

No.88/01/2014-HR-I  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhavan, New Delhi,  
Dated 13<sup>th</sup> July, 2015

Vacancy Circular

Sub: Appointment to the post of Director (Finance), M/s. Brahmaputra Valley Fertilizers Corporation Limited (BVFCL) on deputation basis without absorption through Search cum Selection method.

Applications are invited for filling up the post of Director (Finance), BVFCL on deputation basis without insisting on the rule of immediate absorption from the All India Service/Central Services Officers for a period of 3 years from the date of assumption of charge of the post, or until further orders, whichever is earlier.

2. The post of Director (Finance), BVFCL 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 Director (Finance), BVFCL are also enclosed herewith.

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 (Finance) BVFCL 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 27.08.2015.**

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.

(Neeraj Singhal)  
Director

Email:neeraj.singhal@nic.in/Tele:23383814

Encl: As above

To

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

It is requested that the vacancy circular may pl. be given wide publicity in their Ministries/Depts.

4. Shri Virender Singh, US, DoPT, North Block.
5. Shri Ashish Kumar, Director, PSEB – with a request to put the vacancy on PSEB website for wide 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, BVFCL – He is requested to advertize the vacancy on their website and news papers.

**Government of India**  
**Ministry of Chemicals & Fertilizers**  
**Department of Fertilizers**  
**Shastri Bhawan, New Delhi-110001.**

**Subject:** Appointment to the post of Director (Finance), M/s. Brahmaputra Valley Fertilizers Corporation Limited (BVFCL) on deputation basis through Search cum Selection method by DoPT.

**NAME OF THE PSU :** M/s. Brahmaputra Valley Fertilizers Corporation Limited (BVFCL)

**NAME OF THE POST :** DIRECTOR (FINANCE)

**SCHEDULE OF CPSE :** 'B'

**SCALE OF THE POST :** Rs.22,500-600-27,300/-(1997 Pay scale)

**3. COMPANY PROFILE:**

The Brahmaputra Valley Fertilizers Corporation Limited (BVFCL), a Schedule 'B' Central Public Sector Enterprise under the administrative control of the Department of Fertilizers (DOF), formed after segregation of Namrup units in the state of Assam from the Hindustan Fertilizer Corporation Limited (HFCL) w.e.f. 01.04.2002. The Headquarters of BVFCL is registered in Namrup, Parbatpur, Distt Dibrugarh, Assam. The Namrup Complex of BVFCL comprises of three separate units designated as Namrup-I, Namrup-II and Namrup-III. The raw material for all the three units is natural gas, both as feed stock and as fuel. Namrup-I has only Ammonia Plant whereas Namrup-II & Namrup-III have Ammonia & Urea plants. At present only Namrup-II and Namrup-III are in operation and Namrup-I is lying defunct and is being scrapped. It is one of the enterprises engaged in the production of Urea fertilizer. The Authorised Capital of BVFCL is Rs. 510 cr. The total paid up capital of the company is Rs. 365.83cr respectively as on March 31, 2015. The shareholding of the Government of India in the company is 100%.

**4. JOB DESCRIPTION AND RESPONSIBILITIES:**

The Director (Finance) is a member of Board of Directors and reports to Chairman and Managing Director of the company. He is overall in-charge of finance and accounts of the organization and is responsible for evolving and formulating policies relating to finance and accounts as well as implementation thereof.

**3. ELIGIBILITY**

**I. Minimum Age:**

(i) Minimum 40 years (as on last date of receipt of the applications).

(ii) Not more than 57 years (as on last date of receipt of the applications).

The age of superannuation is 60 years.

## **II. QUALIFICATION AND EXPERIENCE:**

The incumbent should be a Cost Accountant/Chartered Accountant/MBA with specialization in Finance with good academic record from a recognized university/institution.

He should have managerial experience at a senior level in corporate financial management and accounts including Cost and Budgetary Control, Institutional Finance, Working Capital Management in an organization of repute.

Minimum qualification is relaxable in the case of internal candidate and Government officers with relevant and adequate background and experience.

## **III. PAY SCALE:**

- (i) Officers of the Central Govt./All India Services holding a post of the level of Director or higher in Govt. of India or carrying equivalent or higher scale of pay;

## **4. DURATION OF APPOINTMENT:**

The appointment shall be for a period of three (03) years or upto the date of superannuation whichever is earlier.

## **5. SUBMISSION OF APPLICATION:**

Prospective candidates shall send the applications, through proper channel, in the format at Annexure-A.

## **6. CERTIFICATION BY CANDIDATE:**

Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any candidate does not initially give his/her willingness, he/she will not be interviewed.

**Last date** for receipt of application in the Department of Fertilizers is **27.08.2015**. No application shall be entertained under any circumstances after the stipulated date. **Incomplete applications are liable to be rejected.**

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

**Applications are to be addressed to Secretary (Fertilizers), Department of Fertilizer, Shastri Bhawan, New Delhi-110001.**

**ANNEXURE A**

**CURRICULUM VITAE PROFORMA**

1. Name and Address  
(in Block Letters)
2. Date of Birth  
(in Christian era)
3. Date of retirement under  
Central/State Government  
Rules
4. Educational Qualifications
5. Whether Educational and  
other qualifications required  
for the post are satisfied. (If  
any qualification has been  
treated as equivalent to the  
one prescribed in the Rules,  
state the authority for the  
same)

	Qualifications/ Experience required	Qualifications/ Experience possessed by the officer
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	
	(2)	
6. Please State clearly whether in  
the light of entries made by  
you above, you meet the  
requirement of the post.

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)
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8. Nature of present employment i.e.  
Ad-hoc or Temporary or Quasi-  
Permanent or Permanent
9. In case the present employment is  
held on deputation/contract basis,  
please state-
- a) The date of initial  
appointment
  - b) Period of appointment on  
deputation/contract
  - c) Name of the parent office/  
organization to which you  
belong
10. Additional details about present  
employment

Please state whether working under  
(indicate the name of your  
employer against the relevant  
column)

- a) Central Govt.

- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post.  
(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)  
(Note: Enclose a separate sheet, if the space is insufficient).
15. Please state whether you are

applying for deputation  
(ISTC)/Absorption/Re-employment  
Basis. (Officers under  
Central/State Governments are only  
eligible for "Absorption".  
Candidates of non-Government  
Organisations are eligible only for  
Short Term Contract.)

- 16 Whether belongs to SC/ST
17. Remarks (The candidates may  
indicate information with regard to  
(i) Research publications and  
reports and special projects (ii)  
Awards/Scholarship/Official  
Appreciation (iii) Affiliation with  
the professional  
bodies/institutions/societies and  
(iv) any other information.  
(Note: Enclose a separate sheet if  
the space is insufficient)

I have carefully gone through the vacancy  
circular/advertisement and I am well aware that the Curriculum Vitae  
duly supported by documents submitted by me will also be assessed  
by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the  
candidate  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Countersigned  
\_\_\_\_\_  
\_\_\_\_\_  
(Employer with Seal)



**PROFORMA TO BE FILLED FOR VIGILANCE CLEARANCE**

**NAME OF THE OFFICER:**

Note :

1. Each column should be replied in descriptive manner.
2. Proforma should be signed by an officer not below the rank of under Secretary.

1.	Details of disciplinary proceedings initiated against the officer during his career, so far.	
2.	Whether complaints including that of corruption, against the officer, which in the view of the state government may have a direct bearing / relevance on the vigilance status of the officer as on date, are pending against the officer. If so, details thereof.	
3.	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.	
4.	Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and final outcome thereof.	
5.	Whether the name of officer appears in the Agreed List.	

Signature & stamp  
Of the officer certifying the proforma