : 7/19/2018-PESB

भारत सरकार

Government of India

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

(लोक उद्यम चयन बोर्ड)

(Public Enterprises Selection Board)

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ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड

Block No.14, C.G.O. Complex, Lodhi Road

नई दिल्ली / New Delhi- 110003

सी. पी. एस. ई. का नाम NAME OF THE CPSE	: Numaligarh Refinery Ltd.
पद का नाम NAME OF THE POST	: Director (Finance)
रिक्ति की तारीख DATE OF VACANCY	: 31/01/2018
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	: Schedule B
पद का वेतनमान SCALE OF THE POST	: Rs. 160000-290000

## I. COMPANY PROFILE

Numaligarh Refinery Limited (NRL) was incorporated on 22nd April, 1993 under the Indian Companies Act, 1956. NRL is a Schedule 'B'/Miniratna CPSE under the administrative control of Ministry of Petroleum and Natural Gas. The company is involved in refining and marketing of petroleum products.

The authorized and paid up capital of the Company was Rs. 1000 crore and Rs. 735.63 crore respectively as on March 31, 2017.

Its Registered and Corporate office are in Guwahati, Assam.

NRL is a subsidiary of Bharat Petroleum Corporation Limited which holds 61.65% equity shares in the Company.

## II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Finance) is a member of the Board of Directors and reports to Managing Director. He/She is overall in charge of the finance and accounts of the organization and is responsible for evolving and formulating policies related to finance and accounts as well as implementation thereof.

### III. ELIGIBILITY

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

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
40	2 years of residual service as on the date of vacancy w.r.t. the date of superannuation.	40	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:-

- Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- Central Government including the Armed Forces of the Union and All India Services;
- State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs 1000 crore or more**;
- Private Sector in company where the annual turnover is **\*Rs 1000 crore or more**.

(\* 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:

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.

#### 4. EXPERIENCE:

The applicant should have at least five years of cumulative experience at a senior level during the last ten years in various aspects of Corporate Financial Management and Accounts in an organization of repute..

#### 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

- Rs. 6250-7475 (IDA) Pre 01/01/1992
- Rs. 8520-10050 (IDA) Post 01/01/1992
- Rs. 18500-23900 (IDA) Post 01/01/1997
- Rs. 43200-66000 (IDA) Post 01/01/2007
- Rs. 100000-260000 (IDA) Post 01.01.2017
- Rs. 14300-18300 (CDA) Pre-revised
- Rs. 37400-67000 + GP 8700 (CDA)
- Rs. Level 13 118500-214100

#### (b)

**(i) Applicants from Central Govt. / All India Services** should be holding a post of the level of Director 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 Brigadier 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 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 only on immediate absorption basis.

#### IV. DURATION OF APPOINTMENT

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

#### V. SUBMISSION OF APPLICATIONS

All applicants should send their applications as per the format .

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 the PESB.

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

- (a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose);
- (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 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.

#### VII. THE APPLICANTS CAN EITHER

(a) fill up the Application Form online against this Job Description on the website of PESB - <http://pesbonline.gov.in/> and thereafter forward it online, as specified in para V(1);

Or

(b) fill up the Application Form online against this Job Description on the website of PESB - <http://pesbonline.gov.in/>, take a printout and send it offline, as specified in para V(1).

Last time/date of receipt of complete application duly forwarded to PESB is **by 15.00 hours on 31/05/2018**. 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. Board reserves the right to shortlist applicants for interview.

Applications are to be addressed to

Smt Kimbuong Kipgen  
Secretary,  
Public Enterprises Selection Board, Public Enterprises Bhawan,  
Block No. 14, CGO Complex, Lodhi Road, New Delhi-110003.

**ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.**