



## **RAJASTHAN ELECTRONICS & INSTRUMENTS LIMITED, JAIPUR**

### **JOB DESCRIPTION**

<b>Name of the PSU</b>	:	Rajasthan Electronics & Instruments Limited, Jaipur
<b>Name of Post</b>	:	Executive Director (Operations / Projects)
<b>Scale of the Post</b>	:	Rs. 51300 – 3% – 73000 (CTC Rs. 18.52 Lacs p. a.) + variable pay

### **COMPANY PROFILE :**

Rajasthan Electronics & Instruments Limited (REIL) Jaipur is a Public Sector Enterprises under the Ministry of Heavy Industries & Public Enterprises, Govt. of India. Company is a profit making and dividend paying PSU since inception. An ISO 9001 : 2008 & 14001 : 2004 Certified Company. Company is a leading manufacturer & developer of Milk Analysers , Agro Electronic Products, Solar Photovoltaic Modules & Systems, Electronic Energy Meters & IT enabled services & products. Company has achieved a Turnover of Rs. 241.84 Crores for the year 2012-13.

### **JOB DESCRIPTION AND RESPONSIBILITIES :**

The Executive Director is responsible successful leadership and management of the organization according 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 that 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.
- 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 stake holders 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 applicant should be BE in Electrical / Electronics / Mechanical/ Computer Engineering with good academic record from a recognized University / Institution. He/She should possess adequate experience at a senior level of management in a large organization of repute. Persons with MBA qualifications and having experience in management and familiarity with Finance/ Marketing / Production / R&D will have added advantage.

### b) Experience

He/She 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. Public Sector Executive holding posts in the pay scale of : 43200 – 3% – 66000 or any other equivalent scale.

The minimum experience required in the above grade will be 2 years.  
(Application format attached)

## HOW TO APPLY

Candidates may apply in the prescribed format along-with copies of proof of date of birth, qualifications, experience, caste and a recent passport size photograph etc. to reach to the following address within 21 days of this advertisement. Candidates working with Government, PSU or Autonomous bodies etc. should forward their application through proper channel. Relaxation to SC/ST/OBC/PH candidates would be given as per Govt. Guidelines:-

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



## **RAJASTHAN ELECTRONICS & INSTRUMENTS LIMITED, JAIPUR**

### **JOB DESCRIPTION**

- Name of the PSU** : Rajasthan Electronics & Instruments Limited, Jaipur
- Name of Post** : General Manager
- Scale of the Post** : Rs. 43200 – 3% – 66000 (CTC Rs. 15.60 Lacs p. a.) + variable pay

### **COMPANY PROFILE :**

Rajasthan Electronics & Instruments Limited (REIL) Jaipur is a Public Sector Enterprises under the Ministry of Heavy Industries & Public Enterprises, Govt. of India. Company is a profit making and dividend paying PSU since inception. An ISO 9001 : 2008 & 14001 : 2004 Certified Company. Company is a leading manufacturer & developer of Milk Analysers, Agro Electronic Products, Solar Photovoltaic Modules & Systems, Electronic Energy Meters & IT enabled services & products. Company has achieved a Turnover of Rs. 241.84 Crores for the year 2012-13.

### **JOB DESCRIPTION AND RESPONSIBILITIES :**

General Manager reports to Managing Director / Executive Director. He/She would be responsible for overall effective management of his area of operations including Corporate Planning, Finance, Production, Marketing, Projects & Diversification initiatives etc. and would be responsible for evolving and formulating company policies and executing them for higher growth on sustainable basis.

### **ELIGIBILITY :**

- I. **AGE**  
Minimum 40 years & not more than 55 years.
- II. **QUALIFICATION AND EXPERIENCE**  
The incumbent should be BE in Electrical / Electronics / Mechanical / Computer Engineering Branch, with good academic record from a recognized University / Institution. He/She should have minimum 20 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, Marketing, Human Resource Management etc. in an organization of repute. Candidate with MBA Qualification shall be having added advantage.
- III. Public Sector Executive holding posts in the pay scale of: 36600 – 3% – 62000 or any other equivalent scale.
- The minimum experience required in the above grade will be 2 years.  
(Application format attached)

### **HOW TO APPLY**

Candidates may apply in the prescribed format along-with copies of proof of date of birth, qualifications, experience, caste and a recent passport size photograph etc. to reach to the following address within 21 days of this advertisement. Candidates working with Government, PSU or Autonomous bodies etc. should forward their application through proper channel. Relaxation to SC/ST/OBC/PH would be given as per Govt. Guidelines:-

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



**RAJASTHAN ELECTRONICS & INSTRUMENTS LIMITED, JAIPUR**

**(P&IR DIVISION)**

**RESUME FOR THE POST OF EXECUTIVE DIRECTOR (OPERATIONS / PROJECTS)**

Passport Size  
Photograph

1. Name in Capital Letters : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. E-mail ID : \_\_\_\_\_
5. State of Domicile : \_\_\_\_\_
6. Contact Number : (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_
7. Date of Birth : \_\_\_\_\_
8. Category : SC/ST/OBC/UR
9. Qualification

Name of the Institute & University	Examination passed	Year of Passing	Percentage of Marks	Duration of Courses

10. Employment profile during last 10 years

Name & Address of Organisation	Post held & Pay Scale	Nature of duties	Period of Employment	Total Experience	Salary drawn

( )

Signature of the Applicant

Date : \_\_\_\_\_

Place : \_\_\_\_\_



**RAJASTHAN ELECTRONICS & INSTRUMENTS LIMITED, JAIPUR**  
**(P&IR DIVISION)**

**RESUME FOR THE POST OF GENERAL MANAGER**

Passport Size  
Photograph

1. Name in Capital Letters : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address for Communication : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. E-mail ID : \_\_\_\_\_
5. State of Domicile : \_\_\_\_\_
6. Contact Number : (O) \_\_\_\_\_ (R) \_\_\_\_\_ (M) \_\_\_\_\_
7. Date of Birth : \_\_\_\_\_
8. Category : SC/ST/OBC/UR
9. Qualification

Name of the Institute & University	Examination passed	Year of Passing	Percentage of Marks	Duration of Courses

10. Employment profile during last 10 years

Name & Address of Organisation	Post held & Pay Scale	Nature of duties	Period of Employment	Total Experience	Salary drawn

( \_\_\_\_\_ )  
Signature of the Applicant

Date : \_\_\_\_\_  
Place : \_\_\_\_\_