

No. 49/23/2013-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 06th March, 2013.

To

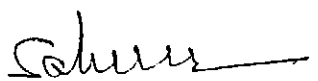
All concerned IAS / HCS Officers.

Subject: Selection for the post of Chairman-cum-Managing Director (CMD) in NMDC Ltd. in schedule 'A' scale of pay of Rs. 80000-125000/-.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of letter No.4(3)/2013-RM-I, dated 21st February, 2013 received from Government of India, Ministry of Steel, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(SATISH SHARMA)
Superintendent Services-II.


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F.No.4(3)/2013-RM-
Government of India
Ministry of Steel

27 FEB 2013

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Udyog Bhawan, New Delhi
Dated the 21st February, 2013

Sub: Selection for the post of Chairman-cum-Managing Director (CMD) in NMDC Ltd in Schedule 'A' scale of pay of Rs.80000-125000/-.

Ministry of Steel, Government of India is seeking qualified candidates for the post of Chairman-cum-Managing Director (CMD), NMDC Ltd in Schedule 'A' scale of Pay of Rs.80000-125000/-. 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 along with their up-to-date bio-data (in the prescribed form) duly endorsed may kindly be forwarded early so as to be received in the Ministry by 2nd April, 2013 at 5.00 p.m. It is also requested that advance action may be taken to keep the ACRs for the last 5 years, of those candidates ready along with their latest vigilance profile as per format at Annexure-III 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.

(Syedain Abbasi)

Joint Secretary to the Government of India

Encl: as above.

1. Chief Executives of all CPSUs (including subsidiaries)
2. Establishment Officer (EO), Department of Personnel & Training, North Block, New Delhi
3. Joint Secretary & CAO, Ministry of Defence, E-Block, Dalhousie Road, New Delhi
4. Joint Secretary (Coord), Ministry of Steel
5. Chief Secretaries of all States/Administrators of all Union Territories.

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Government of India
Ministry of Steel

NAME OF THE PSU	:	NMDC LIMITED
NAME OF THE POST	:	CHAIRMAN-CUM-MANAGING DIRECTOR (CMD)
DATE OF VACANCY	:	17.10.2012
SCHEDULE OF THE POST	:	"A"
SCALE OF THE POST	:	Rs.80000-125000/- (Revised)

1. COMPANY PROFILE :

NMDC Limited was incorporated under the Indian Companies Act, 1956 with the objective to emerge as a global mining organization with international standards of excellence, rendering optimum satisfaction to all its stakeholders. It is a Schedule "A" Navratna CPSE in Mineral and Metal Sector under the administrative control of the Ministry of Steel, Government of India.

Its Registered and Corporate Offices are at Hyderabad, Andhra Pradesh.

The authorized and paid up capital of the Company were Rs.400 crore and Rs.396.47 crore respectively as on 31st March, 2012.

The shareholding of the Government of India in the Company is 80%.

2. JOB DESCRIPTION AND RESPONSIBILITIES:

The Chairman-cum-Managing Director is the Chief Executive of the Corporation and accountable to its Board of Directors and Government. He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters.

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 candidate should be a graduate with good academic record from a recognized university/institution. He should possess adequate experience at a senior level of management in a large organization of repute.

Persons with Technical/MBA qualifications and having familiarity with Production, Marketing, Finance and HR will have added advantage. Knowledge of iron ore mining sector and/or steel sector is desirable.

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 :

Rs.8250-9250 (IDA)

Rs.11500-13500 (IDA) Post 01.01.1992

Rs.23750-28550 (IDA) Post 01.01.1997

Rs.62000-80000 (IDA) Post 01.01.2007

Rs.22400-24500 (CDA)

Rs.37400-67000 + GP Rs.12000 (CDA)

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

(b) State Public Sector Executives

Executives working in companies where the annual turnover is in excess of Rs.250 crore.

(c) Private Sector Executives

Private Sector Executives must fulfill each of the following criteria :

- (i) They should be working in companies where the annual turnover is in excess of Rs.250 crore.
- (ii) They should be working in private companies listed in the Stock Exchange; and
- (iii) They should be working at Board level position or non-Board level position reporting directly to the Board i.e, one level below Board.

(d) Government Officers

Provided that notwithstanding the qualifications and experience prescribed, Government Officers of the level of Additional Secretary in Government of India or officers on equivalent scale of pay or Lieutenant 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, along with :

- (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 application for various categories of the officers are routed through PROPER CHANNEL as follows :
 - (a) for Government servants, through the Cadre Controlling Authority.
 - (b) for CMD/MD/Director in Central PSE, the concerned administrative Ministry.
 - (c) for below Board level in Central PSE, the concerned CPSE.
 - (d) for CMD/MD in State PSE, the State Government.
 - (e) for other officials in State PSE/State Joint Venture, the concerned SPSE.

In addition to the above, Private Sector Executives must submit the following documents along with the application form

- (a) Attested copies in support of age and qualification;
- (b) Annual Reports of the Company for the last 5 years;
- (c) Evidence of listing on the Stock Exchange;
- (d) Evidence of working at Board level or reporting directly to a Director on the Board i.e, one level below Board level;
- (e) The details of job handled in the past with details/particular references.

Applications along with cadre clearance etc may be sent to Shri Syedain Abbasi, Joint Secretary, Ministry of Steel, Room No.190, Udyog Bhawan, Maulana Azad Road, New Delhi - 110 107.

LAST DATE FOR RECEIPT OF APPLICATIONS IN THE MINISTRY OF STEEL IS 2nd APRIL, 2013 AT 5.00 P.M. NO APPLICATION SHALL BE ENTERTAINED UNDER ANY CIRCUMSTANCES AFTER THE STIPULATED DATE. INCOMPLETE APPLICATIONS ARE LIABLE TO BE REJECTED.

Search Committee reserves the right to shortlist candidates for interview.

ANNEXURE I

APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES /GOVT. OFFICERS [THROUGH PROPER CHANNEL]

(Note: Any column left blank will make the application incomplete and liable for rejection.)

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.					

7(a). Details of experience relevant for the advertised post and job description, out of 7 above:

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

.....2/-

8. Do you hold lien in any other organization?

Yes	No
-----	----

If yes:

- a) name of the organization in which the lien is held.
- b) the date from which the lien is held

Are you on deputation?

Yes	No
-----	----

If yes:

Date from which you have been on deputation.

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

Yes	No
-----	----

If yes, the details thereof

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

Yes	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.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which I belong to.

(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.

Note : You may attach a write up, if you wish, not exceeding two pages, in support of your candidature".

ANNEXURE II

APPLICATION FORM FOR STATE PUBLIC SECTOR EXECUTIVES/EXECUTIVES FROM THE PRIVATE SECTOR
(Note: Any column left blank will make the application incomplete and liable for rejection.)

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	Organization	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	Organization	From	To	Pay scale
1.					
2.					
3.					
4.					

.....2/-

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.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may be debarred for a period of two years for being considered for a Board level post in any PSE other than the one to which I belong to.

(Name and signature of the applicant)

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

(To be filled up by the Vigilance Officer)

1. Name of the Officer :
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 order - 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 of 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)