

Detail Advertisement

1.	POSITION	General Manager (Finance) E-7		
	NO. OF VACANCY	1 (One)		
	SCALE OF PAY (IDA)	18500–450–23900		
	UPPER AGE LIMIT	50 Years		
	QUALIFICATION	Essential	CA with minimum 55% aggregate marks.	
		Desirable	CS/PG Degree / PG Diploma (2 years) in Finance / Business Management or equivalent from a recognized university / Institute.	
	EXPERIENCE	Minimum 12 years post-qualification experience in relevant field with any Government Company/PSUs/reputed Public limited Company. The applicants from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in Project Finance and Management in Paper Industry will be preferred.		
JOB DESCRIPTION	<ul style="list-style-type: none"> • To head Finance and Accounts department. • To provide vision regarding overall financial health of the Company. • To conduct regular reviews of financial performance of the Company. • Exercising the Financial Control in project activities. • To oversee preparation of Annual budget, regular variance statement and annual audit. • To make recommendations regarding mobilization and effective utilization of funds. • To operate financial systems including taxes, books of Accounts, Bank Reconciliation Statement etc. • To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc. • Liasoning with banks, statutory bodies, audit agencies, tax authorities and Government of India. • To provide all necessary financial information, oversee the financial management and timely audit of accounts by Auditors. 			
CHANNEL OF REPORTING	<ul style="list-style-type: none"> • Report to Director (Finance) 			

2.	POSITION	General Manager (Project & Works) E-7	
	NO. OF VACANCY	1 (One)	
	SCALE OF PAY (IDA)	18500–450–23900	
	UPPER AGE LIMIT	50 Years	
	QUALIFICATION	Essential	BE / B. Tech or equivalent in Pulp & Paper Technology/ Mechanical/ Electrical/ Instrumentation Engineering from a recognized university / Institute with minimum 55% aggregate marks.
		Desirable	PG Degree/ PG Diploma in Project Management or equivalent from a recognized university / Institute.
	EXPERIENCE	Minimum 12 years post-qualification experience in Project Management in any Heavy Engineering / Paper Industry, in the areas of Design / Procurement / Planning /Project Execution and Management in PSUs / reputed Public limited Company. The applicant from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> • To Head the Project Division and hold overall responsibility of the project right from commencement to completion. • Understanding the tender/enquiry/contractual processes. • To plan, schedule, monitor and control all activities of projects right from delivery of design documents to billing / invoicing as planned and payments thereof. • To provide procurement, sub contracting, and supplier contract management capabilities. • To manage client relationships through effective inter department communication. • Interaction with vendors, consultants and third party inspection agencies to meet project requirements for approval and necessary decisions / clearances. • To maintain coordination with Design, Marketing, Commercial, Finance, Civil, HR & IR, Legal and other allied departments to implement project activities. • Finalization of enquires/contracts for Civil, Mechanical, Electrical, Instrumentation and other allied departments as per project requirement. • To ensure timely reporting of the cost and time variance analysis of the project. • Sound knowledge of export-import laws and procedures, foreign exchange and taxation, TDS certificates, E-1 transaction. • At the end of the project he will be assume charge of GM(Works) and be responsible for overall operation and maintenance of Pulp and Paper plant. 	
	CHANNEL OF REPORTING	Report to CMD.	

3.	POSITION	Deputy General Manager (Finance) E-6		
	NO. OF VACANCY	1 (One)		
	SCALE OF PAY (IDA)	17500–400–22300		
	UPPER AGE LIMIT	45 Years		
	QUALIFICATION	Essential	CA/ICWA with minimum 55% aggregate marks.	
		Desirable	CS/ PG Degree / PG Diploma (2 years) in Finance/ Business Management or equivalent from a recognized university / Institute.	
	EXPERIENCE	Minimum 10 years post-qualification experience in relevant field with any Government Company/ PSUs /reputed Public limited Company. The applicants from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in Project Finance and Management in Paper Industry will be preferred.		
JOB DESCRIPTION	<ul style="list-style-type: none"> • To ensure smooth functioning of Finance and Accounts department. • To assist in ensuring overall financial health of the Company. • To conduct regular reviews of financial performance of organization. • Exercising the Financial Control in project activities. • To handle preparation of annual budget, regular variance statement and annual audit. • To present regular reports to GM Finance. • To operate financial systems including taxes, books of Accounts, Bank Reconciliation Statement. • To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc. • To provide all necessary financial information and to handle the management and timely audit of accounts by Auditors. 			
CHANNEL OF REPORTING	<ul style="list-style-type: none"> • Report to GM (Finance) 			

4.	POSITION	Deputy General Manager (Internal Audit) E-6		
	NO. OF VACANCY	1 (one)		
	SCALE OF PAY (IDA)	17500-400-22300		
	UPPER AGE LIMIT	45 Years		
	QUALIFICATION	Essential	CA/ICWA with minimum 55% aggregate marks	
		Desirable	CS/ PG Degree / PG Diploma (2 years) in Finance/ Business Management or equivalent from a recognized university / Institute.	
	EXPERIENCE	Minimum 10 years of post-qualification experience in a senior position in Finance / Internal Audit Department in any Government Organization / PSUs / reputed Public limited Company. The applicants from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in Project Finance and Management of Audit in Paper Industry will be preferred.		
	JOB DESCRIPTION	<ul style="list-style-type: none"> • Head internal Audit department. • Monitor the authenticity of the financial statements, develop and implement policies on audit oversight, report on financial performance, system and practices to improve effectiveness in IA function. • In-depth knowledge of financial policies, purchase policies, taxation, foreign exchange laws and various statutes / Act(s). • Leading and participating in Audits & reviews, challenge sessions and other exercise to support delivery of functional accountabilities. • Analysis of business information to identify risks, key control, strengths and weaknesses. • Developing and communicating insights and messages effectively to the concerned, Board of Directors, CAG etc. • Helping to form an objective opinion of the Company's system of Internal Control. 		
CHANNEL OF REPORTING	Report to CMD			

5.	POSITION	Deputy General Manager (Project) E-6		
	NO. OF VACANCY	1 (One)		
	SCALE OF PAY (IDA)	17500-400-22300		
	UPPER AGE LIMIT	45 Years		
	QUALIFICATION	Essential	BE / B. Tech or equivalent in Pulp & Paper Technology/ Mechanical/ Electrical/ Instrumentation Engineering from a recognized university / Institute with minimum 55% aggregate marks.	
		Desirable	PG Degree/ PG Diploma in Project Management or equivalent from a recognized university / Institute.	
EXPERIENCE	Minimum 10 years post-qualification experience in Project Management in any Heavy Engineering / Paper Industry, in the areas of Design / Procurement / Planning /Project Execution and Management in PSUs / reputed Public limited Company. The applicant from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in Paper Industry will be preferred.			
JOB DESCRIPTION	<ul style="list-style-type: none"> • To manage the project activities right from commencement to completion. • Understanding the tender/enquiry/contractual processes. • To provide procurement, sub contracting, and supplier contract management facilities. • To manage client relationships through effective inter department communication. • Interaction with vendors, consultants and third party inspection agencies to meet project requirements for approval and necessary decisions / clearances. • To maintain coordination with Design, Marketing, Commercial, Finance, Civil, HR & IR, Legal and other allied departments to implement project activities. • Documentation of enquires/contracts for Civil, Mechanical, Electrical, Instrumentation and other allied departments as per project requirement. • To ensure timely reporting of the cost and time variance analysis of the project. • Sound knowledge of export-import laws and procedures, foreign exchange and taxation, TDS certificates, E-1 transaction. 			
CHANNEL OF REPORTING	<ul style="list-style-type: none"> • Deputy General Manager (Project) will assist and report to General Manager (Project & Works) in carrying out Project activities and implementation. 			

6.	POSITION	Deputy General Manager (Utility) E-6		
	NO. OF VACANCY	1 (One)		
	SCALE OF PAY (IDA)	17500-400-22300		
	UPPER AGE LIMIT	45 Years		
	QUALIFICATION	Essential	BE/B. Tech. or equivalent in Mechanical / Electrical/Instrumentation from a recognized university / Institute with minimum 55% aggregate marks with 1 st Class BOE (Boiler Operation Engineering) Certificate from recognized agency.	
		Desirable	PG Degree / PG Diploma (2 years) in Utility Management from a recognized university / Institute.	
	EXPERIENCE	Minimum 10 years of post-qualification experience in relevant field in any Engineering Industry / Government Organization / PSUs /reputed Public limited Company. The applicants from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in modern high-pressure boiler / turbine / process water supply and other utilities in Paper Industry will be preferred.		
	JOB DESCRIPTION	<ul style="list-style-type: none"> • To head the team of Power House, Electrical Department, Water Supply and Instrumentation Department. • Responsible for Operations & maintenance of Power plant and other auxiliary plants like high pressure coal fired boilers, steam turbines, DM plant, cooling towers, compressors & refrigeration etc. • To ensure uninterrupted supply and distribution of all the utilities. • To improve the efficiency of the existing installations of plants with optimum investment. • Responsible for inter departmental co-ordination. • Comply with the statutory laws on energy efficiency, safety of high pressure vessel and equipments, environment health & safety and Manpower etc. 		
CHANNEL OF REPORTING	<ul style="list-style-type: none"> • Report to CMD 			

7.	POSITION	Deputy General Manager (Civil)	
	NO. OF VACANCY	1 (One)	
	SCALE OF PAY (IDA)	17500-400-22300	
	UPPER AGE LIMIT	45 Years	
	QUALIFICATION	Essential	BE/B. Tech. in Civil /Structural Engineering from a recognized university / Institute with minimum 55% aggregate marks.
		Desirable	PG Degree in Civil /Structural Engineering /MBA / PG Diploma in Project Management from a recognized university/Institute.
	EXPERIENCE	Minimum 10 years of Post-qualification experience in relevant field with any Government Company/PSUs/ reputed Public limited Company. The applicants from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in Civil project execution and co-ordination preferably in Newsprint/Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> • To head Civil Department and work closely with Works and assist Project Department in timely execution of project. • To ensure inter alia construction management planning in line with the overall accounting and control, providing technical direction and ensuring compliance with quality standards and regulatory requirement. • To assist in plan and specification analysis in order to provide clear, traceable and coordinated interpretations of the design / drawings for construction. • To be responsible for quality measurements, certifications and approval of civil contracts. • To assist Project Management Consultants in tendering process, floating of bids, awarding of contracts and co-ordination with firms, vendors and suppliers of goods and services including techno-commercial negotiations, settling of disputes/ clarification during execution of projects. • Knowledge of Contractual Establishment, Tendering Process, Taxes, Levies, Labour laws, Statutory Compliance, Project and Inventory Management. • To maintain accurate and up to date logs (RFQ, Vendor/ Subcontractor, Purchase, and Owner etc.), track responses and advice the Project Manager and Superintendent of the status of RFIs. • As a member of project steering team, he will participate in project review meetings, evaluation of project progress and de-bottlenecking. • To monitor field work, including contract work, to ensure compliance with company standards, procedures, specifications and codes. • To conduct quality control activities in accordance with instructions, inspection programs, using specified control measuring and testing equipment. • To prepare MIS reports in respect of costs, resource deployment, time overrun and quality compliance to ensure timely execution of project. 	
	CHANNEL OF REPORTING	Report to GM (Projects & Works)	

8.	POSITION	Deputy General Manager (Operations)		
	NO. OF VACANCY	1 (One)		
	SCALE OF PAY (IDA)	17500–400–22300		
	UPPER AGE LIMIT	45 Years		
	QUALIFICATION	Essential	BE/B. Tech. or equivalent in Pulp & Paper Technology/ Mechanical/Electrical/Instrumentation Engineering from a recognized university / Institute with minimum 55% aggregate marks.	
		Desirable	PG Degree / PG Diploma in Management.	
	EXPERIENCE	Minimum 10 years of post-qualification experience in relevant field with any Government Company/PSUs/ reputed Public limited Company. The applicants from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in project execution and operations preferably in Newsprint/Paper Industry will be preferred.		
	JOB DESCRIPTION	<ul style="list-style-type: none"> • Responsible for achieving the laid down production targets and sales, turnover and on time delivery. • Ensure minimum downtime of the plant. • Planning, scheduling and reviewing workload to ensure production output and on time delivery. • Ensuring that shop floor has the necessary manpower, competence, skill, knowledge, plant and tooling required to achieve production target. • Managing, purchasing function and inventory / stock control to ensure raw material and product is receipt, located, stored and transferred correctly and that the Company's stock inventory is accurate. • As part of Senior Management team you will also be jointly responsible for contributing towards the achievement of the Company's strategic and operational targets and overall business aim. • Promote and maintain awareness and compliance of Health and Safety in accordance with best practice and legal requirements. • Establish goals and objectives for self and team and implement accordingly to support and improve job performance (experience, ability and competence). • Identify individual training needs. • Monitor, review and address personnel under performance, liaising with GM (Works) and maintain appropriate records in accordance with Company procedures as required. • Total co-ordination amongst inter and intra departments to ensure scheduled shut down, product norms at each stage of production. 		
CHANNEL OF REPORTING	Report to GM (Projects & Works)			

9.	POSITION	Deputy General Manager (QC & Technical)		
	NO. OF VACANCY	1 (One)		
	SCALE OF PAY (IDA)	17500-400-22300		
	UPPER AGE LIMIT	45 Years		
	QUALIFICATION	Essential	BE/B. Tech. / M. Sc. (Pulp & Paper Technology)/ B. Sc. Tech. – Paper / Cellulose) from a recognized university / Institute with minimum 55% aggregate marks.	
		Desirable	PG Degree / PG Diploma in Management.	
	EXPERIENCE	Minimum 10 years of post-qualification experience in relevant field with any Government Company/PSUs/ reputed Public limited Company. The applicants from PSUs should have completed 2 years in next below Grade or equivalent. Candidates having experience in Newsprint/Paper Industry will be preferred.		
	JOB DESCRIPTION	<ul style="list-style-type: none"> • Responsible for ensuring that the raw material procured and finished goods meet the specified quality standard. • Total co-ordination amongst inter and intra departments to ensure product norms at each stage to get product of desired quality and to achieve economy. • Responsible for up-gradation of product quality by fixing norms, so as to match them with IS – standards. • Heading R & D and its activities and always in search of innovativeness for quality product / product diversification and economy. • Assures and satisfies the customers in case of complaints. Visit customers for better relationship. • Responsible for improving waste management / zero discharge and generation of wealth out of waste. • Ensure eco-friendly atmosphere to the surrounding vicinity. • Direct and co-ordinate the company's quality program, including project implementation. • Identify individual training needs for product improvement. • Responsible for meeting the norms of Pollution Control Board. • Review and improve the existing Quality Record database. 		
CHANNEL OF REPORTING	Report to GM (Projects & Works)			

Terms and conditions

Qualification and Experience :

- i) Minimum essential and desirable qualification and experience required for all the positions shall be as indicated above.
- ii) For essential qualification, only full time regular courses will be considered.
- iii) All qualification must be from UGC recognized Indian / Deemed University or AICTE approved courses from Autonomous Indian Institutions /concerned statutory council (wherever applicable).
- iv) Candidates from PSUs, should be working either in same pay scale or have at least 2 years experience in next lower pay scale. All other candidates should have at least 5 years working experience at senior management positions.
- v) Internal/Departmental candidates fulfilling the terms and conditions of advertisement may also apply, subject to completion of at least one year of service in the next lower level of the post advertised.
- vi) Minimum essential post qualification experience in line in a PSU/ Govt. Departments/large private sector organizations should be as on 30.09.2013.
- vii) Computer knowledge / skills will be a mandatory requirement for all the posts.

Age Limit and relaxation :

The upper age limit is fixed. Age relaxations for SC/ST/OBC (NCL)/PWD/ Ex-servicemen candidates will be as per Government Guidelines and certificate as the case may be submitted with the application duly issued by the competent authority.

Application Fee :

Candidates belonging to General and OBC (NCL) category are required to pay a non-refundable application fee of Rs.500/- (Rupees Five Hundred only) by DD / Pay Order drawn in favour of Nepa Limited payable at Nepanagar (MP). Payment in any other manner will not be accepted. Fee once paid will not be refunded.

Candidates belonging to SC/ST/PWD categories and internal candidates are exempted from payment of application fee.

Travelling Allowance:

Candidates attending the interview will be reimbursed to and fro fare by AC I in train / Bus fare from the shortest route subject to production of tickets.

Selection Procedure :

Selection will be made through interview of short listed candidates. Merely fulfilling the eligibility criteria dose not entitle the candidate to be called for interview. Nepa Limited reserves the right the 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.

Emoluments :

Selected candidates will be placed in the respective pay scale of GM / DGM with one-year probation. Basic pay and DA will be payable.

Other benefits like company accommodation on normal rent basis, Medical facility for self and dependents, Conveyance facility or allowance will be payable. In addition candidate will also be entitled to leave, leave encashment, LTC and LTC encashment, contributory PF and Gratuity.

All the above benefits are governed by the policy of the company as amended from time to time.

Looking to qualification and experience, fixation of salary at higher stage shall be considered for deserving candidates and executives getting higher pay in their present organization will be protected.

How to Apply:

Candidates fulfilling the above requirements should submit their application only in the prescribed format attached. The candidates have to submit application form duly signed and affixing latest passport size photograph along with attested true copies of the following testimonials / documents:

- Document in support of Date of Birth proof.
- All certificates / testimonials in respect of qualifications from matriculation onwards.
- Caste certificate/ Medial Certificate in case of PWD/ and Ex-servicemen Proof may be submitted by candidates claiming relaxation.
- Experience certificate / documents issued by previous employer in support of experience as mentioned in application form.
- NOC / Forwarding letter in case candidate employed in PSU/Central/State/Semi-Government organizations.

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

Persons discharged from service on disciplinary grounds from the Indian Army / dismissed from service of any organization need not apply.

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 recruitment process, if candidate is found ineligible.

Application complete in all respect along with the attested testimonials documents should be sent 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 within 15 days from the date of publishing the advertisement. The company will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

Health / Medical Fitness:

Appointment to the above positions will be subject to the candidate being medically fit as per certification of the CMO Nepa Limited Hospital.

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 are the minimum and mere possession of the same dose not entitles a candidate to be called for interview. In this regard, the company's decision shall be final.

Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

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