

107

F.no. 4-5/2017-PE-V part I  
Government of India  
Ministry of Heavy Industry & Public Enterprises  
Department of Heavy Industry  
(PE-V Section)

Udyog Bhawan, New Delhi  
Dated:- 27.08.2020

**OFFICE MEMORANDUM**

Subject:- Uploading of advertisement for the post of CMD and Director (Production), Heavy Engineering Corporation, Ranchi.

The undersigned is directed to state that an advertisement inviting applications for filling up the post of Chairman & Managing Director and Director (Production), HEC is to be released from 01.09.2020.


2. Detailed vacancy circulars along-with Biodata proforma for application and terms and conditions of employment for the post of Chairman & Managing Director, HEC and Director (Production), HEC is also enclosed which are to be uploaded on PESB website. These should be available on the PESB website from the date of publication of the advertisement i.e. 01.09.20 to 30.09.2020.

  
27/8/2020

(Inder Jeet Singh)

Under Secretary to the Govt. of India

Shri Ajit Kumar,  
Under Secretary, *is*  
PESB, CGO Complex,  
New Delhi

For o/a.   
11/9/20

US: Away

ASO (Any)

NK programmer

108

F.no. 4-5/2017-PE-V (part 1)  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Heavy Industry  
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UdyogBhawan, New Delhi  
Dated : 01.09.2020

**VACANCY CIRCULAR**

Name of the CPSE	Heavy Engineering Corporation Ltd. (HEC)
Name of the Post	Chairman & Managing Director (CMD)
Schedule of the CPSE	Schedule 'A'
Date of Vacancy	01.01.2019
Scale of the Post	Rs. 80,000 – 1,25,000/- (2007 Pay Scale)

**1. COMPANY PROFILE**

Heavy Engineering Corporation Limited (HEC) was incorporated in 1958 under the Indian Companies Act, 1956, with the objective to achieve self-reliance and self-sufficiency in the field of designing and manufacturing of equipment and machinery for Iron and Steel Industry and other core sector industries. The mission of the company is to acquire and maintain leading position as suppliers of quality equipments, spares, systems & services for the Steel, Mining, Coal, Railways and other strategic sectors like space research, atomic energy etc. to expand business into allied areas and other priority sectors of the economy. HEC is a Schedule 'A' CPSE in Heavy Engineering sector under the administrative control of Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises.

Its Registered and Corporate office is at Ranchi, Jharkhand.

The Company employed 1407 employees (Executive: 654, Non-Executive: 753) as on 31.03.2020. The authorized and paid up capital of the Company was Rs.1000 crores and Rs. 606.08 crores respectively as on March 31, 2020.

The shareholding of the Government of India in the Company is 100%.

**2. JOB DESCRIPTION AND RESPONSIBILITIES**

The Chairman and Managing Director is the Chief Executive of the Company and accountable to its Board of Directors and Government/Share holders. He/She is responsible for the efficient functioning of the company, and for achieving its corporate objectives and performance parameters.

**3. STATUS OF THE POST**

109

3.1 The post of CMD is to be filled up on deputation basis in exemption of the rule of immediate absorption for Central Govt. employees including Defence Personnels. However, selected candidate from CPSE/SPSE/Private Sector will be absorbed in Company's services.

3.2 The Age of superannuation will be 60 years. The initial appointment/deputation shall be for a period of 5 years, or till the date of superannuation, whichever is earlier.

#### **4. ELIGIBILITY CRITERIA FOR THE CANDIDATES**

##### **4.1 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:-

**4.1.1** Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

**4.1.2** Central Government including the Armed Forces of the Union and All India Services;

**4.1.3** State Public Sector Enterprise (SPSE) where the annual turnover is \* Rs 100 crore or more.

**4.1.4** Private Sector in company where the annual turnover is \* Rs 100 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  
\* Preference would be given to candidates from listed Companies)*

##### **4.2 QUALIFICATION:**

The applicant should be a graduate with good academic record from a recognized University/Institution.

Applicants holding Technical/Management qualification will have an added advantage.

##### **4.3 EXPERIENCE:**

The applicant should possess adequate experience at a senior level in an organization of repute.

Experience in Finance/ Marketing/ Production/ Personnel stream serving in engineering industry will have added advantage.

##### **4.4 PAY SCALE / RANK / LEVEL:**

**4.4.1** The length of service shall be taken as on the last date of receipt of application mentioned in the Vacancy Circular/advertisement.

**4.4.2** 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 last date of receipt of application:

- (i) Rs. 8250-9250 (IDA) Pre 01/01/1992
- (ii) Rs. 11500 – 13500 (IDA) post 01/01/1992
- (iii) Rs. 23750-28550 (IDA) post 01/01/1997
- (iv) Rs. 62000 – 80000 (IDA) post 01/01/2007
- (v) Rs. 150000 – 300000 (IDA) post 01/01/2017
- (vi) Rs. 22400 – 24500 (CDA) Pre-revised
- (vii) Rs. 67000 – 79000 (CDA) post 01.01.2006
- (viii) Rs. 182200 – 224100 (Level 15) CDA

**4.4.3** Officers working in Central Government Ministry / Department & All India Services Officers: Holding post on regular basis at the level of Jt. Secretary (Level 14) or above.

**4.4.4** Applicants from the Armed forces should be holding a post of the level of Major General or above in the Army or equivalent rank in Navy/Air Force.

**4.4.5** Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position at least for two years.

**4.5 AGE LIMIT:**

The applicant should be below 57 years as on the last date of submission of application form as mentioned in the Vacancy Circular / advertisement.

**5. SUBMISSION OF APPLICATION**

**5.1 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) Private Sector: as mentioned in point no. 8.

5.2 Applicants from Private Sector must submit the following documents along with the Bio-data in the prescribed proforma:

- (i) Annual Reports of the Company for the last 3 years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose);
- (ii) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose);
- (iii) Evidence of working at Board level for at least two years;
- (iv) Self-attested copies of documents in support of age and qualifications;
- (v) The relevant Job profile handled in the past with details.

**6 PROFORMA FOR APPLICATION AND OTHER TERMS AND CONDITIONS FOR APPOINTMENT / DEPUTATION**

The Application format for Bio-data (**Annexure I**), to be submitted by the candidate and other Terms and Conditions of appointment /deputation to the post are annexed (**Annexure II**).

**7. 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.

**7.1 For candidates from Central Government/Armed Forces of the Union/All India Services:**

- (a) The appointment is on deputation 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.

**7.2 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.

**7.3 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.

**8. SUBMISSION OF APPLICATION**

The application, completed in all respect, should be sent to-  
Shri Inder Jeet Singh, Under Secretary  
Department of Heavy Industries,  
Room no. 431, Udyog Bhawan,  
New Delhi - 110011

**9. LAST DATE OF SUBMISSION OF APPLICATION**

The last date of submission of application is by 17:00 hour on 30.09.2020



**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/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 and the Guidelines for processing cases of Board level appointments in Central Public Sector Enterprises at DHI website ([www.dhi.nic.in](http://www.dhi.nic.in)) and ([www.hecltd.com](http://www.hecltd.com))**

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 :- Officer of a CPSE/Central Government./Armed Forces of the Union/All India Services/SPSE/Private Sector  
(Please tick as applicable)



Photo Upload

(e) Office Address: \_\_\_\_\_

(f) Address for communication \_\_\_\_\_

3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail id \_\_\_\_\_

4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on last date of submission of application form(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							

\* 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 PESB website.**

Sl. No.	Complete Designation & Place of posting *	Name of the 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		

\* 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: II. Please attach a write-up, Part A : Achievements during the career so far and Part B : Vision for the post applied for , not exceeding 2000 characters each, in support of your candidature, for reference at the time of interview. The Full form of abbreviations used must be given in the prescribed limit of characters.

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

Yes	No
-----	----

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
-----	----

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
-----	----

(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
-----	----

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
-----	----

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

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

Yes	No
-----	----

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 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 PESB website may be used.

(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

(b) Working at Board level position

Yes	No
-----	----

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

(c) 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 \_\_\_\_\_

Proof of listing may be accessed over \_\_\_\_\_ (please provide URL)

Yes	No
-----	----

(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**

I.....Son/Daughter of.....hereby 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/**

The appointment is on 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.

(Name and Signature of the applicant)

Date:

**For candidates from All India Services/ Central Service and CSS Officers**

The appointment is on deputation 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.

(Name and Signature of the applicant)

Date:

**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.

(Name and Signature of the applicant)

Date:

**For candidates from SPSE/ 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.

(Name and Signature of the applicant)

Date:

**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 particulars 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

**ANNEXURE -II**

**TERMS & CONDITIONS FOR APPOINTMENT**

1. The Age of superannuation will be 60 years. The initial appointment/deputation period shall be for a period of 5 years, or till the date of superannuation, whichever is earlier. The headquarters of the Company is at Ranchi however selected candidate is liable to serve in any part of the Country at the discretion of the Company.

**2. Central Govt. employees, including the Defence Personnel**

2.1 Central Govt. employee, including the Defence Personnel, shall remain on deputation in the company and terms and conditions of deputation shall be governed by DoPTs guidelines / OMs, as amended from time to time.

2.2 Deputationist shall be reverted back to his/her parent Department/Organization with three months prior notice, in case, the performance during the period of deputation is not found satisfactory.

**3. Candidate other than Central Govt. employees**

3.1 Selected candidate other than Central Govt. employee/Defence Personnel, will be absorbed in Company's services. However the services of the selected candidate may be terminated even during the period of appointment by either side on 3 month's notice or on payment of three months' salary in lieu thereof by following due procedure.

3.2 Selected candidate shall be on probation for a period of one year and confirmation shall be governed as per DPE/DoPT guidelines on the subject matter.

3.3 The Service Conditions viz. TA (joining time), medical facilities, leave rules, children education allowance, residential facility, conveyance etc. shall be governed by the rule of Company (HEC). However, selected candidate from CPSE/SPSE, shall be given pay protection (Basic + DA) and Special Pay may also be considered, which will not count for any purpose such as PF, Gratuity, Leave Encashment, Annual Increment etc.

(119)

F.no. 4-5/2017-PE-V (part 1)  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Heavy Industry

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UdyogBhawan, New Delhi  
Dated : 01.09.2020

**VACANCY CIRCULAR**

Name of the CPSE	Heavy Engineering Corporation Ltd. (HEC)
Name of the Post	Director (Production)
Schedule of the CPSE	Schedule 'A'
Date of Vacancy	01.01.2017
Scale of the Post	Rs. 75,000 - 1,00,000/- (2007 Pay Scale)

**1. COMPANY PROFILE**

Heavy Engineering Corporation Limited (HEC) was incorporated in 1958 under the Indian Companies Act, 1956, with the objective to achieve self-reliance and self-sufficiency in the field of designing and manufacturing of equipment and machinery for Iron and Steel Industry and other core sector industries. The mission of the company is to acquire and maintain leading position as suppliers of quality equipments, spares, systems & services for the Steel, Mining, Coal, Railways and other strategic sectors like space research, atomic energy etc. to expand business into allied areas and other priority sectors of the economy. HEC is a Schedule 'A' CPSE in Heavy Engineering sector under the administrative control of Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises.

Its Registered and Corporate office is at Ranchi, Jharkhand.

The Company employed 1407 employees (Executive: 654, Non-Executive: 753) as on 31.03.2020. The authorized and paid up capital of the Company was Rs.1000 crores and Rs. 606.08 crores respectively as on March 31, 2020.

The shareholding of the Government of India in the Company is 100%.

**2. JOB DESCRIPTION AND RESPONSIBILITIES**

Director (Production) is a member of the Board of Directors and reports to Chairman and Managing Director. He /She is overall in-charge of the three manufacturing plants of the Corporation viz; Heavy Machine Building Plant, Heavy Machine Tools Plant and Foundry Forge Plant and is also the in-charge of Project Division. He/ She is responsible for total management of the three Plants and Project Division within the parameters of the Company's policies.

**3. STATUS OF THE POST**

3.1 The post of Director (Production) is to be filled up on deputation basis in exemption of the rule of immediate absorption for Central Govt. employees including Defence Personnels. However, selected candidate from CPSE/SPSE/Private Sector will be absorbed in Company's services.

3.2 The Age of superannuation will be 60 years. The initial appointment/deputation shall be for a period of 5 years, or till the date of superannuation, whichever is earlier.

#### **4. ELIGIBILITY CRITERIA FOR THE CANDIDATES**

##### **4.1 EMPLOYEMENT 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:-

**4.1.1** Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);

**4.1.2** Central Government including the Armed Forces of the Union and All India Services;

**4.1.3** State Public Sector Enterprise (SPSE) where the annual turnover is \* Rs 100 crore or more.

**4.1.4** Private Sector in company where the annual turnover is \* Rs 100 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.*

*\* Preference would be given to candidates from listed Companies)*

##### **4.2 QUALIFICATION:**

The applicant should be engineering graduate with academic record from a recognized University/Institute with good academic record. Applicants holding MBA/Post Graduate Diploma in Management will have an added advantage.

##### **4.3 EXPERIENCE:**

The applicant should have at least 10 years of technical/operational experience, out of which at least two years as Head of any major production/manufacturing unit(s).

Experience in Heavy Machinery and Equipment manufacturing plant or a Heavy Foundry Forge Plant is preferable.



**4.4 PAY SCALE / RANK / LEVEL:**

**4.4.1** The length of service shall be taken as on the last date of receipt of application as mentioned in the Vacancy Circular/advertisement.

**4.4.2** 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 last date of receipt of application:

- (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 post 01.01.1996
- (vii) Rs. 37400 – 67000 + GP 10000 (CDA) post 01.01.2006
- (viii) Rs. 144200 – 218200 (Level 14) CDA post 01.01.2016

**4.4.3** Officers working in Central Government Ministry / Department & All India Services Officers: Holding post on regular basis at the level of Director (Level 13) or above .

**4.4.4** Applicants from the Armed forces should be holding a post of the level of Brigadier or above in the Army or equivalent rank in Navy/Air Force .

**4.4.5** Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position at least for one year.

**4.5 AGE LIMIT:**

The applicant should be below 57 years as on the last date of submission of application form as mentioned in the Vacancy Circular / advertisement.

**5. SUBMISSION OF APPLICATION**

**5.1 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;

122  
(e) Private Sector: as mentioned in point no. 8.

**5.2 Applicants from Private Sector must submit the following documents along with the Bio-data in the prescribed proforma:**

- (i) Annual Reports of the Company for the last 3 years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose);
- (ii) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose);
- (iii) Evidence of working at Board level for at least one year;
- (iv) Self-attested copies of documents in support of age and qualifications;
- (v) The relevant Job profile handled in the past with details.

**6 PROFORMA FOR APPLICATION AND OTHER TERMS AND CONDITIONS FOR APPOINTMENT / DEPUTATION**

The Application format for Bio-data (**Annexure I**), to be submitted by the candidate and other Terms and Conditions of appointment /deputation to the post are annexed (**Annexure II**).

**7. 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.

**7.1 For candidates from Central Government/Armed Forces of the Union/All India Services:**

(a) The appointment is on deputation 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.

**7.2 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.

**7.3 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.

**8. SUBMISSION OF APPLICATION**

The application, completed in all respect, should be sent to-  
Shri Inder Jeet Singh,  
Under Secretary, Department of Heavy Industries,  
Room no.431 ,Udyog Bhawan,  
New Delhi - 110011

**9. LAST DATE OF SUBMISSION OF APPLICATION**

The last date of submission of application is by 17:00 Hour on 30.09.2020.

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/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 and the Guidelines for processing cases of Board level appointments in Central Public Sector Enterprises at DHI website ([www.dhi.nic.in](http://www.dhi.nic.in)) and ([www.hecltd.com](http://www.hecltd.com))

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 :- Officer of a CPSE/Central Government./Armed Forces of the Union/All India Services/SPSE/Private Sector  
(Please tick as applicable)
- (e) Office Address: \_\_\_\_\_
- (f) Address for communication \_\_\_\_\_
3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No. \_\_\_\_\_
- E-Mail id \_\_\_\_\_
4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on last date of submission of application form(Years/Months/Days) \_\_\_\_\_



**5(i) Educational/Professional Qualifications:**

Sl. No.	Qualification*	Name of Institution	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
1	2	3	4	5	6	7						

\* 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 PESB website.**

Sl. No.	Complete Designation & Place of posting *	Name of the 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		

\* 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: II. Please attach a write-up, Part A : Achievements during the career so far and Part B : Vision for the post applied for , not exceeding 2000 characters each, in support of your candidature, for reference at the time of interview. The Full form of abbreviations used must be given in the prescribed limit of characters.



6. (a) Do you hold lien in any organisation 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) \_\_\_\_\_

(a) 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)

126

**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 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 PESB website may be used.

(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

(b) Working at Board level position

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

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

Yes	No
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(iii) Whether the Company in which I am working is listed on the stock exchange.

Stock Exchange \_\_\_\_\_

Proof of listing may be accessed over \_\_\_\_\_ (please provide URL)

Yes	No
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(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**

I.....Son/Daughter of.....hereby 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/**

The appointment is on 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.

(Name and Signature of the applicant)

Date:

**For candidates from All India Services/ Central Service and CSS Officers**

The appointment is on deputation 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.

(Name and Signature of the applicant)

Date:

**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.

(Name and Signature of the applicant)

Date:

**For candidates from SPSE/ 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.

(Name and Signature of the applicant)

Date:

**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 particulars 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

129

**ANNEXURE -II**

**TERMS & CONDITIONS FOR APPOINTMENT**

1. The Age of superannuation will be 60 years. The initial appointment/deputation period shall be for a period of 5 years, or till the date of superannuation, whichever is earlier. The headquarters of the Company is at Ranchi however selected candidate is liable to serve in any part of the Country at the discretion of the Company.

**2. Central Govt. employees, including the Defence Personnel**

2.1 Central Govt. employee, including the Defence Personnel, shall remain on deputation in the company and terms and conditions of deputation shall be governed by DoPTs guidelines / OMs, as amended from time to time.

2.2 Deputationist shall be reverted back to his/her parent Department/Organization with three months prior notice, in case, the performance during the period of deputation is not found satisfactory.

**3. Candidate other than Central Govt. employees**

3.1 Selected candidate other than Central Govt. employee/Defence Personnel, will be absorbed in Company's services. However the services of the selected candidate may be terminated even during the period of appointment by either side on 3 month's notice or on payment of three months' salary in lieu thereof by following due procedure.

3.2 Selected candidate shall be on probation for a period of one year and confirmation shall be governed as per DPE/DoPT guidelines on the subject matter.

3.3 The Service Conditions viz. TA (joining time), medical facilities, leave rules, children education allowance, residential facility, conveyance etc. shall be governed by the rule of Company (HEC). However, selected candidate from CPSE/SPSE, shall be given pay protection (Basic + DA) and Special Pay may also be considered, which will not count for any purpose such as PF, Gratuity, Leave Encashment, Annual Increment etc.