

File No: CA-31015/2/2016-CA/FTS: 42241  
Government of India  
Ministry of Petroleum & Natural Gas  
(Corporate Affairs Desk)

Shastri Bhawan, New Delhi  
Dated 28/06/17

To

Chairman / CMD / MD  
IOCL / ONGC / GAIL / BPCL / HPCL / OIL / EIL / MRPL / CPCL / NRL /  
BPRL / BLC / OVL/ Biecco Lawrie

**Subject: Selection for the post of Director (HR), Indian Oil Corporation Limited (IOCL) in Schedule 'A' CPSE.**

Sir,

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Director (HR), Indian Oil Corporation Limited (IOCL)** in Schedule 'A' CPSE, the scale of pay of the post being **Rs.75,000 – 1,00,000/-**. A copy of the job description, circulated by the PESB vide letter dated 14.06.2017 is enclosed. The last date of receipt of applications in PESB is **15:00 hrs on 29<sup>th</sup> August 2017**.

2. As per advertisement, submission of application to PESB will be as under:
  - (a) Only the applications of Board level officials in CPSEs under the Ministry will be routed through the Ministry, to PESB. Applications of eligible board level executives may be submitted to the Ministry of P&NG not later than **14<sup>th</sup> August 2017**.
  - (b) Applications of board level officials received in the Ministry after the cut-off date specified by the PESB will not be forwarded to PESB.
  - (c) With the approval of the Competent Authority in CPSEs, applications of below board level officials are to be routed through the concerned CPSE to PESB directly, under intimation to the Ministry.

Contd...

- (d) The applications of officials forwarded to the Ministry (in case of board level officials) and to PESB (in case of below board level officials) should be complete in all respects and no column should be left blank, as the PESB has decided that all applications which are incomplete will be rejected.
- (e) In respect of applications of below board level officials, the CPSE will also forward a copy of the forwarding letter(s) to the Vigilance Division of the Ministry, so as to enable the Ministry seek vigilance clearance in respect of the candidates from the concerned.

Yours faithfully,

  
(M.C. Bhatt)

Under Secretary to the Government of India

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No. 7/63/2016-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 20, 2017

**Subject:** Selection for the post of **Director (Human Resource), Indian Oil Corporation Limited (IOCL)**, a schedule 'A' CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of Director (Human Resource), **IOCL**, a schedule 'A' CPSE. the scale of pay of the post being **Rs. 75,000-1,00,000/-** 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 **29<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

JACOBY

*(Signature)*  
2016/17  
(सी ए जैकब/C A JACOBY)

उप सचिव, भारत सरकार  
Deputy Secretary to the Govt. of India  
24362936

Ministry of Petroleum and Natural Gas,  
(Shri Kapil Dev Tripathi, Secretary)  
New Delhi

Dir (CA)

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22-6-2017

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*(Signature)*  
23/6

*(Signature)*  
21/6  
So (CA)

No. : 7/63/2016-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

सी. पी. एस. ई. का नाम NAME OF THE CPSE	: Indian Oil Corporation Ltd.
पद का नाम NAME OF THE POST	: Director(HR)
रिक्ति की तारीख DATE OF VACANCY	: 01/11/2017
सी. पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	: Schedule A
पद का वेतनमान SCALE OF THE POST	: Rs. 75000-100000

#### I. COMPANY PROFILE

Indian Oil Corporation Limited (IOCL) was incorporated in 1964 by merging Indian Refineries Limited with Indian Oil Company under the Indian Companies Act, 1956. The main objectives of IOC are to serve the national interests in oil and related sectors in accordance and consistent with the policies of Government of India; to ensure continuous and smooth supplies of petroleum products and to enhance country's self-sufficiency in oil refining and build expertise in laying of crude oil and petroleum product pipelines. Indian Oil Corporation (IOC) is a schedule - 'A' Maharatna PSE in petroleum sector under the administrative control of Ministry of Petroleum & Natural Gas. Its Registered and Corporate Offices are at Mumbai and New Delhi respectively.

The authorised and paid up capital of the Company were Rs. 6000 crore and Rs. 2427.95 crore respectively as on March 31, 2016.

The shareholding of the Government of India in the company is 58.57%.

#### II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (HR) is a member of the Board of Directors and reports to Chairman and Managing Director. He is overall incharge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organisation.

### III. 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 10000 crore or more;
- Private Sector in company where the annual turnover is \*Rs 10000 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 from a recognized University/Institute with good academic record.

The Post Graduate Diploma or Degree in Personnel Management/Human Resource Management or Masters in Business Administration(MBA)/ Post Graduate Diploma/ Programme in Management(PGDM/ PGPM) from a recognized University/Institution, will be desirable.

#### 4. EXPERIENCE:

The applicant should possess at least five years of cumulative experience during the last ten years in various aspects of HR/ Personnel Management/ Industrial Relations in an organization of repute.

#### 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.

- 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.

- Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position or at least a post of the level immediately below the board level.

#### 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

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) Below Board level in SPSE: through the concerned SPSE.
- (f) 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 or at least a post of the level immediately below the 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 29/08/2017**. 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.**