

No. 6/9/2010-PESB  
Government of India  
Public Enterprises Selection Board  
(Department of Personnel & Training)  
Block No.14, C.G.O. Complex, Lodhi Road  
New Delhi – 110003

Dated: 20<sup>TH</sup> May, 2010

**Sub: Selection for the post of Managing Director, Numaligarh Refinery Limited (NRL) in schedule “B” scale of pay.**

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Managing Director, Numaligarh Refinery Limited (NRL)** in schedule “B” scale of pay of **Rs.25750-650-30950 (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 **21<sup>th</sup> July, 2010** of the issue of the press advertisement. 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)  
DEPUTY SECRETARY  
TEL NO. 24362936

Copy to:

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation amongst the eligible candidates.
2. All Chief Secretaries of State Governments & UTs (For circulating the vacancy among Government Officers and PSUs.)

**GOVERNMENT OF INDIA**  
**PUBLIC ENTERPRISES SELECTION BOARD**

NAME OF THE PSU : **NUMALIGARH REFINERY LIMITED (NRL)**  
NAME OF THE POST : **MANAGING DIRECTOR (MD)**  
DATE OF VACANCY : 01.04.2011  
SCHEDULE OF THE CPSE : "B"  
SCALE OF THE POST : Rs.25750-650-30950 (pre-revised)

**1. COMPANY PROFILE:**

Numaligarh Refinery Limited (NRL) was incorporated under the Indian Companies Act, 1956 with the objective of setting up a 3 MMTPA grass root state-of-the-art refinery and an adjacent marketing terminal at Numaligarh in the district of Golaghat, Assam. NRL is a Schedule 'B' / Miniratna CPSE under the administrative control of Ministry of Petroleum & Natural Gas.

The authorized and paid up capital of the Company was Rs. 1000 crore and Rs. 735.63 crore respectively as on March 31, 2009.

Its Registered and Corporate office are at Dispur, Guwahati, Assam.

NRL is a subsidiary of Bharat Petroleum Corporation Limited which holds 61.65% equity shares.

**2. JOB DESCRIPTION AND RESPONSIBILITIES:**

Managing Director is the Chief Executive of the Company and reports to the CMD of the Holding Company and accountable to its Board of Directors, Holding Company and Government. He is responsible for the efficient functioning of the Company for achieving its corporate objectives and performance parameters.

**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 applicant should be a graduate with good academic record from a recognised university/institution. 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 Petroleum/Refinery Industry/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:

- |       |   |                            |
|-------|---|----------------------------|
| (i)   | Rs. 7250-8250/-(pre 1.1.1992 scale)                             | } with<br>Industrial<br>DA |
| (ii)  | Rs. 9500-11500/-(post 1.1.1992 scale)                           |                            |
| (iii) | Rs. 20500-26500/- (post 1.1.1997 scale)                         |                            |
| (iv)  | Rs. 51300-73000/- (post 1.1.2007 scale)                         |                            |
|       | or  |                            |
| (v)   | Rs.18400-22400 with Central DA.(pre-revised)                    |                            |
| (vi)  | Rs.37400-67000 with Grade Pay of Rs.10,000/- (Revised 1.1.2006) |                            |

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 Executives

Executives working in companies where the annual turnover is in excess of Rs. 100 crore.

### (c) Private Sector Executives

In order to apply Private Sector Executives must fulfill all the three criteria listed below:

- (i) they should be working in companies where the annual turnover is in excess of Rs.100 crore;
- (ii) they should be working in private companies listed on the Stock Exchange; and
- (iii) they should be working at a Board level position or reporting directly to a director on the Board i.e. one level below Board level.

(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 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.

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

**Last date of receipt of applications in PESB is 21<sup>st</sup> JULY, 2010. 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**

NRL-MD