

Most Immediate

No. 391-67/2010-STG-III  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhawan, 20, Ashoka Road, New Delhi - 1  
(STG-III Section)

Dated, 23<sup>rd</sup> July, 2010

OFFICE MEMORENDUM


Subject: Selection for the post of Director (HRD), BSNL in Sch. 'B' scale of pay.

\*\*\*

The undersigned is directed to say that post of Director (HRD), BSNL will fall vacant w.e.f. 01.03.2011. The Public Enterprises Selection Board (PESB) has finalized the job description of the post of the said post (*copy enclosed*).


2. It is requested that bio-data (in the prescribed form), if willing, complete in all respects may be forwarded to the undersigned positively by 16<sup>th</sup> August, 2010.

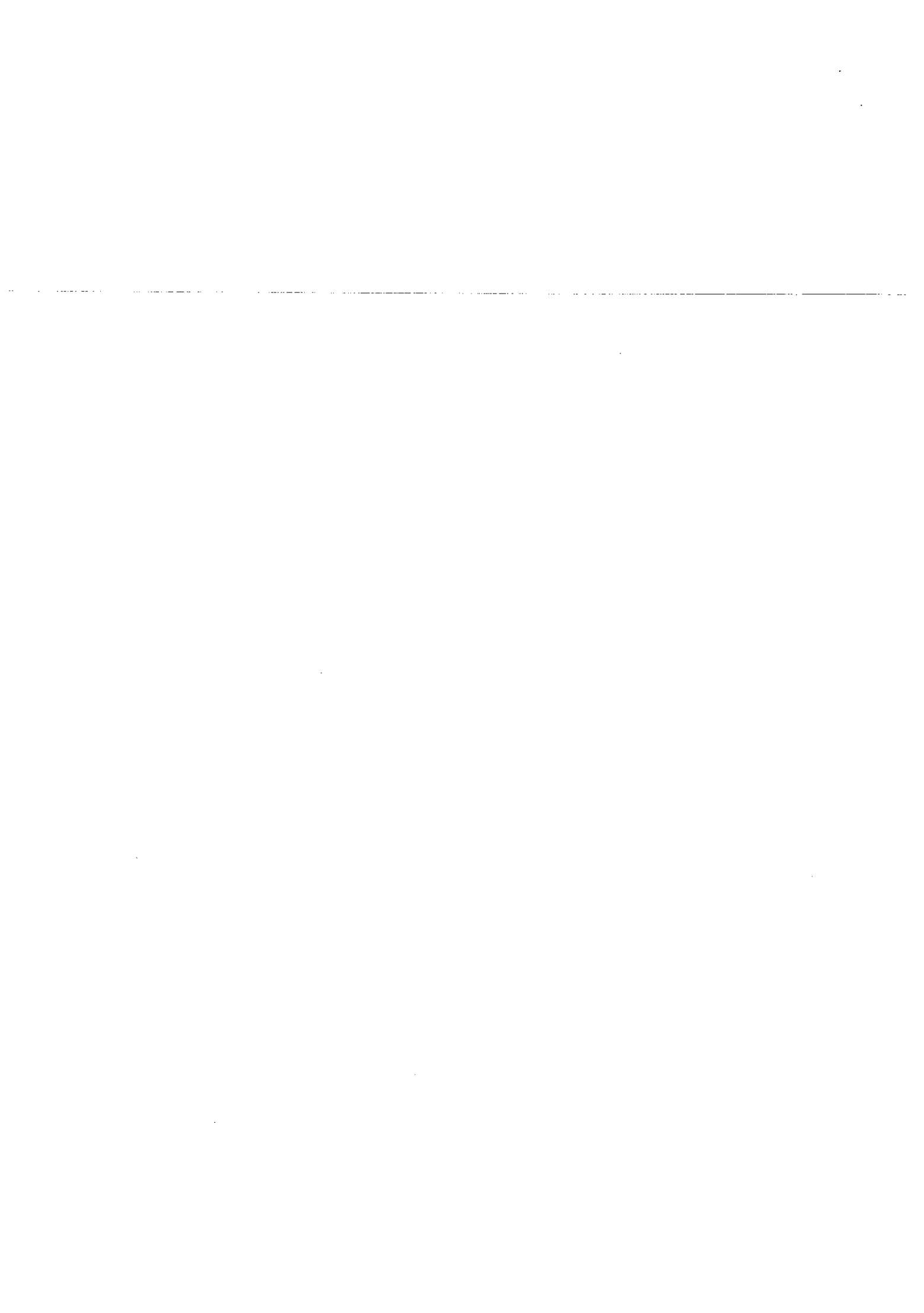
Enclosure: PSA circular no. 1/4/2010-PSA dated 15/07/2010

  
(K D Sharma)  
Under Secretary (SNG)  
Tele No. 23036226

Copy to:

1. Sr. DDG, TEC
2. All DDGs of ITS Group A in DoT (HQ) for information and necessary action
3. DDG (Security)
4. Dir (IT), along with enclosures, with a request to place the circular on the website of DoT. Hindi version will follow.
5. AD (OL) with a request to provide Hindi version of the letter

Pl. upload.  
  
27.7.2010  
ADG (IT-II)



**JOB DESCRIPTION**

NAME OF THE PSU : BHARAT SANCHAR NIGAM LIMITED (BSNL)  
 NAME OF THE POST : DIRECTOR (HRD)  
 DATE OF VACANCY : 01.03.2011  
 SCHEDULE OF THE CPSE : "A"  
 SCALE OF THE POST : Rs.25750-650-30950 (pre-revised)

**1. COMPANY PROFILE:**

Bharat Sanchar Nigam Ltd. (BSNL) was incorporated in October, 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 1<sup>st</sup> October, 2000. The Company is providing Telecom Services throughout the country except Delhi and Mumbai. BSNL is a schedule –'A'/Miniratna CPSE under the administrative control of Department of Telecommunications.

The authorized and paid up capital of the Company were Rs. 17500 crore and Rs. 12500 crore respectively as on March 31, 2009.

Its Registered and Corporate offices are at New Delhi.

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

**2. JOB DESCRIPTION AND RESPONSIBILITIES:**

Director (HRD) is a member of the Board of Directors and reports to Chairman and Managing Director. He is responsible for all matters relating to the development and effective utilization of human resources of the company and plays a key role in the formulation of human resource development policies and strategies and their implementation

**3. ELIGIBILITY**

I. **AGE:** On the date of occurrence of vacancy.

- (i) Minimum 45 years
- (ii) Not more than 58 years for internal candidates and not more than 57 years for others.
- (iii) The age of superannuation is 60 years.

## II. QUALIFICATION AND EXPERIENCE

The incumbent should be a graduate with good academic record from a recognized university. Further he should have at least two years cumulative experience during the last ten years in the designated department at a senior level in various aspects of personnel management and industrial relations in an organization of repute. Persons with Post Graduate Degree/Diploma in Personnel Management or MBA with specialization in Personnel Management/Industrial Relations as an elective subject from a recognized university or Institute or Degree in Law or Industrial Engineering will have an added advantage.

Provided that minimum qualification is relaxable in the case of internal candidates with sound and adequate background and experience.

## III. PAY SCALE/TURNOVER:

### (a) Central Public Sector Executives.

Executives holding posts in the pay scale of:

- |       |   |                            |
|-------|---|----------------------------|
| (i)   | Rs. 7250-8250/- (pre 1.1.1992 scale)                              | } with<br>Industrial<br>DA |
| (ii)  | Rs. 9500-11500/- (post 1.1.1992 scale)                            |                            |
| (iii) | Rs. 20500-26500/- (post 1.1.1997 scale)                           |                            |
| (iv)  | Rs. 51300-73000/- (post 1.1.2007 scale)                           |                            |
|       | or  |                            |
| (v)   | Rs. 18400-22400 with Central DA: (pre-revised)                    |                            |
| (vi)  | Rs. 37400-67000 with Grade Pay of Rs. 10,000/- (Revised 1.1.2006) |                            |

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

### (b) State Public Sector Executives

Executives working in companies where the annual turnover is in excess of Rs. 100 crore.

### (c) Private Sector Executives

In order to apply Private Sector Executives must fulfill all the three criteria listed below:

- (i) they should be working in companies where the annual turnover is in excess of Rs. 100 crore;
- (ii) they should be working in private companies listed on the Stock Exchange; and

- 21 -

(d) Government Officers

Provided that notwithstanding the qualifications and experience prescribed, officers of the level of Joint Secretary in Govt. of India or on equivalent scale of pay or Major General in the Army or equivalent rank in Navy/Air Force, on the date of vacancy with adequate experience in the relevant field will be eligible for consideration on immediate absorption basis.

4. DURATION OF APPOINTMENT

The appointment shall be for a period of five years or upto the date of superannuation whichever is earlier.

5. SUBMISSION OF APPLICATIONS

Prospective candidates from the Central Public Sector and Government officers shall send their applications, through proper channel, in the format at Annexure I.

State Public Sector Executives/Private Sector Executives shall submit their applications, in the format at Annexure II, alongwith

- (i) a write up on the significant contributions made by them during their present/past assignments and their suitability for the post.
- (ii) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO.
- (iii) The applications for various categories of the officers are routed through proper channel as follows:
  - a) for Government Servants through Cadre Controlling authority.
  - b) For CMD's/MD's/Director's in CPSE, the concerned administrative Ministry.
  - c) For below Board level in CPSE, the concerned CPSE.
  - d) For CMD/MD in State PSE, State Government.
  - e) State PSE/State Joint Venture, the concerned SPSE

**In addition to the above, Private Sector Executives must submit the following documents alongwith the application form.**

- (i) Attested copies in support of age and qualifications;
- (ii) Annual Reports of the Company for the last 5 years;
- (iii) Evidence of listing on the Stock Exchange;
- (iv) Evidence of working at Board level or reporting directly to a director on the Board i.e. one level below Board level;
- (v) The details of Job handled in the past with details/particular references.

**Annexure-I and Annexure-II may be downloaded from the website of PESB.**

**Last date of receipt of applications in PESB is 6th September, 2010. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.**

**Board reserves the right to shortlist candidates for interview.**

Applications are to be addressed to Dr. P. S. Behuria, 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**

BSNL-HRD

APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES /GOVT. OFFICERS

[THROUGH PROPER CHANNEL]

1. Name of the post applied for: \_\_\_\_\_

2. (a) Name \_\_\_\_\_

(b) Identification Number (For Defence Service personnel) \_\_\_\_\_

(c) Designation of the Applicant (in full) \_\_\_\_\_

(d) Office Address: \_\_\_\_\_

3. Address for communication \_\_\_\_\_

4. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ Age as on date of vacancy \_\_\_\_\_

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(alongwith the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

8. In case the candidate is holding the present post on lien/deputation basis: -

- a) name of the organisation in which the lien is held.
- b) the date from which the lien is held.
- c) date from which candidate is on deputation.

9.(a) Whether any punishment awarded to the applicant during the last 10 years 

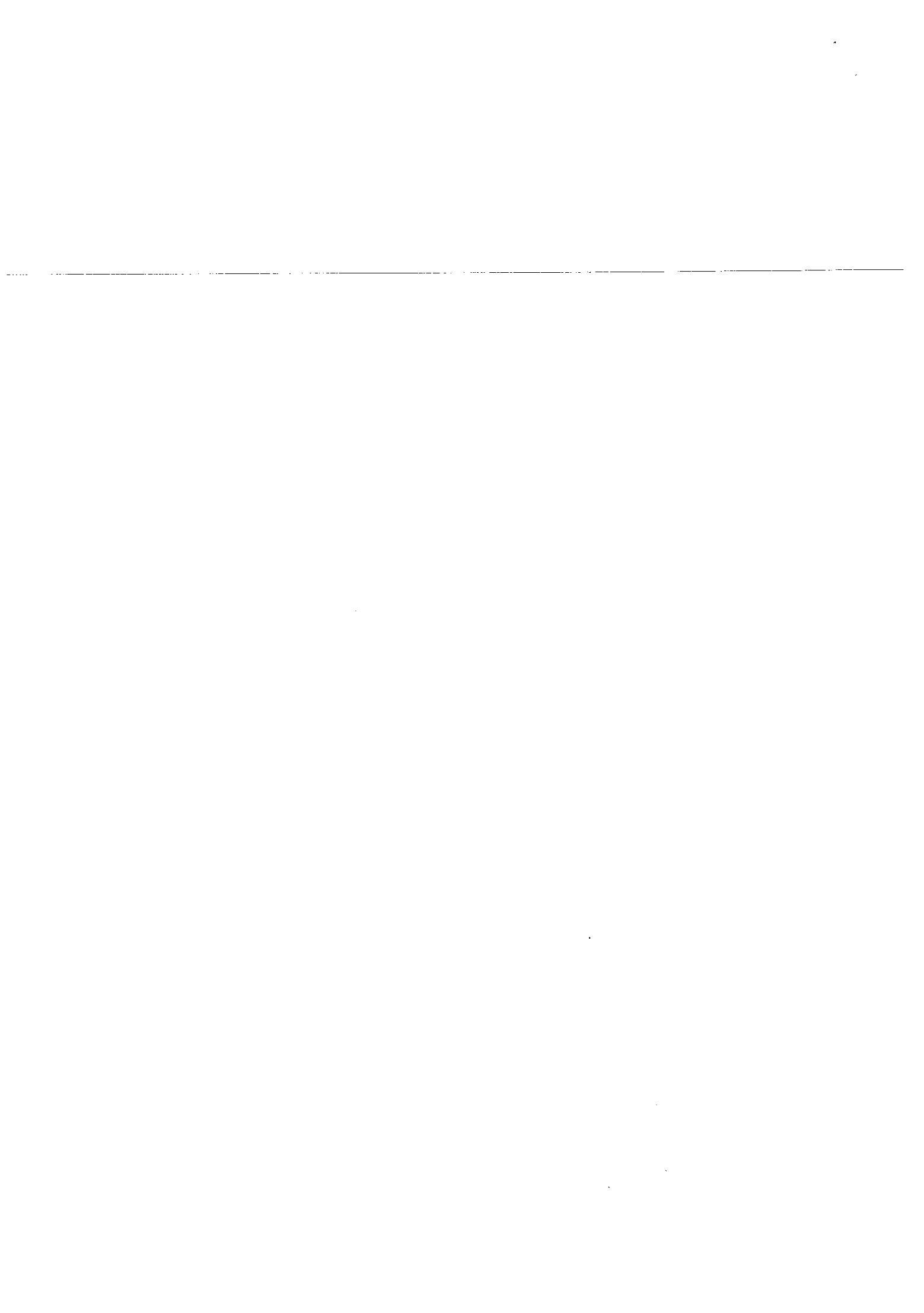
Y	NO
---	----

If yes, the details thereof

9 (b) Whether any action or inquiry is going on against him as far as his knowledge goes. 

Y	NO
---	----

If yes, the details thereof



I certify that the details furnished by me in Cols. 1 to 9 are true and I am eligible for the post.

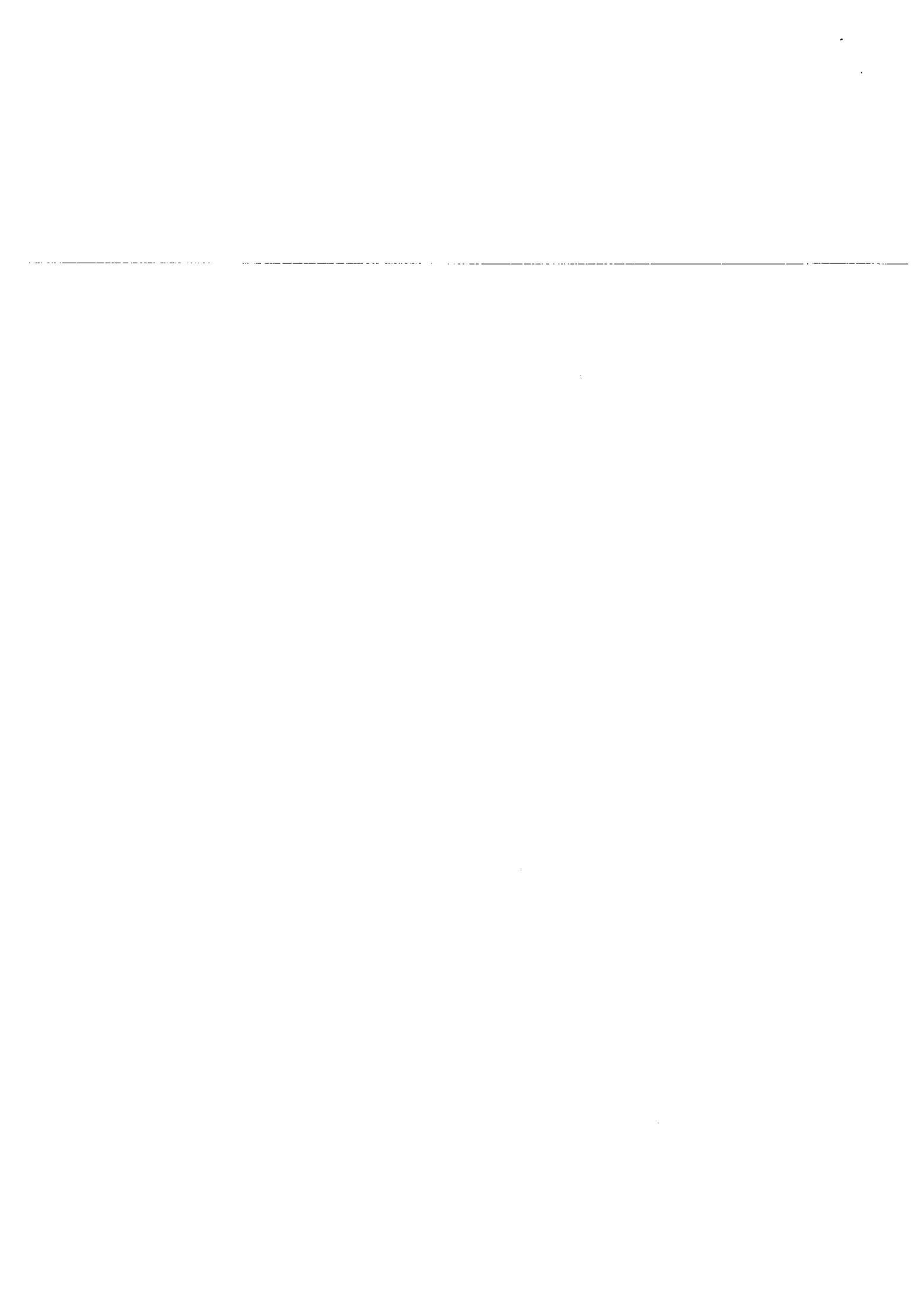
(Name and Signature of the applicant)

Date:

(To be filled by the PSU/Ministry /Department concerned)

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 Forwarding  
Authority with Telephone no. & office Seal.



APPLICATION FORM FOR STATE PUBLIC SECTOR EXECUTIVES/EXECUTIVES FROM:  
THE PRIVATE SECTOR

1. Name of the post applied for: \_\_\_\_\_
2. (a) Name \_\_\_\_\_
- (b) Designation of the Applicant (in full) \_\_\_\_\_
- (c) Office Address: \_\_\_\_\_
3. Address for communication \_\_\_\_\_
4. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX No. \_\_\_\_\_ Mobile  
No. \_\_\_\_\_ E-Mail address \_\_\_\_\_
5. Date of Birth \_\_\_\_\_ Age as on date of vacancy \_\_\_\_\_

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (alongwith the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

8. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached): Turnover Rs. \_\_\_\_\_ for the year \_\_\_\_\_.

9. I certify that:

- (i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at Encl. I.
- (ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at Encl. II.
- (iii) I am working at Board level position/ or reporting directly to a Director on the Board i.e. one level below Board level.



(iv) The Company in which I am working is listed on the \_\_\_\_\_ stock exchange.  
(Name)

A proof of listing is at Encl. III.

Declaration

I ..... son of ..... hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

(Name and signature of the applicant)

