

F.No.5-1/2017-PSA
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Dated: 18th January, 2017

Sub.: Request for **comments of Public** - Uniform Job Description devised by PESB for the post(s) of Director (Human Resources/Personnel) and Director (Finance) – regarding.

Public Enterprises Selection Board (PESB) for making Job Description (JDs) more comprehensive and uniform for various Central Public Sector Enterprises (CPSEs), has devised standard template of the “responsibilities”, “educational qualification” and “experience” for the post of Director (Human Resources/Personnel) and Director (Finance) and invited comments thereon latest by 05:00 PM on Friday 23.01.2017.

2. Draft JDs as referred to above has been uploaded as **Annexure-A & B** respectively. It is requested to offer comments/suggestions on draft JDs positively **by 22.01.2017** at e-mail **atishk.srivastava@nic.in** so that it may further be forwarded to PESB within the prescribed time-limit.



(A.K. Srivastava)

Under Secretary to the Govt. of India

Tel. No.23036190

For the post of Director (Human Resources/Personnel)

JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Human Resources/Personnel) is a member of the Board of Directors and reports to the Chairman and Managing Director. He/she is overall in-charge for evolving/formulating and implementing Human Resource Management /Industrial Relations policies, including manpower planning, talent acquisition, training & development, performance management, succession planning, technology enabled HR process wage policies in the organisation.

QUALIFICATION

The candidate should be a graduate with Post Graduate Degree or Diploma in Personnel Management/ Human Resource Management or Masters in Business Administration (MBA)/ Post Graduate Diploma/Programme in Management (PGDM/PGPM), recognised by UGC/AICTE, with Personnel/Human Resource Management as an elective subject.

EXPERIENCE

The candidate should have at least 5 (five) years of cumulative experience, during the last 10 (ten) years, in various aspects of Personnel/Human Resource Management in an organisation.

For the Post of Director (Finance)

JOB DESCRIPTION AND RESPONSIBILITIES:

Director (Finance) is a member of the Board of Directors and reports to the Chairman and Managing Director. He/she is the overall in-charge of Finance and Accounts functions of the organisation and is responsible for evolving and formulating related policies and their implementation, including Financial Planning, budgeting, costing, Financial control, preparation of financial statements in compliance with corporate norms and statutory requirements.

QUALIFICATION

The candidate should be a Chartered Accountant or Cost Accountant or Masters in Business Administration (MBA)/Post Graduate Diploma/Programme in Management (PGDM/PGPM), recognised by UGC/AICTE, with Finance as an elective subject.

EXPERIENCE

The candidate should have at least 5 (five) years of cumulative experience, during the last 10 (ten) years, in various aspects of Financial Management functions in an organisation.