

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: SR.MANAGER (SALT PRODUCTION)

POSITION TITLE	:	SR.MANAGER (SALT PRODUCTION)			
REPORT TO:	:	GM(WORKS), AGM(W),DGM(W)	REPORTED BY	MGR,AM,SUPERVISOR	
FUNCTION	:	TECHNICAL	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	SSL-GSR	APPROVED BY:	GM(WORKS)	
JOB SUMMARY:			INCHARGE OF PRODUCTION & MAINTENANCE FOR ENTIRE PRODUCTION DEPARTMENT.		
TOUCHPOINTS		EXTERNAL	INTERNAL		
		-OSD-TECH, -CLIENTS	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]		
ROLES & RESPONSIBILITIES		#	AREAS OF RESPONSIBILITIES		ROLE
		1	PRODUCTION		DRIVER
			<ul style="list-style-type: none"> - PRODUCTION OF SALT AS PER PRODUCTION SCHEDULE, - ACHIEVE MAX EFFICIENCY OF THE PLANT, - COST OPTIMIZATION, - MAINTENANCE OF PLANT. 		
		2	CO-ORDINATION WITH TECHNICAL TEAM		DRIVER
			CO-ORDINATION WITH TECHNICAL TEAM TO ENSURE MAX. PLANT UTILIZATION		
		3	RELATIONSHIP MANAGEMENT		DRIVER
			EFFECTIVE TEAM BUILDING WITH MAINTENANCE DEPARTMENT		
		4	COST OPTIMIZATION		THINKER
			ACHIEVE MAX. OUTPUT WITH LEAST RESOURCES		
		5	TRAINING & DEVELOPMENT		DRIVER
	TRAINING & DEVELOPMENT OF STAFF				
6	TEAM BUILDING AND SECOND LINE DEVELOPMENT		THINKER & DRIVER		
	<ul style="list-style-type: none"> - LEAD THE TEAM WITH THE HIGHEST ETHICAL STANDARD, BY MAINTAINING EXCELLENT COMMUNICATION, AND WHICH WILL BE MOTIVATING THE CONFIDENCE OF THE TEAM. - WORKING COLLABORATIVELY WITH ALL THE DEPARTMENTS, PEERS AND EMPLOYEES AS A TEAM WILL BE BENEFICIAL TO ACHIEVE DESIRED GOAL FOR THE COMPANY. - STRONG BELIEVER OF SECOND LINE DEVELOPMENT SO THAT, THE COMPANY IS ALWAYS HEALTHY IN TERMS OF EFFICIENT & EFFECTIVE WORKING HANDS. 				
BEHAVIOURAL COMPETENCIES		1	TECHNO-MAINTENANCE ABILITIES		
		2	GO GETTER		
		3	LEADERSHIP		
		4	PRODUCTIVITY & QUALITY FOCUS		
		5	TEAM MANAGEMENT & INTERPERSONAL SKILLS		
QUALIFICATION AND EXPERIENCE		EDUCATION: BE + CHEMICAL/MECHANICAL			
		FUNCTIONAL EXPERIENCE:			
		<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN SALT INDUSTRY/MANUFACTURING ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF PRODUCTION PROCESSES/SYSTEMS. 			
			QUALIFICATIONS	EXP. YRS.	
YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • B.TECH IN CHEMICAL ENGINEERING • POST GRADUATE IN ORGANIC OR IN ORGANIC SCIENCE • GRADUATE IN ORGANIC OR INORGANIC SCIENCE 	10 YEARS			
		14 YEARS			
		16 YEARS			

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: ASSISTANT MANAGER(SHIFT INCHARGE)

POSITION TITLE	:	ASSISTANT MANAGER (SHIFT INCHARGE)			
REPORT TO:	:	MANAGER (PRODUCTION)	REPORTED BY	JM,SUPERVISOR	
FUNCTION	:	TECHNICAL	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	SSL-GSR	APPROVED BY:	GM (WORKS)	
JOB SUMMARY:		INCHARGE OF PRODUCTION & MAINTENANCE ACITIVITIES.			
TOUCHPOINTS		EXTERNAL	INTERNAL		
		-OSD-TECH, -CLIENTS	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]		
ROLES & RESPONSIBILITIES		#	AREAS OF RESPONSIBILITIES		ROLE
		1	PRODUCTION		DRIVER
			<ul style="list-style-type: none"> - PRODUCTION OF SALT AS PER PRODUCTION SCHEDULE, - ACHIEVE MAX EFFICIENCY OF THE PLANT, - COST OPTIMIZATION, - MAINTENANCE OF PLANT. 		
		2	CO-ORDINATION WITH TECHNICAL TEAM		DRIVER
			CO-ORDINATION WITH TECHNICAL TEAM TO ENSURE MAX. PLANT UTILIZATION		
		3	RELATIONSHIP MANAGEMENT		DRIVER
			EFFECTIVE TEAM BUILDING WITH MAINTENANCE DEPT.		
		4	COST OPTIMIZATION		THINKER
			ACHIEVE MAX. OUTPUT WITH LEAST RESOURCES		
5	TRAINING & DEVELOPMENT		DRIVER		
	TRAINING & DEVELOPMENT OF STAFF				
6	PROCESS IMPROVEMENT		THINKER & DRIVER		
	ASSESS THE PROCESS/PROCESSES & REVIEW THE SYSTEM/PROCESS FOR BETTER EFFICIENCY/PRODUCTIVITY.				
BEHAVIOURAL COMPETENCIES		1	TECHNO- MAINTENANCE ABILITIES		
		2	GO GETTER		
		3	LEADERSHIP		
		4	PRODUCTIVITY & QUALITY FOCUS		
		5	TEAM MANAGEMENT & INTERPERSONAL SKILLS		
QUALIFICATION AND EXPERIENCE		EDUCATION: BE + CHEMICAL/MECHANICAL			
		FUNCTIONAL EXPERIENCE:			
		<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN SALT INDUSTRY/MANUFACTURING ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF PRODUCTION PROCESSES/SYSTEMS. 			
			QUALIFICATIONS		EXP. YRS.
	YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • B.TECH OR • DIPLOMA IN MECHANICAL OR CHEMICAL ELECTRICAL ENGINEERING 	03 YEARS 12 YEARS		

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: CHIEF MANAGER (P&A)

POSITION TITLE	:	CHIEF MANAGER (P&A)	REPORTED BY	SR MGR, MGR,AM, JM, CARETAKER
REPORT TO:	:	GM,C&MD	VERSION:	1.0
FUNCTION	:	HR& ADMIN	DATE:	03.12.2013
LOCATION	:	JP,KHOD	APPROVED BY:	GM(P&A)
JOB SUMMARY:		INCHARGE OF PERSONNEL AND ADMINISTRATION DEPARTMENT.		
TOUCHPOINTS	EXTERNAL	INTERNAL		
	-LIAISONING WITH OTHER PSU's	CORPORATE AND UNITS		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES	ROLE	
	1	PERSONNEL & ADMINISTRATION	DRIVER	
		<ul style="list-style-type: none"> - SUPERVISION OF ALL FUNCTION OF PERSONNEL AND ADMINISTRATION DEPARTMENT SUCH AS OFFICE ADMINISTRATION AND ESTABLISHMENT AND PERSONNEL & ADMIN MATTERS, - RECRUITMENT, APPOINTMENT , PROMOTION, AND TRAINING OF PERSONNEL - FORMULATION OF AND REVIEW OF PERSONNEL AND ADMINISTRATIVE POLICIES. 		
	2	CO-ORDINATION WITH OTHER ORGANISATION	DRIVER	
		CO-ORDINATION WITH OTHER ORGANISATION PLANNING, ORGANISANING, ARRANGING WORKSHOP AND SEMINARS		
	3	RELATIONSHIP MANAGEMENT	DRIVER	
		<ul style="list-style-type: none"> - EFFECTIVE TEAM BUILDING WITH ALL DEPARTMENTS, - PUBLIC RELATIONS AND ADVERTISEMENT & MEDIA ACTIVITIES. 		
	4	COST OPTIMIZATION	THINKER	
		ACHIEVE MAXIMUM OUTPUT WITH LEAST HUMAN RESOURCES		
	5	TRAINING & DEVELOPMENT	DRIVER	
	TRAINING & DEVELOPMENT OF STAFF			
6	PROCESS IMPROVEMENT	THINKER & DRIVER		
	PROVIDE GOOD WORKING CONDITIONS TO EMPLOYEES FOR BETTER EFFICIENCY & PRODUCTIVITY.			
BEHAVIOURAL COMPETENCIES		1	GOOD ADMINSTRATIVEL ABILITIES	
		2	GO GETTER	
		3	LEADERSHIP	
		4	COST EFFECTIVENESS & SYSTEM IMPROVEMENT	
		5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE		EDUCATION: MBA WITH PROFESSIONAL LAW		
		FUNCTIONAL EXPERIENCE:		
		<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN PERSONNEL AND ADMINISTRATION ARENA ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF RULES AND REGULATIONS 		
		YEARS OF EXPERIENCE	QUALIFICATIONS	EXP. YRS.
	<ul style="list-style-type: none"> • MBA WITH DEGREE IN PROFESSIONAL LAW OR WITH DIPLOMA IN PERSONNEL MANAGEMENT OR IR OR LABOUR WELFARE OR SOCIAL WELFARE OR • POST GRADUATE DIPLOMA IN PERSONNEL MANAGEMENT • MBA IN SPECIALIZATION IN HR OR • GRADUATE WITH DEGREE IN PROFESSIONAL LAW AND DIPLOMA IN PERSONNEL MANAGEMENT OR IN IR OR LABOUR WELFARE OR SOCIAL WELFARE. 	10 YEARS		
		12 YEARS		
		12 YEARS		
		12 YEARS		

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: ASSISTANT COMPANY SECRETARY

POSITION TITLE	:	ASSISTANT COMPANY SECRETARY			
REPORT TO:	:	COMPANY SECRETARY	REPORTED BY	COORDINATION EMPLOYEES	
FUNCTION	:	SECRETARIAL	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	SSL	APPROVED BY:	COMPANY SECRETARY	
JOB SUMMARY:			IN CHARGE OF SECRETARIAL ACTIVITIES		
TOUCHPOINTS		EXTERNAL	INTERNAL		
		-CONCERNED MINISTRY	ALL DEPARTMENTS		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE	
	1	SECRETARIAL		DRIVER	
		<ul style="list-style-type: none"> - ASSIST THE COMPANY SECRETARY IN MATTERS RELATING TO HOLDING & SUBSIDIARY COMPANY UNDER THE COMPANY LAWS FOR COMPLYING THE STATUTORY OBLIGATIONS, - HANDLING THE MATTER RELATING PROJECT OF PPP MODE AND OTHER BASIS 			
	2	CO-ORDINATION WITH OTHER DEPT & ORGANISATION		DRIVER	
		CO-ORDINATION WITH VARIOUS DEPARTMENTS' AND UNITS AND CONCERNED MINISTRY			
	3	RELATIONSHIP MANAGEMENT		DRIVER	
		EFFECTIVE TEAM BUILDING AND PREPARING AND MONITORING THE MIS.			
	4	COST OPTIMIZATION		THINKER	
		ACHIEVE MAX. OUTPUT WITH LEAST RESOURCES			
	5	TRAINING & DEVELOPMENT		DRIVER	
	TRAINING & DEVELOPMENT OF STAFF				
6	PROCESS IMPROVEMENT		THINKER & DRIVER		
	BETTER COORDINATION WITH ALL DEPARTMENTS. AND UNITS TO ACHIEVE BETTER EFFICIENCY.				
BEHAVIOURAL COMPETENCIES			1	SECRETARIAL ABILITIES	
			2	GO GETTER	
			3	LEADERSHIP	
			4	MIS & QUALITY FOCUS	
			5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE			EDUCATION: COMPANY SECRETARY FROM ICSI		
			FUNCTIONAL EXPERIENCE:		
			<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN SECRETARIAL PRACTICES ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF PREPARING THE MIS AND ITS MONITORING 		
				QUALIFICATIONS	EXP. YRS.
			YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • COMPANY SECRETARY FROM ICSI 	01 YEARS

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: GROUP GENERAL MANAGER

POSITION TITLE	:	GROUP GENERAL MANAGER		
REPORT TO:	:	C&MD	REPORTED BY	GM,AGM,DGM,CM,SM,MGR
FUNCTION	:	TECHNICAL	VERSION:	1.0
LOCATION	:	JP	DATE:	03.12.2013
APPROVED BY:		C&MD		
JOB SUMMARY:		IN CHARGE OF GROUP BUSINESS DEVELOPMENT.		
TOUCHPOINTS		EXTERNAL	INTERNAL	
		-CONCERNED MINISTRY, -CLIENTS	GM-W,SS, KHODL,DIVISIONAL HEAD AT CORPORATE, GM-COMM.,HO,CMD [HOD,CMD]	
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE
		<ul style="list-style-type: none"> - TO MANAGE MANUFACTURING UNITS OPERATIONS THROUGH UNIT HEADS, UPDATION OF TECHNOLOGIES, EXPANSIONS, REVIVAL OF ABANDONED PRODUCTION FACILITIES AND CLOSED DOWN FACILITIES AND EXPLORING VALUE ADDITION, NEW BUSINESS AND DIVERSIFICATION OPPORTUNITIES. - MAXIMISE THE PRODUCTION OF SALT AND VALUE ADDITION PRODUCTS, QUALITATIVE/ QUANTITATIVE IMPROVEMENTS, COST OPTIMISATION, OPTIMUM USE OF RESOURCES & APPROPRIATE UTILISATION OF MANUFACTURING FACILITIES. 		
	1	PROJECTS	DRIVER	
		<ul style="list-style-type: none"> - EXECUTIONS OF PROJECTS AND ITS RELATED MATTERS - PROVIDE TECHNICAL SUPPORTS TO THE UNITS - TO COORDINATE AND LIAISE WITH GOVT. AUTHORITIES TO FACILITATE CLEARANCES ON THE PROJECTS 		
	2	CO-ORDINATION WITH UNITS HEAD	DRIVER	
		CO-ORDINATION WITH UNITS HEAD TO ENSURE MAX. PLANT UTILIZATION & PROJECT EXECUTIONS		
	3	RELATIONSHIP MANAGEMENT	DRIVER	
		EFFECTIVE TEAM BUILDING WITH ALL.		
	4	COST OPTIMIZATION	THINKER	
		ACHIEVE MAX. OUTPUT WITH LEAST RESOURCES		
5	TRAINING & DEVELOPMENT	DRIVER		
	TRAINING & DEVELOPMENT OF STAFF			
6	PROCESS IMPROVEMENT	THINKER & DRIVER		
	ASSESS THE PROCESS/PROCESSES & REVIEW THE SYSTEM/PROCESS FOR BETTER EFFICIENCY/PRODUCTIVITY.			
BEHAVIOURAL COMPETENCIES		1	TECHNO-COMMERCIAL ABILITIES	
		2	GO GETTER	
		3	LEADERSHIP	
		4	PRODUCTIVITY & QUALITY FOCUS	
		5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE		EDUCATION: B.TECH + MBA		
		FUNCTIONAL EXPERIENCE:		
		<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN SALT INDUSTRY/MANUFACTURING ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF PRODUCTION PROCESSES/SYSTEMS. 		
			QUALIFICATIONS	EXP. YRS.
YEARS OF EXPERIENCE			<ul style="list-style-type: none"> • B.TECH +MBA • OR B.TECH • OR MBA 	20 YEARS 22 YEARS

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: GENERAL MANAGER (FINANCE & ACCOUNTS)

POSITION TITLE	:	GENERAL MANAGER (FINANCE & ACCOUNTS)			
REPORT TO:	:	C&MD	REPORTED BY	AGM,DGM,CM,SM,MGR,AM,JM	
FUNCTION	:	FINANCE & ACCOUNTS	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	JP	APPROVED BY:	C&MD	
JOB SUMMARY:			INCHARGE OF ALL FINANCE & ACCOUNTS OF THE COMPANY		
TOUCHPOINTS		EXTERNAL	INTERNAL		
		CONCERNED MINISTRY & CLIENTS	ALL DEPARTMENTAL HEAD AT CORPORATE & UNITS		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE	
	1	FINANCE & ACCOUNTS		DRIVER	
		<ul style="list-style-type: none"> - SUPERVISION OF FUNCTION OF FINANCE & ACCOUNTS DEPARTMENT, - PREPARATION OF ANNUAL BUDGET, ACCOUNTS,BALANCE SHEET, PERFORMANCE BUDGETING & INVESTMENT OF FUNDS, COSTING ETC., - REVIEW FORMULATION OF FINANCE POLICY & RULES, - ALL MATERS RELATING TO STATUTORY AUDIT & INSPECTION BY C&AG 			
	2	CO-ORDINATION WITH OTHER ORGANISATION		DRIVER	
		CO-ORDINATION WITH MOU TARGET RELATED TO FUNCTIONAL RESPONSIBILITIES			
	3	RELATIONSHIP MANAGEMENT		DRIVER	
		EFFECTIVE TEAM BUILDING WITH ALL DEPARTMENTS			
	4	TAX EXEMPTION & RETURNS		THINKER	
		MATTER RELATING TO INCOME TAX EXCEPTION & RETURNS			
5	TRAINING & DEVELOPMENT		DRIVER		
	TRAINING & DEVELOPMENT OF STAFF				
6	PROCESS IMPROVEMENT		THINKER & DRIVER		
	PRCOCESS IMPROVEMENT RELATED TO FINANCIAL ASPECTS OF THE COMPANY				
BEHAVIOURAL COMPETENCIES			1	FINANCIAL & ACCOUNTING ABILITIES	
			2	GO GETTER	
			3	LEADERSHIP	
			4	AUDIT & INSPECTION FOCUS	
			5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE			EDUCATION: CA/ICWA		
			FUNCTIONAL EXPERIENCE:		
			<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN FINANCE & ACCOUNTS ARENA ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF FINANCIAL PROCESSES. 		
				QUALIFICATIONS	EXP. YRS.
YEARS OF EXPERIENCE				<ul style="list-style-type: none"> • CA/ICWA, PREFERANCE WILL BE GIVEN HAVING ADDITIONAL QUALIFICATION OF COMPANY SECRETARY 	20 YEARS

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: SR. MANAGER (ADMIN & ESTATE)

POSITION TITLE	:	SR.MANAGER (ADMIN & ESTATE)			
REPORT TO:	:	GM(P&A) & DGM(P&A)	REPORTED BY	MGR,AM,JM	
FUNCTION	:	ADMIN	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	SSL-GSR	APPROVED BY:	GM(WORKS)	
JOB SUMMARY:			INCHARGE OF ADMIN & ESTATE OF UNIT		
TOUCHPOINTS		EXTERNAL	INTERNAL		
		-LAND & REVENUE AUTHORITIES, -CLIENTS	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE	
	1	ADMIN & ESTATE		DRIVER	
		<ul style="list-style-type: none"> - TO LIAISE & COMMUNICATE WITH SENIOR OFFICER ,COUNCIL MEMBERS, MEMBERS OF PUBLIC & MEMBERS OF PUBLIC & COMPANIES AS WELL AS PROFESSIONALS AT ALL LEVELS, ADMINISTRATIONS & SECRETARIATE - ALL ADMINISTRATIVE ACTIVITIES OF THE COMPANIES SUCH AS LIASONING WITH GOVERNMENT OFFICE, OFFICE MAINTENANCE ETC. - LAND ACQUISITIONS & ESTATE MATTERS - INVESTIGATIONS OF ENCROACHMENT AND ITS SUBSEQUENT ACTIONS - REPAIR, MAINTENANCE & RENOVATIONS OF PREMISES 			
	2	CO-ORDINATION WITH ALL DEPARTMENTS		DRIVER	
		CO-ORDINATION WITH ALL DEPARTMENTS FOR ADMINISTRATIVE AND ESTATE PURPOSES			
	3	RELATIONSHIP MANAGEMENT		DRIVER	
		EFFECTIVE TEAM BUILDING WITH ALL DEPT.			
	4	COST OPTIMIZATION		THINKER	
		ACHIEVE COST EFFECTIVENESS WITH LEAST RESOURCES			
	5	TRAINING & DEVELOPMENT		DRIVER	
		TRAINING & DEVELOPMENT OF STAFF			
	6	PROCESS IMPROVEMENT		THINKER & DRIVER	
		IMPROVE THE PROCESS AND SYSTEMS AND PREPARE POLICIES FOR ADMINISTRATION AND ESTATE FOR BETTER EFFICIENCY.			
BEHAVIOURAL COMPETENCIES			1	ADMINISTRATION & ESTATE ABILITIES	
			2	GO GETTER	
			3	LEADERSHIP	
			4	COST EFFECTIVENESS & SYSTEM IMPROVEMENT	
			5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE			EDUCATION: MBA WITH DEGREE IN PROFESSIONAL LAW		
			FUNCTIONAL EXPERIENCE:		
			<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN ADMIN & ESTATE FUNCTIONS ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF ADMIN & ESTATE PROCESSES/SYSTEMS. 		
				QUALIFICATIONS	EXP. YRS.
	YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • MBA WITH DEGREE IN PROFESSIONAL LAW OR WITH DIPLOMA IN PERSONNEL MANAGEMENT OR IR OR LABOUR WELFARE OR SOCIAL WELFARE OR • POST GRADUATE DIPLOMA PERSONNEL MANAGEMENT • MBA IN SPECIALIZATION IN HR OR • GRADUATE WITH DEGREE IN 	<ul style="list-style-type: none"> 08 YEARS 14 YEARS 10 YEARS 16 YEARS 		

		PROFESSIONAL LAW AND DIPLOMA IN PERSONNEL MANAGEMENT OR IN IR OR LABOUR WELFARE OR SOCIAL WELFARE	

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: SUPERVISOR(MECHANICAL)

POSITION TITLE	:	SUPERVISOR ((MECHANICAL)		
REPORT TO:	:	MANAGER (MAINTENANCE)	REPORTED BY	MAINTENANCE ASSOCIATES
FUNCTION	:	TECHNICAL	VERSION:	1.0
LOCATION	:	SSL-GSR	APPROVED BY:	GM(WORKS)
JOB SUMMARY:		INCHARGE OF MECHANICAL & MAINTENANCE ACTIVITIES.		
TOUCHPOINTS		EXTERNAL	INTERNAL	
		-OSD-TECH, -CLIENTS	MANAGER (MAINTENANCE & PRODUCTION)	
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE
	1	MAINTENANCE		DRIVER
		<ul style="list-style-type: none"> - SUPERVISE THE INSTALLATION AND REPAIR OF MECHANICAL EQUIPMENTS, SYSTEMS & FACILITIES AS PER SOP, - MAINTAIN RECORDS AND REPORTS REGARDING MAINTENANCE OF EQUIPMENTS, - REQUISITION & PURCHASE, SUPPLIES MATERIALS AND TOOLS 		
	2	CO-ORDINATION WITH TECHNICAL TEAM		DRIVER
		CO-ORDINATION WITH PRODUCTION & TECHNICAL TEAM TO ENSURE BETTER MAINTENANCE FOR MAX. PLANT UTILIZATION		
	3	RELATIONSHIP MANAGEMENT		DRIVER
		EFFECTIVE TEAM BUILDING WITH MAINTENANCE DEPT. FOR ACCOMPLISHMENT OF ASSIGNED TASKS		
	4	COST OPTIMIZATION		THINKER
		ACHIEVE MAX. OUTPUT WITH LEAST RESOURCES		
	5	TRAINING & DEVELOPMENT		DRIVER
	TRAINING & DEVELOPMENT OF STAFF			
6	PROCESS IMPROVEMENT		THINKER & DRIVER	
	ASSESS THE MECHANICAL PROCESSES & REVIEW THE SYSTEM/PROCESS FOR BETTER EFFICIENCY & PRODUCTIVITY.			
BEHAVIOURAL COMPETENCIES			1	TECHNO-MAINTENANCE ABILITIES
			2	GO GETTER
			3	LEADERSHIP
			4	MAINTENANCE & QUALITY FOCUS
			5	TEAM MANAGEMENT & INTERPERSONAL SKILLS
QUALIFICATION AND EXPERIENCE			EDUCATION: DIPLOMA IN MECHANICAL ENGINEERING	
			FUNCTIONAL EXPERIENCE:	
			<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN MECHANICAL, MAINTENANCE ACTIVITIES ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF STANDARD OPERATING PROCESSES. 	
				QUALIFICATIONS
				EXP. YRS.
YEARS OF EXPERIENCE			•	DIPLOMA IN MECHANICAL ENGINEERING
				06 YEARS

HINDUSTAN/SAMBHAR SALTS LIMITED
JOB PROFILE
POST NAME: MANAGER (R&D & QUALITY CONTROL)

POSITION TITLE	MANAGER (R&D & QUALITY CONTROL)				
REPORT TO:	GM(WORKS), DGM(WORKS)	REPORTED BY		AM, JM	
FUNCTION	TECHNICAL	VERSION:	1.0	DATE:	03.12.2013
LOCATION	SSL-GSR	APPROVED BY:	GM(WORKS)		
JOB SUMMARY:		INCHARGE OF QUALITY ASSUARANCE & R&D SECTION.			
TOUCHPOINTS		EXTERNAL	INTERNAL		
		-OSD-TECH, -CLIENTS	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE	
	1	R&D & QUALITY CONTROL		DRIVER	
		<ul style="list-style-type: none"> - PROVIDES QUALITY ASSUARANCE AT SITES TO PRODUCT DEVELOPMENT, TECHNICAL SERVICES PROCESSING, LABORATORY ANALYSIS & RELEASE OF PRODUCTS, - SUPPORTS THE COMPLAINTS AND TIMELY CLOSER OF ALL QUALITY ASSUARANCE APPROVAL, - REVIEW AND METHOD VALIDATION, - MONITOR CORRECTIVE & PREVENTIVE ACTIONS, - INSPECTIONS AND AUDITS 			
	2	CO-ORDINATION WITH TECHNICAL TEAM		DRIVER	
		CO-ORDINATION WITH CUSTOMERS REGARDING QUALITY RELATED ISSUE AND AGREEMENTS			
	3	RELATIONSHIP MANAGEMENT		DRIVER	
		EFFECTIVE TEAM BUILDING WITH PRODUCTION DEPT.			
	4	COST OPTIMIZATION		THINKER	
		ACHIEVE MAX. OUTPUT WITH LEAST RESOURCES			
	5	TRAINING & DEVELOPMENT		DRIVER	
	TRAINING & DEVELOPMENT OF STAFF				
6	PROCESS IMPROVEMENT		THINKER & DRIVER		
	ASSESS THE PROCESS/PROCESSES & REVIEW THE SYSTEM/PROCESS FOR BETTER EFFICIENCY/PRODUCTIVITY.				
BEHAVIOURAL COMPETENCIES		1	RESEARCH & DEVELOPMENTS ABILITIES		
		2	GO GETTER		
		3	LEADERSHIP		
		4	PRODUCTIVITY & QUALITY FOCUS		
		5	TEAM MANAGEMENT & INTERPERSONAL SKILLS		
QUALIFICATION AND EXPERIENCE		EDUCATION: BE + CHEMICAL/MECHANICAL			
		FUNCTIONAL EXPERIENCE:			
		<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN QUALITY ASSUARANCE ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF PRODUCTION PROCESSES/SYSTEMS. 			
			QUALIFICATIONS	EXP. YRS.	
YEARS OF EXPERIENCE			<ul style="list-style-type: none"> • B.TECH WITH MBA OR EQUIVALENT OR HIGHER TECHNICAL OR PROFESSIONAL QUALIFICATIONS • B.TECH OR MBA OR EQUIVALENT OR HIGHER TECHNICAL OR PROFESSIONAL QUALIFICATIONS • TECHNICAL/ PROFESSIONAL DIPLOMA 	03 YEARS 05 YEARS 14 YEARS	

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: GM (WORKS)

POSITION TITLE	:	GM(WORKS)		
REPORT TO:	:	CMD	REPORTED BY	SR. MGR, MGR,AM,SUPERVISOR
FUNCTION	:	TECHNICAL	VERSION:	1.0
LOCATION	:	SSL	DATE:	08.11.2013
JOB SUMMARY:			APPROVED BY:	CMD
AS BUSINESS HEAD FOR SSL UNIT.				
TOUCHPOINTS		EXTERNAL	INTERNAL	
		-CMD, -CLIENTS	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]	
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE
	1	PRODUCTION		DRIVER
		<ul style="list-style-type: none"> - PRODUCTION OF SALT AS PER PRODUCTION SCHEDULE, - ACHIEVE MAX EFFICIENCY OF THE PLANT, - COST OPTIMIZATION, - MAINTENANCE OF PLANT EQUIPMENT 		
	2	CO-ORDINATION WITH TECHNICAL TEAM		DRIVER
		CO-ORDINATION WITH TECHNICAL TEAM TO ENSURE MAX. PLANT UTILIZATION		
	3	RELATIONSHIP MANAGEMENT		DRIVER
		EFFECTIVE TEAM BUILDING WITH MAINTENANCE DEPT.		
	4	COST OPTIMIZATION		THINKER
		ACHIEVE MAX. OUTPUT WITH LEAST RESOURCES		
	5	TRAINING & DEVELOPMENT		DRIVER
	TRAINING & DEVELOPMENT OF STAFF			
6	TEAM BUILDING AND SECOND LINE DEVELOPMENT		THINKER & DRIVER	
	LEAD THE TEAM WITH THE HIGHEST ETHICAL STANDARDS, BY MAINTAINING EXCELLENT COMMUNICATION, WHICH WILL BE MOTIVATING THE CONFIDENCE OF THE TEAM. WORKING COLLABORATIVELY WITH ALL THE DEPARTMENTS, PEERS AND EMPLOYEES AS A TEAM WILL BE BENEFICIAL TO ACHIEVE DESIRED GOAL FOR THE COMPANY. STRONG BELIEVER OF SECOND LINE DEVELOPMENT SO THAT THE COMPANY IS ALWAYS HEALTHY IN TERMS OF EFFICIENT & EFFECTIVE WORKING HANDS.			
BEHAVIOURAL COMPETENCIES			1	TECHNO-COMMERCIAL ABILITIES
			2	GO GETTER
			3	LEADERSHIP
			4	PRODUCTIVITY & QUALITY FOCUS
			5	TEAM MANAGEMENT & INTERPERSONAL SKILLS
QUALIFICATION AND EXPERIENCE			EDUCATION: BE + MBA	
			FUNCTIONAL EXPERIENCE:	
			<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN SALT INDUSTRY/MANUFACTURING ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF PRODUCTION PROCESSES/SYSTEMS. 	
			QUALIFICATION	EXP
YEARS OF EXPERIENCE:			<ul style="list-style-type: none"> • B.TECH + MBA OR • B.TECH OR MBA • EX-SERVICEMAN WITH REQUIRED ADMINISTRATIVE OR TECHNICAL EXPERIENCE MAY ALSO APPLY. 	18 20 20

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: MANAGER (ADMIN & ESTATE)

POSITION TITLE	:	MANAGER (ADMIN & ESTATE)			
REPORT TO:	:	DGM(P&A), CM(P&A), SR. MGR(P&A)	REPORTED BY	AM, JM	
FUNCTION	:	ADMIN	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	SSL-GSR	APPROVED BY:	GM(WORKS)	
JOB SUMMARY:		INCHARGE OF ADMIN & ESTATE OF UNIT			
TOUCHPOINTS		EXTERNAL	INTERNAL		
		-LAND & REVENUE AUTHORITIES, -CLIENTS	GM-W,SSL, DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE	
	1	ADMIN & ESTATE		DRIVER	
		<ul style="list-style-type: none"> - TO LIAISE & COMMUNICATE WITH SENIOR OFFICER ,COUNCIL MEMBERS, MEMBERS OF PUBLIC & MEMBERS OF PUBLIC & COMPANIES AS WELL AS PROFESSIONALS AT ALL LEVELS, ADMINISTRATIONS & SECRETARIATE - ALL ADMINISTRATIVE ACTIVITIES OF THE COMPANIES SUCH AS LIAISONING WITH GOVERNMENT OFFICE, OFFICE MAINTENANCE ETC. - LAND ACQUISITIONS & ESTATE MATTERS - INVESTIGATIONS OF ENCROACHMENT AND ITS SUBSEQUENT ACTIONS - REPAIR, MAINTENANCE & RENOVATIONS OF PREMISES 			
	2	CO-ORDINATION WITH ALL DEPARTMENTS		DRIVER	
		CO-ORDINATION WITH ALL DEPARTMENTS FOR ADMINISTRATIVE AND ESTATE PURPOSES			
	3	RELATIONSHIP MANAGEMENT		DRIVER	
		EFFECTIVE TEAM BUILDING WITH ALL DEPT.			
	4	COST OPTIMIZATION		THINKER	
		ACHIEVE COST EFFECTIVENESS WITH LEAST RESOURCES			
	5	TRAINING & DEVELOPMENT		DRIVER	
	TRAINING & DEVELOPMENT OF STAFF				
6	PROCESS IMPROVEMENT		THINKER & DRIVER		
	IMPROVE THE PROCESS AND SYSTEMS AND PREPARE POLICIES FOR ADMINISTRATION AND ESTATE FOR BETTER EFFICIENCY.				
BEHAVIOURAL COMPETENCIES		1	ADMINISTRATION & ESTATE ABILITIES		
		2	GO GETTER		
		3	LEADERSHIP		
		4	COST EFFECTIVENESS & SYSTEM IMPROVEMENT		
		5	TEAM MANAGEMENT & INTERPERSONAL SKILLS		
QUALIFICATION AND EXPERIENCE		EDUCATION: MBA WITH DEGREE IN PROFESSIONAL LAW			
		FUNCTIONAL EXPERIENCE:			
		<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN ADMIN & ESTATE FUNCTIONS ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF ADMIN PROCESSES/SYSTEMS. 			
			QUALIFICATIONS	EXP. YRS.	
YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • MBA WITH DEGREE IN PROFESSIONAL LAW OR WITH DIPLOMA IN PERSONNEL MANAGEMENT OR IR OR LABOUR WELFARE OR SOCIAL WELFARE OR • POST GRADUATE DIPLOMA PERSONNEL MANAGEMENT • MBA IN SPECIALIZATION IN HR OR • GRADUATE WITH DEGREE IN 	03 YEARS			
		12 YEARS			
		05 YEARS			
		14 YEARS			

		PROFESSIONAL LAW AND DIPLOMA IN PERSONNEL MANAGEMENT OR IN IR OR LABOUR WELFARE OR SOCIAL WELFARE	

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: MANAGER (FINANCE & ACCOUNTS)

POSITION TITLE	:	MANAGER(FINANCE & ACCOUNTS)		
REPORT TO:	:	SR. MANAGER(F&A)	REPORTED BY	A.M.,JR.MGR
FUNCTION	:	FINANCE & ACCOUNTS	VERSION:	1.0 DATE: 03.12.2013
LOCATION	:	JP	APPROVED BY:	C&MD
JOB SUMMARY:		INCHARGE OF FINANCE & ACCOUNTS OF THE DEPARTMENT		
TOUCHPOINTS		EXTERNAL	INTERNAL	
		CONCERNED MINISTRY & CLIENTS	ALL DEPARTMENTAL HEAD AT CORPORATE & UNITS	
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE
	1	FINANCE & ACCOUNTS		DRIVER
		<ul style="list-style-type: none"> - SUPERVISION OF FUNCTION OF FINANCE & ACCOUNTS DEPARTMENT, - PREPARATION OF ANNUAL BUDGET, ACCOUNTS,BALANCE SHEET, PERFORMANCE BUDGETING & INVESTMENT OF FUNDS, COSTING ETC., - REVIEW FORMULATION OF FINANCE POLICY & RULES, - ALL MATERS RELATING TO STATUTORY AUDIT & INSPECTION BY C&AG 		
	2	CO-ORDINATION WITH OTHER ORGANISATION		DRIVER
		CO-ORDINATION WITH MOU TARGET RELATED TO FUNCTIONAL RESPONSIBILITIES		
	3	RELATIONSHIP MANAGEMENT		DRIVER
		EFFECTIVE TEAM BUILDING WITH ALL DEPARTMENTS		
	4	TAX EXEMPTION & RETURNS		THINKER
		MATTER RELATING TO INCOME TAX EXCEPTION & RETURNS		
	5	TRAINING & DEVELOPMENT		DRIVER
	TRAINING & DEVELOPMENT OF STAFF			
6	PROCESS IMPROVEMENT		THINKER & DRIVER	
	PROCOESS IMPROVEMENT RELATED TO FINANCIAL ASPECTS OF THE COMPANY			
BEHAVIOURAL COMPETENCIES		1	FINANCIAL & ACCOUNTING ABILITIES	
		2	GO GETTER	
		3	LEADERSHIP	
		4	AUDIT & INSPECTION FOCUS	
		5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE		EDUCATION: CA/ICWA		
		FUNCTIONAL EXPERIENCE:		
		<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN FINANCE & ACCOUNTS ARENA ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF FINANCIAL PROCESSES. 		
			QUALIFICATIONS	EXP. YRS.
	YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • CA/ OR ICWA, • CA/ICWA (INTER) OR • M.COM. • B.COM. 	01 YEARS 07 YEARS 12 YEARS 14 YEARS	

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: JR. MANAGER (P&A)

POSITION TITLE	:	JR. MANAGER (P&A)		
REPORT TO:	:	MGR (P&A), AM(P&A)	REPORTED BY	SUPERVISOR,CARETAKER
FUNCTION	:	HR & ADMIN	VERSION:	1.0
LOCATION	:	SAMBHAR	DATE:	03.12.2013
			APPROVED BY:	GM(P&A)
JOB SUMMARY:		INCHARGE OF PERSONNEL AND ADMINISTRATION ACTIVITIES		
TOUCHPOINTS	EXTERNAL	INTERNAL		
	-LIAISONING WITH OTHER PSU's	CORPORATE AND UNITS		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE
	1	PERSONNEL & ADMINISTRATION		DRIVER
		<ul style="list-style-type: none"> - SUPERVISION OF ALL FUNCTION OF PERSONNEL AND ADMINISTRATION DEPARTMENT SUCH AS OFFICE ADMINISTRATION AND ESTABLISHMENT AND PERSONNEL AND ADMIN MATTERS, - RECRUITMENT, APPOINTMENT, PROMOTION, AND TRAINING OF PERSONNEL - FORMULATION OF AND REVIEW OF PERSONNEL AND ADMINISTRATIVE POLICIES. 		
	2	CO-ORDINATION WITH OTHER ORGANISATION		DRIVER
		CO-ORDINATION WITH OTHER ORGANISATION PLANNING, ORGANISANING, ARRANGING WORKSHOP AND SEMINARS		
	3	RELATIONSHIP MANAGEMENT		DRIVER
		<ul style="list-style-type: none"> - EFFECTIVE TEAM BUILDING WITH ALL DEPARTMENTS, - PUBLIC RELATIONS AND ADVERTISEMENT & MEDIA ACTIVITIES. 		
	4	COST OPTIMIZATION		THINKER
		ACHIEVE MAXIMUM OUTPUT WITH LEAST HUMAN RESOURCES		
	5	TRAINING & DEVELOPMENT		DRIVER
	TRAINING & DEVELOPMENT OF STAFF			
6	PROCESS IMPROVEMENT		THINKER & DRIVER	
	PROVIDE GOOD WORKING CONDITIONS TO EMPLOYEES FOR BETTER EFFICIENCY/PRODUCTIVITY.			
BEHAVIOURAL COMPETENCIES		1	GOOD ADMINSTRATIVE ABILITIES	
		2	GO GETTER	
		3	LEADERSHIP	
		4	COST EFFECTIVENESS & SYSTEM IMPROVEMENT	
		5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE		EDUCATION: MBA WITH PROFESSIONAL LAW		
		FUNCTIONAL EXPERIENCE:		
		<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN PERSONNEL AND ADMINISTRATION ARENA ▪ ANALYTICAL THINKER ▪ IN-DEPTH KNOWLEDGE OF RULES AND REGULATIONS 		
			QUALIFICATIONS	EXP. YRS.
	YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • POST GRADUATE DIPLOMA IN PERSONNEL MANAGEMENT OR • DEGREE IN LAW WITH DIPLOMA OR ABOVE IN PERSONNEL MANAGEMENT OR IR OR LABOUR WELFARE OR SOCIAL WELFARE OR • MBA IN SPECIALISATION IN HR 	<p style="text-align: center;">01 YEARS</p> <p style="text-align: center;">03 YEARS</p> <p style="text-align: center;">01 YEARS</p>	

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: SR.MANAGER (COMMERCIAL)

POSITION TITLE	:	SR.MANAGER (COMMERCIAL)			
REPORT TO:	:	GM(COMMERCIAL)	REPORTED BY	DY. MGR (COMMERCIAL),AM, JM,EXECUTIVE, ENGINEER, ASSTT.	
FUNCTION	:	COMMERCIAL	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	JP,SSL-GSR	APPROVED BY:	GM(WORKS)	
JOB SUMMARY:			TO ACHIEVE THE TARGETS GIVEN BY HOD FOR PROCUREMENT AND CONTRACTS FOR UNITS AND HO. & INCHARGE OF COMMERCIAL ACTIVITIES		
TOUCHPOINTS		EXTERNAL	INTERNAL		
		- STATUTORY AUTHORITIES, SUPPLIERS, CONTRACTORS AND CONSULTANTS	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES		ROLE	
	1	EQUIPMENT & SERVICE PROVIDER SOURCING WITH COST CONTROL		DRIVER	
		<ul style="list-style-type: none"> - SOURCING OF OEMS / RAW MATERIAL SUPPLIERS AND SERVICE PROVIDERS FOR SALT PRODUCTION, COMMERCIALY EVALUATING THE PRICE AND FINALIZATION OF FACILITY IN OPTIMUM PRICE IN CONSULTATION WITH TECHNICAL TEAM (END USER). - THE PRICE FINALIZED SHOULD BE WITHIN THE COST CONSIDERED IN APPROVED INDENT & ENSURE TO ACHIEVE THE OPTIMUM PROCUREMENT COST - RELEASED REPEAT POS IN COST LOWER THAN THE COST ORDERED EARLIER WHICH RESULTED IN SIGNIFICANT COST SAVING FOR THE COMPANY.. 			
	2	CO-ORDINATION WITH TECHNICAL TEAM		DRIVER	
		CO- ORDINATION WITH TECHNICAL / PROJECT TEAM TO ENSURE BEST EQUIPMENT ORDERED WITHIN CAPITAL COST (WBS ACHIEVEMENT) FOR SOLAR AND OTHER PROJECTS.			
	3	RELATIONSHIP MANAGEMENT		DRIVER	
		ESTABLISH AND MAINTAIN STRONG RELATIONSHIP WITH TECHNICAL / PROJECT TEAM FOR BETTER UNDERSTANDING OF THE PROJECT REQUIREMENT. WORK COHESIVELY WITH DEPARTMENTAL HEADS AND OTHER TEAM MEMBERS TO IMPROVE INTERNAL CUSTOMER SATISFACTION AND SATISFACTION OF EXTERNAL PARTIES INVOLVED IN THE PROJECT.			
	4	RISK MANAGEMEME		THINKER	
		IDENTIFY, EVALUATE AND ANALYZE THE FORTH COMING RISK FOR THE PROJECT/PRODUCTION UNITS. GENERATE A SYSTEM TO ERADICATE THE RISK SO THAT THE SAME SHOULD NOT AFFECT THE COST AND TIME OF JOB.			
	5	EVALUATING AND REPORTING		DRIVER	
	CONDUCT A WEEKLY INTERNAL MEETING WITH REPORTING TEAM MEMBERS TO EVALUATE THE WORK FLOW AND WORK BALANCE AMONG THE TEAM. ALSO TO EVALUATE THE TIMELY COMPLETION OF THE ASSIGNED WORK WHICH INTURN WILL AFFECT THE TIMELY COMPLETION OF THE PROJECT. REPORTING OF SAME TO HIGHER AUTHORITIES / DECISION MAKERS (GM-COMMERCIAL) OF THE MANAGEMENT TO GET THEIR ADVICE ON RELATED ISSUES.				
6	CONTRACT EXECUTION		THINKER & DRIVER		
	DISCUSSING WITH RELATED TEAM MEMBERS AND WITH LEGAL DEPTT. ON TECHNICAL AND COMMERCIAL GROUNDS FOR FINALIZATION OF THE CONTRACT SO THAT WORK ORDER CAN BE GENERATED FOR CONTRACTORS & SERVICE PROVIDERS. TO ENSURE TIMELY BILL CERTIFICATION AND ORDER TO ENSURE TIMELY PAYMENT OF THE CONTRACTORS / SERVICE PROVIDERS.				

	7	TEAM BUILDING AND SECOND LINE DEVELOPMENT	THINKER & DRIVER
		LEAD THE TEAM WITH THE HIGHEST ETHICAL STANDARDS, BY MAINTAINING EXCELLENT COMMUNICATION, WHICH WILL BE MOTIVATING THE CONFIDENCE OF MY TEAM. WORKING COLLABORATIVELY WITH ALL THE DEPARTMENTS, PEERS AND EMPLOYEES AS A TEAM WILL BE BENEFICIAL TO ACHIEVE DESIRED GOAL FOR THE COMPANY. STRONG BELIVER OF SECOND LINE DEVELOPMENT SO THAT THE COMPANY IS ALWAYS HEALTHY IN TERMS OF EFFICIENT & EFFECTIVE WORKING HANDS.	
BEHAVIOURAL COMPETENCIES	1	TECHNO-COMMERCIAL ABILITIES	
	2	GO GETTER	
	3	LEADERSHIP	
	4	PRODUCTIVITY & QUALITY FOCUS	
	5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE	EDUCATION: BE + CHEMICAL/MECHANICAL & MBA IN SUPPLY CHAIN MANAGEMENT OR PGDMM FROM IIMM.		
	FUNCTIONAL EXPERIENCE:		
	<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN COMMERCIAL SKILLS RELATED TO SALT PRODUCTION/MANUFACTURING SECTORS ▪ GOOD NEGOTIATION SKILL WHICH HELPS TO SAVE SIGNIFICANT AMOUNT FOR THE COMPANY ▪ IN-DEPTH KNOWLEDGE OF TECHNICAL ISSUES RELATED TO SALT BUSINESS. THIS HELPS WHILE DISCUSSING ON TECHNICAL POINTS AT ANY LEVEL WITH VENDORS & INTERNALLY. 		
		QUALIFICATIONS	EXP. YRS.
	YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • B.TECH WITH MBA IN MATERIAL MANAGEMENT OR • MBA OR PG IN MATERIAL MANAGEMENT OR SUPPLY CHAIN MANAGEMENT 	<p style="text-align: center;">14 YEARS</p> <p style="text-align: center;">16 YEARS</p>

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: MANAGER (COMMERCIAL)

POSITION TITLE	:	MANAGER (COMMERCIAL)			
REPORT TO:	:	SR. MGR(COMMERCIAL)	REPORTED BY	DY. MGR (COMMERCIAL),AM, JM, SUPERVISOR	
FUNCTION	:	COMMERCIAL	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	JP,SSL-GSR	APPROVED BY:	GM(WORKS)	
JOB SUMMARY:			TO ACHIEVE THE TARGETS GIVEN BY HOD FOR PROCUREMENT AND CONTRACTS FOR UNITS AND HO. & INCHARGE OF COMMERCIAL ACTIVITIES		
TOUCHPOINTS	EXTERNAL		INTERNAL		
	- STATUTORY AUTHORITIES, SUPPLIERS, CONTRACTORS AND CONSULTANTS		GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES			ROLE
	1	EQUIPMENT & SERVICE PROVIDER SOURCING WITH COST CONTROL			DRIVER
		<ul style="list-style-type: none"> - SOURCING OF OEMS / RAW MATERIAL SUPPLIERS AND SERVICE PROVIDERS FOR SALT PRODUCTION, COMMERCIALY EVALUATING THE PRICE AND FINALIZATION OF FACILITY IN OPTIMUM PRICE IN CONSULTATION WITH TECHNICAL TEAM (END USER). - THE PRICE FINALIZED SHOULD BE WITHIN THE COST CONSIDERED IN APPROVED INDENT & ENSURE TO ACHIEVE THE OPTIMUM PROCUREMENT COST - RELEASED REPEAT POS IN COST LOWER THAN THE COST ORDERED EARLIER WHICH RESULTED IN SIGNIFICANT COST SAVING FOR THE COMPANY.. 			
	2	CO-ORDINATION WITH TECHNICAL TEAM			DRIVER
		CO- ORDINATION WITH TECHNICAL / PROJECT TEAM TO ENSURE BEST EQUIPMENT ORDERED WITHIN CAPITAL COST (WBS ACHIEVEMENT) FOR SOLAR AND OTHER PROJECTS.			
	3	RELATIONSHIP MANAGEMENT			DRIVER
		ESTABLISH AND MAINTAIN STRONG RELATIONSHIP WITH TECHNICAL / PROJECT TEAM FOR BETTER UNDERSTANDING OF THE PROJECT REQUIREMENT. WORK COHESIVELY WITH DEPARTMENTAL HEADS AND OTHER TEAM MEMBERS TO IMPROVE INTERNAL CUSTOMER SATISFACTION AND SATISFACTION OF EXTERNAL PARTIES INVOLVED IN THE PROJECT.			
	4	RISK MANAGEME			THINKER
		IDENTIFY, EVALUATE AND ANALYZE THE FORTH COMING RISK FOR THE PROJECT/PRODUCTION UNITS. GENERATE A SYSTEM TO ERADICATE THE RISK SO THAT THE SAME SHOULD NOT AFFECT THE COST AND TIME OF JOB.			
5	EVALUATING AND REPORTING			DRIVER	
	CONDUCT A WEEKLY INTERNAL MEETING WITH REPORTING TEAM MEMBERS TO EVALUATE THE WORK FLOW AND WORK BALANCE AMONG THE TEAM. ALSO TO EVALUATE THE TIMELY COMPLETION OF THE ASSIGNED WORK WHICH INTURN WILL AFFECT THE TIMELY COMPLETION OF THE PROJECT. REPORTING OF SAME TO HIGHER AUTHORITIES / DECISION MAKERS (GM-COMMERCIAL) OF THE MANAGEMENT TO GET THEIR ADVICE ON RELATED ISSUES.				
6	CONTRACT EXECUTION			THINKER & DRIVER	
	DISCUSSING WITH RELATED TEAM MEMBERS AND WITH LEGAL DEPTT. ON TECHNICAL AND COMMERCIAL GROUNDS FOR FINALIZATION OF THE CONTRACT SO THAT WORK ORDER CAN BE GENERATED FOR CONTRACTORS & SERVICE PROVIDERS. TO ENSURE TIMELY BILL CERTIFICATION AND ORDER TO ENSURE TIMELY PAYMENT OF THE CONTRACTORS / SERVICE PROVIDERS.				

	7	TEAM BUILDING AND SECOND LINE DEVELOPMENT	THINKER & DRIVER
		LEAD THE TEAM WITH THE HIGHEST ETHICAL STANDARDS, BY MAINTAINING EXCELLENT COMMUNICATION, WHICH WILL BE MOTIVATING THE CONFIDENCE OF MY TEAM. WORKING COLLABORATIVELY WITH ALL THE DEPARTMENTS, PEERS AND EMPLOYEES AS A TEAM WILL BE BENEFICIAL TO ACHIEVE DESIRED GOAL FOR THE COMPANY. STRONG BELIVER OF SECOND LINE DEVELOPMENT SO THAT THE COMPANY IS ALWAYS HEALTHY IN TERMS OF EFFICIENT & EFFECTIVE WORKING HANDS.	
BEHAVIOURAL COMPETENCIES	1	TECHNO-COMMERCIAL ABILITIES	
	2	GO GETTER	
	3	LEADERSHIP	
	4	PRODUCTIVITY & QUALITY FOCUS	
	5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE	EDUCATION: B.E.(MECHANICAL) & MBA IN SUPPLY CHAIN MANAGEMENT OR PGDMM FROM IIMM.		
	FUNCTIONAL EXPERIENCE:		
	<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN COMMERCIAL SKILLS RELATED TO SALT PRODUCTION/MANUFACTURING SECTORS ▪ GOOD NEGOTIATION SKILL WHICH HELPS TO SAVE SIGNIFICANT AMOUNT FOR THE COMPANY ▪ IN-DEPTH KNOWLEDGE OF TECHNICAL ISSUES RELATED TO SALT BUSINESS. THIS HELPS WHILE DISCUSSING ON TECHNICAL POINTS AT ANY LEVEL WITH VENDORS & INTERNALLY. 		
		QUALIFICATIONS	EXP. YRS.
YEARS OF EXPERIENCE		<ul style="list-style-type: none"> • B.TECH WITH MBA OR EQUIVALENT OR HIGHER TECHNICAL OR PROFESSIONAL QUALIFICATIONS 	03 YEARS
		<ul style="list-style-type: none"> • B.TECH OR MBA OR EQUIVALENT OR HIGHER TECHNICAL OR PROFESSIONAL QUALIFICATIONS 	05 YEARS
		<ul style="list-style-type: none"> • TECHNICAL/ PROFESSIONAL DIPLOMA 	14 YEARS

HINDUSTAN/SAMBHAR SALTS LIMITED

JOB PROFILE

POST NAME: JR. MANAGER (COMMERCIAL)

POSITION TITLE	:	JR. MANAGER (COMMERCIAL)			
REPORT TO:	:	MGR(COMMERCIAL)	REPORTED BY		SUPERVISOR
FUNCTION	:	COMMERCIAL	VERSION:	1.0	DATE: 03.12.2013
LOCATION	:	JP,SSL-GSR	APPROVED BY:	GM(WORKS)	
JOB SUMMARY:			TO ACHIEVE THE TARGETS GIVEN BY HOD FOR PROCUREMENT AND CONTRACTS FOR UNITS AND HO.		
TOUCHPOINTS	EXTERNAL		INTERNAL		
	- STATUTORY AUTHORITIES, SUPPLIERS, CONTRACTORS AND CONSULTANTS		GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD]		
ROLES & RESPONSIBILITIES	#	AREAS OF RESPONSIBILITIES			ROLE
	1	EQUIPMENT & SERVICE PROVIDER SOURCING WITH COST CONTROL			DRIVER
		<ul style="list-style-type: none"> - SOURCING OF OEMS / RAW MATERIAL SUPPLIERS AND SERVICE PROVIDERS FOR SALT PRODUCTION, COMMERCIALY EVALUATING THE PRICE AND FINALIZATION OF FACILITY IN OPTIMUM PRICE IN CONSULTATION WITH TECHNICAL TEAM (END USER). - THE PRICE FINALIZED SHOULD BE WITHIN THE COST CONSIDERED IN APPROVED INDENT & ENSURE TO ACHIEVE THE OPTIMUM PROCUREMENT COST - RELEASED REPEAT POS IN COST LOWER THAN THE COST ORDERED EARLIER WHICH RESULTED IN SIGNIFICANT COST SAVING FOR THE COMPANY.. 			
	2	CO-ORDINATION WITH TECHNICAL TEAM			DRIVER
		CO-ORDINATION WITH TECHNICAL / PROJECT TEAM TO ENSURE BEST EQUIPMENT ORDERED WITHIN CAPITAL COST (WBS ACHIEVEMENT) FOR SOLAR AND OTHER PROJECTS.			
	3	RELATIONSHIP MANAGEMENT			DRIVER
		ESTABLISH AND MAINTAIN STRONG RELATIONSHIP WITH TECHNICAL / PROJECT TEAM FOR BETTER UNDERSTANDING OF THE PROJECT REQUIREMENT. WORK COHESIVELY WITH DEPARTMENTAL HEADS AND OTHER TEAM MEMBERS TO IMPROVE INTERNAL CUSTOMER SATISFACTION AND SATISFACTION OF EXTERNAL PARTIES INVOLVED IN THE PROJECT.			
	4	RISK MANAGEMEN			THINKER
		IDENTIFY, EVALUATE AND ANALYZE THE FORTH COMING RISK FOR THE PROJECT/PRODUCTION UNITS. GENERATE A SYSTEM TO ERADICATE THE RISK SO THAT THE SAME SHOULD NOT AFFECT THE COST AND TIME OF JOB.			
	5	EVALUATING AND REPORTING			DRIVER
	CONDUCT A WEEKLY INTERNAL MEETING WITH REPORTING TEAM MEMBERS TO EVALUATE THE WORK FLOW AND WORK BALANCE AMONG THE TEAM. ALSO TO EVALUATE THE TIMELY COMPLETION OF THE ASSIGNED WORK WHICH INTURN WILL AFFECT THE TIMELY COMPLETION OF THE PROJECT. REPORTING OF SAME TO HIGHER AUTHORITIES / DECISION MAKERS (GM-COMMERCIAL) OF THE MANAGEMENT TO GET THEIR ADVICE ON RELATED ISSUES.				
6	CONTRACT EXECUTION			THINKER & DRIVER	
	DISCUSSING WITH RELATED TEAM MEMBERS AND WITH LEGAL DEPTT. ON TECHNICAL AND COMMERCIAL GROUNDS FOR FINALIZATION OF THE CONTRACT SO THAT WORK ORDER CAN BE GENERATED FOR CONTRACTORS & SERVICE PROVIDERS. TO ENSURE TIMELY BILL CERTIFICATION AND ORDER TO ENSURE TIMELY PAYMENT OF THE CONTRACTORS / SERVICE PROVIDERS.				

	7	TEAM BUILDING AND SECOND LINE DEVELOPMENT	THINKER & DRIVER
		LEAD THE TEAM WITH THE HIGHEST ETHICAL STANDARDS, BY MAINTAINING EXCELLENT COMMUNICATION, WHICH WILL BE MOTIVATING THE CONFIDENCE OF MY TEAM. WORKING COLLABORATIVELY WITH ALL THE DEPARTMENTS, PEERS AND EMPLOYEES AS A TEAM WILL BE BENEFICIAL TO ACHIEVE DESIRED GOAL FOR THE COMPANY. STRONG BELIVER OF SECOND LINE DEVELOPMENT SO THAT THE COMPANY IS ALWAYS HEALTHY IN TERMS OF EFFICIENT & EFFECTIVE WORKING HANDS.	
BEHAVIOURAL COMPETENCIES	1	TECHNO-COMMERCIAL ABILITIES	
	2	GO GETTER	
	3	LEADERSHIP	
	4	PRODUCTIVITY & QUALITY FOCUS	
	5	TEAM MANAGEMENT & INTERPERSONAL SKILLS	
QUALIFICATION AND EXPERIENCE	EDUCATION: B.E.(MECHANICAL) & MBA IN SUPPLY CHAIN MANAGEMENT OR PGDMM FROM IIMM.		
	FUNCTIONAL EXPERIENCE:		
	<ul style="list-style-type: none"> ▪ RICH & EXTENSIVE EXPERIENCE IN COMMERCIAL SKILLS RELATED TO SALT PRODUCTION/MANUFACTURING SECTORS ▪ GOOD NEGOTIATION SKILL WHICH HELPS TO SAVE SIGNIFICANT AMOUNT FOR THE COMPANY ▪ IN-DEPTH KNOWLEDGE OF TECHNICAL ISSUES RELATED TO SALT BUSINESS. THIS HELPS WHILE DISCUSSING ON TECHNICAL POINTS AT ANY LEVEL WITH VENDORS & INTERNALLY. 		
		QUALIFICATIONS	EXP. YRS.
	YEARS OF EXPERIENCE	<ul style="list-style-type: none"> • B.TECH • TECHNICAL/ PROFESSIONAL DIPLOMA 	01 YEARS 10 YEARS