

**Job Description**

<b>Name of the CPSE:</b>	<b>Munitions India Limited (MIL)</b>
<b>Name of the Post:</b>	<b>Director(Human Resources)</b>
<b>Date of Vacancy:</b>	<b>Date of publication of advertisement</b>
<b>Schedule of the CPSE:</b>	<b>Schedule A</b>
<b>Scale of the post:</b>	<b>Rs. 180000-340000 (IDA)</b>

**I. COMPANY PROFILE:**

Munitions India Limited (MIL) is a wholly owned Schedule - 'A' company of Government of India under the administrative jurisdiction of Department of Defence Production, Ministry of Defence. The Company has been incorporated under the Companies Act, 2013 as Munitions India Limited (MIL) having its registered office at Khadki, Pune, Maharashtra, with 12 production units namely Ammunition Factory Khadki, Cordite Factory Aruvankadu, High Energy Projectile Factory Tiruchirapalli, High Explosive Factory Khadki, Ordnance Factory Bhandara, Ordnance Factory Bolangir, Ordnance Factory Chandrapur, Ordnance Factory Dehu Road, Ordnance Factory Itarsi, Ordnance Factory Khamaria, Ordnance Factory Nalanda and Ordnance Factory Varangaon.

The major products being manufactured by the company are Small Arms Ammunition, Large Arms Ammunition, Explosives, Detonators, Primers, Projectiles, Propellant, Specialised Chemicals, Mines, Grenades, Charges and Bombs.

The authorized and paid up capital of the Company was Rs. 40,500 Crores and Rs. 1,232 Crores respectively as on 31.03.2022 and has 23,620 employees on deemed deputation as on 31.03.2022.

Web address - [www.munitionsindia.in](http://www.munitionsindia.in)

**II. JOB DESCRIPTION AND RESPONSIBILITIES:**

Director (Human Resources) is a member of the Board of Directors and reports to Chairman and Managing Director. He/She is responsible for HR planning and organizing manpower resources, HR policies, performance management, compensation management, succession planning, talent management, HR development & training, capability building, employee services, industrial relations, **Corporate Social Responsibility (CSR)**, Security and legal functions etc.in the organization.

**III. ELIGIBILITY:**

1. **AGE:** On the date of issue of advertisement (DOA).

<b>Age of superannuation 60 years</b>			
<b>Internal*</b>		<b>Others</b>	
<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
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.

\* Eligible officers in Indian Ordnance Factories Services (IOFS) will be considered as internal candidates (as detailed at Para 5(b)(iv)).

## 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:

- a) Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE).
- b) Central Government Group 'A' Officers including the Armed Forces of the Union, All India Services and Autonomous Bodies.
- c) State Public Sector Enterprise (SPSE) where the annual turnover is **#Rs 1500 Crore or more**.
- d) Private Sector in company where the annual turnover is **#Rs 1500 Crore or more**. Preference would be given to candidates from listed Companies.

*(# the average audited annual turnover of 3 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 recognised University/ Institution. Applicants with Masters in Business Administration (MBA)/Post Graduate Diploma/Program in Management (PGDM/PGPM) or Post Graduate Diploma or Degree in Personnel Management / HR Management from a recognised University/Institute will have an added advantage.

## 4. EXPERIENCE:

The applicant should have at least 5 years of cumulative experience during the last 10 years in various aspects of HR/ Personnel Management/ Industrial Relations in Defence Production Industry of repute.

Experience in Defence Production Industry is desirable.

## 5. PAY SCALE:

### (a) Central Public Sector Enterprises-

#### Eligible Scale of Pay

- (i) Rs. 7250-8250 (IDA) Pre 01/01/1992
- (ii) Rs. 9500-11500 (IDA) Post 01/01/1992
- (iii) Rs. 20500-26500 (IDA) Post 01/01/1997
- (iv) Rs. 51300-73000 (IDA) Post 01/01/2007
- (v) Rs. 120000-280000 (IDA) Post 01/01/2017
- (vi) Rs. 18400-22400 (CDA) Pre-revised post 01/01/1996
- (vii) Rs. 37400-67000 + GP 10000 (CDA) post 01/01/2006
- (viii) Rs. 144200-218200 (Level 14) CDA post 01/01/2016

The minimum length of service required in the eligible pay scale will be 2 years for external candidates as on the date of vacancy.

(b)

- (i) **Group 'A' Officers of the Central Government including All India Services (AIS) and Autonomous Bodies** should be holding a post of the level of Joint Secretary in Government of India or carrying equivalent scale of pay on substantive basis on the date of application.
- (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 or Air Force on the date of application.
- (iii) **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 on the date of application.
- (iv) **Internal applicants:** Eligible officers of Indian Ordnance Factories Services (IOFS) will be considered as internal candidates. The minimum length of service required in the eligible scale in pay scale Rs. 144200-218200 (level 14) will be 1 year for internal candidates.

#### **6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS:**

Central Government Officers, including those of the Armed Forces of the Union, All India Services and Autonomous Bodies will be eligible for consideration only on immediate absorption basis.

#### **IV. DURATION OF APPOINTMENT:**

The appointment shall be for a period of 5 years from the date of joining or up to the date of superannuation or until further orders, whichever is earlier.

#### **V. SUBMISSION OF APPLICATIONS:**

Applicants should submit their applications online through e-mail ([scsc.mp@ddpmod.gov.in](mailto:scsc.mp@ddpmod.gov.in)) as well as by post as per the format (attached as Annexure A).

1. The applicants from Central Govt. / CPSE/ SPSE should submit their applications through proper channel as follows:

- (a) Group 'A' Government Officers, including those of the Armed Forces of the Union and All India Services: through respective Cadre Controlling authority;
- (b) Officer from Autonomous Bodies through their Administrative Ministry/ Department of the Govt. of India.
- (c) CMDs/MDs/Functional Directors in CPSE: through respective concerned Administrative Ministry;
- (d) Below Board level in CPSE: through the concerned CPSE;
- (e) CMDs/MDs/Functional Directors in State PSE: through the respective concerned Administrative Secretary and respective Cadre Controlling Authority (if any) of the State Government;

2. Applicants from Private Sector must submit their application directly to the DDP/MoD along with the following documents:

- (a) Annual Reports of the Company in which currently, working for the 3 financial years preceding the calendar year in which the post is advertised (please provide URL or attach/enclose copies).
- (b) Whether the company is listed or not; if yes, the documentary proof (please provide URL or attach/enclose copies).

- (c) Evidence of working at Board level.
- (d) Self-attested copies of documents in support of age and qualifications.
- (e) Relevant Jobs handled in the past with details.

3. A candidate may apply any number of times in a calendar year, but he/ she would be allowed to appear only for 3 (three) times only in selection meetings in during calendar year, including the occasions on which he/she is shortlisted but remains absent in the selection meeting.

## **VI. UNDERTAKING BY THE APPLICANT:**

The 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 will be rejected.

### **1. For candidates from Central Government, Armed Forces of the Union, All India Services and officers from Autonomous Bodies:**

- (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 2 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 2 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 2 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 2 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 2 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 2 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.

**Total timeline for receipt of applications in DDP/MoD is 30 Days from the date of publication of advertisement in leading dailies. Further it is clarified that the Nodal officer of CPSEs/ Ministries/ Departments to be given 9 days time for verification and applicant to be given time up to 21 days from date of advertisement and all applications be forwarded to DDP/MoD within 30 days from the date of advertisement.**

**Last date/time of receipt of complete application duly forwarded to DDP/MoD is 16/11/2023 by 1500 hours. No application shall be entertained under any circumstances after the stipulated date/ time. Incomplete applications and applications received after the stipulated date/ time shall be REJECTED. Search-cum-Selection Committee reserves the right to shortlist applicants for interview.**

Applications shall be addressed to:

**Shri Akhilesh Kumar Mishra**

**Deputy Director General, DoO(C&S)**

**Management & Policy Division,**

**Department of Defence Production,**

**Ministry of Defence, Govt. of India**

**Room No 502, 'C' Block, 5th Floor,**

**Defence Office complex, K.G. Marg, New Delhi-110001**

## Annexure-A

**APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSEs)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSEs)/AUTONOMOUS BODIES/ PRIVATE SECTOR**

for the post of \_\_\_\_\_ in \_\_\_\_\_

(Must be sent through Proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post at DDP website ([www.ddpmod.gov.in/vacancycircular](http://www.ddpmod.gov.in/vacancycircular)).

1. Name of the post applied for \_\_\_\_\_
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.) \_\_\_\_\_
- (b) Father's Name \_\_\_\_\_
- (c) Present designation of the Applicant (in full) \_\_\_\_\_
- (d) Employee Id \_\_\_\_\_
- (e) Name of the present company/ Organization \_\_\_\_\_
- (f) Category as per Employment Status: - Officer- of a CPSU/Central Government/Armed  
(Please tick as applicable) Forces of the Union/All India Services /SPSE/  
Autonomous Bodies/ Private Sector

Photo Upload

If Central Govt. Service/ All India Service, then name of Service & Batch \_\_\_\_\_

(g) Office Address: \_\_\_\_\_

(h) Address for communication: \_\_\_\_\_

3. Telephone No: Office \_\_\_\_\_ Residence \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-Mail id \_\_\_\_\_

4. Date of Birth (DD/MM/YY) \_\_\_\_\_ Age as on date of advertisement of the post (years/months/Days) \_\_\_\_\_

5. (i) Educational/Professional Qualifications:

Sl. No	Qualification*	Name of Institution	Period of Study			Tick the relevant			Tick the relevant			Self-Declaration Whether meets the eligibility qualification requirement			
			From	To		Part Time	Full Time	Correspondence	Degree	Diploma	Other (specify)	Mandatory	Desirable	Other	

\*Should be exactly as per Degree/ Certificate issued by the university.

(ii) Positions held during the last ten years in descending order (most recent assignment first). From the date of uploading the vacancy circular on the DDP website.

Sl. No.	Complete Designation & Place of posting*	Name of the Organization	Pay scale**	Period		Reporting to Designation*	Self-Declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
1	2	3	4	5		6	7		8
				From	To		Yes	No	

\*Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE/employer.

\*\*Private Sector-CTC/remuneration/emoluments drawn.

Note. Please attach a write-up (Part A: Achievements during the career so far and Part B: Vision for the post applied for), not exceeding 2000 characters, in support of your candidature, for reference at the time of the interview. The Full form of all abbreviations used must be given in the prescribed limit of characters.

(iii) APAR/ Appraisal Grading of the applicant.

Year	APAR/ Appraisal Grading

APAR Gradings of minimum latest five years are required. In case, APAR for a particular year above is not available, APAR Gradings for immediate preceding year may be mentioned with reasons.

6. (a) Do you hold lien in and organization other than where currently working?

Yes	No
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If yes: (i) Name of the organization in which the lien is held

(ii) Date from which the lien is held

(b) Are you on deputation?

Yes	No
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If yes: (i) Name of parent organization:

(ii) Date from which on deputation:

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

Yes	No
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If yes, the details thereof

i) Civil /Criminal

ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

Yes	No
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If yes, the details thereof,

i) Civil / Criminal

ii) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

### **STATE PUBLIC SECTOR ENTERPRISES**

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g.: 2019-20, 2020-21 and 2021-22 for a post advertised in the calendar year 2023).

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees Crores)

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) \_\_\_\_\_

(b) CIN (Corporate Identity Number) \_\_\_\_\_

(ii) I certify that I am

(a) Working at Board level position

Yes	No
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If yes: Please provide your DIN (Director Identification Number) \_

(b) Holding a post at the level immediately below the Board.

Yes	No
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I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

**PRIVATE SECTOR**

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g.: 2019-20, 2020-21 and 2021-22 for a post advertised in the calendar year 2023).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)*

\*If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the Ministry of Defence website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

(a) URL (Company Website Address) \_\_\_\_\_

(b) CIN (Corporate identity Number) \_\_\_\_\_

(ii) I certify that I am

(a) Working at Board level position

If yes; please provide your DIN (Director Identification Number) \_

Yes	No
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(b) Holding a post at the level immediately below the Board.

Yes	No
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(iii) Whether the Company in which I am working is listed on the stock exchange.

Stock Exchange \_\_\_\_\_

Proof of listing may be accessed over \_\_ (please provide URL)

Yes	No
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(iv) Self-certified copies for proof of age (Matriculation Certificate) and educational qualifications (enclosed)

(v) Please give details of 2 references (Name, Designation, Mobile, Email ID)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

**Declaration**

I, \_\_\_\_\_ Son/Daughter of \_\_\_\_\_ hereby certify that I have not been disqualified to act as a Director under section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)



**UNDERTAKINGS (as applicable)****For candidates from Central Government/Armed Forces of the Union/ All India Services/ Autonomous Bodies**

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I 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 I convey my unwillingness to join after the issue of offer of appointment I 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.

(Name and Signature of the applicant)

Date:

**For candidates from CPSEs/SPSEs**

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I 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 I belong.
- (b) Further, if I convey my unwillingness to join after the issue of offer of appointment I 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 I belong.

(Name and Signature of the applicant)

Date:

**For candidates from Private Sectors**

I hereby undertake to join the post, if selected. I understand that:

- (a) If I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued I 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 I convey my unwillingness to join after the issue of offer of appointment, I 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.

(Name and Signature of the applicant)

Date:

**Verification**

(To be filled in by the designated officer for Central Government/ Armed Forces of the Union/ All India Services/  
CPSEs/ SPSEs/ Autonomous Bodies)

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 Authority  
With Telephone No. & e-mail address

**Write-Up:**

**A: Achievements during the career so far (2000 characters):**

**B Vision for the post applied for (2000 characters):**