

No. 6/32/2017-PESB  
भारत सरकार / 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, सी जी ओ कॉम्प्लेक्स, लोदी रोड  
Block No.14, C.G.O. Complex, Lodhi Road  
नई दिल्ली/ New Delhi – 110003,  
दिनांकित/ Dated: 26<sup>th</sup> October, 2017

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**Subject:** Selection for the post of **Managing Director, North Eastern Handicrafts & Handlooms Development Corporation Limited(NEHHDC)**, a schedule 'C' CPSE.

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The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Managing Director, North Eastern Handicrafts & Handlooms Development Corporation Limited(NEHHDC)**, a schedule 'C' CPSE, the scale of pay of the post being **Rs. 22,500-27,300/-(1997 Pay Scale)**. 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<sup>th</sup> December 2017**. *The applications of all candidates are to be addressed to Shri Rajiv Rai, 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 those 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

**(Sitaram Yadav )**  
Under Secretary to the Govt. of India

**Ministry of DONER,**  
(Shri Naveen Verma, Secretary)  
New Delhi

Copy to: MD, NEHHDC, Upper Lachumiere, Shillong-793001, with the request to forward all applications seniority-wise to PESB, duly verified so as to reach the PESB by **15.00 hours on 18<sup>th</sup> December 2017**. ACRs and Vigilance profile may also be kept ready for being furnished as and when the selection meeting is scheduled.

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| <ol style="list-style-type: none"><li>1 All Chief Executives of other Central PSUs (including subsidiaries) for circulation among the eligible candidates.</li><li>2 Establishment Officer, Department of Personnel &amp; Trg. Ministry of Personnel, PG &amp; Pensions.</li><li>3 All Chief Secretaries of State Governments &amp; UTs</li><li>4 (i) Defence Secretary, South Block, New Delhi.<br/>(ii) Military Secretary MS(X), South Block, New Delhi-110011.<br/>(iii) AOP, Air HQrs., Vayu Bhawan, New Delhi.<br/>(iv) COP, Naval HQrs. 'C' Wing, Sena Bhawan, New Delhi.</li></ol> |  | For circulating the vacancy among Government Officers |
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**(Sitaram Yadav )**  
Under Secretary to the Govt. of India

No. : 6/32/2017-PESB

भारत सरकार

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, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड

Block No.14, C.G.O. Complex, Lodhi Road

नई दिल्ली / New Delhi- 110003

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|---|--|
| सी. पी. एस. ई. का नाम<br>NAME OF THE CPSE         | : North Eastern Handicrafts & Handloom Development Corp. |
| पद का नाम<br>NAME OF THE POST                     | : Managing Director                                      |
| रिक्ति की तारीख<br>DATE OF VACANCY                | : 01/01/2017   |
| सी. पी. एस. ई. की अनुसूची<br>SCHEDULE OF THE CPSE | : Schedule C   |
| पद का वेतनमान<br>SCALE OF THE POST                | : Rs. 22500-27300  |

## I. COMPANY PROFILE

North Eastern Handicrafts & Handlooms Development Corpn. Ltd (NEHHDC) was incorporated on 31.03.1977 under the Companies Act, 1956 with the objective to promote and develop handicrafts and handlooms in the North Eastern Region. NEHHDC is a Schedule 'C' CPSE in Trading and Marketing services sector under administrative control of Ministry of Development of North Eastern Region (DONER)

Its Registered and Corporate offices are in Shillong, Meghalaya.

The authorised and paid up capital of the Company was Rs.8.50 crore each as on 31.03.2017.

The shareholding of the Government of India in the company is 100%.

## II. JOB DESCRIPTION AND RESPONSIBILITIES

The Managing Director is the Chief Executive of the Company and accountable to its Board of Directors and Government/Share holders. He/She is responsible for the efficient functioning of the company, and for achieving its corporate objectives and performance parameters.

### III. ELIGIBILITY

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

| Age of superannuation 60 years |  |         |  |
|--------------------------------|--|---------|--|
| Internal                       |  | Others  |  |
| Minimum                        | Maximum  | Minimum | Maximum  |
| 40                             | 2 years of residual service as on the date of vacancy w.r.t. the date of superannuation. | 40      | 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:-

- Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- Central Government including the Armed Forces of the Union and All India Services;
- State Public Sector Enterprise (SPSE) where the annual turnover is **\*Rs 500 crore or more**;
- Private Sector in company where the annual turnover is **\*Rs 500 crore or more**.

(\* 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 with good academic record from a recognized University/Institution. Persons with Technical/MBA qualifications will have added advantage.

#### 4. EXPERIENCE:

The applicant should possess adequate experience at a senior level in an organisation of repute.

Experience in Finance/Marketing/ Production in Handloom & Handicrafts sector in terms of marketing strategies, designs, e-commerce, will have added advantage.

Knowledge of North East Region is desirable.

#### 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

- Rs. 6250-7475 (IDA) Pre 01/01/1992
- Rs. 8520-10050 (IDA) Post 01/01/1992
- Rs. 18500-23900 (IDA) Post 01/01/1997
- Rs. 43200-66000 (IDA) Post 01/01/2007
- Rs. 14300-18300 (CDA) Pre-revised
- Rs. 37400-67000 + GP 8700 (CDA)

(b)

i. Applicants from Central Govt. / All India Services should be holding a post of the level of Director 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 Brigadier 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.

#### 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 superannation 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) 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);
- (b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose);
- (c) Evidence of working at Board level;
- (d) Self-attested copies of documents in support of age and qualifications;
- (e) The 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 - <http://pesbonline.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 - <http://pesbonline.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 in PESB is **by 15.00 hours on 18/12/2017**. 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

Shri Rajiv Rai ,  
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.**