

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

VACANCY CIRCULAR

NAME OF THE CPSE : Andrew Yule & Company Ltd. (AYCL)
NAME OF THE POST : Director (Personnel)
SCHEDULE OF THE CPSE : 'B'
PAY SCALE OF THE POST : Rs 65,000-75,000 (pre-revised -2007 scale)

1. COMPANY PROFILE:

Andrew Yule & Co. Ltd. (AYCL) is primarily engaged in production of Tea in North Eastern Region of India. It has 15 Tea gardens under its control. It is also engaged in manufacture, sales and servicing of various industrial products viz. Industrial Fan, Tea machinery, Air pollution control equipment, Switchgears, Circuit breakers, Transformers and various other electrical equipment.

AYCL is a Schedule 'B' Central Public Sector Enterprise under the administrative control of Department of Heavy Industry, Govt. of India. It is a listed company with its Registered office and Corporate office located in Kolkata, West Bengal.

The Authorised Share Capital of the Company is Rs 110.00 Crore and Paid up Capital of Rs. 97.79 Crore as on 31-03-2018. Shareholding of the Govt. 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 of the Company. He is overall in-charge of the HR Department and responsible for Human Resource Management in the company. He is also responsible for formulation and execution of HR policies in the Company.

3. STATUS OF THE POST DEPUTATION

The post of Director (Personnel), AYCL is to be filled up on deputation basis in exemption of the rule of immediate absorption in the CPSE.

4. ELIGIBILITY CRITERIA FOR THE CANDIDATES

(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 Enterprise (CPSE), or
- b) Central Government Ministry / Department / All India Services

(ii) WORKING EXPERIENCE / RANK/ LEVEL

- a) The applicant working in a CPSE should be at the level of 'General Manager' in a Schedule 'B' CPSE (Pay scale Rs 43200 – 66000 (IDA) Pre-revised 2007 pay scale), or, at equivalent level in Schedule 'A' or 'C' CPSE, for a minimum period of 5 years out of which at least 3 years' should be in the field of HR Management.
- b) Officers working in Central Government Ministry / Department & All India Services Officers:
 - i). Holding analogous post on regular basis at the level of Director or equivalent (Pay Scale – PB 4 Rs 37400- 67000 + GP Rs 8700 Pre-revised), or
 - ii). Holding the post of Deputy Secretary to the Govt. of India or equivalent in the pay scale of PB-3 15600 – 39100 + GP Rs 7600- Pre-revised) for a minimum period of five (5) years on regular basis.

5. AGE LIMIT: The applicant should be below 56 years as on the last date of submission of application form as mentioned in the Vacancy Circular / advertisement.

6. DURATION OF DEPUTATION / APPOINTMENT

The appointment shall be on deputation basis for a period of three (3) years, extendable upto 5 years.

7. SUBMISSION OF APPLICATION

The eligible candidates may apply for appointment to the post of Director (Personnel), AYCL, on deputation basis, through proper channel. Their application, complete in all respect, should be forwarded by their cadre controlling authority to Department of Heavy Industry, Government of India, New Delhi, along with the following documents

- i). Bio-data of the candidate in the prescribed proforma (as per Annexure)
- ii). Photocopy of up-to date CR dossiers of the officer for the last five years, duly attested by an officer at the level of Under Secretary or equivalent.
- 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.

8. PROFORMA FOR APPLICATION AND OTHER TERMS AND CONDITIONS FOR APPOINTMENT / DEPUTATION

The Application format for Bio-data, to be submitted by the candidate and other Terms and Conditions of appointment on deputation basis to the post are annexed.

9. SUBMISSION OF APPLICATION

The application duly completed in all respect should be sent to –

Shri Arvind Kumar
Dy. Secretary to the Government of India
Room No. 124, Udyog Bhawan,
Rafi Marg,
New Delhi -110011

10. LAST DATE OF SUBMISSION OF APPLICATION

The last date for submission of application is 29.06.2018 upto 5.00 PM.

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 three years, which may be extended for a further period of two 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 borrowing organization i.e. 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 deputationist not inferior to those which are admissible to him in his parent organization.
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.
7. Leave 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 the Limited on the scale and conditions as applicable under the LTC rules of his/ her parent department as AYCL has no scheme of LTC rules of his/ her parent department as AYCL has no scheme of LTC in operation as on date. 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 of Foreign Service.

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 the India.

14. Pay fixation on deputation to AYCL will be as per AYCL pay fixation rules Employees on deputation will eligible for deputation allowance as notified form time to time.

15. Other terms & conditions of deputation not provided in the DOPT guidelines on the subject matter, the services of Deputationist 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/Stare Govt. Rules:
4. Educational 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 or in pay scale of Rs. Or in pay scale of Rs. 65000-75000/- and the name of the post....

10. In case holding or held a post carrying pay scale of Rs..... indicated its pre-revised scale:

11. The period spent in Administration in a supervisory capacity (please indicate the post held and duration):

12. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post

13. 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:

14. Whether belong to SC/ST/OBC:

15. 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