

F.NO. 3/1(3)/2023/D(NS)
Government of India
Ministry of Defence
Department of Defence Production
D(NS)

Search cum Selection Committee invites applications for the post of Director (Corporate Planning & Personnel), Hindustan Shipyard Limited (HSL) as per details below:

Name of the CPSE	Hindustan Shipyard Limited
Name of the Post	Director (Corporate Planning & Personnel)
Date of Vacancy	29.11.2023
Schedule of the CPSE	Schedule B
Scale of the post	Rs.160000-290000 (IDA)

I. COMPANY PROFILE

Hindustan shipyard Limited (HSL) was incorporated under the Indian Companies Act, 1913 with the objective of providing indigenous capability for efficient ship/submarine building and repairs to meet the growing requirements of Defence, Mercantile, Marine and Oil Sectors. HSL is a schedule 'B' CPSE with the administrative jurisdiction of Department of Defence Production, Ministry of Defence.

The company employed 709 regular employees (Executive-293 & Non- Executives 416) as on 31.03.2023

Its Registered and Corporate Offices are located at Visakhapatnam, Andhra Pradesh.

The authorized and paid up share capital of the Company was Rs.304crores and Rs. 301.99 crores respectively as on 31.03.2023.

The shareholding of the Government of India in the company is 100%

II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Corporate Planning & Personnel) is a member of the Board of Directors of HSL and reports to the Chairman and Managing Director. He/she is responsible for Yard modernisation, infrastructure development, preparation of short term and long term Corporate Plans, assessment of the capacity utilization and identifying potential for diversification/Joint Ventures. He/She 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		Other	
Minimum	Maximum	Minimum	Maximum
40	2.5 years residual service as on the date of vacancy w.r.t. the date of superannuation.	40	3.5 years residual service as on the date of vacancy w.r.t. the date of superannuation.

2.

(i) 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 following:-

(a) Central Public Sector Enterprises (CPSE) (including a full- time functional Director in the Board of a CPSE);

(b) Central Government including the Armed Forces of the Union and All India Services;

(c) State Public Sector Enterprise (SPSE) where and annual turnover is ***Rs 750 Crore or more;**

(d) Private Sector in company where the annual turnover is ***Rs 750 crore or more.**

Preference would be given to candidates from listed companies.

(*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)

(e) **Applicants from Central Government/ All India Services** should be holding a post of the level of Director in Government of India or carrying equivalent scale of pay on the date of application.

(f) **Applicants from the armed forces of the Union** should be holding a post of the level of Brigadier in the Army or equivalent rank in Navy/ Air Force on the date of application.

(g) **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

(ii) SHORTLISTING OF CANDIDATES

(a) The application will be considered and shortlisted with reference to the job description and eligibility criteria in the following manner:

(a)	Internal (from the same CPSE or its subsidiary)	05
(b)	Sectoral (from CPSE of the same cognate group as defined by DPE)	02
(c)	External (from any other CPSE)	03
(d)	Central Government / Private Sector/ State PSUs	02*

* If eligible candidates are available in each of sub categories the allotted slot of 2 may be exceeded by 1 as an exception.

3. QUALIFICATION:

The applicant should be an Engineering Graduate preferably in Mechanical/ Naval Architecture or Marine Engineering with good academic record from a recognised University/Institution. 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)/Architecture from a recognized University/ Institution, will be desirable.

4. EXPERIENCE:

The applicant should have at least five years of cumulative experience during the last ten years in Shipbuilding/Ship repairs/ Submarine sector in an organisation of repute **preferably with one year experience in preparation of Corporate Plans/Personnel/HR management.**

5. PAY SCALE:

(a) Central Public Sector Enterprises- Eligible Scale of Pay

- (i) Rs 6250-7475 (IDA) Pre 01/01/1992
- (ii) Rs. 8520-10050 (IDA) Post 01/01/1992
- (iii) Rs. 18500-23900 (IDA) Post 01/01/1997
- (iv) Rs. 43200-66000 (IDA) Post 01/01/2007
- (v) Rs. 100000-260000 (IDA) Post 01.01.2017
- (vi) Rs. 14300-18300 (CDA) Pre- revised
- (vii) Rs. 37400-67000 + GP 8700 (CDA)
- (viii) Rs. 123100-215900 (Level 13) 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.

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 superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS

(a) Applicants should submit their duly filled up Application Form against this job description only as per the format either through e-mail at jsns@ddpmod.gov.in or by post.

(b) Last date of receipt of complete application duly forwarded to DDP/MoD is **1500 hours on 13th November, 2023**. 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. Search-cum-Selection Committee reserves the right to shortlist applicants for interview.

Applications are to be addressed to:
(for this purpose, a box has been placed at Gate No. 1 Sena Bhawan, New Delhi-110011):

Ms. Veena Kalra
Under Secretary,
Govt. of India, Ministry of Defence,
Department of Defence Production,
Room No. 206 'B' Wing, Sena Bhawan,
New Delhi-110011

2. 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) CMD's/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 DDP/MoD

3. Applicants from Private Sector must submit the following documents along with the application from:

- (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 enclose copies)**;
- (b) Whether the company is listed or not; if yes, the documentary proof **(please provide URL or enclose copies)**;
- (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) 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.

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE). PRIVATE SECTOR

(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/vacancyandcircular)



1. Name of the post applied for _____
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms.) _____
 (b) Designation of the Applicant (in full) _____
 (c) Name of the company _____
 (d) Category as per Employment Status: - Officer- of a CPSU/Central Government/Armed Forces of the Union/All India Services /SPSE/ Private Sector
 (Please tick as applicable)
- (e) Office Address: _____
- (f) 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 vacancy (years/months/Days) _____
5. (i) Educational/Professional Qualifications:

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

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

(ii) Positions held during the last ten years. 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
				From	To		Yes	No	
1	2	3	4	5		6	7		8

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

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

NB: The positions should be indicated in order of the most recent assignments.

Note. 1. 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.

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.

If yes, the details thereof i) Civil /Criminal

Yes	No
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i) Departmental Inquiry

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

If yes, the details thereof, i) Civil / Criminal

Yes	No
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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: 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

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

(a) 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

9. 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: 2013-14, 2014-15 and 2015-16 for a post advertised in calendar year 2017).

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 PESB 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 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/ SPSE

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 CPSE

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 Sector

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 CPSE/Central Government/ Armed Forces of the Union/ All India Services/SPSE)

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

UR:

Achievements during the career so far (2000 characters):

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