

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 110023
Date: 19.01.2026

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

Subject: Clarification regarding shortlisting criteria for the posts of Director (HR)/
Director (Pes/IR)

Sir/Madam,

In continuation of this Ministry's letter of even number dated 11.12.2025, please find enclosed PESB's OM No. 13/6/2025-PESB dated 24.12.2025 for information and necessary action. It is also requested that same may be suitably circulated among all the potential candidates as requested by the PESB.

Encl. as above

Yours sincerely,



(शुभेन्दु होता/Subhendu Hota)

अवर सचिव, भारत सरकार

Under Secretary to the Govt. of India

No. 13/6/2025-PESB
Government of India
Ministry of Personnel, Public Grievance & Pensions
Department of Personnel & Training
(Public Enterprises Selection Board)

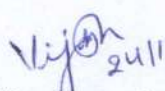
Block 14, CGO Complex,
Lodhi Road, New Delhi-110003
Dated: 24th December, 2025

OFFICE MEMORANDUM

Subject: Clarification on decision taken in Internal Meeting of PESB dated 04.02.2022 relating to Director (HR/Personnel).

Reference is invited to Minutes of Internal Meeting dated 04.02.2022 of PESB regarding shortlisting criteria for the posts of Director (HR)/ Director (Pers/IR) issued vide PESB D.O. letter dated 05.08.2022. It has been decided at Board level to issue clarification regarding the experience criteria circulated above. Accordingly, the experience criteria for applicants for the post of Director (HR)/ Director (Pers/IR) shall be as follows:-

- i. **Category-I:** Priority to applicants with 5 years experience during the last 10 years in HR/IR/Personnel.
 - ii. **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 during the last 10 years.
 - iii. **Category-III:** The applicant should have mandatory experience of five (05) years during the last ten (10) years as functional head of Projects/ Plants having direct responsibility of at least 20% of the workforce.
2. Other contents of the Minutes dated 04.02.2022 will remain unchanged.
 3. All Ministries/ Departments/ CPSEs are requested to give wide publicity to above amongst potential candidates for the post of Director (HR/ IR/ Pers).


(Vijay Kumar)
Under Secretary to the Government of India
Tele. No.: 011-24363817
Email: vijay.kumar81@gov.in

1. Secretaries to the Government of India
2. All CMDs/Chairman/MDs of CPSEs

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

GPOA 3, Netaji Nagar, New Delhi
Dated the 11th 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
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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 24th 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) 1st priority to Category II
 - (b) 2nd 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) 1st priority to Category II
- (ii) 2nd 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
सचिव
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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 Bhawan, C.G.O. Complex
Lodhi Road, New Delhi-110003

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

Dated the 5th 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)