

No.84/1/2011-HR-I  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers

Shastri Bhavan, New Delhi,  
Dated the 21<sup>st</sup> March, 2011

**VACANCY CIRCULAR**

Subject: Filling up the post of Chairman and Managing Director in Madras Fertilizers Limited on deputation basis in schedule 'B' scale of pay of Rs.25750-650-30950 (pre-revised).

Madras Fertilizers Limited (MFL), a Schedule 'B' Public Sector Enterprise under the administrative control of the Department of Fertilizers, was incorporated in 1966 as a joint venture between the Govt. of India (GOI) and Amoco India Incorporated (AMOCO) of USA with equity contributions of 51% and 49%. During the period 1972 to 1985, the shareholding of AMOCO was partly acquired by the National Iranian Oil Company (NIOC). The Authorised Capital of MFL is Rs.365 Cr. The total paid up capital of the Company is Rs.161.10 cr. At present, GOI holds Rs.95.85 cr. (59.50%), NICO (affiliate to NIOC) holds Rs.41.52 cr. (25.77%) and others hold Rs.23.73 cr. (14.73%) of equity in the Company. The company is engaged in the manufacture of Ammonia, Urea and Complex Fertilizers (NPK) at Manali, near Chennai.

The Chairman and Managing Director is the Chief Executive of the Company and accountable to its Board of Directors and Government. He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters.

Applications are invited from the officers of All India Service/Central Services in the rank of Joint Secretary and equivalent with Pay Band 4 and Grade Pay Rs.10,000 for the filling up the post of Chairman and Managing Director in Madras Fertilizers Limited on deputation basis for a period of five years or till retirement, whichever is earlier. The officer selected for the post will continue to draw the salary as per their entitlement in the parent Department/Cadre. The selection will be made by the duly constituted Selection Committee for the purpose.

The Cadre Controlling authorities are requested to please forward the duly filled in applications (Part A & B of enclosed proforma) of eligible and willing officers, who can spare immediately, along with CR Dossiers for the last five years and Vigilance clearance report as per the enclosed proforma. The last date of submission of the application is 45 days from the date of this circular. The application complete in all respects may be forwarded to the Under Secretary (HR-I), Department of Fertilizers, Room No.222, Shastri Bhavan, New Delhi - 110001.



(P.B. Sahu)

Under Secretary to the Govt. of India  
Telephone - 23387492

Encl: As above.

To:

1. All Ministries/Departments of the Central Government
2. Chief Secretaries of all State Governments
3. Administrators of Union Territories
4. Department of Personnel and Training

*It is requested that the vacancy circular may please be given wide publicity in their Ministries/Departments.*

07/1

**PROFORMA APPLICATION**

**FOR THE POST OF CHAIRMAN & MANAGING DIRECTOR,  
MADRAS FERTILIZER LIMITED**

**PART - A**

**(To be filled by the concerned Officer)**

**I. Personal Details**

1.	Name of the Officer	
2.	Service	
3.	Cadre	
4.	Identity No. (for IAS Officer)	
5.	Allotment Year	
6.	Date of Joining	
7.	Sex	
8.	Date of Birth	
9.	Category	
10.	Recruitment Source	
11.	Pay Band	
12.	Grade Pay	
13.	Date of grant of Super Time scale	

**II. Educational Qualifications**

Sl. No.	Qualification	Discipline	Institute University Place Country

**III. Experience Details**

Sl. No.	Type of Posting (Cadre/ Centre)	Centre (if Inter-Cadre Deputation)	Level & Designation	Ministry Department Office Place	Experience Subject (Major & Minor)	Tenure From & Tenure to

**Signature of the Officer**

**PART - B**  
**(To be filled by the Cadre Controlling Authority)**

**IV. ACR**

1.	<b>Whether ACR Dossier is Complete upto 31/03/2010</b>	
2.	<b>ACR for any year is not available in the dossier</b>	
3.	<b>Adverse entries if any (expunged or unexpunged) in any ACR(s)</b>  <b>If yes, Year-wise details thereof.</b>	

**V. Disciplinary Proceeding**

1.	<b>Whether any Disciplinary Proceeding were initiated against the officer any time during his career</b>  <b>If yes, details thereof.</b>	
2.	<b>Whether Debarred previously</b>  <b>If yes, details thereof.</b>	

**VI. Last Tenure Post**

1.	Last post held on deputation basis with the Central Govt., its subordinate Attached and Affiliated Bodies, Central PSUs/National or Multi State Coop. Societies controlled by Central Govt./Inter Cadre deputation	Designation : Ministry : Department : Office : Place : Tenure from : Tenure to :
2.	Date of Reporting to the Cadre	
3.	Whether the officer proceeded on deputation as mentioned above from	
4.	Whether Cooling-Off period completed	
5.	Cooling-Off period completion date	

**SIGNATURE :-**

**NAME :-**

**DESIGNATION :-**

**(This should be filled by the competent authority of State Govt. / Cadre Controlling Authority not below the rank of Under Secretary)**

**PROFORMA TO BE FILLED FOR VIGILANCE CLEARANCE**

**NAME OF THE OFFICER:**

1. Each column should be replied in descriptive manner.
2. Proforma should be signed by an officer not below the rank of under Secretary

1.	Details of disciplinary proceedings initiated against the officer during his career, so far.	
2.	Whether complaints including that of corruption against the officer, which in the view of the state government may have a direct bearing / relevance on the vigilance status of the officer as on date, are pending against the officer. If so, details thereof.	
3.	Whether any preliminary inquiry or any other vigilance related matter is pending against the officer. If so, full facts of the pending matter.	
4.	Whether any criminal proceedings were registered against the officer during his career so far. If so, the details/present status and final outcome thereof.	
5.	Whether the name of officer appears in the Agreed List	

Signature & stamp  
Of the officer certifying the proforma