

No. 7/50/2011-PESB
Government of India
Public Enterprises Selection Board
(Department of Personnel & Training)

Block No. 14, CGO Complex, PE Bhavan
New Delhi - 110003, the 2ND December, 2011

Sub: Selection for the post of **DIRECTOR (HR), NATIONAL ALUMINIUM CO. LTD. in schedule "A"** of the CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **DIRECTOR (HR), NATIONAL ALUMINIUM CO. LTD. in schedule "A"** of the CPSE, the scale of pay of the post being **Rs.75000-100000/-(Revised)**. 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 **9th February, 2012.** 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.

(VEDANTAM GIRI)
DIRECTOR
TEL NO. 24362936

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation among the eligible candidates.
2. All Chief Secretaries of State Govt.s /UT's (for circulating the vacancy among Govt.Officers and State PSU's)

No. 7/50/2011-PESB
भारत सरकार
Government of India
लोक उद्यम चयन बोर्ड
Public Enterprises Selection Board
कार्मिक और प्रशिक्षण विभाग
(Department of Personnel and Training)
Block No.14, C.G.O. Complex, Lodhi Road,
New Delhi – 110003

पी. एस. यू. का नाम : नेशनल अल्युमीनियम कंपनी लिमिटेड
NAME OF THE PSU : NATIONAL ALUMINIUM CO. LTD.

पद का नाम : निदेशक (मानव संसाधन)
NAME OF THE POST : DIRECTOR (HR)

रिक्ति की तारीख :
DATE OF VACANCY : 01.09.2012

सी पी एस ई की अनुसूची : ' ए '
SCHEDULE OF THE CPSE : A

पद का वेतनमान : Rs. 75000 – 100000 (Revised/ संशोधित)
SCALE OF THE POST

1. COMPANY PROFILE

National Aluminium Company Limited (NALCO) was incorporated under the Indian Company Act, 1956 with the objective to be a company of global repute in Aluminium sector. NALCO is engaged in mining of bauxite, manufacture of Alumina/Aluminium hydrates and aluminium metal rolled products. NALCO is a Schedule 'A' Navratna CPSE in Minerals and Metal sector under the administrative control of Ministry of Mines.

The authorized and paid up capital of the Company was Rs.3000 Crore and Rs.1288.62 Crore respectively as on March 31, 2011.

Its Registered and Corporate offices are at Bhubaneswar, Orissa.

The shareholding of the Government of India in the company is 87.15%

2. JOB DISCRPTION AND RESPONSIBILITIES:

Director (HR) is a member of board of Directors and reports to his Chairman & Managing Director. He is overall incharge of coordinating and implementing personnel and industrial relation policies, management functions, administrative control etc. in the Company.

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 be a graduate with good academic record from a recognized University/Institution. The Candidate should have atleast two years cumulative experience during the last ten years in personnel management and Human Resources at a senior level in an organization of repute. Persons with post Graduate Degree/Diploma in Personnel Management or Business Administration with Personnel Management /Industrial Relation as 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 candidate 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. 7250-8250 (IDA)
Rs. 9500 – 11500 (IDA) Post 01.01.1992
Rs. 20500 – 26500 (IDA) Post 01.01.1997
Rs. 51300 – 73000 (IDA) Post 01.01.2007

18400 – 22400 (CDA)
37400 – 67000 + GP Rs. 10000 (CDA)

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 Executive

Executive working in companies where the annual turnover is in excess of Rs. 100 Crore.

(c) Private Sector Executives

Private Sector Executives in companies where the annual turnover

- (i) Executives working in companies where the annual turnover is in excess of Rs.100 crore
- (ii) Executives working at Board level position or non-board level position reporting directly to the Board i.e. one level below Board;
- (iii) Executives working in Private Companies listed on Stock Exchange.

(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 resent/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 the Board i.e. one level below Board level;
- (v) The details of Job handled in the past with details/particular references

State Public Sector Executives must route their applications through proper channel.

6. CERTIFICATION BY CANDIDATE:-

- a) 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.
- b) If any of the candidates who appeared for the interview and is selected by the PESB, gives his/her unwillingness after the interview is held, but before the appointment is processed, would 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 the candidate belongs.
- c) If any candidate gives his/her unwillingness 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 from being considered for a Board level post in any PSE other than the one to which the candidate belongs.
- d) In the above cases, no request for relaxation or otherwise would be entertained.

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

Last date of receipt of applications in PESB is 9TH February, 2012. 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. (MRS) P. S. BEHURIA, Secretary, Public Enterprises Selection Board, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDANCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO **SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.**