



NEPA LIMITED
(A Govt. of India Undertaking)
Registered Office: Nepanagar(MP)- 450 221
CIN: U21012MP1947GOI000636



Advertisement No.02/2017

Nepa Limited invites application for the post of:-

- 1. Dy. General Manager/Sr. Manager (Finance & Accounts) - 1 Post (UR)**
- 2. Manager (Civil) - 1 Post (UR)**

(a) Pay structure : Pay Scale for Sr. No. 1 Rs.17500-400-22300/Rs.16000-400-20800 (IDA Pattern) and for Sr. No.2 Rs.14500-350-18700 (IDA Pattern). (b) Educational Qualification for Sr. No. 1 CA/CMA essential CS/MBA/PG Diploma in Finance desirable and for Sr. No.2 BE/B. Tech. in Civil/Structural Engineering essential PG Degree in Engineering/MBA/PG Diploma in Project Management desirable. (c) Maximum Age Limit for Sr. No.1 is 50/40 years and for Sr. No.2 is 35 years. Age relaxation will be as per Government directives. (d) Last date of receipt of application within 15 days from the date of publication of this advertisement. (e) The detailed advertisement and application format may be downloaded from our website **www.nepamills.co.in**.

Interested candidates may send their application in prescribed format with necessary documents in sealed envelope **only by REGISTERED/SPEED POST, subscribing the post applied for to The Manager (P&A), Nepa Limited, Nepanagar (MP).**

Manager (P&A)

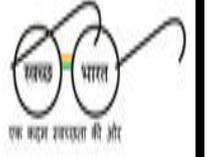


नेपा लिमिटेड

(भारत सरकार का उपक्रम)

पंजीकृत कार्यालय : नेपालनगर (म.प्र.) - 450 221

सी.आई.एन.: U21012MP1947GOI000636



विज्ञापन क्र.02/2017

नेपा लिमिटेड निम्नलिखित पदों के लिये आवेदन आमंत्रित करती है :-

1. उप महाप्रबंधक/वरिष्ठ प्रबंधक (वित्त एवं लेखा) - 1 पद (अनारक्षित)
2. प्रबंधक (सिविल) - 1 पद (अनारक्षित)

(ए) वेतन संरचना : सरल क्रमांक 1 के लिये वेतनमान रुपये 17500-400-22300/16000-400-20800 (आई.डी.ए. पैटर्न) एवं सरल क्रमांक 2 के लिये रुपये 14500-350-18700 (आई.डी.ए. पैटर्न) (बी) सरल क्रमांक 1 के लिये शैक्षणिक योग्यता सी.ए./सी.एम.ए. अनिवार्य सी.एस./एम.बी.ए./वित्त में स्नातकोत्तर डिप्लोमा वांछनीय एवं सरल क्रमांक 2 के लिये सिविल/संरचनात्मक यांत्रिकी में बी.ई./बी.टेक. अनिवार्य यांत्रिकी में स्नातकोत्तर डिग्री/एम.बी.ए./परियोजना प्रबंधन में स्नातकोत्तर डिप्लोमा वांछनीय (सी) सरल क्रमांक 1 के लिये अधिकतम आयु सीमा 50/40 वर्ष है तथा सरल क्रमांक 2 के लिये 35 वर्ष है। शासकीय दिशा-निर्देशों के अनुसार आयु में छूट होगी। (डी) आवेदन प्राप्ति की अंतिम तिथि इस विज्ञापन के प्रकाशन की तिथि से 15 दिवस के भीतर होगी। (ई) विस्तृत विज्ञापन तथा आवेदन प्रपत्र हमारी वेबसाइट www.nepamills.co.in से डाउनलोड किया जा सकता है।

इच्छुक उम्मीदवार अपना आवेदन आवश्यक दस्तावेजों सहित निर्धारित प्रपत्र में बंद लिफाफे पर आवेदित पद दर्शाते हुए केवल रजिस्टर्ड/स्पीड पोस्ट से प्रबंधक (कार्मिक एवं प्रशासन), नेपा लिमिटेड, नेपालनगर (म.प्र.) को प्रेषित करें।

प्रबंधक (कार्मिक एवं प्रशासन)

Position	Dy. General Manager (Finance & Accounts) / Sr. Manager(Finance & Accounts) (E-6/ E-5)	
No. of Post	1 (one)	
Scale of Pay (IDA)	17500–400–22300/ 16000-400-20800	
Upper Age Limit	50 Years / 40 years	
Qualification	Essential	CA /CMA
	Desirable	CS/MBA/PG Diploma in Finance.
Experience	Minimum 10 years of experience for Dy. General Manager and 08 years for Sr. Manager in relevant field. Candidates having experience in Project Finance and Management in Pulp & Paper Industry will be preferred.	
Job Description	<ul style="list-style-type: none"> • To head Finance & Accounts department. • To provide vision regarding overall financial health of the Company. • To conduct regular reviews of financial performance of the Company. • Exercising Financial Control in project activities and plant operations. • To oversee timely preparation of Annual budget, periodical actual performance with variance statements and monthly, quarterly & annual accounts. • To exercise effective funds management. • To ensure effective and smooth operations of financial accounts and cost accounts system. • To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc. • Liaisoning with banks, statutory bodies, audit agencies, tax authorities and Government of India for efficient management and compliances. • To provide all necessary financial information, oversee the financial management and timely audit of accounts by Auditors. • To oversee treasury functions, and hedging of forex exposures. • To ensure timely deposit of statutory payments and timely filing of applicable returns. • Any other related work as assigned by the reporting officer from time to time. 	

Note:- For the post of Dy. General Manager : Candidates from private sector should be drawing salary equivalent to the pay-scale of Rs. 17500–400–22300 or Rs. 16000-400-20800 or equivalent to CTC of approx. 11 Lacs.

For the post of Sr. Manager : Candidates from private sector should be drawing salary equivalent to the pay-scale of Rs. 16000-400-20800 or 14500-350-18700 or equivalent to CTC of approx. 10 Lacs.

Position	Manager (Civil) E-4	
No. of Posts	1 (One)	
Scale of Pay (IDA)	Rs.14500–350–18700	
Upper Age Limit	35 Years	
Qualification	Essential	BE/ B. Tech. in Civil / Structural Engineering.
	Desirable	PG Degree in Engineering / MBA/ PG Diploma in Project Management.
Experience	Minimum 8 years of experience in relevant field.	
Experience & Job Specification	<ul style="list-style-type: none"> • Manage and oversee the day-to-day construction of the project. • To plan, develop and organize the construction effort to formulate the most cost-effective plan to timely completion within budget and to implement the execution of that plan. • Responsible for maintenance of company township and factory premises. • Responsible for water supply and drainage facility of the township and maintained it. • Responsible for implementation of the scope of work as related to construction/ fabrication, pre-commissioning in conformance with specifications, Scope of Work, and in accordance with the approved Project Schedule and Contract. • Monitor and report to seniors of project details including progress, risks and opportunities in a timely manner. • Review all the drawings and details coming from vendors and Ensures all changes to specifications, work scope and drawings are documented. • Prepares, supervises and approves the development of Project and its implementation plus ensuring Lessons Learned are properly documented throughout the life of the project including Project Close-out. • Define clear roles & responsibilities and deliverable requirements in terms of both scope and schedule to all the team members. • Monitor construction productivity and schedule performance and investigate reasons for less than satisfactory performance. Provide recommendations and institute measures for improvement by modification to operating procedures/work instructions. • Adhere to Company Safety Standards and promote safety culture among the ranks throughout the Company. • Any other related work as assigned by the reporting officer from time to time. 	

Note:- Candidates from private sector should be drawing salary equivalent to the pay-scale of Rs. 14500–350–18700 or Rs.13000-350-18250 or equivalent to CTC of approx. 8 Lacs.

Terms and conditions

Qualification and Experience

- (i) Minimum essential & desirable qualification and experience required for all the positions shall be as indicated above.
- (ii) All qualifications (academic/professional) should be from a recognized University/Institute as notified by AICTE/UGC from time to time/should be recognized by Government statutory body.
- (iii) Candidates from other PSUs/ Government organizations should be working either in same pay scale or have at least 2 years experience in next lower pay scale/ Grade or equivalent level/ post profile for other organizations.
- (iv) Departmental candidates fulfilling the terms and conditions of advertisement and presently in the next lower level of the post advertised may also apply.
- (v) **Turnover of Present / Previous employer should be equivalent to Rs. 10 Cr. per annum. Applicable only to the candidates working in private sector.**
- (vi) Age limit and minimum experience should be as on 31.03.2017.
- (vii) Computer knowledge/skills will be a mandatory requirement.

Relaxation

Relaxations for SC/ST/OBC/PWD/Ex-servicemen candidates will be as per Government Directives and Certificate for the same should be submitted with the application duly issued by the Competent Authority. The OBC candidates who belong to "Creamy Layer" are not entitled for relaxation admissible to OBC-NCL candidates and such candidates will have to indicate their category as Unreserved (UR) / General.

Application Fee

Candidates belonging to General and OBC category are required to pay a non-refundable application fee of Rs.300/- (Rupees Three Hundred only).

Fee to be paid through DD / Pay Order drawn in favour of **Nepa Limited** payable at Neapanagar (MP). Payment in any other manner will not be accepted. Fee once paid will not be refunded in any circumstances. Candidates belonging to SC/ST/PWD categories are exempted from payment of application fee.

Travelling Allowance

Candidates attending the interview will be reimbursed to and fro fare in train/Bus fare from the shortest route subject to production of tickets as under:

S. No.	Posts	Class
1	Deputy General Manager/Senior Manager	AC II Class / Bus
2	Manager	AC II Class / Bus

Selection Procedure

Candidates fulfilling all the eligibility criteria will be considered for further selection process. Depending on number of candidates fulfilling all criteria, candidates will undergo single stage/ multiple stage selection process.

In the event of number of applications being large, Nepa Limited will adopt shortlisting criteria to restrict the number of candidates to be called for selection process to a reasonable number on the basis of written test and/or possessing higher/desired educational qualifications and /or higher relevant experience and/or PSU/Govt. work experience and/or merit of percentage in educational qualification and/or Similarity of job responsibilities and/or Previous/present company's turnover and/or any other criteria as desired by management.

The Multiple tire process may comprise of various shortlisting tools like Written test, Group Discussion, Trade Test, Interview, etc.

Emoluments

Selected candidates will be placed in the respective pay scale with one-year probation. Basic pay and DA as admissible will be payable. Other benefits like company accommodation on normal rent basis, Medical facility for self and dependents, Conveyance allowance, canteen allowance will be payable. In addition candidate will also be entitled to leave, contributory PF and Gratuity etc.

All the above benefits are governed by the Policy/Rules of the company as amended from time to time.

Looking to qualification, experience and performance in interview, fixation of salary with additional increments shall be considered for deserving candidates as per Company Rules and executives getting higher gross salary in Government organization will be protected. If the candidate is not found suitable for the post interviewed then appointment in one step lower level shall be considered.

How to Apply

Candidates fulfilling the above requirements should submit their application only in the prescribed format along with application fee if applicable duly signed and affixing latest passport size photograph along with self attested copies of the following testimonials / documents:

- **Filled in application form with signature of candidate;**
- **One passport size photo pasted on the space provided on the format of application;**
- **Document in support of Date of Birth (DoB) proof;**
- **All certificates/ testimonials in respect of qualifications from matriculation onwards;**
- **Experience certificate/ documents issued by previous employer in support of experience as mentioned in application form;**
- **Copy of last three months' salary slips;**
- **CTC Certificate & Form 16 of last financial year for candidates from private sector companies;**
- **Certificate of Ex-Servicemen (if applicable);**
- **Disability Certificate, if applicable, issued by Competent Authority;**
- **Caste Certificate, for SC/ST/ OBC-NC, as per prescribed format of Govt. of India;**
- **Demand Draft particulars (if applicable);**
- **Document of detail of Company's Turnover in last Financial Year;**
- **NOC/ Forwarding letter in-case the candidate is employed in PSU/ Central/ State/ Semi-Government organizations;**
- **Any other document as specified for the post.**

Note:-

If the SC/ ST/ OBC-NC/ PWD certificate has been issued in a language other than English/ Hindi, then the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.

Candidates should ensure that they submit all the documents mentioned above along with application fee if applicable. In the event of failure, candidature of such candidate shall be liable to be rejected.

Persons discharged/ dismissed from service on disciplinary grounds from any organization will not be eligible (and should not apply).

Application complete in all respect along with the attested testimonials documents should be sent by REGISTERED/SPEED POST only in sealed envelope subscribing "Application for the post of " _____ " to the following address:

**Manager (P&A)
Nepa Limited, Nepanagar, Dist – Burhanpur
Madhya Pradesh – 450 221**

The application must reach the above address on or before _____. The company will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

Before applying, candidates should ensure that he/she fulfils the requirements mentioned in the advertisement. The company would be free to reject any application at any stage of the recruitment process if the candidate is found ineligible.

A Candidate's single application in prescribed format should be sent in one envelope by Speed Post. Applications by a single candidate for more than one post must be sent in separately marked envelopes.

Multiple applications in one envelope shall be rejected and no correspondence in this respect shall be entertained.

Applications in the following cases shall be summarily rejected: -

- 1. Incomplete applications;**
- 2. Application not made in prescribed format;**
- 3. Applications not conforming to the eligibility criteria;**
- 4. Applications received after the prescribed last date;**
- 5. Unsigned applications;**
- 6. Applications sent without Self-Attested Photocopies of all Certificates;**
- 7. Applications without demand draft towards the prescribed Application Fee.**

Health / Medical Fitness

Engagement to the above position will be subject to the candidate being medically fit as per certification of the Incharge Nepa Limited Hospital.

Reference for a medical examination does not mean final selection, which may please be noted.

General Instruction

The Management reserves the right to fill or not to fill the above positions without assigning any reason whatsoever.

The prescribed qualification/experience is minimum and mere possession of the same does not entitle a candidate to be called for interview. In this regard, the company's decision shall be final.

If at any stage during the recruitment and selection process, it is found that the candidate has furnished false or wrong information or is found ineligible with respect to any of the eligibility parameters, his/ her candidature will be rejected. If any discrepancies with-respect-to eligibility parameters, furnishing of wrong intimation and/ or suppressing of any material fact is detected/noticed even after appointment, his/ her services will be liable for termination without any further notice. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.

The vacancies shown above may be increased or decreased or may even be reduced to nil. Nepa Ltd. is not liable to compensate the applicant for the consequential damages, if any. Nepa Ltd. reserves the right to cancel the selection process, if deemed necessary in the interest of the Company.

The decision of the Company about the mode of selection, number of posts, eligibility conditions, short-listing of candidates for interview, etc. shall be final and binding. No correspondence will be entertained in this regard. Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.

Merely fulfilling the eligibility criteria does not entitle the candidate to be called for interview. Nepa Ltd. reserves the right to raise the minimum eligibility standards, etc. in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of Nepa Ltd. in this regard will be final.

Depending on the requirement, the Company reserves the right to cancel / alter the number of vacancies and recruitment process, if need so arises, without any further notice and without assigning any reason there-of. Nepa Limited is not liable to compensate the applicant for consequential damages, if any.

Management reserves the right to consider applicants for placement at a position lower than the advertised post, if suitable candidates are not available for the advertised positions subject to acceptance of candidate for one level below grade.

Any dispute with regard to the recruitment against this advertisement will be subject to the jurisdiction of Burhanpur District Court only.

**Manager (P&A)
Nepa Limited, Nepanagar**