



NEPA LIMITED

(A Govt. of India Undertaking)

Regd. Office: Neapanagar, Dist: Burhanpur, (MP)-450221

CIN: U21012MP1947GOI000636



REQUIRES

Nepa Limited, a Pioneer Newsprint Manufacturing Mill, invites applications from competent professionals for the post of **Company Secretary and Deputy Manager (Finance)**.

The application format, terms & conditions and other details may be downloaded from our website www.nepamills.co.in. Any corrigendum/extension to the advertisement shall be hosted on our website only.

Eligible and interested candidates may send their application on e-mail ID careers@nepamills.nic.in in prescribed proforma and attach self attested copies in support of their qualification and experience within 15 days from the date of publication of this advertisement.

(Advertisement No.PNI/ADV/02/2023)

Manager (P&A)



नेपा लिमिटेड

(भारत सरकार का उपक्रम)

पंजीकृत कार्यालय : नेपानगर, जिला बुरहानपुर (म.प्र.)-450221

सी.आई.एन. : U21012MP1947GOI000636



आवश्यकता

नेपा लिमिटेड, अखबारी कागज उत्पादन में एक अग्रणी कम्पनी योग्य एवं पात्र उम्मीदवारों से “कम्पनी सचिव एवं उप प्रबंधक (वित्त)” के पद हेतु आवेदन आमंत्रित करती है।

आवेदन प्रपत्र, निबंधन एवं शर्तें तथा अन्य विवरण हमारी वेबसाइट www.nepamills.co.in से डाउनलोड किये जा सकते हैं। विज्ञापन के लिये कोई भी शुद्धि पत्र/विस्तार केवल हमारी वेबसाइट पर प्रसारित किया जायेगा।

योग्य एवं इच्छुक आवेदक इस विज्ञापन के प्रकाशन की तिथि से 15 दिनों के भीतर अपने शैक्षणिक एवं अनुभव प्रमाण पत्रों की स्व-प्रमाणित प्रति के साथ निर्धारित प्रपत्र में ई-मेल आई.डी. careers@nepamills.nic.in पर आवेदन भेज सकते हैं।

(विज्ञापन क्रमांक पी.एन.आई./वि./02/2023)

प्रबंधक (कार्मिक एवं प्रशासन)



NEPA LIMITED
(A Govt. of India Undertaking)
Nepanagar, District Burhanpur (MP) 450 221
Website : www.nepamills.co.in
CIN: U21012MP1947GOI000636



REQUIRES

1	Post	Company Secretary		
	No. of Post	1		
	Pay Scale	Rs.13000–350–18250 (Pre–revised)		
	Upper Age Limit	32 Years		
	Qualification	Essential	Associate Member of Institute of Company Secretaries of India	
		Desirable	LLB/CA/CMA/MBA (Finance)	
	Experience	Minimum 5 years post qualification experience		
Job Profile	Profound grasp of Company Law matters to meet all the legal requirements and statutory compliance of the Company, Secretarial practice, Secretarial Audit, diverse areas of law and corporate governance should have exposure in dealing with ROC.			
2	Post	Deputy Manager (Finance)		
	No. of Post	1		
	Pay Scale	Rs.13000–350–18250 (Pre–revised)		
	Upper Age Limit	30 Years		
	Qualification	Essential	Chartered Accountant with 2 Years post qualification experience/ CMA with 5 Years post qualification experience.	
		Desirable	CS/MBA (Finance)/PG Diploma in Finance.	
	Experience	Candidates having experience in Finance and Management in Pulp & Paper Industry with computer literacy & ERP will be preferred.		
Job Profile	<ul style="list-style-type: none">• 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 Audit timely.• To ensure effective and smooth operations of financial accounts, cost accounts and ERP 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 oversee treasury functions, and hedging of foreign exchange exposures.• To ensure timely deposit of statutory payments and timely filing of applicable returns.			

(Advertisement No.02/2023)

Manager (P&A)



नेपा लिमिटेड

(भारत सरकार का उपक्रम)

नेपानगर, जिला बुरहानपुर (म.प्र.) 450 221

वेबसाइट : www.nepamills.co.in

सी.आई.एन. : U21012MP1947GOI000636



आवश्यकता

1	पद	कम्पनी सचिव		
	पदों की संख्या	1		
	वेतनमान	रुपये 13000-350-18250 (पूर्व-पुनरीक्षित)		
	अधिकतम आयु	32 वर्ष		
	शैक्षणिक योग्यता	अनिवार्य	भारत के कम्पनी सचिव इंस्टीट्यूट के एसोशिएट सदस्य	
		वांछनीय	एल.एल.बी./सी.ए./सी.एम.ए./एम.बी.ए. (वित्त)	
	अनुभव	शिक्षण के पश्चात 5 वर्ष का न्यूनतम अनुभव		
कार्य पारिर्वका	कम्पनी की समस्त कानूनी आवश्यकताओं एवं वैधानिक अनुपालन को पूर्ण करने के लिये कम्पनी कानून मामलों की गहरी समझ, सचिवीय अभ्यास, सचिवीय अंकेक्षण, कानून के विविध क्षेत्रों तथा निगमित शासन के मामलों में आर.ओ.सी. के साथ व्यवहार का अनुभव होना चाहिये।			
2	पद	उप प्रबंधक (वित्त)		
	पदों की संख्या	1		
	वेतनमान	रुपये 13000-350-18250 (पूर्व-पुनरीक्षित)		
	अधिकतम आयु	30 वर्ष		
	शैक्षणिक योग्यता	अनिवार्य	चार्टर्ड अकाउंटेंट के साथ शिक्षण के पश्चात 2 वर्ष का अनुभव/सी.एम.ए. के साथ शिक्षण के पश्चात 5 वर्ष का अनुभव	
		वांछनीय	सी.एस./एम.बी.ए. (वित्त)/वित्त में पी.जी. डिप्लोमा	
	अनुभव	कम्प्यूटर साक्षरता एवं ई.आर.पी. के साथ पल्प एवं कागज उद्योग में वित्त एवं प्रबंधन में अनुभव रखने वाले उम्मीदवारों को प्राथमिकता दी जावेगी।		
कार्य पारिर्वका	<ul style="list-style-type: none">कम्पनी के वित्तीय कार्यनिष्पादन की नियमित समीक्षा करना।परियोजना गतिविधियों एवं संयंत्र परिचालन में वित्तीय नियंत्रण रखना।वार्षिक बजट की समय पर तैयारी, विभिन्न विवरणों के साथ सावधिक वास्तविक कार्यनिष्पादन तथा मासिक, त्रैमासिक एवं वार्षिक खातों के अंकेक्षण की समय पर निगरानी करना।वित्तीय खातों, लागत खातों एवं ई.आर.पी. प्रणाली के प्रभावी तथा सुचारु संचालन सुनिश्चित करना।समस्त वित्तीय एवं संविदात्मक प्रक्रियाओं, वैधानिक दायित्वों तथा नीतियों आदि का अनुपालन सुनिश्चित करना।कुशल प्रबंधन एवं अनुपालन के लिये बैंकों, वैधानिक निकायों, अंकेक्षण एजेंसियों, कर प्राधिकारियों तथा भारत सरकार के साथ संपर्क करना।ट्रेजरी कार्यों की देखरेख करना एवं विदेशी मुद्रा एक्सपोजर की बचत करना।वैधानिक भुगतान समय पर जमा करना एवं लागू विवरणियाँ समय पर दाखिल करना सुनिश्चित करना।			

TERMS AND CONDITIONS

Qualification and Experience

- (i) Minimum essential & desirable qualification and experience required for the post of Company Secretary and Deputy Manager (Finance) 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 Crore per annum. Applicable only to the candidates working in private sector.**
- (vi) Age limit and minimum post qualification experience should be as on the date of advertisement in the Company Website i.e. 08.07.2023.
- (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 the post of UR/OBC are required to pay an application fee of Rs.500/- (non-refundable) for each post they are applying for. Whereas, for the reserved positions, candidates applying against SC/ST posts are exempted for payment towards application fee. The application fee should be paid online on the account details mentioned below and submit proof of payment of prescribed fee :-

Name	Nepa Limited
Bank Name	State Bank of India
Account No.	32212167441
Branch	Nepanagar (MP)
IFSC	SBIN0001306
MICR CODE	450002511

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 AC II Class / Bus fare from the shortest route subject to production of tickets.

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, 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 alongwith 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;
- proof of payment of Application Fee (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 in prescribed proforma along with the attested testimonials documents should be sent only through e-mail ID careers@nepamills.nic.in.

The application must reach within 15 days from the date of release of advertisement. No manual/paper applications will be entertained and candidates are advised not to send any hard copy to this office.

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.

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 proof of payment 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 position 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 information 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 decision of the Company about the mode of selection, 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 Limited 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 Limited in this regard will be final.

Depending on the requirement, the Company reserves the right to cancel the 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.

Legal jurisdiction will be Nepanagar only. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Nepanagar.

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