Government of India  
Ministry of Mines  

. No.2(3)/2019-Met.1  

Shastri Bhavan  
New Delhi, Dated 03.05.2019

To,

(i) Shri T.K. Chand, Chairman-cum-Managing Director, National Aluminium Company Limited, NALCO Bhavan, P/1, Nayapalli, Bhubaneswar-751061
(ii) Shri Santosh Sharma, Chairman-cum-Managing Director, Hindustan Copper Limited I, Ashutosh Chowdhury Avenue, Kolkata-700019
(iii) Dr. Ranjit Rath, Chairman-cum-Managing Director, Mineral Exploration Corporation Ltd., High land Drive Road, Seminary Hills, Nagpur-440006

Sub: Selection for the post of Director (Human Resources), National Aluminium Company Limited, a schedule `A` CPSE.

Sir,

I am directed to say that the post of Director (Human Resources), in National Aluminium Company Limited is going to fall vacant on 01.01.2020. The post carries the pay scale of Rs. 1,80,000-3,40,000/- A copy of the job description for the said post is enclosed.

2. It is requested that the names of willing and eligible internal candidates seniority-wise who are found suitable for the said post as per the requirements indicated in the job description, along with their applications in the prescribed format duly verified, may kindly be forwarded to this Ministry 31.05.2019 to enable us to forward the same to PESB by 5th July, 2019. It may please be certified in the forwarding letter that the candidate fulfils all the eligibility conditions as per requirement for the post. It is also requested to keep ready ACRs of such persons for the last 10 years 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 may etc. In case, there is no eligible candidate, a ‘nil’ reply may also please be sent.

Yours faithfully,

(A.K. Mallik)
Under Secretary to the Government of India
Email: ak.mallik@nic.in

Encl: copy of job description

Copy for follow-up action forwarded to:-

1. Metal-III (HCL)
2. Mines-I (MECL)
3. NIC with a request to upload the advertisement on website of Ministry of Mines.
Subject: Selection for the post of Director (Human Resources), National Aluminium Company Limited, a schedule ‘A’ CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of Director (Human Resources), National Aluminium Company Limited a schedule ‘A’ CPSE, the scale of pay of the post being Rs 1,80,000-3,40,000/- 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 5th July, 2019. The applications of all candidates are to be addressed to Smt. Kimbuong Kipgen, 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 10 years of the 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 also be uploaded on the website of 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

Under Secretary to the Govt. of India
Tel. 24361632

Ministry of Mines,
(Shri Anil Gosipshankar Mukim, Secretary)
New Delhi.
National Aluminium Company Limited

NAME OF THE CPSE

Director (Human Resources)

NAME OF THE POST

01/01/2020

DATE OF VACANCY

Schedule A

SCHEDULE OF THE CPSE

Rs. 1800000-340000 (IDA) (w.e.f. 01-01-2017)

SCALE OF THE POST

I. COMPANY PROFILE

National Aluminium Company Limited (NALCO) was incorporated under the Companies Act, 1956 with the objective to be a premier Aluminium producing company of global repute. NALCO is engaged in mining of Bauxite and manufacture of Alumina and Aluminum. The product portfolio includes, Smelter grade Alumina, Aluminium ingots, rolled products, wire rods and billets. NALCO is a consistently profit making, Schedule ‘A’ Navratna CPSE with the administrative jurisdiction of Ministry of Mines.

The company employed 6496 regular employees (Executives: 1782, Non-Executives: 4714) as on 31.3.2019.

The authorized and paid up capital of the Company was Rs. 3000 Crores and Rs. 932.81 Crores respectively as on 31.03.2019.

Its Registered and Corporate office is at Bhubaneswar, Odisha.

The shareholding of the Government of India in the company is 51.99% as on 31.03.2019.

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 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)
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<th>Age of superannuation 60 years</th>
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<tr>
<td><strong>Internal</strong></td>
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<td>Minimum</td>
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<td>45</td>
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<tr>
<td><strong>Others</strong></td>
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<td>Minimum</td>
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<td>45</td>
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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 including the Armed Forces of the Union and All India Services;

(c) State Public Sector Enterprise (SPSE) where the annual turnover is **Rs 5000 crore or more**;

(d) Private Sector in company where the annual turnover is **Rs 5000 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*)

3. **QUALIFICATION:**

The applicant should be a graduate from a recognised University/ Institute with good academic record.

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/ Institute, will be desirable.

4. **EXPERIENCE:**

The applicant should have 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.

(a) **Applicants from CPSEs** should be working in the following or a higher pay scale:

**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
(vii) Rs. 37400-67000 + GP 10000 (CDA)
(viii) Rs. 144200-218200 (Level 14) 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.

(c)

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 superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS

All applicants should send their applications as per the format.

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 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 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.

VII. THE APPLICANTS CAN EITHER
   (a) fill up the Application Form online against this Job Description on the website of PESB - https://pesb.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 - https://pesb.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 to PESB is by 15.00 hours on 05/07/2019. 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

Smt Kimbuong Kipgen
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.