

**DETAILED ADVERTISEMENT FOR POST OF MANAGING DIRECTOR IN BIBCOL
Department of Biotechnology**

BHARAT IMMUNOLOGICALS & BIOLOGICALS CORPORATION LIMITED (BIBCOL)

NAME OF POST	:	MANAGING DIRECTOR
SCHEDULE OF CPSE	:	Unclassified
PAY SCALE OF THE POST	:	Level 16 th as per 7 th CPC (CDA Pattern) (Basic pay of Rs.205400-224400 + DA & other perks)

I. COMPANY PROFILE

BIBCOL is a Central Public Sector Undertaking under administrative control of Department of Biotechnology, Ministry of Science & Technology located at Village Chola, District Bulandshahr (UP). Company was set up in the year 1989 for production of Oral Polio Vaccine and R&D in Immunologicals and Biologicals. The current product portfolio includes oral polio vaccine, Zinc tablets, low calories sweetener, Zinc- Vitamin tablets and Hand sanitizer. Company is in diversification mode and two projects Oral Cholera Vaccine and Plasma Derived Medicines (DPMs) are under implementation.

Its Registered and Corporate office is at Village- Chola, Bulandshahr (UP).

The Authorized capital is 51 crore and paid up capital of the Company is Rs. 43.18 Crore as on 31st March 2020.

Presently the Government of India has 59.25% shareholding in the Company. Share of company are listed at Bombay stock Exchange.

Log on to www.bibcol.com for more details about the Company.

II. JOB DESCRIPTION & RESPONSIBILITIES: The Managing Director is the Chief Executive of the Corporation and accountable to its Board of Directors and Government of India/Shareholders. He/ She is responsible for the efficient functioning of the Corporation, and for achieving its corporate objectives and performance parameters.

III. ELIGIBILITY

- 1. AGE:** Maximum age of 57 years as on the last date of receipt of applications.
- 2. EMPLOYMENT STATUS:**

Candidate should be employed in a regular capacity in one of the following:

- a. Officers of Central Government including Armed Forces of the Union /All India services holding post of Joint Secretary or above (in case of Armed Forces it will be Major General or

above)

- b. Officers of CPSEs working at Board Level or one level below
- c. Officers of SPSEs working at Board level or one level below and candidates from Private Sector Companies where the annual turnover of SPSE/Private sector Company is Rs.100 crore or more. Candidates from private sector should possess at least 15 years of experience in the relevant field with demonstrated strength in managerial and administrative function at a senior level in an Organization of repute.

3. **QUALIFICATIONS**

Essential: The applicant should be a Graduate with good academic record from a recognized University/Institution.

Desirable:

- a. P.G. Diploma in Management or an MBA from a reputed Institute,
 - b. Experience at a senior level in a Central Public Sector Undertaking or a reputed Pharma/Bio Pharma Company with experience in Manufacturing/Quality Control/R&D.
4. **EXPERIENCE:** The applicant should be currently holding an analogous post or a post which is one level lower in his/her current organization.
- a. The Applicant should have at least 15 years of experience in Biotechnology or areas related to mandate of BIBCOL
 - b. Experience at leadership position in similar scientific, technical or industrial institution/organization or in government would be desirable.

5. **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 the earliest.

PAY AND EMOLUMENTS: Level 16th as per 7th CPC (CDA Pattern) (Basic pay of Rs.205400 - 224400 + DA & other perks as per company rules)

V. **SUBMISSION OF APPLICATIONS**

All applicants should send their applications as per the format.

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/SPSE: through the concerned CPSE/SPSE;
- d. CMDs/MDs/ Functional Directors in State PSE: through the concerned Administrative Department and Cadre Controlling Authority, if any, of the State Government;
- e. Private Sector directly to the Department of Biotechnology.

2. Applicants from Private Sector must submit the following documents along with the Application Form:

- a. Annual Reports of the Company, in which currently working, for the 3 financial years immediately preceding the calendar year in which the post is 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. Self-attested copies of documents in support of age and qualifications;
- d. 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. 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 interview, 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 may send their application in a signed pdf to the email provided or in physical form (07 sets) to the following address:

Sh. J.P. Meena

Deputy Secretary

Department of Biotechnology Room No 518, Block -3

CGO Complex, New Delhi-110003

Email: jp.meena@nic.in and aipsu.dbt@nic.in

Application forms may be downloaded from www.dbtindia.gov.in , www.bibcol.com

Last time/date of receipt of complete application duly forwarded to Department of Biotechnology is 30 days (45 days for candidates of far flung areas like North East, J&K, Andaman & Nicobar Island) from the date of publication of advertisement in Employment News. No application shall be entertained under any circumstances after stipulated time/date. Incomplete applications and applications received after stipulated time/date shall be REJECTED. Search cum Selection Committee reserves the right to shortlist applications for interview.

APPLICATION FORM

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE) /CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE) / PRIVATE SECTOR

For the post of Managing Director, BIBCOL (Through Proper Channel, except candidates from the Private Sector)

Please refer to detailed advertisement for Job Descriptions, Eligibility and the Guidelines for processing on the website www.dbtindia.gov.in , www.bibcol.com

1. Name of the post applied for Managing Director

2. (a) Applicant's Name (as per official records) _____

(b) Designation of the Applicant (in full) _____

(c) Name of the company _____

(d) Category as per Employment Status :- Officer of a CPSE/Central Government./Armed
(Please tick as applicable) Forces of the Union/All India Services/SPSE/Private
Sector

(e) Office Address: _____

(f) Address for communication _____

3. Telephone No: Office _____ Residence _____ Mobile No. _____

E-Mail id _____

4. Date of Birth (DD/MM/YY) _____ Age as on last date of receipt of application (Years/Months/Days) _____

5 (i) Educational/Professional Qualifications *:

Sl. No.	Qualification	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self-Declaration Whether meets the eligibility qualification requirement		
			From	To	Part time	Full time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	Other
1	2	3	4	5	6	7	8	9	10	11	12	13	14

* Should be exactly as per Degree/ Certificate issued by the university.

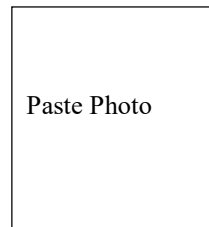
(ii) Positions held during the last fifteen years, from the date of uploading the vacancy circular on the website. www.dbtindia.gov.in , www.bibcol.com

Sl. No.	Complete Designation & Place of posting *	Name of the Organization	Pay scale **	Period		Reporting to Designation*	Self-Declaration Whether meets the mandatory experience requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	
1	2	3	4	5	6	7	8	9	

*Should be exactly as per specific office order issued by the CPSE/Ministry/SPSE /Employer.

** Private Sector-CTC remuneration emoluments drawn.

NB: The positions should be indicated in order of the most recent assignments.



Note: 1. Please attach a write-up, **not exceeding 500 words or 3500 characters**, in support of your candidature, for reference at the time of interview.
2. Full form of all abbreviations used must be given in the prescribed limit of characters.

6. (a) Do you hold lien in any organization other than where currently working?

Yes	No
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If yes:

- a) Name of the organization in which the lien is held :
- b) Date from which the lien is held :

(b) Are you on deputation?

Yes	No
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If yes :

- a) Name of parent organization :
- b) Date from which on deputation :

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

Yes	No
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If yes, the details thereof
i) Civil / Criminal ii) Departmental Inquiry

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes.

Yes	No
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If yes, the details thereof.
i) Civil / Criminal ii) Departmental Inquiry

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

CENTRAL AND STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company for 3 financial years preceding the calendar year in which the post has been advertised(e.g.: 2016-17, 2017-18 and 2018-19 for a post advertised in the calendar year 2020).

Company in which candidate is/was serving	Year	Annual Turnover of the Company (in Rupees Crores)	State whether CPSE* or SPSE

*Please specify Schedule A /B/C/D as per DPE

(i) Please provide URL of company website & CIN (Corporate Identity Number) of the company
(a) URL (Company Website Address) _____
(b) CIN (Corporate Identity Number)_____

(ii) I certify that I am
(a) Working at Board level position

Yes	No
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If Yes, Please provide your DIN (Director Identification Number)_____

(b) Holding a post at the level immediately below Board level.

Yes	No
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I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge. In addition I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

PRIVATE SECTOR

8. Year wise Audited Annual Turnover (ATO) of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g.: 2016-17, 2017-18 and 2018-19 for a post advertised in the calendar year 2020)

Company in which candidate is/was serving	Year	Annual Turnover of the Company (in Rupees Crores)

*If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy advertisement on the website may be used.

- (i) Please provide URL of company website & CIN (Corporate Identity Number) of the company
 - (a) URL (Company Website Address) _____
 - (b) CIN (Corporate Identity Number)_____

- (ii) The Company in which I am working is listed on the_____stock exchange.

Proof of listing may be accessed over _____(please provide URL)

Yes	No
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- (iii) Self-certified copies for proof of age and educational qualifications(enclosed)
- (iv) Candidates from private sector to certify that they possess at least 15 years of experience in the relevant field with demonstrated strength in managerial and administrative function at a senior level in an Organization of repute.

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I Son/Daughter of hereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)

For candidates from Central Government/Armed Forces of the Union/All India Services

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I 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 I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post of any CPSE.

(Name and Signature of the applicant)

Date:

For candidates from CPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I 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 I belong.
- (b) further, if I convey my unwillingness to join after the issue of offer of appointment I 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 I belong.

(Name and Signature of the applicant)

Date:

For candidates from Private Sector/ SPSE

I hereby undertake to join the post, if selected. I understand that:

- (a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I 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 I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post of any CPSE.

(Name and Signature of the applicant)

Date:

Verification

(To be filled in by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

- a) It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.
- b) It is also certified that the Applicant is clear from Vigilance angle.

Signature & Designation of the
Competent Authority
with Telephone No.& Official
Seal