

Fwd: Appointment to the post of Director (Human Resources), ITI Ltd. on deputation/immediate absorption basis through Search-cum-Selection process.

From : Shri Naresh Kumar <csdelhi@nic.in>

Fri, Apr 26, 2024 04:49 PM

Subject : Fwd: Appointment to the post of Director (Human Resources), ITI Ltd. on deputation/immediate absorption basis through Search-cum-Selection process.

2 attachments

To : Sh Anil Kumar Singh <secservices@nic.in>



From: "Pritinder Singh" <pritinder.singh@nic.in>

To: "Sanjay Kumar Pandita" <sanjay.pandita@nic.in>, "mk jain052" <mk.jain052@nic.in>, "S Hemlatha" <s.hemlatha@nic.in>, "Aloke Kumar Nandy" <usadm.fpd@nic.in>, "Mateen Ahmad" <mateen.ahmad@gov.in>, "Santosh Kumar Bhargava" <skr.bhargava@nic.in>, "RAJESH KUMAR" <rajesh.kumar67@nic.in>, "Anil Sikka" <anil.sikka@nic.in>, "sureshs@isro.gov.in", "K.SnehaLatha Nair" <ksnehalatha.nair35@gov.in>, "Syed Ekram Rizwi" <syed.rizwi@gov.in>, "usnth-ca@nic.in", "AS Khan" <khan.as@gov.in>, "Tilak Raj" <tilak.raj26@nic.in>, "Riazul haque" <Riazul.haque@mca.gov.in>, "ANURAG" <anurag.saxena@nic.in>, "Shailendra Kumar Upadhyay" <us.estt-dare@gov.in>, "BIJOY SAMANTA" <bijoy.samanta@gov.in>, "Rahul Deo Diwakar" <diwakar.rd@nic.in>, "Parliament and Coordination, Ministry of Tribal Affairs" <parl.coord@tribal.gov.in>, "Subodh Yadav" <js-mowr@nic.in>, "Manoj Kumar" <manoj.kumar47@gov.in>, "Samir Kumar Das" <samir.kumar70@nic.in>, "anup pant" <anup.pant@nic.in>, "dsadmins@dae.gov.in", "Naveen Kumar" <naveen.kmr@gov.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, "Rajiv Gauba" <cabinetsy@nic.in>, "Vikash Kumar" <vikash.kumar98@nic.in>, "Sachin Kumar Katiyar" <sachin.2203@gov.in>, "UDHAM SINGH" <udham.singh78@nic.in>, "Sominder Kumar" <sominder.kumar@nic.in>, "Ramesh Yadav" <usestt-dfs@nic.in>, "pinaki bt" <pinaki.bt@nic.in>, "Under Secretary Admn" <usadm-dolr@gov.in>, "Rajiv Kumar Singh" <rajivk.singh@nic.in>, "p.venkataramani" <p.venkataramani13@nic.in>, "Sujata Chaturvedi" <secy-sports@nic.in>, "D Saalai Maraan" <Diradm.dpr-mod@gov.in>, "Ratan Lal Meena" <ratani.meena@gov.in>, "Manju Singh US (Admin/Estt.)" <singh.manju@nic.in>, "Chairman Railway Board Railway Board" <crb@rb.railnet.gov.in>, "Raja Swamy" <nraja.swamy@nic.in>, "Nitinder Kumar" <us-admn-dpe@gov.in>, "RAJEEV SAXENA" <rajeev.71@gov.in>, "GA DOC" <moc_admin@nic.in>, "MC Beniwal" <mc.beniwal@gov.in>, "Rambabu C" <usga@mea.gov.in>, "Praveen Kumar" <praveen.kr69@gov.in>, "Dr. Rajiv Mani" <secylaw-dla@nic.in>, "NIRMAL KUMAR BHAGAT SO MOHFW" <nirmalkumar.bhagat@nic.in>, "Secretary UPSC" <secyoffice-upsc@gov.in>, "MUKESH KUMAR" <mukesh.kumar.mopa@nic.in>, "Mr Tanweer Qamar Mohammad" <tq.mohammad@gov.in>, "A. K Deori" <ak.deori@nic.in>, "Apurva Chandra" <secyhfw@nic.in>, "SECRETARY MORT&H" <secy-road@nic.in>, "Mr Tuhin Kanta Pandey" <secydivest@nic.in>, "Sriramappa Viradi" <viradi.srirama@nic.in>, "Dhiraj Kumar" <kumar.dhiraj@nic.in>, "Secretary National Commission for Minorities" <secy-ncm@nic.in>, "General Administration Division" <admsteel@nic.in>, "Manoj Ahuja" <secy-agri@gov.in>, "V. L. Kantha Rao" <secy-mines@nic.in>, "Rajiv Kumar" <cec@eci.gov.in>, "CAG Office" <cagoffice@cag.gov.in>, "Jaya Shah, Under Secretary, Ministry of Development of North Eastern Region" <jaya.shah@nic.in>, "Dr K. S. Jawahar Reddy, IAS" <cs@ap.gov.in>, "Dharmendra" <cs-arunachal@nic.in>, "cs-assam@ic.in", "cs@karnataka.gov.in", "DR VENU V IAS" <chiefsecy@kerala.gov.in>, "Veera Rana" <cs@mp.nic.in>, "chiefsecy@maharashtra.gov.in", "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Pradeep Kumar Jena" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, "csraj@rajasthan.gov.in", "Vijay Bhushan Pathak" <cs-skm@hub.nic.in>, "cs@tn.gov.in", "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFICE GOVT OF UP" <csup@nic.in>, "cs-uttanchal@nic.in", "B P Gopalika" <cs-westbengal@nic.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "adm-n-chandigarh@nic.in", "administrator-dd-dng@nic.in", "Shri Naresh Kumar" <csdelhi@nic.in>, "ik-admin@nic.in", "cs-pondicherry@nic.in", "adm adranagar" <adm.adranagar@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-goat@nic.in>, "csguj@gujarat.gov.in", "cs-haryana@nic.in", "Prabodh Saxena" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "L.Khiangte, IAS" <cs-jharkhand@nic.in>

Cc: "Chhatra Mani DS" <mani.c13@nic.in>, "Jagbir Singh" <jagbirsingh-upsc@gov.in>

Sent: Friday, April 26, 2024 4:41:17 PM

Subject: Appointment to the post of Director (Human Resources), ITI Ltd. on deputation/immediate absorption basis through Search-cum-Selection process.

Dear Sir (s),

Please find attached herewith OM No. E-14-2/2020-PSA dated 26.04.2024 reg. appointment to the post of Director (Human Resources), ITI Ltd. on deputation/immediate absorption basis through Search-cum-Selection process.

SS(Serv.I)

DS-III (s)

well
29/04/24
Smt. Sharma

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With regards,

Pritinder Singh,
Section Officer,
PSA Branch, D/o Telecommunications.
☎ 011-2303 6841



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Regards
O/o The Chief Secretary, Delhi

— **Job Description (1).pdf**
11 MB

— **SKM_554e24042616240.pdf**
328 KB

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No. E-14-2/2020-PSA
Government of India
Ministry of Communications
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi-110001

Dated: 26th April, 2024

CIRCULAR

Sub.: Appointment to the post of Director (Human Resources), ITI Limited on deputation/immediate absorption basis through Search-cum-Selection mode - Schedule "A" CPSE.

In continuation of this Departments' Circular of even No. dated 02.04.2024 on the above mentioned subject and say that the last date of receipt of application in Department of Telecommunications is now extended upto 03.06.2024.

2. The applicant should submit the application through their respective cadre controlling authority and should mandatorily ensure that application reaches DoT before the expiry of the **last date of submission i.e. 03.06.2024.**



(Jagbir Singh Rana)

Under Secretary to the Govt. of India
Tel. No. 2335 3992

1. All Ministries/Departments of the Govt. of India.
2. Chief Secretaries of State/UTs.
3. PSO to Secretary (T), DoT, Sanchar Bhawan, New Delhi.
4. Sr. PPS to Member(s), Digital Communications Commission, DoT.
5. Sr. PPS to Administrator (USOF), DoT, Sanchar Bhawan, New Delhi.
6. PPS to Advisor(s) DoT.
7. PPS to all Sr. DDGs, DoT.
8. Wireless Advisor, WPC, DoT.
9. PPS to JS (T)/JS (A), DoT.
10. CMD(s), ITI/BSNL/MTNL/TCIL & BBNL
11. PPS to Secretary (PESB), Block No. 14 CGO Complex, Lodhi Road, New Delhi with the request to upload a copy of the communication on the website of PESB.
12. PS to Director(ACC), DoPT(ACC), O/o Establishment Officer, North Block, New Delhi with the request to upload a copy of the communication on the website of DoP&T.
13. Director (Restg.), DoT for uploading on the website of DoT.
14. Guard File and O/o Folder.

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No. E-14-2/2020-PSA
Government of India
Ministry of Communications
Department of Telecommunications
20, Ashoka Road, Sanchar Bhawan, New Delhi-110001

Dated: 01st April, 2024

CIRCULAR

Sub.: Appointment to the post of Director (Human Resources), ITI Limited on deputation/immediate absorption basis through Search-cum-Selection mode - Schedule "A" CPSE.

The Government of India has constituted a Search-cum-Selection Committee (SCSC) under the Chairpersonship of Chairman, PESB for appointment on deputation/immediate absorption basis to the post of Director (Human Resources), ITI Limited in the scale of pay of the post Rs. 25750-30950 (IDA). A copy of the job description for the post is enclosed.

2. ITI Ltd. is a schedule 'A' CPSE in Medium and Light Engineering Sector under the administrative control of Department of Telecommunications, Ministry of Communications, with Headquarter at Bengaluru, Karnataka.

3. The Job Description (JD) including eligibility details and format of application for the post can be downloaded from DoT's Website i.e. <https://www.dot.gov.in>.

4. It is requested that names of candidate [seniority-wise] who are found suitable for the said post as per the requirement indicated in the job description along with copies of relevant documents are sent to the following address so as to reach this office **latest by 15:00 hours on 06.05.2024:**

Secretary (Telecom),
Department of Telecommunications,
Room No. 210, Sanchar Bhawan,
20, Ashoka Road, New Delhi.
Tel.: 011-23719898, 23372309

5. For convenience, scanned copy of the same may also be sent at **e-mail: jagbirsingh-upsc@gov.in.**

6. The applicant should **submit the application through their respective cadre controlling authority** and should mandatorily ensure that application reaches DoT before the expiry of the **last date/time of submission i.e. by 15.00 hrs on 06.05.2024.**

7. It is also requested that advance action may be taken to keep the ACRs for the last 10 years, of those candidates ready along with their 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 selection meeting is scheduled.

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8. In case the relevant details are not received within the stipulated time/date, it will be assumed that there are no eligible candidates to be sponsored for the post.

J. Rana

(Jagbir Singh Rana)

Under Secretary to the Govt. of India

Tel.: 2335 3992

1. All Ministries/Departments of the Govt. of India.
2. Chief Secretaries of State/UTs.
3. PSO to Secretary (T) & Chairman Digital Communications Commission, DoT.
4. Sr. PPS to Member(s), Digital Communications Commission, DoT.
5. Sr. PPS to Administrator (USOF), DoT, Sanchar Bhawan, New Delhi.
6. PPS to Advisor(s) DoT.
7. PPS to all Sr. DDGs, DoT.
8. Wireless Advisor, WPC, DoT.
9. PPS to JS (T)/JS (A), DoT.
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13. Director (Restg.), DoT for uploading on the website of DoT.
14. Guard File and O/o Folder.

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No. E-14-2/2020-PSA
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhawan, 20 Ashoka Road, New Delhi-110001

Sub.: Appointment to the post of Director (HR), ITI Ltd. on deputation/immediate absorption basis through Search cum Selection Committee Mode.

NAME OF THE CPSE : ITI Limited
NAME OF THE POST : Director (Human Resources)
DATE OF VACANCY : 01.10.2023
SCHEDULE OF THE CPSE : Schedule A
SCALE OF THE POST : Rs. 25750-30950 (IDA)

I. COMPANY PROFILE:

Indian Telephone Industries Pvt. Limited was incorporated in the year 1950 under the Mysore Companies Act, 1938. The name of the Company was changed to ITI Limited under the Indian Companies Act, 1956 in the year 1994. The objective of the company is to assist the Government in sensitive and strategic telecommunication fields and also to tap the opportunities of convergence of communications, internet and entertainment business. The company has manufacturing facilities in Bengaluru, Naini, Raebareli, Mankapur and Palakkad along with an R&D center in Bengaluru and 25 Marketing, Services & Projects (MSP) centers in India, which are located at Bengaluru, Bhubaneshwar, Chennai, Hyderabad, Kolkata, Lucknow, Mumbai, New Delhi and 17 other places spread across the country. The Company is a schedule 'A' CPSE in Medium and Light Engineering Sector under the administrative jurisdiction of Department of Telecommunications, Ministry of Communications.

The company employed 1297 regular employees (Executives 1059 and Non-Executives 238) as on 31.3.2023. Its Registered and Corporate offices are at Bengaluru, Karnataka.

The authorized and paid up capital of the Company are Rs. 35,00,00,00,000 (Rs. Three Thousand Five Hundred Crore only) and Rs. 9,49,57,73,520 (Rs. Nine Hundred Forty Nine Crore Fifty Seven lakh Seventy Three Thousand Five Hundred Twenty only) respectively as on March 31, 2023. The shareholding of the Government of India in the company is 90.14%.

II. JOB DESCRIPTION AND RESPONSIBILITIES:

Director (HR) is a member of Board of Directors and reports to the Chairman and Managing Director. He/She is the overall in-charge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organization.

III. ELIGIBILITY

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Age of superannuation 60 years			
Internal		Other	
Minimum	Maximum	Minimum	Maximum
45	2 years of residual service as on the date of vacancy w.r.t. the date of superannuation.	45	3 years of residual service as on the date of vacancy w.r.t. the date of superannuation

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: -

- Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- Central Government Group 'A' Officers including the Armed Forces of the Union and All India Services and officers from Public Sector Banks/Financial Institutions/Autonomous Bodies, etc;
- State Public Sector Enterprise (SPSE) where the annual turnover is *Rs. 1500 crore or more;
- Private Sector in company where the annual turnover is *Rs. 1500 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 with good academic record from a recognized University/Institution.

Applicants having 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 given preference.

4. EXPERIENCE:

The applicant should have at least five years of cumulative experience in various aspects of HR/Personnel Management/ Industrial Relations in an organization of repute.

5. PAY SCALE:

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

- Rs. 6250-7475 (IDA) Pre 01/01/1992

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- iii. Rs. 18500-23900 (IDA) Post 01/01/1997
- iv. Rs. 43200-66000 (IDA) Post 01/01/2007

Or

- v. Rs. 100000-260000 (IDA) Post 01/01/2017
- vi. Rs. 14300-18300 (CDA) Pre-revised
- vii. Rs. 37400-67000+GP Rs. 8700 (CDA)
- viii. Rs. 123100-215900 (Level 13 CDA)

The minimum length of service required in the eligible scale will be two years for internal candidates, and three years for others as on the date of vacancy.

(b)

(i) Group A officers of the Central Government including All India Services(AIS) and Autonomous Bodies etc. should be holding a post of the level of Director (Level 13) in Government of India or carrying equivalent scale of pay on substantive basis on the date of application.

(ii) Applicants from Public Sector Bank/Financial Institutions should be holding a post at Board level or at most two level immediately below the Board level for one year on the date of application.

(iii) 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 on the date of application.

(c)

Applicants from State Public Sector Enterprises/Private Sector should be working at Board level position or at most two level immediately below the Board level on the date of application.

6. CONDITION OF DEPUTATION/IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services and officers from Public Sector Banks/Financial Institutions/Autonomous Bodies etc., will be eligible for consideration only on deputation/immediate absorption basis.

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or up to 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 at Annexure.

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.

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- b. Officers from Public Sector Banks/Financial Institutions/Autonomous Bodies, etc: through their Administrative Ministry/Department of the Govt. of India.
 - c. CMDs/MDs/Functional Directors in CPSE: through the concerned administrative Ministry.
 - d. Below Board level in CPSE: through the concerned CPSE.
 - e. CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government.
 - f. Below Board level in SPSE: through the concerned SPSE.
 - g. Private Sector: directly to Department of Telecommunications.
2. Applicants from Private Sector must submit the following documents along with the application form:
- a. Annual Reports of the Company for the last 3 years preceding the calendar year in which the post was 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 most two levels 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 and offices from Public Sector Banks/Financial Institution/ Autonomous Bodies etc:**
 - a. The appointment is on deputation/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. Applications may be forwarded offline on the following address. Annexure may be downloaded from the website of Department of Telecommunications. Last time/date of receipt of complete application through proper channel to Department of Telecommunications is **15.00 hours on 06.05.2024**. 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**. Search cum Selection Committee reserves the right to shortlist applicants for interview.

Applications are to be addressed to

**Secretary (Telecom),
Department of Telecommunications,
Room No. 210, Sanchar Bhawan,
20, Ashoka Road, New Delhi.
Tel.: 011-23719898, 23372309**

**ALL CORRESPONDENCE SHOULD BE ADDRESSED TO SECRETARY
(TELECOM), DEPARTMENT OF TELECOMMUNICATIONS ONLY.**

