

No.11/ 40/10-PG  
Government of India  
Ministry of Power

....

Shram Shakti Bhawan, Rafi Marg  
New Delhi, Dated the 29<sup>th</sup> April, 2011.

To

1. The Chief Secretary  
All State Governments and UTs
2. The Chairperson  
Central Electricity Authority  
New Delhi
3. The CMDs  
All PSUs under the administrative control of Ministry of Power

Subject : Filling up the post of Director (Personnel) in Power Grid  
Corporation of India Ltd. PGCIL in Schedule 'A' (CPSE)

....

Sir,

I am directed to forward herewith a copy of the job description for the post of Director (Personnel) in Schedule 'A' of the CPSE in the scale of pay of the post being ₹75000-100000/- (Revised) as circulated by PESB vide their letter no.7/87/2010-PESB dated 8th April, 2011.

It is requested that the applications/bio data of the suitable candidates (seniority-wise) who are found suitable for the said post as per the requirements indicated in the job-description along with up-to-date bio-data (in the prescribed form) duly endorsed may be sent well in advance so that the applications reach the PESB by 20<sup>th</sup> June, 2011.

It is also requested that advance action may be taken to keep 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 of any, etc.) to be furnished as and when the selection meeting of PESB is scheduled.

Yours faithfully,

  
(K.V.Gopala Rao)

Under Secretary to the Govt. of India  
Tel.No.2373 0264

No. 7/87/2010-PESB  
Government of India  
Public Enterprises Selection Board  
(Department of Personnel & Training)

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Block No. 14, CGO Complex, PE Bhavan  
New Delhi – 110003.

Dated the 8<sup>th</sup> April, 2011

Sub: Selection for the post of **Director (Personnel) Powergrid Corporation of India Limited.** in schedule "A" CPSE

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Director (Personnel), Powergrid Corporation of India Limited** in schedule "A" of the CPSE, the scale of pay of the post being Rs.75,000-1,00,000/-.(w.e.f. 1.1.2007) 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 20<sup>th</sup> JUNE, 2011. 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.

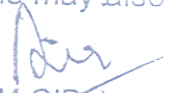
3. In case the relevant details are not received within the stipulated time, it will be assumed that there are no eligible candidates to be sponsored for the post.



(VEDANTAM GIRI)  
DEPUTY SECRETARY  
TEL NO. 24362936

MINISTRY OF POWER,  
(SHRI P UMA SHANKER SECRETARY)  
NEW DELHI

- Copy to CMD, Powergrid Corporation of India Ltd., Saudamini, Plot No.2, Sector-29, Gurgaon, Haryana-122001 with the request to send the names of all willing and eligible candidates to PESB in the prescribed format alongwith the endorsement. ACRs and Vigilance profile may also be kept ready for being furnished as and when the selection meeting is scheduled.



(VEDANTAM GIRI)  
DEPUTY SECRETARY

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation amongst the eligible candidates.
2. Establishment Officer, Department of Personnel & Trg.  
Ministry of Personnel, PG & Pensions
3. All Chief Secretaries of State Governments & UTs
4. (I) Defence Secretary, South Block, New Delhi.  
(II) Military Secretary MS(X), South Block, New Delhi-110011.  
(III) AOP, Air HQrs., Vayu Bhavan New Delhi.  
(IV) COP, Naval HQrs. 'C' Wing, Sena Bhawan, New Delhi

| For circulating the vacancy  
| among Government Officers.  
| For circulating the vacancy  
| among Government Officers &  
| State PSUs.



(VEDANTAM GIRI)  
DEPUTY SECRETARY

No. 7/87/2010-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

पी.एस.यू. का नाम	: पावरग्रिड कारपोरेशन ऑफ इंडिया लिमिटेड
NAME OF THE PSU	: POWER GRID CORPORATION OF INDIA LTD. (PGCIL)
पद का नाम	: निदेशक (कार्मिक)
NAME OF THE POST	: DIRECTOR (PERSONNEL)
रिक्ति की तारीख	: 01 - 04 - 2012
DATE OF VACANCY	
सी.पी.एस.ई. की अनुसूची	: 'A' / 'ए'
SCHEDULE OF THE CPSE	
पद का वेतनमान	: Rs. 75000—100000/- (Revised / संशोधित)
SCALE OF THE POST	

### 1. COMPANY PROFILE

Power Grid Corporation of India Limited (PGCIL) was incorporated under the Indian Companies Act, 1956 with the mission of "Establishment and Operation of Regional and National Grids to facilitate transfer of electric power within and across the regions and reliability, and economy on sound commercial principles". PGCIL, the Central Transmission Utility of the country is a Schedule - 'A'/Navratna CPSE in Industrial Development and Training Consultancy Services sector under the administrative control of Ministry of Power.

Its Registered office is at New Delhi and Corporate Office at Gurgaon, Haryana.

The authorised and paid up capital of the Corporation was Rs.10,000 crores and Rs. 10,000 crores respectively as on March, 2010.

The Shareholding of the Government of India is 86.36%.

### 2. JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Personnel) 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. of the organisation.

### 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 incumbent should be a graduate with good academic record from a recognized university. The candidates should have atleast two years cumulative experience during the last ten years in Personnel Management and Human Resources at a senior level in an organization of repute.

Persons with Post Graduate Degree/Diploma in Personnel Management or MBA with specialization in Personnel Management/Industrial Relations from a recognized university or Institute or Degree in Law or Industrial Engineering will have an added advantage. Knowledge of Power 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. 7250-8250 (IDA)

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)

Rs. 37400--67000 + GP Rs. 10000 (CDA)

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 Executive

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

APPLICATION FORM FOR CENTRAL PUBLIC SECTOR EXECUTIVES /GOVT. OFFICERS

[THROUGH PROPER CHANNEL]

1. Name of the post applied for: \_\_\_\_\_

2. (a) Name \_\_\_\_\_

(b) Identification Number (For Defence Service personnel) \_\_\_\_\_

(c) Designation of the Applicant (in full) \_\_\_\_\_

(d) Office Address: \_\_\_\_\_

3. Address for communication \_\_\_\_\_

4. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX No. \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ Age as on date of vacancy \_\_\_\_\_

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications(alongwith the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. Positions held during the preceding ten years:-

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

7(a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					

8. In case the candidate is holding the present post on lien/deputation basis: -

- a) name of the organisation in which the lien is held.
- b) the date from which the lien is held.
- c) date from which candidate is on deputation.

9.(a) Whether any punishment awarded to the applicant during the last 10 years 

Y	NO
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If yes, the details thereof

9 (b) Whether any action or inquiry is going on against him as far as his knowledge goes. 

Y	NO
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If yes, the details thereof

I certify that the details furnished by me in Cols. 1 to 9 are true and I am eligible for the post.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may 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 I belong to.

(Name and Signature of the applicant)

Date:

**(To be filled by the PSU/Ministry /Department concerned)**

It is Certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of  
the Competent Forwarding  
Authority with Telephone no. & office Seal.



**APPLICATION FORM FOR STATE PUBLIC SECTOR EXECUTIVES/EXECUTIVES FROM  
THE PRIVATE SECTOR**

1. Name of the post applied for: \_\_\_\_\_

2. (a) Name \_\_\_\_\_

(b) Designation of the Applicant (in full) \_\_\_\_\_

(c) Office Address: \_\_\_\_\_

3. Address for communication \_\_\_\_\_

4. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ FAX No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ E-Mail address \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ Age as on date of vacancy \_\_\_\_\_

6. Eligibility criteria:

	As per job description	Possessed by the officer	Whether eligible or not
Educational/professional qualifications (along with the name of Institutions)			
Pay Scale			
Length of service in eligible pay scale			

7. ~~Positions held during~~ the preceding ten years:-

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

7(a). Nature and duration of experience relevant for the advertised post and job description:

Sl. No.	Designation, and place of posting	Organisation	From	To	Pay scale
1.					
2.					
3.					
4.					

8. Annual Turnover of the Company where the candidate is employed (Certified copy to be attached):  
Turnover Rs. \_\_\_\_\_ for the year \_\_\_\_\_ .

9, I certify that:

(i) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO is enclosed at Encl. I.

(ii) a write up on the significant contributions made by me during the present/past assignments and my suitability for the post is enclosed at Encl. II.

(iii) I am working at Board level position/ or reporting directly to a Director on the Board i.e. one level below Board level.

(iv) The Company in which I am working is listed on the \_\_\_\_\_ stock exchange.  
(Name)

A proof of listing is at Encl. III.

Declaration

I ..... son of ..... hereby certify that I have not been disqualified to act as a Director under Section 274 or any other relevant sections of the Indian Companies Act, 1956.

I also certify that I am not facing any charge of, nor have ever been convicted for, any act of moral turpitude or economic offence.

I further submit my willingness that I will join the post, if selected. In case, if I give my unwillingness after the interview is held, but before the appointment is processed or after issue of offer of appointment, I may 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 I belong to.

(Name and signature of the applicant)