

No.6/28/2011-PESB
Government of India
Public Enterprises Selection Board
(Department of Personnel & Training)

Block No. 14, CGO Complex, PE Bhavan
New Delhi - 110003, the 1st February , 2012

Sub: Selection for the post of Managing Director , NORTH EASTERN HANDICRAFTS AND HANDLOOMS DEV. CORP.,(NEHHDC) in schedule "C" of the CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Managing Director , NORTH EASTERN HANDICRAFTS AND HANDLOOMS DEV. CORP.,(NEHHDC)** in schedule "C" of the CPSE, the scale of pay of the post being **Rs.22500-650-27300/-(pre-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, April, 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. 6/28/2011-PESB

भारत सरकार

Government of India

लोक उद्यम चयन बोर्ड

Public Enterprises Selection Board

(कार्मिक एवं प्रशिक्षण विभाग)

(Department of Personnel and Training)

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

New Delhi - 110003

प.यू.एस.का नाम : पूर्वोत्तर हस्तशिल्प और हथकरघा विकास निगम. लि
**NAME OF THE PSU : NORTH EASTERN HANDICRAFTS AND
HANDLOOMS DEVELOPMENT CORPN. LTD.**

पद का नाम : प्रबंध निदेशक

NAME OF THE POST : MANAGING DIRECTOR

रिक्ति की तारीख

DATE OF VACANCY : 01.02.2013

सीअनुसूची की .ई.एस.पी. : 'सी'

SCHEDULE OF THE CPSE : 'C'

पद का वेतनमान

SCALE OF THE POST : Rs. 22500-650-27300 (Pre-revised / पूर्व संशोधित)

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) with

Its Registered and Corporate offices are in Shillong, Meghalaya.

The authorised and paid up capital of the Company was Rs.2 crores each as on 31.03.2010.

Shareholding of the Government of India in the company is 100%.

JOB DESCRIPTION AND RESPONSIBILITIES:

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

3. ELIGIBILITY

I. AGE: On the date of occurrence of vacancy

(i) Minimum 40 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 from a recognized university/institution with good academic record. He should possess adequate experience at a senior level of management in a large organisation of repute.

Persons with Technical/MBA qualifications and having experience in management and familiarity with Finance, Marketing/Production will have added advantage. Knowledge of Handlooms and Handicrafts 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. 6250-7475 (IDA)

Rs. 8250-10050 (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)

Rs. 37400--67000 + GP Rs. 8700 (CDA)

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

(b) State Public Sector Executives

Executives working in companies where the annual turnover is in excess of Rs. 50 crore.

(c) Private Sector Executives

Private Sector Executives must fulfill each of the following criteria:

(i) Executives working in companies where the annual turnover is in excess of Rs.50 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, Government officers of the level of Director in Government of India or on equivalent scale of pay or officers of the level of Brigadier in the Army or equivalent rank in Navy/Air Force on the date of vacancy 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 and retired CPSE Executives and Government servants 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 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 a director on 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, April, 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. P. S. Behuria, 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