

राजीव राय  
सचिव  
लोक उद्यम चयन बोर्ड  
Rajiv Rai  
Secretary,  
Public Enterprises Selection Board  
Tel : 91-11-24361230  
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S3/ADP2(T)/17  
12/1



सत्यमेव जयते  
भारत सरकार  
Government of India

कमरा नं. 502, ब्लॉक नं. 14  
लोक उद्यम भवन  
सी.जी.ओ. काम्प्लेक्स, लोधी रोड,  
नई दिल्ली-110003  
Room No. 502, Block-14,  
Public Enterprises Bhawan  
C.G.O. Complex, Lodhi Road,  
New Delhi-110003

कार्यालय सचिव (पर्यटन)  
Secretary (Tourism) Office  
जयपुरी स. / Dy. No. 189  
दिनांक / Date 11/01/2017

D.O. No. 5/2/2016-PESB  
Dated 5th January, 2017

Dear Sir,

The Public Enterprises Selection Board (PESB) has initiated a wide consultative process to finalize the qualification and experience norms in Job descriptions (JD) for various Board level posts of the Central Public Sector Enterprises with a view to make the Job descriptions more comprehensive, uniform and result oriented.

2. In furtherance of above, the qualification and experience norms for the post of Director (Finance) and Director (Human Resources/Personnel) have been devised after due deliberations and also incorporating the inputs from various stake holders in the Job description. They have been uploaded on the website of the PESB and the DoPT (copy enclosed).

3. In order to give more publicity to the proposed JDs and invite comments thereon, I shall be grateful if the said job descriptions of the posts are also uploaded on the website of the Ministry for seeking suggestions/comments of the public at large. The suggestions/comments received in this regard may kindly be forwarded to the PESB by 23.01.2017.

With regards,

Yours sincerely,

(Rajiv Rai)

Encl: As above.

To

Shri Vinod Zutshi,  
Secretary,  
Ministry of Tourism  
Parivahan Bhawan,  
New Delhi-110001

NO. 12/1  
Dy. (Adm.)

VS / Adm. 16/1/17

At NKE/Tourism  
may be approached  
to upload the  
whole documents  
in the Ministry website.  
Subject may be kept  
as - Comments/suggestion  
on the job  
descriptions of  
the PESB.

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With a view to make the Job Descriptions more comprehensive and uniform, a standard template of the “responsibilities”, “educational qualification” and “experience” for the posts of Director (Human Resources/Personnel) and of Director (Finance) in the various Central Public Sector Enterprises have been drafted and uploaded herein.

2. Before the JDs are finalized, comments thereon are hereby invited over e-mail id rajivrai@nic.in which will be accepted upto 5.00 p.m. on Friday 23.01.2017

**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.