

F.No: 5/2/16 (PESB)

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 are 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.