

F.No. 10(25)/2016-PE.I
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Heavy Industry

Udyog Bhawan, New Delhi
Dated 1 February, 2018

OFFICE MEMORANDUM

Sub:- Filling up the post of Director (Personnel), Andrew Yule & Co. Ltd. (AYCL), Kolkata on deputation as a one-time measure for a period of five years in exemption from the Rule of immediate absorption.

The undersigned is directed to state that one post of Director (Personnel) in Andrew Yule & Company Limited (AYCL) a Central Public Sector Enterprise under the administrative control of Department of Heavy Industry is to be filled up deputation basis for a maximum period of five years (as a one-time measure in exemption from the Rule of immediate absorption) in the CPSE.

2. The eligibility conditions, experience and job requirements for the post are mentioned in the succeeding paragraphs.

NAME OF THE PSU : **Andrew Yule and Company Limited (AYCL)**
NAME OF THE POST : **Director (Personnel)**
DATE OF VACANCY : **01.09.2017**
SCHEDULE OF THE CPSE : **“B”**
SCALE OF THE POST : **Rs.65,000-75,000 (pre-revised -2007 scale)**

1. COMPANY PROFILE :

Andrew Yule & Co. Ltd. (AYCL) is engaged in the manufacture, sales and servicing of various industrial products i.e. Industrial Fans, Tea Machinery, Air Pollution Control Equipment, Switchgear, Circuit Breaker, Transformer and various other electrical equipments. The Company also has 15 Tea Gardens under its control, besides one fully owned Subsidiary Company engaged in Printing Business. AYCL is a Schedule 'B' listed Company under the Administrative control of Department of Heavy Industry.

Its Registered and Corporate Offices are in Kolkata (West Bengal).

The Authorized and Paid-up Share Capital of the Company is Rs. 110.00 crores and Rs. 97.79 crores respectively as on 31.03.2017.

The Shareholding of Government of India in the Company is 89.25%.

2. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Personnel) is a member of the Board of Directors and reports to Chairman & Managing Director. He is overall Incharge of Human Resource Management in the Company and is responsible for formulation and execution of HR policies.

3. ELIGIBILITY

I. AGE : On the date of occurrence of vacancy (DOV):

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
40	2 years of residual service as on the date of vacancy w.r.t. the date of superannuation.	40	3 years of residual service as on the date of vacancy w.r.t. the date of superannuation.

II. 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 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;

III. QUALIFICATIONS AND EXPERIENCE

The applicant should be a graduate with good academic record from a recognised University / Institution with technical / professional qualification. Persons with Post Graduate Degree / Diploma in Personnel Management or Business Administration with Personnel Management / Industrial Relations as an elective subject from a recognised University / Institution. He should have adequate experience at a senior level of management in a large organisation of good repute.

IV. 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.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.14300-18300 (CDA) Pre-revised
- vi) Rs.37400-67000 + GP 8700 (CDA)

(b)

- i. **Applicants from Central Govt./ All India Services** should be holding a post of the level of Director 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 Brigadier in the Army or equivalent rank in Navy/Air Force.

V. This post is proposed to be filled on deputation basis in exemption of the rule of immediate absorption in the CPSE.

4. DURATION OF APPOINTMENT

The appointment shall be for a maximum period of five years or upto the date of superannuation whichever is earlier.

5. SUBMISSION OF APPLICATIONS

Application of only such officers will be considered as are routed through proper channel and are accompanied with (i) bio-data (in triplicate) in Performa at Annexure (ii) photocopies of up – to- date CR dossiers of the officer for the last five years duly attested by an officer of the level of Under Secretary or equivalent (original ACRs may not be sent) (iii) cadre clearance (iv) vigilance clearance/ integrity certificate and (v) statement giving details of major or minor penalties, if any imposed on the officer in the last ten years.

6. It is requested that the applications of suitable officers who are willing and eligible for the post and who can be spared immediately in the event of selection may be sent at the following address after scrutinizing the applications within 26.02.2018 .

‘Shri V.P. Singh, Director, Department of Heavy Industry, Room No. 117, Udyog Bhawan, Rafi Marg, New Delhi – 110011.’

7. Applications not received through proper channel or applications received after the prescribed date or not accompanied with the required certificates/ documents will not be entertained.

8. Proforma of bio data to be filled in by the Candidate and Terms & Conditions of deputation are enclosed.

9. The last date for submission of applications is 26.02.2018 upto 05.00 p.m.

Encl: As above.



(V.P. Singh)

Director

Tel:-23062515

1. All Ministries/ Departments of the Government of India for a wide circulation in their offices, CPSEs under their administrative control, Attached and Subordinate offices, Statutory / Autonomous bodies under their administrative control

2. All CPSEs under the Department of Heavy Industry

3. Chief General Manager (HRM), AYCL to get it uploaded on the web-site of AYCL for it's wide publicity.

✓ 4. NIC, DHI for uploading it on DHI's website.

TERMS & CONDITIONS OF DEPUTATION

1. During the period of deputation, the Government officers on deputation to CPSE will continue to draw the salary including pay, perks & benefits as per their entitlement in the parent department He/ She shall not be entitled for any other benefit including PRP from the borrowing organization except the facilities linked with functional requirements.
2. The period of deputation initially shall be for a period of two years, which may further be extended for a maximum period of three years on mutual consent of company and the lending organization. Total period of deputation shall not exceed five years in any case.
3. The contribution on account of Provident fund, leave salary, group insurance and pension will be paid by the Andrew Yule & Co. Ltd.(AYCL) at the rates as intimated by the Lending Department and accepted by the AYCL, as per rules. All the contribution to which he/she contributes may be recovered from his/ her salary and remitted to the accounts officer of the lending department every month.]
4. For journeys in connection with his/ her duties in the AYCL, the traveling allowance rules of the AYCL will apply to him/ her.
5. The borrowing organization shall extend medical facilities to the deputationists not inferior to those which are admissible to an all India services officer of the same status under central Government rules on the subject.
6. He/ She will be entitled to TA and joining time both at joining the post on deputation and on reversion there from to the parent department under the rules of the corporation.
7. Leaves rules of his/ her parent department shall be applicable.
8. As and when a situation arises for premature reversal to the parent organization of the Deputationists, his services could be returned by borrowing organization even before the end of scheduled deputation period.
9. The period of deputation will begin from the date of relieving on the parent organization/ department and end on the date of taking over charge in the parent organization/ department after reversion from deputation.
10. He/ She will be entitled to leave Travel concession from AYCL on the scale and conditions as applicable under the LTC rules of his/ her parent department. The expenditure of LTC so availed shall be met by borrowing organization.
11. He/ She will be entitled to claim children's education allowance/ reimbursement of tuition fees in respect of his/ her children from the AYCL, as per rules, applicable in this parent department.
12. Over payment if any made by the AYCL will be recovered from him/ her even after expiry of the term.

13. He/ She will be liable to posted in the headquarters office at Kolkata or any of the offices of AYCL in any part of India.
14. Pay fixation on deputation to AYCL will be as per AYCL pay fixation rules. Employees on deputation will be eligible for deputation allowance as notified from time to time.
15. Other terms & conditions of deputation not provided in the DOPT guidelines on the subject matter, the services of officers on deputation shall be governed by the rules of borrowing organization.

Bio- Data Proforma

1. Name, Designation & Office Address(in Block Letters):
2. Date of Birth (in Christian era):
3. Date of Retirement under Central Govt. Rules
4. Education Qualification
5. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post Held	From	To	Scale of pay & Basic Pay	Nature of duties (in details)
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6. Nature of present employment i.e. Adhoc or Temporary or Quasi – Permanent or Permanent:
7. In case the present employment is held on deputation/contract basis, please state:
 - (m) The date of initial appointment:
 - (n) Period of appointment on deputation/contract:
 - (o) Name of the present office/organization to which you belong:
8. Name and status of the office where employed i.e. whether Ministry/ Department/ Attached/ Subordinate Office etc.
9. Date from which appointed on regular basis in analogous post, pay scale and the name of the post.
10. The period spent in Administration in a supervisory capacity (please indicate the post held and duration):
11. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post
12. Additional information. If any, which you would like to mention in support o your suitability for the post. Enclose a separate sheet. If the space is insufficient:
13. Whether belong to SC/ST/OBC:
14. Remarks:

Signature of the Candidate _____
Address _____
Phone No _____

Date _____
Place _____

(TO be filled by the Ministry/Department/Organization concerned)

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

Signature with Name & Office Seal
Of the Sponsoring Authority