

No. 49/25/2014-6SII
GOVERNMENT OF HARYANA
CHIEF SECRETARY'S OFFICE
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 13th March, 2014.

To

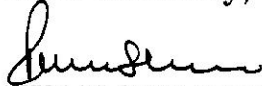
All concerned IAS / HCS Officers.

Subject: Recruitment to fill up one post of Assistant Director (Pay Scale: PB-3, Rs. 15600-39100+ Grade Pay of Rs. 5400/-) by deputation (including short term contract) in the Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises.

Madam/ Sir,

I am directed to refer to the subject cited above and to say that a copy of letter No. A-12023/I/2006-Admn., dated 14th February, 2014 received from Government of India, Ministry of Heavy Industries & Public Enterprises, Department of Public Enterprises, New Delhi is uploaded on the web site (csharyana.gov.in) and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data with an application to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,


(PAWAN SHARMA)

Under Secretary, Administration.


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A-12023/1/2006-Admn.
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan,
Block No.-14, CGO Complex,
Lodhi Road, New Delhi.
Dated the ~~January~~, 2014

14 February 2014

To,

All Ministries/ Departments, Govt. of India,
All chief secretaries of States
All Chief Executives, all PSUs under the Govt. of India
(As per list attached)

Subject: Recruitment to fill up one post of Assistant Director (Pay Scale: PB-3, Rs. 15600-39100+ Grade Pay of Rs. 5400/-) by deputation (including short term contract) in the Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises.

Sir,

I am directed to state that Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises is to fill up one post of Assistant Director (Pay Scale: PB-3, Rs. 15600-39100+ Grade Pay of Rs. 5400/-) on deputation basis (including short term contract).

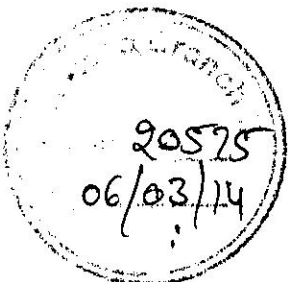
2. The scale of pay, job requirements, period of deputation (ISTC), eligibility etc. prescribed for the post have been indicated in the Annexure-I.

3. I am to request that the names of suitable officers, who satisfy the job requirements, and other conditions and who are willing and can be spared, may be forwarded to this Department as early as possible and in any case within two months for the date of publication of advertisement in the employment news with their bio-data (8 copies) in the enclosed proforma (Annexure-II), up to date CR dossier, vigilance clearance, Employer's NOC, Integrity certificate, Major and Minor penalty statement, in separate sheets. In case original ACRs cannot be made available, their copies for the last five years, duly attested may be sent.

Encl. As above.

Yours faithfully

(J.N. Prasad)
Director



ANNEXURE-I

Ministry of Heavy Industries & Public Enterprises Department of Public Enterprises

Invites applications for the post of Assistant Director to be filled on deputation (including short term contract) basis.

1. Name of the post - Assistant Director
2. Number of post - one
3. Scale of pay - Rs. 15,600-39,100+ grade pay of Rs. 5400/-
4. Method of Recruitment - By deputation (including short term contract)
5. Job Requirements - To monitor, analyse and evaluate performance of Public Sector Undertakings, develop information systems, conduct studies in the areas of productivity, performance improvement, wage and salary structure.
6. Eligibility - Officers under the Central or State Governments or Union

Territories or Public sector Undertakings or semi – governments or statutory or autonomous organisation holding analogous posts on regular basis; or with five years regular service in post in the pay scale of Rs. 6500-10500 or equivalent; or with eight years regular service in post in the pay scale of Rs. 5500-9000 or equivalent; and possessing the educational qualifications and experience as under:

- (i) Master's Degree in Commerce or Economics or Statistics or Mathematics from a recognized University or Master's Degree in Business Administration from a recognized University or equivalent; and
- (ii) Three years experience in analysis of physical and financial performance of Public Enterprises particularly in the field of Management and Administration, on organization, evaluation of performance.

The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Period of deputation/contract : Period of deputation/contract including period of deputation/contract in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term

contract)/absorption shall be not exceeding 56 years as on the closing date of receipt of applications.

While on deputation, the officers selected will be governed by the instructions and such other general or special orders issued by the Central Government from time to time.

Applications in the prescribed proforma (8 copies) should be routed through proper channel to Sh. J. N. Prasad, Director, Department of Public Enterprises, Block No. 14, CGO Complex, Lodhi Road, New Delhi- 110003 within two months of the date of publication of this advertisement in the Employment News. The forwarding authority should send following information /documents alongwith application:

1. Vigilance clearance
2. Up to date CR Dossier, containing the ACRs upto the period ending December, 2013 or March, 2014 (As applicable). In case the original ACRs cannot be made available, photocopy of ACRs duly attested for last five years may be sent.
3. A certificate on a separate sheet to the effect that the employer has no objection to the appointment of the applicant as Assistant Director in the Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises on deputation (short term contract basis)
4. Integrity Certificate
5. Major or Minor Penalty statement

BIO -DATA PROFORMA

ANNEXURE-II

1. Name and Address (in Block Letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Government rules
4. Educational Qualifications
5. Whether educational and other qualifications Required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)

Qualifications/Experience required

Qualifications/ experience possessed by the Officer

Essential (1)

(2)

(3)

Desirable (1)

(2)

6. Please state clearly whether in the light Of entries made by you above, you meet The requirements of the post

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/Instt./ Organisation	Post held	From	To	Basic Pay	Scale of Pay	Nature of Duties

8. Nature of present employment i.e. Ad hoc or temporary or quasi permanent or permanent

9. In case the present employment is held on deputation/contract basis, please state.

- (a) The date of initial appointment:
(b) Period of appointment on deputation/contract
(c) Name of the parent office/organisation
To which you belong.

10. Additional details about present employment

Please state whether working under:

- (a) Central Government
(b) State Government
(c) Autonomous Organizations
(d) Government Undertakings

11. Total emoluments per month drawn

12. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

13. Whether belongs to SC/ST

14. Remarks

DATE _____

Signature of the candidate

Countersigned by _____
Employer

Address _____