



No.8 /4/2019-Th-I  
Government of India  
Ministry of Power  
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Shram Shakti Bhawan, Rafi Marg,  
New Delhi dated the 15<sup>th</sup> May, 2019



1. The Chief Secretary, All State Government and U.T.s
2. The Chairman, All State Electricity Boards/State Power Utilities
3. The Chairman, Central Electricity Authority, New Delhi
4. The CMDs of all PSUs under the administrative control of Ministry of Power

**Sub: Selection for the post of Director(Human Resources), NTPC Limited, a schedule "A" CPSE- Reg.**

Sir,

I am directed to inform that the post of Director(Human Resources), NTPC, a schedule "A" CPSE in the Schedule "A" Scale of Pay of Rs. 180,000 – 3,40,000/- has been advertised by the Public Enterprises Selection Board(PESB) vide their letter No. 7/4/2019-PESB dated 09.05.2019. The detailed advertisement along with Job Description for the post of Director(HR) in NTPC is available on the PESB's website:- [www.pesb.gov.in](http://www.pesb.gov.in) in download format.

2. You are therefore, requested to sponsor suitable candidates for this post along with their up-to-date bio-data and CR Dossiers in the PESB format along with vigilance clearance as per the time schedule and the channel of submission, as prescribed in the PESB's Circular.

Yours faithfully,

Encl: as above

*(Signature)*  
(Anita Saini)  
Under Secretary to the Govt. of India  
Tele:2371-9700

Copy to:-

1. The Secretary, PESB, New Delhi
2. All Joint Secretaries of the Ministry of Power, Shram Shakti Bhawan, New Delhi
3. All Director, Ministry of Power, Shram Shakti Bhawan, New Delhi
4. The Under Secretary(Admn.), Ministry of Power, Shram Shakti Bhawan, New Delhi
5. Director(Tech.), NIC Cell, MoP with the request to upload on the website of Ministry.

Services-II Branch

Diary No. 66664

Date 22/05/19

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Dy. No. 20-5-19  
Haryana  
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21-5-2019  
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No. 7/14/2019-PESB

भारतसरकार / Government of India

कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel & Training

लोक उद्यम चयन बोर्ड / Public Enterprises Selection Board

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ब्लॉक संख्या 14, सीजीओ कॉम्प्लेक्स, लोदी रोड  
Block No.14, C.G.O. Complex, Lodhi Road  
नई दिल्ली / New Delhi – 110003,  
दिनांकित / Dated: 09<sup>th</sup> May, 2019

**Subject:** Selection for the post of **Director (Human Resources), NTPC Limited**, a schedule 'A' CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Director (Human Resources), NTPC** a schedule 'A' CPSE, the scale of pay of the post being **Rs. 180000-340000/-**. A copy of the job description for the post is enclosed.

2. It is requested that names of all candidates seniority-wise for the said post along with their applications, in the prescribed format duly verified, may kindly be forwarded so as to reach the PESB by 15.00 hours on **18 July, 2019**. *The applications of all candidates are to be addressed to Smt. Kimbuong Kipgen, Secretary (PESB), Room No. 523, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi.* It is also requested that advance action may be taken to keep the ACRs for last 10 years of the candidates ready along with 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. It is further requested that the vacancy for the post may also be uploaded on the website of Ministry/ Department for wider publicity.

3. If the relevant details are not received within the stipulated time, it will be assumed that there are no applications received to be sponsored for the post.

Encl.: As above

  
(Ajit Kumar)

Under Secretary to the Govt. of India  
Tel. 24361632



Ministry of Power  
(Shri Ajay Kumar Bhalla, Secretary)  
New Delhi.



No. : 7/14/2019-PESB

भारत सरकार  
Government of India  
कार्मिक एवं प्रशिक्षण विभाग  
Department of Personnel & Training  
(लोक उद्यम चयन बोर्ड)  
(Public Enterprises Selection Board)  
\*\*\*

ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड  
Block No.14, C.G.O. Complex, Lodhi Road  
नई दिल्ली / New Delhi- 110003

सी. पी. एस. ई. का नाम  
NAME OF THE CPSE

NTPC Limited

पद का नाम  
NAME OF THE POST

Director (Human Resources)

रिक्ति की तारीख  
DATE OF VACANCY

01/04/2020

सी. पी. एस. ई. की अनुसूची  
SCHEDULE OF THE CPSE

Schedule A

पद का वेतनमान  
SCALE OF THE POST

Rs. 180000-340000 (IDA)

## I. COMPANY PROFILE

NTPC Limited was incorporated in 1975 under the Companies Act, 1956 with the objective to develop and provide reliable power, related projects and services at competitive prices, integrating multiple energy sources with innovative and eco-friendly technologies and contribute to society. It was originally formed as a fully Government owned company. NTPC became a listed Company in 2004, with majority holding of 89.5% with the Government of India which was further reduced from time to time. Government of India's equity in NTPC, stands at 56.09% as on 31.03.2019, the rest being held by Institutional Investors, public & others.

The Company has over the years, developed from a thermal power generator to an integrated power company with presence across entire energy value chain through backward & forward integration into areas such as coal mining, power trading, distribution etc. On 19th May, 2010, NTPC was granted the status of 'Maharatna' that resulted in enhanced autonomy in decision making.

Its Registered and Corporate offices are at New Delhi.

The company employed 20,798 regular employees (Executives:12,950 and Non-executives:7848) as on 31.03.2019.

The authorized and paid up capital of the Company was Rs.10,000 crores and Rs.9894.56 crores respectively as on 31.03.2019.

## II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Human Resources) is a member of the Board of Directors and reports to Chairman and

*[Handwritten Signature]*

Managing Director. He/She is overall incharge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organisation.

### III. ELIGIBILITY

#### 1. AGE : On the date of occurrence of vacancy (DOV)

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

#### 2. 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 followings:-

- (a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- (b) Central Government including the Armed Forces of the Union and All India Services;
- (c) State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs 10000 crore or more**;
- (d) Private Sector in company where the annual turnover is **\*Rs 10000 crore or more**.

**Preference would be given to candidates from listed Companies.**

*(\* The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)*

#### 3. QUALIFICATION:

The applicant should be a graduate from a recognised University/ Institute with good academic record.

The Post Graduate Diploma or Degree in Personnel Management/ Human Resource Management or Masters in Business Administration (MBA)/ Post Graduate Diploma/ Programme in Management(PGDM/ PGPM) from a recognized University/ Institute, will be desirable.

#### 4. EXPERIENCE:

The applicant should have at least five years of cumulative experience during the last ten years in various aspects of HR/ Personnel Management/ Industrial Relations in an organization of repute.

#### 5. PAY SCALE/ RANK/ LEVEL:

The 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.

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

##### Eligible Scale of Pay

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992



- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20500-26500 (IDA) Post 01/01/1997
- (iv) 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 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.

(c)

**Applicants from State Public Sector Enterprises/ Private Sector** should be working at Board level position or at least a post of the level immediately below the Board level.

#### 6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

#### IV. DURATION OF APPOINTMENT

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

#### V. SUBMISSION OF APPLICATIONS

All applicants should send their applications as per the format .

1. 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: through the concerned CPSE;
- (d) CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
- (e) Below Board level in SPSE: through the concerned SPSE;
- (f) Private Sector: directly to the PESB.

2. Applicants from Private Sector must submit the following documents along with the application form:

- (a) Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies);
- (b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies);
- (c) Evidence of working at Board level or at least a post of the level immediately below the Board level;

*[Handwritten signature]*

- (d) Self-attested copies of documents in support of age and qualifications;
- (e) Relevant Jobs handled in the past with details.

#### **VI. UNDERTAKING BY THE APPLICANT**

An applicant has to give 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.

##### **1. For candidates from Central Government/Armed Forces of the Union/ All India Services**

- (a) The appointment is on immediate absorption basis.
- (b) 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.
- (c) 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.

##### **2. For candidates from CPSE**

- a. 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.
- b. 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.

##### **3. For candidates from SPSE/ Private Sector**

- a. 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.
- b. 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.

4. In the above cases, no request for relaxation or otherwise would be entertained.

#### **VII. THE APPLICANTS CAN EITHER**

(a) fill up the Application Form online against this Job Description on the website of PESB - <https://pesb.gov.in/> and thereafter forward it online, as specified in para V(1);

Or

(b) fill up the Application Form online against this Job Description on the website of PESB - <https://pesb.gov.in/>, take a printout and send it offline, as specified in para V(1).

Last time/date of receipt of complete application duly forwarded to PESB is **by 15.00 hours on 18/07/2019**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be REJECTED. Board reserves the right to shortlist applicants for interview.

Applications are to be addressed to

18/7/19



Smt Kimbuong Kipgen

Secretary,

Public Enterprises Selection Board, Public Enterprises Bhawan,

BlockNo. 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.**

*P*  
10/5/19