

No. 7/36/2016-PESS

भारत सरकार
Government of India
कार्मिक एवं प्रशिक्षण विभाग
Department of Personnel & Training
(लोक उद्यम चयन बोर्ड)
(Public Enterprises Selection Board)

ब्लॉक संख्या 14, सी.जी.ओ. कॉम्प्लेक्स, लोदी रोड
Block No.14, C.G.O. Complex, Lodhi Road
नई दिल्ली / New Delhi- 110003

सी. पी. एस. ई. का नाम NAME OF THE CPSE	Biotechnology Industry Research Assistance Council (BIRAC)
पद का नाम NAME OF THE POST	Director(Finance)
रिक्ति की तारीख DATE OF VACANCY	01/01/2017
सी पी. एस. ई. की अनुसूची SCHEDULE OF THE CPSE	Schedule B
पद का वेतनमान SCALE OF THE POST	Rs. 65000-75000

I. COMPANY PROFILE

Biotechnology Industry Research Assistance Council (BIRAC) was incorporated as Section- 25 'not-for-profit' company with effect from 20th march 2012 under the aegis of the Department of Biotechnology, Ministry of Science and Technology, Government of India. Its main objective is to provide a comprehensive enabling environment and technology related service package to promote, nurture and support medium and high level innovation in the biotech industry, particularly small medium size companies and also support and facilitate creation of new start ups. BIRAC has been categorized as a schedule 'B' company.

Its Registered and Corporate offices are at New Delhi.

The authorized and paid up capital of the Company was — 1 Crore and 1 Crore respectively as on March 31, 2016. Presently the Government of India is holding 100% share holding in the company.

II. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Finance) is a Member of the Board of Directors and reports to the Chairman & Managing Director. He / She is overall in-charge of Finance, accounts and Fund management of the company and will be responsible for matters related to Financial Analysis, Budgetary planning & control, statutory audit compliances, banking/treasury, taxation compliances etc. He / She will also be responsible for evolving and formulating policies relating to finance and accounts as well as implementing thereof.

III. ELIGIBILITY

1. AGE : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
40	2 years of residual service as on the date of vacancy w.r.t. the date of superannuation.	40	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 including the Armed Forces of the Union and All India Services;
- State Public Sector Enterprise (SPSE) where the annual turnover is *Rs 750 crore or more;
- Private Sector in company where the annual turnover is *Rs 750 crore or more.

(* 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 Cost Accountant/Chartered Accountant/MBA with good academic record from a recognized University/Institution.

4. EXPERIENCE:

The applicant should have at least five years of cumulative experience during the last ten years at a senior level in corporate financial management and accounts including the Cost and Budgetary Control, Institutional Finance, International trade Finance and Working Capital Management in a large organization of repute. Exposure in areas relating to trade, finance, foreign exchange risk management and other financial aspects of international trading will have added advantage.

5. PAY SCALE/ RANK/ LEVEL:

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

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

Eligible Scale of Pay

- Rs. 6250-7475 (IDA) Pre 01/01/1992
- Rs. 8520-10050 (IDA) Post 01/01/1992
- Rs. 18500-23900 (IDA) Post III/01/1997
- Rs. 43200-66000 (IDA) Post 01/01/2007
- Rs. 14300-18300 (CDA) Pre-revised
- Rs. 37400-67000 + GP 8700 (CDA)

(b)

i. Applicants from Central Govt. / All India Services should be holding a post of the level of Director in Govt. of India or carrying equivalent scale of pay.

ii. 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.

(c) Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position or at least a post of the level immediately below the Board level.

6. CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS

Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto 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.

(b) CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry.

(c) Below Board level in CPSE: through the concerned CPSE.

(d) CMDs/MDs/Functional Directors in State PSE, through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government.

(e) Below Board level in SPSE: through the concerned SPSE.

(f) Private Sector: directly to the PESB.

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);

(b) Whether the company is listed or not, if yes, the documentary proof (please provide URL or attach/enclose);

(c) Evidence of working at Board level.

(d) Self-attested copies of documents in support of age and qualifications.

(e) The 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**

(a) The appointment is on 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. THE APPLICANTS CAN EITHER

(a) fill up the Application Form online against the Job Description on the website of PESB - <http://pesb.gov.in/> and thereafter forward it online, as specified in para V(1);

Or

(b) fill up the Application Form online, take a printout and send it offline, as specified in para V(1);

Or

(c) download the blank Application Form, fill it up manually and submit offline as specified in para V(1).

Last time/date of receipt of complete application duly forwarded in PESB is by 15.00 hours on 29/06/2017. 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. Board reserves the right to shortlist applicants for interview.

Applications are to be addressed to

Shri Rajiv Rai,
Secretary,
Public Enterprises Selection Board, Public Enterprises Bhawan,
Block No. 14, CGO Complex, Lodi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY.