

No. 6/10/2017-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: June 16, 2017

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**Subject:** Selection for the post of Managing Director, Numaligarh Refinery Limited, a schedule 'B' CPSE.



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The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Managing Director, Numaligarh Refinery Limited**, a schedule 'B' CPSE, the scale of pay of the post being **Rs. 75,000-90,000/-** 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 **25<sup>th</sup> August, 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 5 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 be uploaded on the website of the 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

  
(सी ए जैकब/C A JACOB)  
उप सचिव, भारत सरकार  
Deputy Secretary to the Govt. of India  
 24362936

Ministry of Petroleum and Natural Gas,  
(Shri K. D. Tripathi, Secretary)  
New Delhi

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भारत सरकार

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(Public Enterprises Selection Board)

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Block No.14, C.G.O. Complex, Lodhi Road  
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सी. पी. एस. ई. का नाम NAME OF THE CPSE	: Numaligarh Refinery Ltd.
पद का नाम NAME OF THE POST	: Managing Director
रिक्ति की तारीख DATE OF VACANCY	: 01/11/2017
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	: Schedule B
पद का पैमाना SCALE OF THE POST	: Rs. 75000-90000

#### I. COMPANY PROFILE

Numaligarh Refinery Limited (NRL) was incorporated under the Indian Companies Act, 1956 with the objective to develop core competencies in Refining and Marketing of petroleum products with a focus on achieving international standards on safety, quality and cost; maximize wealth creation for meeting expectations of stakeholders and to contribute towards the development of the North Eastern Region. NRL is a Schedule 'B' / Miniratna CPSE in Petroleum (Refinery & Marketing) sector 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, 2016.

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.

#### II. 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 and Government. He is responsible for the efficient functioning of the Company for achieving its corporate objectives and performance parameters.

## 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 :-

- 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 1000 crore or more;
- Private Sector in company where the annual turnover is \*Rs 1000 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.

Applicants with Technical/MBA qualifications will have added advantage.

### 4. EXPERIENCE:

The applicant should possess adequate experience at a senior level of management in a large organization of repute.

Experience in Finance/Marketing/Production will have added advantage.

Experience in Petroleum/Petrochemical industry 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. 7250-8250 (IDA) Pre 01/01/1992
- Rs. 9500-11500 (IDA) Post 01/01/1992
- Rs. 20500-26500 (IDA) Post 01/01/1997
- Rs. 51300-73000 (IDA) Post 01/01/2007
- Rs. 18400-22400 (CDA) Pre-revised
- Rs. 37400-67000 + GP 10000 (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.

### 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.

## **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 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 Job 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://pesb.gov.in/> and thereafter forward it online, as specified in para V(1);

Or

(b) fill up the Application Form online, 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 25/08/2017**. 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.**