



JOB DESCRIPTION

Name of the PSU	:	Rajasthan Electronics & Instruments Limited, Jaipur (Schedule-“C”)
Name of Post	:	Executive Director (Operations / Projects)
Scale of the Post	:	Rs. 51300 – 3% – 73000 (CTC Rs. 20.97 Lac p. a.) + variable pay up to 40% of Basic Pay

COMPANY PROFILE:

Rajasthan Electronics & Instruments Limited (REIL) Jaipur is a Schedule ‘C’, “Mini Ratna” Central Public Sector Enterprises under the administrative control of Ministry of Heavy Industries & Public Enterprises, Government of India. The Company is a profit making and dividend paying PSU since inception and has been certified with ISO 9001: 2008 & 14001: 2004. REIL provides technology solutions for analysis of milk across all verticals of Dairy Industry sector; addresses energy needs of the rural and related urban sector through Solar Photo Voltaic; and Information Technology & security surveillance applications for e-governance, dairy vertical, small business and Government sectors. Company has achieved rapid growth in last few years and doubled its Turnover to Rs. 230.00 Crore for the year 2016-17 with three digit net worth and has aimed to achieve higher growth in near future.

JOB DESCRIPTION AND RESPONSIBILITIES:

The Executive Director is responsible successful leadership and management of the organization to the strategic direction set by the Board of Directors. Executive Director reports to Managing Director and he /she holds below Board level post.

RESPONSIBILITIES:

- Participate with the Board of Directors in developing a strategic plan to guide the organization.
- Identify and assess the internal and external issues the effect the organization
- Participate in formulating and implementing corporate marketing and production policies and promotion of product diversification.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Oversee the planning, implementation and evaluation of the organization’s programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization’s mission and reflect the priorities of the Board.
- Ensure the proper research & development and product innovation in the organization.
- Ensure the proper research & development and product innovation in the organization.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for top level management.
- Work with finance committee and the Board to prepare a comprehensive budget.
- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.
- Identify and evaluate the risks to the organization.

ACCOUNTABILITY

- To achieve the Company’s targets in a cost effective and time efficient manner.
- Proper alignment with stakeholders’ interest.

ELIGIBILITY:

I. AGE

Minimum 40 years & not more than 58 years
(The age of superannuation is 60 years)

II. QUALIFICATION AND EXPERIENCE

a) Qualification:

The incumbent should be a Bachelor of Engineering in Electrical / Electronics / Mechanical / Computer Science Branch, with good academic record from a recognized University / Institution. He should possess adequate experience at a senior level in a large organization of repute. Persons with MBA qualification and having experience in management and familiarity with Finance, Marketing / Production / R&D will have added advantage.

b) Experience:

He should have minimum 25 years of experience out of which minimum 5 years at a senior level in Corporate Planning, Production, Quality Assurance, Material Management, Business Development, R&D, Human Resource Management etc. preferably in an organization engaged in the Manufacturing & Marketing of Analytical Instruments, Solar Photovoltaic Modules & Systems.

III. Employment Status:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular scale capacity- and **not** in a contractual/ad-hoc capacity in one of the followings:-

- (a) Central Public Sector Enterprise (CPSE)
- (b) Central Government including the Armed Forces of the Union and All India Services;
- (c) State Public Sector Enterprise (SPSE);
- (d) Private Sector Company where the annual turnover is ***“Rs.200 crore or more”**;
(* The average audited annual turnover of last three financial years shall be considered for applying the approved limits)

IV. Pay Scale/ Level:

The minimum experience required in the CPSE pay scale of: 43200 – 3% – 66000 (Post 01.01.2017) or equivalent scale in other organization will be 2 years.

HOW TO APPLY

The candidates are required to submit their applications as per the prescribed format only, available on Website, with copies of proof of date of birth, qualifications, experience, caste and a recent passport size photograph etc. The application should reach to the following address within 21 days of this advertisement. The application(s) so received shall be acknowledged and application number shall be allotted, and accordingly application no. of the shortlisted candidates and finally selected candidates shall be hosted on Company's website. Candidates working with Government, PSU or Autonomous bodies etc. should forward their application through proper channel. Relaxation to SC,ST,OBC,PH, Ex-Serviceman and Sports person would be given as per Government guidelines.

Addl. General Manager (P&IR)
Rajasthan Electronics & Instruments Limited,
2, Kanakpura Industrial Area,
Sirsi Road, Jaipur – 302012