

Most Immediate

No. 391-98/2010-STG-III
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhawan, 20, Ashoka Road, New Delhi - 1
(STG-III Section)

Dated, 3rd November, 2010

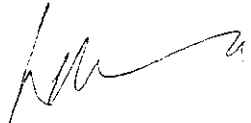
OFFICE MEMORENDUM

Subject: Selection for the post of Director (HR), ITI Ltd in Sch. 'A' scale of pay.

The undersigned is directed to say that post of Director (HR), ITI Ltd will fall vacant w.e.f. 01.04.2011. The Public Enterprises Selection Board (PESB) has finalized the job description 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 10th December, 2010.

Enclosure: PESB circular no. 7/25/2010-PESB dated 22/10/2010


(Harminder Singh)
Section Officer (STG-III)
Tele No. 23036876

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), alongwith 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

No.7/25/2010-PESB
Government of India
Public Enterprises Selection Board
(Department of Personnel & Training)

Block No. 14, CGO Complex, PE Bhavan
New Delhi - 110003, the 19th October, 2010

Sub: Selection for the post of Director (HRD), ITI Limited (ITI) in schedule "A" CPSE

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of Director (HRD), ITI Limited (ITI) in schedule "A" of the CPSE, the scale of pay of the post being Rs.25750-650-30950. A copy of the job description for the post is enclosed.

2. It is requested that names of candidates seniority-wise who are found suitable for the said post as per the requirements indicated in the job description alongwith their up-to-date bio-data (in the prescribed form) duly endorsed may kindly be forwarded to PESB by 27TH DECEMBER, 2010. It is also requested that advance action may be taken to keep the ACRs for last 5 years, of those candidates ready alongwith their latest 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 the selection meeting is scheduled.

3. In case the relevant details are not received within the stipulated time, it will be assumed that there are no eligible candidates to be sponsored for the post.

(Signature)

(VEDANTAM GIRI)
DIRECTOR
TEL NO. 24362936

DEPARTMENT OF TELECOMMUNICATIONS,
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY,
(SH RENTALA CHANDRASEKHAR, SECRETARY)
SANCHAR BHAVAN
NEW DELHI

27/10/10

27/10/2010
27/10/2010

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US (PSA)

IMPORTANT
Pe. mt mp
27-10-2010

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**GOVERNMENT OF INDIA
PUBLIC ENTERPRISES SELECTION BOARD**

NAME OF THE PSU : ITI LIMITED (ITI)
NAME OF THE POST : DIRECTOR (HUMAN RESOURCE)
DATE OF VACANCY : 01.04.2011
SCHEDULE OF THE CPSE : 'A'
SCALE OF THE POST : Rs.25750-650-30950 (pre-revised)

1. COMPANY PROFILE

ITI Limited (ITI) was incorporated under the Indian Companies Act, 1956 with the objective to assist the Govt. in sensitive and strategic telecommunication fields and also to tap the opportunities of convergence of communications, internet and entertainment business. The Company is a schedule 'A' / BIFR referred CPSE in Medium and Light Engineering Sector under the administrative control of Department of Telecommunication, Ministry of Communication & Information Technology.

Its Registered and Corporate offices are at Bangalore, Karnataka.

The authorized and paid up capital of the Company was Rs.700 crore and Rs. 588 crore respectively as on March 31, 2009.

The shareholding of the Government of India in the company is 92.87%.

2. JOB DESCRIPTION AND RESPONSIBILITIES

Director (HR) is a member on Board of Directors and reports to Chairman and Managing Director. He is overall incharge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organization

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.

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 with having at least two years cumulative experience during the last ten years 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 Business Administration with 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
Industrial
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 (pre-revised) | } with
CDA |
| (vi) Rs. 37400-67000 with GP 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
- (iii) they should be working at a Board level position or reporting directly to a director on the Board i.e. one level below Board level.

(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 27th Dec'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

ITL.HR

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 (along with 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.					

7(a). Nature and duration of experience relevant for the advertised post and job description:

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

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
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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
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If yes, the details thereof

I certify that the details furnished by me in Cois. 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.