# HINDUSTAN/SAMBHAR SALTS LIMITED JOB PROFILE POST NAME: SR.MANAGER (SALT PRODUCTION )

			ST NAME: SR.N			PRODUC	IION )				
POSITION TITLE	:		AGER (SALT PRODU		•		MCD AM C	LIDEDVICO	D		
REPORT TO:	:	GM( WO AGM(W)	rks), ,DGM(W)	KE	PORTED BY		MGR,AM,S	UPEKVISO	PERVISOR		
FUNCTION	:	TECHNIC	AL		RSION:	1.0	DATE:	03.12.20	13		
LOCATION	:	SSL-GSR			APPROVED BY: GM(WORKS)  INCHARGE OF PRODUCTION & MAINTENANCE FOR ENTIRE PRODUCTION						
JOB SUMMARY:						DUCTION & N	IAINTENANC	E FOR ENTI	RE PRODUCTION		
TOUCHDOINTS			EVTERNIAL		PARTMENT.						
TOUCHPOINTS			-OSD-TECH,	_	TERNAL //-W,SSL,DIVISION	NAL HEAD AT	SSL, GM-CO	MM.,HO,CN	MD [HOD,CMD]		
			-CLIENTS #	Λ.	REAS OF RESPONS	ROLE					
			1		ODUCTION		•				
			I	PK	- PRODUC	DRIVE					
						TION SCHED		`			
					- ACHIEV	E MAX EFFIC	CIENCY OF	=			
					THE PLA	-					
						TIMIZATION,					
			2	CO	ORDINATION W	NANCE OF PI		DRIVE	2		
				_	O-ORDINATION W			_	`		
					ISURE MAX. PLAN						
<b>ROLES &amp; RESPONSI</b>	BILIT	IES	3	_	LATIONSHIP MA			DRIVE	₹		
				EF	FECTIVE TEA	I					
					AINTENANCE DEF						
			4		OST OPTIMIZATION		WT1 1546	THINK	ER		
				_	CHIEVE MAX. SOURCES	OUTPUT V	VITH LEAST				
			5		AINING & DEVEL	OPMENT		DRIVE	?		
				_	AINING & DEVEL		STAFF	2			
			6	_		AND SE		THINK	ER & DRIVER		
				DE	VELOPMENT						
						THE TEAM					
					MAINTA	FETHICAL ST	EXCELLENT				
					INICATION,						
					WILL	<b>:</b>					
					CONFIDI						
					- WORKIN	′					
				WITH ALL THE DEPARTMENTS, PEERS AND EMPLOYEES AS A							
						WILL BE BE					
						DESIRED GO					
					COMPAI	NY.					
						BELIEVER					
						EVELOPMEN <sup>®</sup> COMPANY		<b>'</b>			
					HEALTH'						
					& EFFEC						
				1	TECHNO-MAIN	TENANCE ABI	LITIES	•			
				2	GO GETTER						
BEHAVIOURAL COMP	ETEN	CIES		3	LEADERSHIP	0.01	00110				
				5	PRODUCTIVITY			CNITC			
					TEAM MANAGI UCATION: BE + 0			SKILLS			
							LUIANICAL				
				FU	NCTIONAL EXPE						
					■ RICH	EXTI RY/MANUFAC		EXPERIENCI	E IN SALT		
						ICAL THINKER					
QUALIFICATION AND	FXDF	RIFNCF			■ IN-DEPT		OWLEDGE	OF	PRODUCTION		
Z.J. I.I. I.J. III AND	_/\! LI				PROCES:	SES/SYSTEMS					
						OI	JALIFICATI	ONS	EXP. YRS.		
				<u> </u>				J <b>J</b>			
				VE	ADS OF	• B	.TECH	IN	10 YEARS		
					ARS OF PERIENCE		HEMICAL	IIN	IVILANO		
			-^			NGINEERIN	IG				
						OST GRA	_	14 YEARS			
							I ORGANIC				
							RGANIC SO RADUATE	JIENCE	16 YEARS		
						_	RGANIC	OR	.5.2,40		
		1		_		٠.,					
							IORGANIC CIENCE				

# HINDUSTAN/SAMBHAR SALTS LIMITED JOB PROFILE POST NAME: ASSISTANT MANAGER(SHIFT INCHARGE)

			NAME: ASSISTA		•	SHIFT INC	HAKGE		
POSITION TITLE	- :		IT MANAGER (SHIFT	_	•		T	****	
REPORT TO:	:		R (PRODUCTION)		PORTED BY	T	JM,SUPER\		
FUNCTION	:	TECHNICA	AL	_	RSION:	1.0	DATE:	03.12.20	13
LOCATION	:	SSL-GSR			PROVED BY:	GM (WO		<u> </u>	
JOB SUMMARY:			T	+	CHARGE OF PROD	OUCTION & I	MAINTENANCE	ACITIVITIE	S.
TOUCHPOINTS			EXTERNAL	_	TERNAL				
			-OSD-TECH,	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMN					D
			-CLIENTS		OD,CMD]				
			#		EAS OF RESPONS	SIBILITIES		ROLE	
			1	PR	ODUCTION			DRIVER	₹
							SALT AS PE	R	
						TION SCHE	•	_	
						MAX EFFIC	ENCY OF TH	E	
					PLANT,				
						TIMIZATION	-		
				-		NANCE OF P		DDI)/FF	<u> </u>
			2	_	O-ORDINATION W			DRIVER	1
					O-ORDINATION W			۱ ر	
ROLES & RESPONS	ידי יומו	rc.	3		ISURE MAX. PLAN		JIN	DRIVER	,
KOLES & RESPONS	IBILITI	E2	3	-	FECTIVE TEA		DING WITH	_	<b>\</b>
					AINTENANCE DEP		JING WIII	1	
			4	COST OPTIMIZATION					R
4			ACHIEVE MAX. OUTPUT WITH LEAST					-N	
				_	SOURCES	001101	WIIII LLAS	'	
			5		AINING & DEVEL	OPMENT		DRIVER	?
			-		AINING & DEVELO		STAFF		•
			6	PROCESS IMPROVEMENT					R & DRIVER
			-						
				ASSESS THE PROCESS/PROCESSES & REVIEW THE SYSTEM/PROCESS FOR BETTER					
				EF	FICIENCY/PRODU	CTIVITY.			
				1	TECHNO- MAIN	ITENANCE A	BILITIES		
				2	GO GETTER				
BEHAVIOURAL COME	PETENC	CIES		3	LEADERSHIP				
				4 PRODUCTIVITY & QUALITY FOCUS					
				5	TEAM MANAGE	EMENT & IN	<b>TERPERSONAL</b>	SKILLS	
				ED	UCATION: BE + C	HEMICAL/N	<b>IECHANICAL</b>		
				-	INCTIONIAL EVEN	DIENICE			
				FU	NCTIONAL EXPEI		TENSIVE	EXPERIENCE	IN SALT
					THEIT	~ E∧ RY/MANUFA		EXPERIENCE	IN SALI
0114115164510414415	EVDEE	NENCE				CAL THINKE			
QUALIFICATION AND	EXPER	RIENCE						CTION PRO	CESSES/SYSTEMS.
									,
							QUALIFICAT	ONS	EXP. YRS.
				YE	ARS OF	•	B.TECH OR		03 YEARS
					PERIENCE	•	DIPLOMA	IN	12 YEARS
							MECHANICA	_	
						l l	CHEMICAL	OR	
							ELECTRICAL		
						ENGINEERIN	iG.		

		POST NAM	AME: CHIEF MANAGER (P&A)						
POSITION TITLE		MANAGER (P&A)	T		T				
REPORT TO:	: GM,C&		REPORTED BY	1.0		GR,AM,JM,CARETAKER			
FUNCTION LOCATION	: HR& AI		VERSION: APPROVED BY:	1.0 GM(P&A)	DATE:	03.12.201	.5		
JOB SUMMARY:	.   ЈР,КПО	<u> </u>	INCHARGE OF PERSO		DMINISTRATIO	N DEPARTM	IFNT		
TOUCHPOINTS		EXTERNAL	INTERNAL	THILLYMADIA		V DEI / III III	icivi.		
		-LIAISONING WITH OTHER PSU's	CORPORATE AND UN	IITS					
		#	AREAS OF RESPONSI	BILITIES		ROLE			
		1	PERSONNEL & ADMI			DRIVER			
					FUNCTION OF MINISTRATION				
			DEPARTM		H AS OFFICE				
			ADMINIST		AND				
					PERSONNEL 8	k			
			ADMIN M	ATTERS, MENT, APP	OINTMENT				
					TRAINING OF	=			
			PERSONN						
					ND REVIEW OF DMINISTRATIVE				
			POLICIES.	DIVIIIVISTRATIVI	-				
ROLES & RESPONSIBIL	ITIES	2	CO-ORDINATION WI	TH OTHER O	RGANISATION	DRIVER			
			CO-ORDINATION WI	TH OTHER ANISANING,	ORGANISATION ARRANGING				
			PLANNING, ORGA WORKSHOP AND SEN	7					
		3	RELATIONSHIP MAN	DRIVER					
					DING WITH ALI	L			
			DEPARTM - PUBLIC	IENTS, RELATIO	ONS AND	,			
			ADVERTIS	Ä					
		4	ACTIVITIE			THANKED			
			ACHIEVE MAXIMUN		WITH LEAST	THINKE	R		
			HUMAN RESOURCES	'					
		5	TRAINING & DEVELO	PMENT		DRIVER			
			TRAINING & DEVELO		TAFF				
		6	PROCESS IMPROVEM PROVIDE GOOD W		ONDITIONS TO	_	R & DRIVER		
			EMPLOYEES FOR						
			PRODUCTIVITY.		IT150				
			1 GOOD ADMINST 2 GO GETTER	KATIVEL ABII	-IIIES				
BEHAVIOURAL COMPETE	NCIES		3 LEADERSHIP						
			4 COST EFFECTIVE						
			5 TEAM MANAGEMENT & INTERPERSONAL SKILLS EDUCATION: MBA WITH PROFESSIONAL LAW						
			EDUCATION. WIBA W	IIII PROFES	DIONAL LAV				
			FUNCTIONAL EXPERI	ENCE: EXTENSI\	/E EXPERIEN	CE IN	DEDCOMMEL AND		
				RATION ARE		CE III	PERSONNEL AND		
			<ul> <li>ANALYTIC</li> </ul>	AL THINKER					
			■ IN-DEPTH	KNOWLEDG	OF RULES AND	REGULATI	ONS		
QUALIFICATION AND EXP	PERIENCE				QUALIFICATION	ONS	EXP. YRS.		
			YEARS OF	• N	MBA WITH I		10 YEARS		
			EXPERIENCE			SSIONAL			
					AW OR DIPLOMA	WITH IN			
				F	ERSONNEL				
					MANAGEMEN' DR	T OR IR LABOUR			
				V	VELFARE OR	SOCIAL			
					VELFARE OR POST GR				
					OST GR DIPLOMA	IN			
					PERSONNEL	т	12 YEARS		
				• N	1anagemen' 1ba	I IN			
				S	PECIALIZATI		12 YEARS		
					IR OR SRADUATE	WITH	12 IEARS		
					EGREE	IN	40.7/24.50		
					ROFESSION. ND DIPLO		12 YEARS		
					PERSONNEL	IVIC IIN			
					MANAGEMEN'				
			IR OR LABOUR WELFARE OR SOCIAL						
					VELFARE.				

		PC	OST NAME: ASS	SISTANT COMPA	NY SECRE	TARY			
POSITION TITLE	:	ASSISTAN	NT COMPANY SECRE	TARY					
REPORT TO:	:	COMPAN	IY SECRETARY	REPORTED BY		COORDINAT	ION EMP	LOYEES	
FUNCTION	:	SECRETA	RIAL	VERSION:	1.0	DATE:	03.12.20	13	
LOCATION	:	SSL		APPROVED BY:	(				
JOB SUMMARY:				IN CHARGE OF SECR	ETARIAL ACT	IVITIES			
TOUCHPOINTS			EXTERNAL	INTERNAL					
			-CONCERNED	ALL DEPARTMENTS					
			MINISTRY						
			#	AREAS OF RESPONS	SIBILITIES		ROLE		
			1	SECRETARIAL			DRIVE	₹	
				- ASSIST T	HE COMPAN	Y SECRETARY			
				IN MA	ATTERS RE	LATING TO			
						RY COMPANY			
						NY LAWS FOR			
						STATUTORY			
				OBLIGAT	•	TED DELATING			
						TER RELATING MODE AND			
				OTHER B		MODE AND			
ROLES & RESPONSIB	II ITI	FS	2	CO-ORDINATION W		EPT &	DRIVE	₹	
NOLLS & NEST ONSID				ORGANISATION					
				CO-ORDINATION DEPARTMENTS' AN	WITH	VARIOUS			
3			_						
			MINISTRY  RELATIONSHIP MAI	DRIVE	•				
			3	EFFECTIVE TEAM B	DKIVE	1			
				AND MONITORING					
			4	COST OPTIMIZATIO	THINK	FR			
			<b>-</b>	ACHIEVE MAX.		WITH LEAST	IIIIIIII	LIV.	
				RESOURCES	001101	WITH ELAST			
			5	TRAINING & DEVEL	OPMENT		DRIVE	₹	
				TRAINING & DEVELO		TAFF		-	
			6	PROCESS IMPROVE			THINK	ER & DRIVER	
				BETTER COORD					
				DEPARTMENTS. A					
				BETTER EFFICIENCY.			<u> </u>		
BEHAVIOURAL COMPE	TENC	CIES		1 SECRETARIAL A	BILITIES		· · · · · · · · · · · · · · · · · · ·		
				2 GO GETTER					
				3 LEADERSHIP					
				4 MIS & QUALITY	/ FOCUS				
				5 TEAM MANAGE	MENT & INT	ERPERSONAL S	KILLS		
QUALIFICATION AND E	XPER	RIENCE		EDUCATION: COMP	ANY SECRET	ARY FROM ICS	I		
				FUNCTIONAL EXPER	RIFNCF:				
						PERIENCE IN SI	CRETARIA	AL PRACTICES	
					CAL THINKER				
							ARING T	HE MIS AND ITS	
				MONITO	RING				
					Q	UALIFICATIO	ONS	EXP. YRS.	
				YEARS OF EXPERIENCE	0=00==+0\/. =			01 YEARS	

### POST NAME: GROUP GENERAL MANAGER

POSITION TITLE : GROUP GENERAL MANAGE											
REPORT TO:	:	C&MD		+	PORTED BY		GM,AGM,				
FUNCTION	<u> </u> :	TECHNICA	AL .		RSION:	1.0	DATE:	03.12.2	013		
LOCATION	:	JP		+	PROVED BY:	C&MD					
JOB SUMMARY:				_	CHARGE OF GROU	JP BUSINESS	DEVELOPME	NT.			
TOUCHPOINTS			EXTERNAL	_	TERNAL						
		ļ	-CONCERNED MINISTRY,		1-W,SS, KHODL,DI DD,CMD]	VISIONAL HE	AD AT CORP	ORATE, GI	M-COMM.,HO,CMD		
		r	-CLIENTS #	AREAS OF RESPONSIBILITIES							
			#	- TO MANAGE MANUFACTURING				ROLE			
				UNITS OPERATIONS THROUGH							
			UNIT HEADS, UPDATION OF								
					-	EXPANSIONS					
				REVIVAL OF ABANDONED							
					PRODUCT	TION FACI	LITIES AN	D			
				CLOSED DOWN FACILITIES AND							
						IG VALUE AD	-				
						S AND DIV	ERSIFICATIO	N			
ROLES & RESPONSIB	ILITI	ES			OPPORTU	JNITIES. E THE PRO	DUCTION O	_			
						ND VALUE					
					PRODUCT		QUALITATIVE				
						ATIVE IMP		·			
					COST O	PTIMISATION	I, OPTIMUN	<b>1</b>			
								§			
						IATE UTILI		F			
						CTURING FA	CILITIES.	5500	-n		
			1	PK	OJECTS - EXECUTION	ONS OF PROJ	ECTS AND IT	DRIV	:K		
						MATTERS	ECTS AND IT	3			
						TECHNICAL S	SUPPORTS TO	5			
					THE UNIT						
					- TO COOR	DINATE AND	LIAISE WIT	Н			
						JTHORITIES T		E			
				CLEARANCES ON THE PROJECTS  CO-ORDINATION WITH LINITS HEAD							
		-	2	CO-ORDINATION WITH UNITS HEAD TO				DRIV	R		
					-ORDINATION V SURE MAX. PLAN						
					ECUTIONS	I OTILIZATIO	IN & FROJEC	'			
			3		LATIONSHIP MAN	IAGEMENT		DRIV	DRIVER		
			-	_	ECTIVE TEAM BU		ALL.		DRIVER		
			4	СО	ST OPTIMIZATION	V		THIN	THINKER		
				AC	HIEVE MAX.	OUTPUT V	VITH LEAS	Т			
				RE	SOURCES						
		ļ	5	+	AINING & DEVELO			DRIV	R		
		-		_	AINING & DEVELO		TAFF		/ED 0 D211/ED		
		-	6		OCESS IMPROVEN		C 9. DEVIEW		KER & DRIVER		
				TH	SESS THE PROCE E SYSTEM/PRO	-					
					FICIENCY/PRODUC		DETTE	``			
BEHAVIOURAL COMPET	ΓENC	IES		1	TECHNO-COMM		TIES				
				2	GO GETTER						
				3	LEADERSHIP						
				4	PRODUCTIVITY 8						
				5	TEAM MANAGE		RPERSONAL	SKILLS			
QUALIFICATION AND EX	XPER	IENCE		ED	UCATION: B.TECH	I + MBA					
				FU	NCTIONAL EXPER	IENCE:					
						KTENSIVE EX	PERIENCE IN	SALT			
					INDUSTR	Y/MANUFAC	TURING				
						CAL THINKER					
					■ IN-DEPTH	KNOWLEDG	E OF PRODU	CTION PR	OCESSES/SYSTEMS.		
						QI	JALIFICAT	IONS	EXP. YRS.		
						D TEOU MOA					
				YEARS OF • B.TECH +MBA			00 1/5 100				
								A	20 YEARS		
					ARS OF PERIENCE	• 0	TECH +MB R B.TECH R MBA	A	20 YEARS 22 YEARS		

### HINDUSTAN/SAMBHAR SALTS LIMITED **JOB PROFILE POST NAME: GENERAL MANAGER (FINANCE & ACCOUNTS)** POSITION TITLE GENERAL MANAGER (FINANCE & ACCOUNTS) AGM,DGM,CM,SM,MGR,AM,JM REPORT TO: C&MD REPORTED BY FINANCE & ACCOUNTS FUNCTION VERSION: 1.0 DATE: 03.12.2013 LOCATION APPROVED BY: C&MD JP INCHARGE OF ALL FINANCE & ACCOUNTS OF THE COMPANY JOB SUMMARY: TOUCHPOINTS EXTERNAL INTERNAL ALL DEPARTMENTAL HEAD AT CORPORATE & UNITS CONCERNED MINISTRY & **CLIENTS** AREAS OF RESPONSIBILITIES ROLE # 1 **FINANCE & ACCOUNTS** DRIVER SUPERVISON OF FUNCTION OF FINANCE & ACCOUNTS DEPARTMENT. PREPARATION OF ANNUAL ACCOUNTS, BALANCE BUDGET, SHEET, PERFORMANCE BUDGETING & INVESTMENT OF FUNDS, COSTING ETC., REVIEW **FORMULATION** FINANCE POLICY & RULES, ALL MATERS RELATING TO STATUTORY AUDIT & INSPECTION **ROLES & RESPONSIBILITIES** BY C&AG 2 CO-ORDINATION WITH OTHER DRIVER ORGANISATION 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 THINKER & DRIVER 6 PROCESS IMPROVEMENT 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: RICH & EXTENSIVE EXPERIENCE IN FINANCE & ACCOUNTS ARENA ANALYTICAL THINKER IN-DEPTH KNOWLEDGE OF FINANCIAL PROCESSES. **QUALIFICATIONS** EXP. YRS. CA/ICWA, PREFERANCE WILL 20 YEARS YEARS OF **EXPERIENCE** BE GIVEN HAVING **ADDITIONAL** QUALIFICATION OF COMPANY SECRETARY

		HII	NDUSTAN/S	N/SAMBHAR SALTS LIMITED JOB PROFILE						
		Pſ	OST NAME: SR.			IIN & FS	TATE)			
POSITION TITLE	:		AGER (ADMIN & EST		ADIV	IIIV & ES	IAIL			
REPORT TO:	:		) & DGM(P&A)	REPORTED BY	,		MGR,AM,JN	1		
FUNCTION	:	ADMIN		VERSION:		1.0	DATE:	03.12.20	13	
LOCATION	:	SSL-GSR		APPROVED BY		GM(WOR				
JOB SUMMARY: TOUCHPOINTS			EXTERNAL	INCHARGE OF	ADMII	N & ESTATE	OF UNIT			
100CHPOINTS			-LAND &	_	/ISION	ΑΙ ΗΕΑΌ ΑΊ	SSL, GM-COM	и но см	D	
			REVENUE AUTHORITIES, -CLIENTS	[HOD,CMD]			332, GW COW			
			#	AREAS OF RES	SPONS	IBILITIES		ROLE		
			1	ADMIN & EST				DRIVER	1	
ROLES & RESPONSIB	ROLES & RESPONSIBILITIES				NIOR EMBER EMBER EMPAN OFESSI MINIST CRETAF L ADN THE ASIONIN FICE, C. ND AATTERS	OFFICER S, MEMBER S OF IES AS IONALS AT TRATIONS RIATE MINISTRATI COMPAN NG WITH OFFICE	UNICATE WITH  COUNCIL SOF PUBLIC & PUBLIC & WELL AS ALL LEVELS, & VE ACTIVITIES SIES SUCH AS GOVERNMENT MAINTENANCE SIS & ESTATE OF AND ITS			
				SU - RE						
			2	CO-ORDINATI		TIONS OF PE		DRIVER	)	
			_				DEPARTMENTS	JAIVER		
3				FOR ADMINIS	TRATIV	/E AND EST	ATE PURPOSES			
			RELATIONSHI				DRIVER	1		
				EFFECTIVE TEA	THINK	·n				
			4	ACHIEVE COS	THINKE	:K				
				RESOURCES	DI EFF	ECTIVENES:	WITH LEAST			
			5	TRAINING & I	DRIVER	1				
				TRAINING & D	THINKER & DRIVER					
			6	PROCESS IMP						
				IMPROVE THE PREPARE POL ESTATE FOR B						
BEHAVIOURAL COMPE	ΓENC	CIES				N & ESTAT	E ABILITIES			
OLIANIEICATION AND E	VDED	HENCE		5 TEAM MA	HIP ECTIVE ANAGE	MENT & IN	TEM IMPROVEN	KILLS		
QUALIFICATION AND E	APEK	HEINCE		EDUCATION:	IVIDA V	VIIII DEGKI	EE IN PROFESSIO	JNAL LAW	<u> </u>	
				■ AN	CH & EX IALYTIC DEPTH	XTENSIVE EX	LEDGE OF	DMIN & E		NCTIONS ESTATE
						C	QUALIFICATIO	ONS	EXP.	. YRS.
		YEARS OF EXPERIENCE  • MBA WITH DE IN PROFESS LAW OR DIPLOMA PERSONNEL MANAGEMENT IR OR LA WELFARE SOCIAL WEI OR • POST GRAI DIPLOMA PERSONNEL MANAGEMENT • MBA SPECIALIZATIO HR OR • GRADUATE			SIONAL WITH IN T OR ABOUR OR ELFARE DUATE	08 YE	ARS			
							DEGREE	IN	16 YE	ARS

							PI	ROFESSION	IAL	
							L/	W AND D	IPLOMA	
							IN		ONNEL	
							M	ANAGEMEN	IT OR	
							IN	IR OR L	ABOUR	
								ELFARE	OR	
							S	OCIAL WELI	FARE	
		HIND	USTAN/SAN	ЛB	HAR SALT	S I I	MIT	:D		
						<b>–</b>				
			JOB P	RO	FILE					
		POS	ST NAME: SUPI	ERV	ISOR(MECHA	ANIC	CAL)			
POSITION TITLE			SOR ((MECHANICAL)				,,,,,			
REPORT TO:	:		R (MAINTENANCE)	_	EPORTED BY			MAINTENA	NCE ASSO	CIATES
	:			+		1.0		DATE:		
FUNCTION	_	TECHNIC	ML	+	ERSION:	_			03.12.20	13
LOCATION	:	SSL-GSR		+	PPROVED BY:	-	MORKS	•	CTI) "T:==	
JOB SUMMARY:					ICHARGE OF MECI	1ANI	LAL & M	AINTEANCE A	CTIVITIES.	
TOUCHPOINTS			EXTERNAL	_	ITERNAL					
			-OSD-TECH,	M	IANAGER (MAINTE	NAN	CE & PRO	DDUTION)		
			-CLIENTS						_	
			#	Α	REAS OF RESPONS	SIBILI	TIES		ROLE	
			1	N/	IAINTENANCE				DRIVE	R
			1	10		SE TL	IE INICTA	LLATION AND		1
					- SOPERVI REPAIR			MECHANICAL		
								STEMS &		
					EQUIPM					
					FACILITIES AS PER SOP,					
					- MAINTAIN RECORDS AND REPORTS REGARDING MAINTENANCE OF					
								ENANCE OF		
					EQUIPM		-			
					- REQUISI			PURCHASE,		
								AND TOOLS		
<b>ROLES &amp; RESPONSIB</b>	шт	FS	2	C	D-ORDINATION W	/ITH T	TECHNIC.	AL TEAM	DRIVE	R
110220 (11201 011010				C	O-ORDINATION	WITH	H PRO	OUCTION &		
				TE	ECHNICAL TEAM	I TO	D ENSU	JRE BETTER		
				M	IAINTENANCE FOR	(AM	K. PLANT	UTILIZATION		
			3	RI	ELATIONSHIP MAI	NAGE	MENT		DRIVE	R
				EF	FECTIVE TEA	M	BUILDI	NG WITH		
				M	IAINTENANCE DEP	T. FC	OR ACCO	MPLISHMENT		
				0	F ASSIGNED TASKS	5				
			4	C	OST OPTIMIZATIO	N			THINK	ER
				A	CHIEVE MAX.	OUT	PUT V	/ITH LEAST		
				RI	ESOURCES					
			5	_	RAINING & DEVEL	ОРМ	ENT		DRIVE	R
				+	RAINING & DEVELO			TAFF		
			6	_	ROCESS IMPROVE				THINK	ER & DRIVER
				_	SSESS THE MEG			ROCESSES &		
					EVIEW THE SYSTI					
					FICIENCY & PROD	,		. On DETTEN	` <b> </b>	
						5511				
BEHAVIOURAL COMPE	FENC	CIES		1	TECHNO-MAIN	TENA	NCE ABII	ITIES		
				2	GO GETTER			_		
				3	LEADERSHIP					
				4	1	& QI	JALITY FO	OCUS		
				5	1				SKILLS	
QUALIFICATION AND EX	KPFR	IENCE		_	DUCATION: DIPLO					
	\			[ "						
				Fl	JNCTIONAL EXPE	RIENC	Œ:			
								PERIENCE IN	MECHANI	CAL,MAINTENANCI
					ACTIVITI		=/\	•		,
					<ul><li>ANALYTI</li></ul>		HINKER			
								E OF STANDA	RD OPERA	TING PROCESSES.
										1 11 120020.
							Ql	JALIFICATI	ONS	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, GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD [HOD,CMD] -CLIENTS AREAS OF RESPONSIBILITIES **R&D & QUALITY CONTROL** DRIVER 1 PROVIDES QUALITY ASSURANCE 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 METHOD AND VALIDATION, MONITOR CORRECTIVE **ROLES & RESPONSIBILITIES** PREVENTIVE ACTIONS, INSPECTIONS AND AUDITS CO-ORDINATION WITH TECHNICAL TEAM DRIVER 2 CO-ORDINATION WITH CUSTOMERS REGARDING QUALITY RELATED ISSUE AND **AGREEMENTS** 3 RELATIONSHIP MANAGEMENT DRIVER **EFFECTIVE** TEAM BUILDING PRODUCTION DEPT. THINKER 4 COST OPTIMIZATION ACHIEVE MAX. OUTPUT WITH LEAST RESOURCES TRAINING & DEVELOPMENT DRIVER 5 TRAINING & DEVELOPMENT OF STAFF PROCESS IMPROVEMENT THINKER & DRIVER 6 ASSESS THE PROCESS/PROCESSES & REVIEW SYSTEM/PROCESS THE 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: RICH & EXTENSIVE EXPERIENCE IN QUALITY ASSURANCE ANALYTICAL THINKER IN-DEPTH KNOWLEDGE OF PRODUCTION PROCESSES/SYSTEMS. **QUALIFICATIONS** EXP. YRS. B.TECH WITH MBA 03 YEARS YEARS OF OR EQUIVALENT OR **EXPERIENCE** HIGHER TECHNICAL OR PROFESSIONAL QUALIFICATIONS 05 YEARS B.TECH OR MBA OR FOUIVALENT OR HIGHER TECHNICAL OR PROFESSIONAL QUALIFICATIONS 14 YEARS TECHNICAL/ PROFESSIONAL

**DIPLOMA** 

# HINDUSTAN/SAMBHAR SALTS LIMITED JOB PROFILE POST NAME: GM (WORKS)

POSITION TITLE	:	GM(WOR	KS)									
REPORT TO:	:	CMD		RE	PORTED BY			SR. MGR, N	IGR,AM,SU	PERVISOR		
FUNCTION	:	TECHNICA	AL	VE	RSION:	1.0	)	DATE:	08.11.201	13		
LOCATION	:	SSL		APPROVED BY: CMD								
JOB SUMMARY:				AS	BUSINESS HEAD	FOR:	SSL UNIT					
TOUCHPOINTS	-		EXTERNAL	-	TERNAL							
			-CMD, -CLIENTS	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMN [HOD,CMD]					M.,HO,CM	1.,HO,CMD		
			#	AREAS OF RESPONSIBILITIES					ROLE			
			1	PRODUCTION					DRIVER			
					PRODUCTION PRODUCTION PLANT,  COST O  MAINTE	E MAX	SCHEDU K EFFICIE ZATION,	ALT AS PER JLE, NCY OF THE DF PLANT	<b>:</b>			
		ŀ	2	CC	EQUIPN O-ORDINATION V		TECHNIC	AI TEAM	DRIVER	1		
ROLES & RESPONSIB	II ITI	FS		CC	O-ORDINATION V	VITH	TECHNIC	AL TEAM TO	_			
OLLS & RESPONSIB			2	_	ISURE MAX. PLAI			N	DDIV/CD	,		
			3	_	LATIONSHIP MA	MAGE M		NC WITH	DRIVER			
				M	AINTENANCE DE	PT.	BUILDI	NG WITH				
			4	+	OST OPTIMIZATION				THINKE	R		
					CHIEVE MAX. SOURCES	OUT	PUT V	VITH LEAST				
		[	5	TR	AINING & DEVE	OPM	ENT		DRIVER	DRIVER		
				TR	AINING & DEVEL	OPMI	ENT OF S	TAFF				
	6				TEAM BUILDING AND SECOND LINE DEVELOPMENT LEAD THE TEAM WITH THE HIGHEST ETHICAL					R & DRIVER		
					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 &							
BEHAVIOURAL COMPE	ΓENC	CIES		1 TECHNO-COMMERCIAL ABILITIES 2 GO GETTER								
				2	GO GETTER							
				3 LEADERSHIP 4 PRODUCTIVITY & QUALITY FOCUS								
				5	TEAM MANAG				SKILLS			
QUALIFICATION AND EX	(PFR	IFNCF			UCATION: BE +		GIIVIL	LISOIVAL	JITIELJ			
				L								
	QUALIFICATION AND EXPENSIVE				<ul><li>ANALYT</li></ul>	& RY/M. ICAL 1	EXTE ANUFACT	TURING	XPERIENCE	IN SALT		
							QUAL	IFICATION		EXP		
			YEARS OF EXPERIENCE:  B.TECH + MBA OR  B.TECH OR MB  EX-SERVICEM WITH REC ADMINISTRATI TECHNICAL EXPERIENCE ALSO APPLY.			BA AN QUIRED	18 20 20					

	JOB PROFILE POST NAME: MANAGER (ADMIN & ESTATE)									
POSITION TITLE	:		R (ADMIN & ESTATE							
REPORT TO:	:	DGM(P&	A), CM(P&A),	-	ORTED BY		AM,JM			
FUNCTION	:	SR. MGR	(P&A)	VED	SION:	1.0	DATE:	03.12.20	12	
LOCATION	:	SSL-GSR		+	ROVED BY:	GM(WORK		U3.12.2U	<u>.</u>	
JOB SUMMARY:				INC	HARGE OF ADM					
TOUCHPOINTS			EXTERNAL	INTERNAL  GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM.,HO,CMD						
			-LAND & REVENUE AUTHORITIES, -CLIENTS		-w,sst,bivision D,CMD]	ім.,но,см	D			
			#	ARE	AS OF RESPONS	SIBILITIES		ROLE		
			1	ADI	MIN & ESTATE	T Q COMMAN	INICATE WITH	DRIVER	?	
ROLES & RESPONSIB	ILITI	ES		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 LIASIONING 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						
					ADMINISTRATI					
			3	REL	ATIONSHIP MA	NAGEMENT		DRIVER	R	
4					ECTIVE TEAM BU T OPTIMIZATIO		1 ALL DEPT.	THINKE	ER .	
				ACH	IIEVE COST EF	FECTIVENESS	WITH LEAST	-		
			_		OURCES	ODNATAIT		DRIVER		
			5	TRAINING & DEVELOPMENT TRAINING & DEVELOPMENT OF STAFF					(	
			6	PROCESS IMPROVEMENT				THINKE	R & DRIVER	
				IMPROVE THE PROCESS AND SYSTEMS AND PREPARE POLICIES FOR ADMINISTRATION AND						
BEHAVIOURAL COMPET	FENIC	TIEC			ATE FOR BETTER					
BEHAVIOURAL CONIPE	ENC	JES			ADMINISTRATION GO GETTER	UN & ESTATE	ADILITIES			
				3	LEADERSHIP					
				-	COST EFFECTIV					
QUALIFICATION AND EX	(PFR	IENCF			TEAM MANAGE				<u> </u>	
Z IS. ITION AND LA	!\						1.031	EAV	<del>-</del>	
				FUNCTIONAL EXPERIENCE:						
						Q	UALIFICATI	ONS	EXP. YRS.	
					RS OF ERIENCE	IN LUCY OF PORT OF POR	MBA WITH DEGREE IN PROFESSIONAL LAW OR WITH DIPLOMA IN PERSONNEL MANAGEMENT OR IR OR LABOUR WELFARE OR SOCIAL WELFARE OR POST GRADUATE DIPLOMA 12 YEAR PERSONNEL MANAGEMENT MBA IN SPECIALIZATION IN HR OR GRADUATE WITH DEGREE IN 14 YEAR			
L				1			LOINEL	IIN	<u> </u>	

HINDUSTAN/SAMBHAR JOB PROFILE	
	PROFESSIONAL LAW AND DIPLOMA IN PERSONNEL MANAGEMENT OR IN IR OR LABOUR WELFARE OR SOCIAL WELFARE

		POS	ST NAME: MAN	NAG	ER (FINANCE	E & AC	COUNTS)		
POSITION TITLE	:	MANAGE	R(FINANCE & ACCOU	JNTS)					
REPORT TO:	:		AGER(F&A)		PORTED BY		A.M.,JR.MG	R	
FUNCTION	:	FINANCE	& ACCOUNTS	VE	RSION:	1.0	DATE:	03.12.20	13
LOCATION	:	JP		AP	PROVED BY:	C&MD	,		
JOB SUMMARY:				INCHARGE OF FINANCE & ACCOUNTS OF THE DEPARTMENT					
TOUCHPOINTS			EXTERNAL	INTERNAL					
			CONCERNED	+		L HEAD A	T CORPORATE & U	INITS	
			MINISTRY &						
			CLIENTS						
			#	AR	EAS OF RESPONS	IBILITIES		ROLE	
		-		FIN	LANCE & ACCOUR	UTC		DDII/ED	<b>.</b>
		•	1	FII	NANCE & ACCOUNT		FUNCTION OF	DRIVER	•
					- SUPERVIS		FUNCTION OF ACCOUNTS		
							ACCOUNTS		
					DEPARTN	-	05 ANNULAL		
					- PREPARA		OF ANNUAL		
						ACC	COUNTS, BALANCE		
					SHEET,	NG 8	PERFORMANCE		
					FUNDS, C		INVESTMENT OF		
					- REVIEW		HULATION OF		
					FINANCE				
							RELATING TO		
ROLES & RESPONSIB	шт	FS					IT & INSPECTION		
NOLES & REST ONSID					BY C&AG				
2			CO-ORDINATION WITH OTHER			DRIVER	ł		
				ORGANISATION					
		•		CO-ORDINATION WITH MOU TARGET					
				RELATED TO FUNCTIONAL RESPONSIBILITIES					
			3	RE	LATIONSHIP MAN	NAGEMEI	NT	DRIVER	}
				EFFECTIVE TEAM BUILDING WITH ALL					
				DEPARTMENTS					
			4	TAX EXEMPTION & RETURNS			THINKE	R	
				MATTER RELATING TO INCOME TAX					
				_	CEPTION & RETUI				
		-	5	+	AINING & DEVELO			DRIVER	}
		-		_	AINING & DEVELO		OF STAFF		
			6		OCESS IMPROVE		DEI :===	THINKE	R & DRIVER
					COCESS IMPRO				
				_	NANCIAL ASPECTS			1	
				1	FINANCIAL & AC	COUNTI	ARITHE?		
BEHAVIOURAL COMPE	TENIC	TIFC		3	GO GETTER LEADERSHIP				
BLITAVIOURAL CONIPE	LIVE			4	AUDIT & INSPEC	TION EO	CUS		
				5			INTERPERSONAL S	KILLS	
					UCATION: CA/IC		INTENFENSIONAL 3	KILLJ	
				L					
				FU	NCTIONAL EXPER	RIENCE:			
					■ RICH & E	XTENSIVE	EXPERIENCE IN FI	NANCE &	ACCOUNTS ARENA
					<ul> <li>ANALYTIC</li> </ul>				
					■ IN-DEPTH	1 KNOWL	EDGE OF FINANCIA	AL PROCES	SSES.
QUALIFICATION AND E	XPER	RIENCE					OLIAL IFICATIO	NIC	EVD VDO
							QUALIFICATIO	ONO	EXP. YRS.
				1			0.1.05		04.7/5.50
					ARS OF	•	CA/ OR ICWA,		01 YEARS
				EX	PERIENCE	•		INTER)	07 YEARS
							OR M.COM.		12 YEARS
							M.COM. B.COM.		14 YEARS
				1		•	D.COIVI.		,

POST NAME: JR. MANAGER (P&A)

POSITION TITLE		ID MA	NAGER (P&A)	IE: JR. MANAGER	(PQA)					
REPORT TO:	:		P&A), AM(P&A)	REPORTED BY		SUPERVISOR	CARFTAKE	·R		
FUNCTION	<u>:</u>	HR & A		VERSION:	1.0	DATE:	03.12.201			
LOCATION	:	SAMBH		APPROVED BY:	GM(P&A)	1 271121		<u> </u>		
JOB SUMMARY:				INCHARGE OF PERSO		DMINISTRATION	ACTIVITIES	S		
TOUCHPOINTS			EXTERNAL	INTERNAL						
			-LIAISONING WITH OTHER PSU's	CORPORATE AND UN	ITS					
			#	AREAS OF RESPONSI	BILITIES		ROLE	ROLE		
			1	PERSONNEL & ADMI	DRIVER					
				- SUPERVISI	ION OF ALL	FUNCTION OF				
						OMINISTRATION				
						CH AS OFFICE				
				ADMINIST ESTABLISH		AND D PERSONNEL				
					IN MATTERS					
				- RECRUITM		APPOINTMENT,				
				PROMOTION	ON, AND	TRAINING OF				
				PERSONNI						
						ND REVIEW OF .DMINISTRATIVE				
				POLICIES.	EL AND A	DIVINISTRATIVE				
ROLES & RESPONSIBIL	ITIE	s	2	CO-ORDINATION WIT	TH OTHER O	RGANISATION	DRIVER			
	<b>-</b>	-		CO-ORDINATION WI						
				•	ANISANING,	ARRANGING				
			_	WORKSHOP AND SEN						
			3	RELATIONSHIP MANA		DING WITH ALL	DRIVER			
				- EFFECTIVE DEPARTM		DING WITH ALL				
				- PUBLIC	RELATIO	ONS AND				
				ADVERTIS						
		ACTIVITIES								
	4		4	COST OPTIMIZATION	THINKE	R				
				ACHIEVE MAXIMUM						
			5	TRAINING & DEVELO	DRIVER					
				TRAINING & DEVELOR	DittivEtt					
			6	PROCESS IMPROVEM	THINKE	R & DRIVER				
				PROVIDE GOOD WORKING CONDITIONS TO						
				EMPLOYEES						
				1 GOOD ADMINST						
				2 GO GETTER						
BEHAVIOURAL COMPETE	NCII	ES		3 LEADERSHIP						
				4 COST EFFECTIVE	NESS & SYST	EM IMPROVEME	NT			
				5 TEAM MANAGEN			LLS			
				EDUCATION: MBA W	ITH PROFES	SIONAL LAW				
				FUNCTIONAL EXPERI	ENCE:					
				■ RICH &	EXTENSI	/E EXPERIENC	CE IN	PERSONNEL AND		
					RATION ARE	NA				
				<ul> <li>ANALYTICAL THINKER</li> <li>IN-DEPTH KNOWLEDGE OF RULES AND</li> </ul>				ONS		
				- IN-DEI III		QUALIFICATION		EXP. YRS.		
QUALIFICATION AND EXP	ŁKII	INCE			<del>-   '</del>					
				YEARS OF			ADUATE	01 YEARS		
				EXPERIENCE		DIPLOMA PERSONNEL	IN			
						/ERSONNEL //ANAGEMENT	ΓOR			
					• [	DEGREE IN	LAW	03 YEARS		
				WITH DIPLOI			OMA OR			
						ABOVE PERSONNEL	IN			
						/ERSONNEL //ANAGEMENT	OR IR			
						LABOUR				
			WELFARE OR SOC			SOCIAL				
				i .		VELFARE OR				
						/IRA	INI			
					• N	MBA SPECIALISATIO	NI NI NC	01 YEARS		

POST NAME: SR.MANAGER (COMMERCIAL)

POSITION TITLE	<u> :</u>	SR.MANAGER (COMMERCIAL)	1			<del></del>
REPORT TO:	:	GM(COMMERCIAL)	REPORTED BY		-	COMMERCIAL),AM,
FUNCTION		COMMERCIAL	VERSIONI	1.0		IVE, ENGINEER, ASSTT.
LOCATION LOCATION	:	JP,SSL-GSR	VERSION: APPROVED BY:	1.0 GM(WORK	DATE:	03.12.2013
JOB SUMMARY:	1 * 1	JF,JJL-UJN				D FOR PROCUREMENT AND
						OF COMMERCIAL ACTIVITIES
TOUCHPOINTS		EXTERNAL	INTERNAL			
		- STATUTORY	GM-W,SSL,DIVISIONAL HEAD AT SSL, GM-COMM		IM.,HO,CMD	
		AUTHORITIES, SUPPLIERS,	[HOD,CMD]			
		CONTRACTORS AND				
		CONSULTANTS	AREAS OF RESPON	CIDILITIES		POLE
		#				ROLE
		1	EQUIPMENT & SER		ER SOURCING	DRIVER
			WITH COST CONTR		MC / DAVA	1
				ng of oe! Al suppliers	=	
			PROVID			
			PRODUC	CTION, CC	MMERCIALLY	<i>(</i>
ROLES &				TING THE		
RESPONSIBILITIES				ATION OF		
			OPTIMU CONSUL	l		
			TEAM (E	-		
			- THE PR			
			WITHIN			
			APPROV	/ED INDENT 8	& ENSURE TO	)
			ACHIEV		OPTIMUN	1
				REMENT COST		.
				ED REPEAT F THAN THE CO		
				WHICH R		
				CANT COST		
			THE CO	MPANY		
		2	CO-ORDINATION V	VITH TECHNIC	AL TEAM	DRIVER
			CO- ORDINATION WITH TECHNICAL / PROJECT			
			TEAM TO ENSURE			
			FOR SOLAR AND O	•		)
		3	RELATIONSHIP MA		J.	DRIVER
			ESTABLISH AND		N STRONG	
			RELATIONSHIP WI			·
			TEAM FOR BETTER	RUNDERSTAN	DING OF THE	
			PROJECT REQUIRE			
			WORK COHESIVE			
			HEADS AND OTH	IER IEAM N NTERNAL	CUSTOMER	
				AND SATISF.		
			EXTERNAL PARTI			
			PROJECT.			
		4	RISK MANAGEME			THINKER
			IDENTIFY, EVALUA			
			FORTH COMIN		FOR THE	
			PROJECT/PRODUCT		ATE THE RISK	
			SO THAT THE SAM			
			COST AND TIME OF			
		5	EVALUATING AND	REPORTING		DRIVER
			CONDUCT A WE			
			WITH REPORTING			
			BALANCE AMONO			
			EVALUATE THE TIN			
			ASSIGNED WORK			
			AFFECT THE TIME			
			PROJECT.			
			REPORTING OF		O HIGHER	
			AUTHORITIES / E		•	
			COMMERCIAL ) C			<b>'</b>
		6	CONTRACT EXECU		JJULJ.	THINKER & DRIVER
		•	DISCUSSING WITH		M MEMBERS	
			AND WITH LEGAL			
			COMMERCIAL GRO			
			OF THE CONTRAC			
			CAN BE GENERAT		TRACTORS 8	4
			SERVICE PROVIDER		ICATION AND	
			TO ENSURE TIMEL			
			ORDER TO ENSURE CONTRACTORS / SE			-
		1		LIVICE I NOVIL	113.	1

		TEAM BUILDING AI DEVELOPMENT	ND SECOND LINE	THINKER & DRIVER				
		LEAD THE TEAM WITH						
		STANDARDS, BY MAIN						
		COMMUNICATION, V						
		MOTIVATING THE CONFIDENCE OF MY TEAM.  WORKING COLLABORATIVELY WITH ALL THE						
		DEPARTMENTS, PEERS AND EMPLOYEES AS A						
		TEAM WILL BE BENE	FICIAL TO ACHIEVE					
		DESIRED GOAL FOR THE						
		STRONG BELIVER (						
		DEVELOPMENT SO THA ALWAYS HEALTHY IN TE						
		EFFECTIVE WORKING HA						
		1 TECHNO-COMMERC	CIAL ABILITIES					
BEHAVIOURAL COMPETENCIES		2 GO GETTER						
	_	3 LEADERSHIP						
	<u> </u>	4 PRODUCTIVITY & QL						
		L.	IT & INTERPERSONAL SKI					
		MANAGEMENT OR PGD	IICAL/MECHANICAL & M	BA IN SUPPLY CHAIN				
		FUNCTIONAL EXPERIENCE						
		■ RICH & EXTENSIVE EXPERIENCE IN COMMERCIAL SKILLS RELATED						
		TO SALT PRODUCTION/MANUFACTURING SECTORS						
QUALIFICATION AND EXPERIEN	CE	GOOD NEGOTIATION SKILL WHICH HELPS TO SAVE SIGNIFICANT						
		AMOUNT FOR THE COMPANY						
		<ul> <li>IN-DEPTH KNOWLEDGE OF TECHNICAL ISSUES RELATED TO SALT BUSINESS. THIS HELPS WHILE DISCUSSING ON TECHNICAL</li> </ul>						
		POINTS AT ANY LEVEL WITH VENDORS & INTERNALLY.						
			QUALIFICATION	NS EXP. YRS.				
		YEARS OF EXPERIENCE	B.TECH WITH I IN MATERIAL					
			MANAGEMENT  MBA OR PG IN MATERIAL MANAGEMENT SUPPLY CHAIN MANAGEMENT	16 YEARS OR				

### HINDUSTAN/SAMBHAR SALTS LIMITED

### JOB PROFILE

POST NAME: MANAGER (COMMERCIAL)

POSITION TITLE	:	MANAGER (COMMERCIAL)								
REPORT TO:	:	SR. MGR(COMMERCIAL)	*		COMMERCIAL),AM, JM,					
			SUPERVISOR							
FUNCTION	:	COMMERCIAL				03.12.2013				
LOCATION	:	JP,SSL-GSR	APPROVED BY:	GM(WORK	·					
JOB SUMMARY:			TO ACHIEVE THE TARGETS GIVEN BY HOD FOR PROCUREMEN							
			CONTRACTS FOR UNITS AND HO. & INCHARGE OF COMMERCIAL ACTIVITIES							
TOUCHPOINTS		EXTERNAL	INTERNAL							
		- STATUTORY	GM-W,SSL,DIVISION	AL HEAD AT	SSL, GM-CON	IM.,HO,CMD				
		AUTHORITIES, SUPPLIERS,	[HOD,CMD]							
		CONTRACTORS AND								
		CONSULTANTS	ADEAC OF DECDONO	IDILITIES		ROLE				
		#	AREAS OF RESPONS	IDILITIES		ROLE				
		1	EQUIPMENT & SERV		R SOURCING	DRIVER				
			WITH COST CONTRO							
			- SOURCING OF OEMS / RAV							
			MATERIA							
			PROVIDE							
			PRODUC	ING THE	MMERCIALLY					
ROLES &				TION OF						
RESPONSIBILITIES			OPTIMUI							
				TATION WITH						
			TEAM (EI	ND USER).						
			- THE PRIC	CE FINALIZED	SHOULD BE	E				
			WITHIN	THE COST CO	NSIDERED IN	1				
			APPROVI	ED INDENT 8	ENSURE TO	)				
			ACHIEVE	THE	OPTIMUM	1				
				EMENT COST						
				D REPEAT P						
				THAN THE CO						
				WHICH R						
			THE COM	ANT COST	SAVING FOR	·				
		2	CO-ORDINATION W		AL TEANA	DRIVER				
			CO- ORDINATION W							
			TEAM TO ENSURE B		•					
			WITHIN CAPITAL C							
			FOR SOLAR AND OT							
		3	RELATIONSHIP MANAGEMENT			DRIVER				
			ESTABLISH AND MAINTAIN STRONG							
			RELATIONSHIP WIT							
			TEAM FOR BETTER	UNDERSTAN	DING OF THE	<u> </u>				
			PROJECT REQUIREM	IENT.						
			WORK COHESIVELY	Y WITH DE	PARTMENTAI	-				
			HEADS AND OTHE		IEMBERS TO	)				
			IMPROVE INTERNAL CUSTOMER							
			SATISFACTION AND SATISFACTION OF							
			EXTERNAL PARTIES INVOLVED IN THE			<u>:</u>				
		4	PROJECT.  RISK MANAGEME			THINKER				
		4	IDENTIFY, EVALUATE AND ANALYZE THE							
			FORTH COMING		FOR THE					
			PROJECT/PRODUCTI			·				
			GENERATE A SYSTE		ATE THE RISK	(				
			SO THAT THE SAME							
			COST AND TIME OF							
		5	EVALUATING AND F	REPORTING		DRIVER				
			CONDUCT A WEE	KLY INTERN	AL MEETING	i				
			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 T	O HIGHER	,				
			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		5					
			AND WITH LEGAL DEPTT. ON TECHNICAL AND							
			COMMERCIAL GROUNDS FOR FINALIZATION		I					
			OF THE CONTRACT							
			CAN BE GENERATE		TRACTORS 8	١				
			SERVICE PROVIDERS		CATION					
			TO ENSURE TIMELY							
			ORDER TO ENSURE			:				
			CONTRACTORS / SEI	VICE PROVIL	veks.					
<u> </u>		I	<u>l</u>			1				

	7		AM BUILDING AI	ND	SECOND	LINE	THINKE	R & DRIVER
		LEASTACO MCC WCC DEL	AND THE TEAM WITH TANDARDS, BY MAIN MMUNICATION, VOTIVATING THE CONFIDENCIAN COLLABORATE PARTMENTS, PEERS AND WILL BE BENERS FOR THE RONG BELIVER OF THE RONG BELIVER OF THE WAYS HEALTHY IN TERMINISTER OF THE WAYS HEALTHY IN TERMINIST AND THE WAYS HEALTHY IN THE WAYS HEALTHY	NTAIN WHIC IDEN( IVEL) AND I EFICIA COM OF	IING EXCE H WILL CE OF MY T Y WITH AL EMPLOYEES AL TO AC PANY. SECOND HE COMPA	ELLENT BE TEAM. LL THE S AS A CHIEVE LINE ANY IS		
		EFF	ECTIVE WORKING HA	NDS.				
BEHAVIOURAL COMPETENCIES			1 TECHNO-COMMERCIAL ABILITIES 2 GO GETTER 3 LEADERSHIP 4 PRODUCTIVITY & QUALITY FOCUS					
QUALIFICATION AND EXPERIENCE			5 TEAM MANAGEMENT & INTERPERSONAL SKILLS  EDUCATION: B.E.(MECHANICAL) & MBA IN SUPPLY CHAIN MANAGEMENT OR PGDMM FROM IIMM.  FUNCTIONAL EXPERIENCE:  RICH & EXTENSIVE EXPERIENCE IN COMMERCIAL SKILLS RELATED TO SALT PRODUCTION/MANUFACTURING SECTORS					
			<ul> <li>GOOD NEGOTIATION SKILL WHICH HELPS TO SAVE SIGNIFICANT AMOUNT FOR THE COMPANY</li> <li>IN-DEPTH KNOWLEDGE OF TECHNICAL ISSUES RELATED TO SALT BUSINESS. THIS HELPS WHILE DISCUSSING ON TECHNICAL POINTS AT ANY LEVEL WITH VENDORS &amp; INTERNALLY.</li> </ul>					
					QUALIF	ICATIO	NS	EXP. YRS.
			ARS OF PERIENCE	•	B.TECH OR EQU HIGHER OR PRO	JIVALEI R TECH	NT OR NICAL	03 YEARS
				•	QUALIFI B.TECH EQUIVA HIGHER OR PRO QUALIFI	OR ME LENT ( TECH FESSI	BA OR OR NICAL ONAL	05 YEARS
				•	TECHNI PROFES DIPLOM	CAL/ SSIONA		14 YEARS

POST NAME: JR. MANAGER (COMMERCIAL)

POSITION TITLE		JR. MANAGER (COMMERCIAL)	. MANAGER (CC	MANAGERCI	ALJ			
REPORT TO:	:	MGR(COMMERCIAL)	REPORTED BY SUPERVISOR			R		
FUNCTION	:	COMMERCIAL				03.12.2013		
		JP,SSL-GSR	APPROVED BY: GM(WORKS)		03.12.2013			
JOB SUMMARY:		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	+		•	FOR PROCUREMENT AND		
			CONTRACTS FOR UN	IITS AND HO.				
TOUCHPOINTS		EXTERNAL	INTERNAL					
1		- STATUTORY	GM-W,SSL,DIVISION	IAL HEAD AT	SSL, GM-COM	M.,HO,CMD		
		AUTHORITIES, SUPPLIERS,	[HOD,CMD]					
		CONTRACTORS AND CONSULTANTS						
		#	AREAS OF RESPONS	IBILITIES		ROLE		
		1			ED COLLDCING			
		1	EQUIPMENT & SERV		EN SOUNCING	DRIVER		
					MS / RAW	,		
			MATERIA	L SUPPLIERS	AND SERVICE			
			PROVIDERS FOR SALT					
			PRODUC	,	MMERCIALLY PRICE AND			
ROLES &			-		FACILITY IN			
RESPONSIBILITIES			OPTIMU		ICE IN			
			CONSUL	TATION WIT	H TECHNICAL	•		
			•	ND USER).				
					SHOULD BE			
					ONSIDERED IN & ENSURE TO			
			ACHIEVE		OPTIMUN			
				EMENT COST				
			- RELEASE	•				
			LOWER					
				EARLIER WHICH RESULTED IN SIGNIFICANT COST SAVING FOR				
			THE CON					
		2	CO-ORDINATION W		AL TEAM	DRIVER		
			CO- ORDINATION W	ITH TECHNIC	CAL / PROJECT	•		
			TEAM TO ENSURE B	-				
			WITHIN CAPITAL C					
		3	FOR SOLAR AND OT RELATIONSHIP MAI		3.	DRIVER		
		3	ESTABLISH AND		N STRONG			
			RELATIONSHIP WIT					
			TEAM FOR BETTER	UNDERSTAN	DING OF THE			
			PROJECT REQUIREM					
			WORK COHESIVELY HEADS AND OTHER					
				TERNAL	CUSTOMER			
				ND SATISF				
			EXTERNAL PARTIE	S INVOLVE	D IN THE			
			PROJECT.			=::::::::::::::::::::::::::::::::::::::		
		4	RISK MANAGEME IDENTIFY, EVALUA	TE AND A	NAIV7E TUE	THINKER		
			FORTH COMING		FOR THE			
			PROJECT/PRODUCT					
			GENERATE A SYSTEM					
			SO THAT THE SAME		T AFFECT THE			
		5	COST AND TIME OF  EVALUATING AND F			DRIVER		
			CONDUCT A WEE		AL MEETING			
			WITH REPORTING					
			EVALUATE THE W					
			BALANCE AMONG					
			EVALUATE THE TIME ASSIGNED WORK					
			AFFECT THE TIME					
			PROJECT.					
			REPORTING OF		O HIGHER			
			AUTHORITIES / D COMMERCIAL ) OF		•			
			GET THEIR ADVICE (					
		6	CONTRACT EXECUT		-	THINKER & DRIVER		
			DISCUSSING WITH		M MEMBERS			
			AND WITH LEGAL D					
			COMMERCIAL GRO					
			OF THE CONTRACT					
			SERVICE PROVIDERS					
			TO ENSURE TIMELY		ICATION AND			
			ORDER TO ENSURE					
			CONTRACTORS / SE	RVICE PROVIE	DERS.			
		1	<u> </u>					

	7	TEAM BUILDING A DEVELOPMENT	ND SECOND LINE THINK	ER & DRIVER		
		LEAD THE TEAM WITH STANDARDS, BY MAIN COMMUNICATION, NOTIVATING THE CONF WORKING COLLABORAT DEPARTMENTS, PEERS ATEAM WILL BE BENI DESIRED GOAL FOR THE STRONG BELIVER OF COLLABORATION OF THE STRONG BELIVER OF THE STRONG B	NTAINING EXCELLENT WHICH WILL BE IDENCE OF MY TEAM. FIVELY WITH ALL THE AND EMPLOYEES AS A EFICIAL TO ACHIEVE COMPANY. OF SECOND LINE AT THE COMPANY IS ERMS OF EFFICIENT &			
BEHAVIOURAL COMPETENCIES		TECHNO-COMMERCIAL ABILITIES     GO GETTER     LEADERSHIP     PRODUCTIVITY & QUALITY FOCUS     TEAM MANAGEMENT & INTERPERSONAL SKILLS				
QUALIFICATION AND EXPERIE	NCE	EDUCATION: B.E. (MECHANICAL) & MBA IN SUPPLY CHAIN MANAGEMEN OR PGDMM FROM IIMM.  FUNCTIONAL EXPERIENCE:  RICH & EXTENSIVE EXPERIENCE IN COMMERCIAL SKILLS RELATED TO SALT PRODUCTION/MANUFACTURING SECTORS  GOOD NEGOTIATION SKILL WHICH HELPS TO SAVE SIGNIFICAL AMOUNT FOR THE COMPANY  IN-DEPTH KNOWLEDGE OF TECHNICAL ISSUES RELATED TO SABUSINESS. THIS HELPS WHILE DISCUSSING ON TECHNIC				
		101110711711	NY LEVEL WITH VENDORS & INTE	EXP. YRS.		
		YEARS OF EXPERIENCE	B.TECH     TECHNICAL/     PROFESSIONAL     DIPLOMA	01 YEARS 10 YEARS		