

No.86/01/2017-HR-I  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhavan, New Delhi,  
Dated 29<sup>th</sup> April, 2019

Vacancy Circular

**Sub: Appointment to the post of Director (Technical), Fertilizers & Chemicals Travancore Limited (FACT) on deputation basis without absorption through Search-cum-Selection Committee.**

Applications are invited for filling up the post of Director (Technical), Fertilizers & Chemicals Travancore Limited (FACT) on deputation basis without insisting on the rule of immediate absorption from the All India Service/Central Services Officers/CPSEs for a period of 5 years from the date of assumption of charge of the post, or until further orders, whichever is earlier.

2. The post of Director (Technical), Fertilizers & Chemicals Travancore Limited (FACT) has been exempted from the rule of immediate absorption with the concurrence of Department of Public Enterprise and approval of the Appointments Committee of the Cabinet (ACC).

3. Company profile, Job Description, Eligibility, Duration of post and other details for appointment to the post of Director (Technical), FACT are also enclosed herewith (**Annexure-1**).

4. The Cadre Controlling authorities are requested to forward the duly filled in applications (Curriculum Vitae as per proforma enclosed) of the eligible and willing officers, who can be spared immediately, alongwith CR Dossiers for the last five years and Vigilance clearance report as per the enclosed proforma. The Curriculum Vitae duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the post of Director (Technical) FACT on deputation basis. The last date of submission of the application is 45 days from the date of this circular. The application complete in all respects may be forwarded to **The Secretary (Fertilizers), Department of Fertilizers, Shastri Bhawan, New Delhi-110001 latest by 13.06.2019.**

5. It is also requested that advance action may be taken to keep the ACRs for last 5 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.

*(Signature)*  
(Niranjan Lal)  
Director  
Tele:23383814

Encl: As above (10 Pages)

To

- 1. All Ministries/Department of the Central Government
- 2. Chief Secretaries of all State Governments
- 3. Administrators of Union Territories in their Ministries/Deptt.

It is requested that the vacancy circular may pl. be given wide publicity

Contd/-

*Jacob*  
*30/4/19*  
*S.A*  
*50 (115)*  
*ACC*  
*30/4/19*

4. Shri Amit Srivastava, US, DoPT, North Block with the request to put the vacancy on DoPT website for vide circulation.
- ✓ 5. Shri Ashish Kumar, Director, PSEB - with a request to put the vacancy on PESB website for vide circulation.
6. Director (Tech.), NIC, DoF with the request that this vacancy circular along with annexure may be posted on the official website of DoF.

Copy also to: CMD, FACT - He is requested to advertise the vacancy on their website and news papers.

  
(Niranjana Lal)  
Director  
Tele:23383814

F No 86/1/2017-HR-PSU  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhawan, New Delhi-110001.

**Subject:** Appointment to the post of Director (Technical), M/s. Fertilizer & Chemicals Travancore Limited (FACT) on deputation basis through Search-cum-Selection Committee by DoPT.

Name of the CPSE:	M/s. Fertilizers & Chemicals Travancore Limited (FACT)
Name of the Post:	DIRECTOR (Technical)
Date of Vacancy:	13/07/2017
Schedule of the CPSE:	'A'
Scale of the Post:	Rs. 75,000-1,00,000/-

**1. COMPANY PROFILE:**

Fertilizers & Chemicals Travancore Limited (FACT) was incorporated in 1943 and commenced production in 1947. It is a multidivisional/multifunction organization with interest in manufacture and marketing of Fertilizers and petrochemicals, Engineering consultancy and Design and in Fabrication and Erection of Industrial Equipment. It is Schedule 'A' CPSE under the administrative control of Department of Fertilizers, Ministry of Chemicals and Fertilizers. Its Registered and Corporate offices are at Kochi, Kerala. The Authorised and paid up capital of the company is Rs.1000 and Rs. 647.07 crore respectively as on March, 31, 2019. The shareholding of the Government of India in the company is 90%. and the strength of Employees is 1769 (Executives 627 and Non-executives 1142) as on March, 31, 2019.

**2. JOB DESCRIPTION AND RESPONSIBILITIES:**

The Director (Technical) is a member of Board of Directors and reports to Chairman and Managing Director of the company. He/she acts as head of the Technical/Operations Division of the Company. His/her responsibilities include exercise of control over the efficient operation of the plants of the company in a manner which would ensure optimum utilization of resources. He also acts as Principal Adviser of the Company in all technical and operations matters.

**3. ELIGIBILITY**

I. **Age:** on the date of occurrence of vacancy (DOV)

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

## II. 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 following:

- Central Public Sector Enterprises (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.

## III. Qualification:

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

## IV. Experience:

The applicant should possess technical/operational experience at a senior level of management in a large organization of repute, out of which at least two years during the last ten years should have been in major productions units in Fertilizers/Chemicals/Petrochemicals sector.

## V. PAY SCALE/ RANK/ LEVEL:

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.

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

### Eligible Scale of Pay

- Rs. 7250-8250 (IDA) Pre 01/01/1992.
- Rs. 9500-11500 (IDA) Post 01/01/1992.
- Rs. 20500-26500 (IDA) Post 01/01/1997.
- 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 10000 (CDA).
- (viii) Rs. 144200- 218200 (Level 14 CDA).

**(b)**

- (i) **Applicants from Officers of the 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.

**VI. Method of Recruitment:**

The post will be filled on deputation basis through the Search-cum-Selection Committee (SCSC).

**4. DURATION OF APPOINTMENT:**

The appointment shall be for a period of five (05) years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

**5. SUBMISSION OF APPLICATION:**

- (i) All applicants should send their applications as per the format at Annexure-A.
- (ii) 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: though the concerned CPSE as the case may be.

**6. UNDERTAKING BY THE APPLICANT:**

- (a) An applicant has to submit 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.

**(b) For candidates from Central Government/ Armed Forces of the Union/ All India Services**

- (i) The appointment is on deputation basis.
- (ii) 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.

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- (iii) 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.

**(c) For candidates from CPSE:**

- (i) The appointment is on deputation basis.
- (ii) 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.
- (iii) 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.
- (d) In the above cases, no request for relaxation or otherwise would be entertained.

**7. Last Date:**

Last date for receipt of application in the Department of Fertilizers is 10-06-2019. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications and applications received after the stipulated time/ date shall be rejected.

8. Search-cum-Selection Committee reserves the right to short list candidates for the interview.

9. Applications are to be addressed to:

Secretary (Fertilizers),  
Department of Fertilizers,  
Shastri Bhawan, New Delhi-110001.

10. All correspondence in this regard should be addressed to Secretary, Department of Fertilizers only.

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**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)**  
**(Through Proper Channel)**

**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 PESB website([www.pesb.gov.in](http://www.pesb.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 :- **Officer of a CPSE/Central Government./Armed Forces of the Union/All India Services/**  
 (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 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			

\* 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.

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 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)

**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/All India Services**

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.

Date: (Name and 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 and 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)**

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

**PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS / CLEARANCE BEING SOUGHT**

[ To be furnished and signed by the CVO or HOD ]

- 1. Name of the Officer (in full) :
- 2. Father's Name :
- 3. Date of Birth :
- 4. Date of Retirement :
- 5. Date of Entry into Service :
- 6. Service to which the officer belongs including batch / year cadre - etc., wherever applicable :
- 7. Positions held (during the ten preceding years) :

S.No.	Organization (Name in full)	Designation & Place of posting	Administrative / nodal Ministry / Deptt. concerned ( in case of officers of PSUs etc. )	From	To

- 8. Whether the officer has been placed on the "Agreed List" or "List of Officers of Doubtful Integrity" [ If yes, details to be given ] :
- 9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (\*). :
- 10. Whether any punishment was awarded to the officer during the last 10 years and if so, the date of imposition and details of the penalty (\*). :
- 11. Is any disciplinary / criminal proceedings or charge sheet pending against the officer, as on date. [ If so, details to be furnished - including reference no., if any, of the Commission] :
- 12. Is any action contemplated against the officer as on date. [ If so, details to be furnished ] (\*). :

DATE:

(NAME AND SIGNATURE)

(\* ) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.

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No. 86/01/2017-HR-I  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhawan, New Delhi  
Dated the 30-04-2019

CORRIGENDUM

**Subject:- Appointment to the post of Director (Technical), Fertilizers & Chemicals Travancore Limited (FACT) on deputation basis without absorption through Search-cum-Selection Committee.**

It is to notify the following change in the vacancy circular issued by this Department vide letter No. 86/01/2017-HR-I dated 29-04-2019 on the above cited subject:

**7. Last Date:-** Last date for receipt of application in the Department of Fertilizers is 10-06-2019.

**"10-06-2019" may be read as "13-06-2019".**

**2.** All other terms and conditions mentioned in the vacancy circular will remain unchanged.

*A. Sahoo*

(A. Sahoo)  
Under Secretary to the Govt. of India  
Tele: 23389364

To

1. All Ministries/Department of the Central Government
2. Chief Secretaries of all State Governments
3. Administrators of Union Territories in their Ministries/Deptt.

It is requested that the corrigendum may pl. be given wide publicity

4. Shri Amit Srivastava, US, DoPT, North Block with the request to put the corrigendum on DoPT website for wide circulation.
5. Shri Ashish Kumar, Director, PSEB - with a request to put the corrigendum on PSEB website for wide circulation.
6. Director (Tech.), NIC, DoF with the request that this corrigendum may be posted on the official website of DoF.

Copy also to: CMD, FACT - He is requested to advertise the corrigendum on their website and news papers.

*A. Sahoo*

(A. Sahoo)  
Under Secretary to the Govt. of India  
Tele: 23389364

*Jacob*  
*21/5/19*  
*SA*  
*SO (P/B)*  
*6/5/19*