

No. A-12022/7/2012-E.IV
Government of India
Ministry of Commerce & Industry
Department of Commerce

VACANCY CIRCULAR FOR THE POST OF CHAIRMAN-CUM-MANAGING DIRECTOR IN
HINDUSTAN DIAMOND COMPANY PVT. LTD., MUMBAI

Applications are invited to fill up the post of Chairman-cum-Managing Director (CMD), Hindustan Diamond Company Pvt. Ltd., Mumbai under the Ministry of Commerce and Industry, Department of Commerce, New Delhi.

The pay scale, job description, eligibility criteria, etc. attached to the post are mentioned below:

**NAME OF THE POST: CHAIRMAN-CUM-MANAGING DIRECTOR IN HINDUSTAN DIAMOND
COMPANY PVT. LTD., MUMBAI**

COMPANY PROFILE:

The Hindustan Diamond Co. Pvt. Ltd., Mumbai is a joint venture company of the Government of India and M/s De Beers Centenary Mauritius Limited holding 50% shares each. The Chairman-cum-Managing Director is, as per the Memorandum of Association, an appointee of the President of India. There are eight Directors on the Board of the Company, including the CMD, four each representing the shareholders. The objectives of the company include carrying on business as importers, exporters, buyers and sellers of diamonds and other precious stones and cut, cleave, polish, set and otherwise, prepare for the market or deal in such stones either as principals, agents, brokers or otherwise.

JOB DESCRIPTION OF CMD, HDCPL:

The CMD of the company is the Chief Executive of the company and also chairs the Board of Directors meeting and has a key role for achievement of the objectives of the company. The CMD, in his/her capacity as nominee of the Government, is expected to apprise the Government about the general state of affairs of the diamond industry in India and the developments abroad. He/She will also advise the government in formulating policies governing the diamond industry. He/She is also a member of the Working Committee of Gem and Jewellery Export Promotion Council (GJEPC), Mumbai.

EILIGIBILITY CRITERIA:

Candidates belonging to IAS or any other organized services, public sector and private sector will be eligible to apply.

AGE LIMIT

The candidate shall be above 45 years and below 55 years as on the last date indicated in the notification calling for the application.

EDUCATION QUALIFICATION:

- (a) The candidate should be a Graduate from a recognized University.
- (b) MBA, CA or any equivalent qualification in Business Administration will be an added qualification.

EXPERIENCE:

- (a) The Officers of the Government of India/State Government who are holding/have held the post of Joint Secretary to Government of India or having an equivalent pay scale of Rs. 18,400-22,400/-.(pre-revised)
- (b) The candidates with Public Sector background must have held a position equivalent to a Director at board level or higher level of a Schedule B Public Sector company for at least three years continuously.
- (c) The candidates from private sector shall have at least 25 years of experience at an appropriate level comparable to the candidates from the public sector.
- (d) At least five years experience in foreign trade specifically in gem and jewellery sector or in the areas of finance and marketing.

TENURE

- (a) The tenure will be for a period of 3 years from the date of joining and may be extended for a further period of 2 years.
- (b) In case of officers of IAS, this appointment will be under Rule 6.2(ii) of IAS (Cadre) Rules, 1954.
- (c) In case of candidates from Public Sector, appointment will be on lien for the tenure of appointment with HDCPL.

(d) Candidates from Private Sector need to resign from their present job, if any, and take this assignment. Their appointment will be subject to the test that there is no conflict of interest.

PAY AND ALLOWANCES:

(a) In case of IAS Officers, the pay will be equivalent to Joint Secretary to Government of India in the pay scale of Rs. 18,400-22,400/- with Central DA as revised as PB4: Rs.37400-67000 GP: Rs.10000/-

(b) In case of others, the pay will be as per the Company Scale of Pay i.e. Rs. 25,700-650-30,950/- with industrial pattern of DA as revised Rs.75,000-90,000/-.

(c) The Company will provide its company residential accommodation for the CMD.

(d) The other allowances shall be as per the Company Rules.

The candidates fulfilling the eligibility criteria may apply through proper channel for the post in the prescribed format given below (in duplicate) and the application alongwith attested copies of the ACRs for the last five years, Vigilance Clearance and minor/major penalty certificate shall be filed within 30 days from the date of publication of Vacancy Circular in the Employment News to Shri G.B. Upadhyay, Deputy Secretary, Department of Commerce, Room No.224 A, Udyog Bhavan, New Delhi-110011, E-mail: gbu@nic.in. Incomplete applications or those received after the prescribed period shall be summarily rejected.

PROFORMA
(To be filled in duplicate)



1. Name
2. Father's/Husband's Name
3. Present address with Phone No. and email id
4. Date of Birth
5. Date of Retirement under Central Government Rules
6. Educational Qualifications
7. Experience as per details of service

| Office/Institution/ organization | Post held | From | To | Scale of Pay and basic pay | Nature of duties |
|-------------------------------------|-----------|------|----|----------------------------------|------------------|
| | | | | | |

8. Present pay and date from which it is drawn
9. Address of the Cadre Controlling Authority with Phone No.
10. Whether belongs to SC/ST/OBC
11. Additional information, if any

SIGNATURE OF THE APPLICANT

CERTIFICATE
(To be given by the Head of the Department)

Certified that the particulars furnished above have been verified and found to be correct.

It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

Signature of the Head of the Department
(with rubber stamp)

F. No. A-12022/7/2012-E.IV
Government of India
Department of Commerce
Ministry of Commerce & Industry

Udyog Bhawan, New Delhi
Dated the 7th May, 2014

VACANCY CIRCULAR

Subject: Filling up of the post of Chairman –cum- Managing Director, Hindustan Diamond Company Private Limited (HDCPL), Mumbai under Department of Commerce

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The undersigned is directed to state that the post of Chairman-cum-Managing Director, **Hindustan Diamond Company Private Limited (HDCPL), Mumbai under Department of Commerce**, is required to be filled up immediately. Pay scale of the post is Rs. 18,400-22,400/- (Pre-revised scale of Joint Secretary to the Govt. of India) with Central DA for IAS Officers or any other organized service officer and in case of others, the pay will be as per the Company Scale of Pay i.e. Rs. 25,700-650-30,950/- with industrial pattern of DA. **HDCPL is a company incorporated under the Companies Act, 1956.** The details regarding eligibility criteria etc. are enclosed.

2. Applications of suitable officers in the proforma given at **Annexure** alongwith attested copies of complete ACRs for the last five years with integrity certificate, vigilance clearance and a certificate that no major/minor penalty has been imposed on the applicant during the last 10 years, may be forwarded to Shri G.B. Upadhyay, Deputy Secretary, Department of Commerce, Room No. 224 A, Udyog Bhawan, Maulana Azad Road, New Delhi-110011 within 30 days from the date of publication of Vacancy Circular in the Employment News. Applications shall not be entertained under any circumstances after the stipulated date.

Yours faithfully,

sd/-

(Mahender Chaudhary)
Under Secretary to the Government of India
Tel. No.011-23061933

Encl: as above.