

सं/No. S-14011/33/2025-BLA  
भारत सरकार/Government of India  
इस्पात मंत्रालय/Ministry of Steel  
(बीएलए प्रकोष्ठ/Board Level Appointment Cell)

GPOA 3, Netaji Nagar, New Delhi  
Dated the 11<sup>th</sup> December, 2025

To,  
CMDs/MDs of all CPSEs under Ministry of Steel

Subject: Shortlisting criteria for the posts Director (HR)/ Director (Pers/IR)

Sir/Madam,

Please find attached PESB's DO Letter No. 5/2/2025-PESB dated 24.11.2025 along-with Minutes of PESB Internal Meeting dated 04.02.2022 for information and strict compliance.

2. This may also be circulated among all executives for compliance.

Encl. as above

Yours Sincerely,

(शुभेन्दु होता/SubhenduHota)

अवर सचिव, भारत सरकार

Under Secretary to the Govt. of India

दिनेश कुमार वर्मा  
सचिव  
DINESH KUMAR VERMA  
Secretary  
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भारत सरकार  
Government of India  
लोक उद्यम चयन बोर्ड  
पांचवा तल, ब्लॉक-14  
लोक उद्यम भवन, सी.जी.ओ. कॉम्प्लेक्स  
लोधी रोड, नई दिल्ली-110003  
Public Enterprises Selection Board  
5th Floor, Block-14  
Public Enterprises Bhavan, C.G.O. Complex  
Lodhi Road, New Delhi-110003  
Dated the 24<sup>th</sup> November, 2025

D.O. No. 5/2/2025-PESB

Respected Ma'am/Sir,

Kindly refer to the D.O. letter dated 05.08.2022 circulating therewith Minutes of the Internal Meeting dated 04.02.2022 regarding shortlisting criteria for the posts of Director (HR)/ Director (Pers/IR). A copy of the Minutes are enclosed again for ready reference. It may be seen that as per the decision, the applicants for the above posts are required to be segregated into 3 categories on the basis of experience possessed by them and slots allocated amongst candidates falling under these categories.

2. In the recent past, it has been observed that many applicants are not mentioning those information of their experience in their applications, which are crucial for placing them in either of the 3 categories. As a result shortlisting their names for the post becomes difficult.

3. I would, therefore, request you to kindly circulate the decision of PESB dated 04.02.2022 amongst the prospective candidates for the post of Director (HR)/ Director (Pers/IR) with a request to provide requisite information in relevant column of their application form, whenever they apply. Nodal officers of your Ministry/ Deptt/ CPSE may also be directed to ensure that information crucial for segregation of applicants are indicated by them in remarks column, while forwarding applications.

JS(DNP)

With regards

Yours sincerely,

(Dinesh Kumar Verma)

Encls: As above.

To

1. Secretary to the Government of India
2. All CMDs/Chairman/MDs of CPSEs  
(Both as per the list enclosed)

**Minutes of Internal Meeting held on 04.02.2022 regarding shortlisting criteria for the posts of Director (HR)/ Director (Pers/IR)**

A Board meeting to discuss the shortlisting criteria for the posts of Director (HR)/ Director (Pers/IR) was held on 4.2.2022. During the meeting the following three categories of applicants were clearly defined and agreed upon.

- Category-I: Priority to applicants with 5 years experience during the last 10 years in HR/IR/Personnel.
- Category-II: Applicants with minimum 2 years' experience in HR/IR/Pers + 3 years as functional head of projects / plants having direct responsibility of 1000 workforce.
- Category-III: Applicants having experience as functional head of projects / plants having direct responsibility of at least 20% of the workforce.

2. During the meeting the Board also discussed matter pertaining to the distribution of the 6 slots allocated Internal Candidates. It was agreed that 3 slots will be allocated to Category-I and the other 3 slots will be allocated to Category-II and III. It was also decided that Chairperson will work out the details. Accordingly, the following principles for shortlisting have been drawn:

A. The 6 slots allocated for Internal candidates will be distributed as per the following details:

- (i) 3 Slots will be reserved Category-I
- (ii) The next 3 slot will be distributed to applicants from Category: II & III in the following order of priority:
  - (a) 1<sup>st</sup> priority to Category II
  - (b) 2<sup>nd</sup> priority to Category III

B. In the event there are not enough applicants under Category-I the vacant slots will be distributed in the following order of priority:

- (i) 1<sup>st</sup> priority to Category II
- (ii) 2<sup>nd</sup> priority to Category III

However, the slots for category-II & III will not exceed 3 each in the event there are no/not enough applicants from Category-I

C. Further, in the event where there are not enough applicants from Category-II & III, the vacant slots will be allocated to applicants under Category-I, if applicants are available.

3. The above categorization principles will be applied in prioritization for shortlisting of Sectoral, External, Central Government/SPSE/Private- Category-I first priority followed by Category-II and Category-III, in that order.



सुबॉग किपगेन  
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Public Enterprises Selection Board  
5<sup>th</sup> Floor, Block-14  
Public Enterprises Bhawan, C.G.O. Complex  
Lodhi Road, New Delhi-110003

D.O. No. 5/4/2021-PESB

Dated the 5<sup>th</sup> August, 2022

Dear Chairman/CMDs/MDs,

The Public Enterprises Selection Board (PESB), after detailed discussion and deliberation in its Internal Meetings held on 19.08.2021 and 04.02.2022, has drawn a comprehensive process for shortlisting of applicants for the posts of Director (Finance) and Director (HR/Pers) across CPSI's.

2. The processes approved by the Public Enterprises Selection Board (PESB) are attached at Annexure-I & II for information.

With Best Wishes,

Yours sincerely

o/k Kim  
(Kimbuong Kipgen)

Encls: As above.

To

All CMDs/ Chairmen/MDs of CPSI's

(As per list enclosed)