



नेपा लिमिटेड

(भारत सरकार का उपक्रम)

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

सी.आई.एन.: U21012MP1947GOI000636



विज्ञापन क्र.02/2021

संविदा आधार पर नियुक्ति

नेपा लिमिटेड, भारी उद्योग मंत्रालय के अंतर्गत अखबारी कागज उत्पादन में एक अग्रणी केन्द्रीय सार्वजनिक उपक्रम, विभिन्न विभागों के लिये संविदा आधार पर योग्य एवं अनुभवी उम्मीदवार, जो नियत योग्यता की पूर्ति करते हों, से आवेदन आमंत्रित करती है।

विस्तृत विवरण, निबंधन एवं शर्तें, आवेदन प्रक्रिया तथा आवेदन प्रपत्र कम्पनी की वेबसाइट **www.nepamills.co.in** से प्राप्त कर सकते हैं।

योग्य एवं इच्छुक उम्मीदवार अपना आवेदन हमारी वेबसाइट में निर्धारित दिशा-निर्देशों के अनुसार इस विज्ञापन के प्रकाशन की तिथि से 10 दिनों में भेजें।

हस्ता./-

प्रबंधक (कार्मिक एवं प्रशासन)



NEPA LIMITED

(A Govt. of India Undertaking)

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

CIN: U21012MP1947GOI000636



Advertisement No.02/2021

Recruitment on Contract Basis

Nepa Limited, a Pioneer Newsprint Manufacturing CPSU, under Ministry of Heavy Industries, invites application for contractual engagement from qualified and experienced professionals for various departments.

Details along with eligibility criteria, terms & conditions, application procedure and application format may be downloaded from Company's website **www.nepamills.co.in**.

Eligible and interested candidates may send their application within 10 days from the date of publication of this advertisement, as per the guidelines prescribed on our website.

Sd/-

Manager (P&A)

1.	Department	Works		
	No of posts	01		
	Remuneration	Rs.45000/- Fixed		
	Upper Age Limit	55 Years		
	Qualification	Essential	BE/B. Tech. or equivalent in Pulp & Paper Technology/ Mechanical/Electrical/Instrumentation/B.Sc. + B.Sc. (Tech- Paper/Cellulose).	
		Desirable	ME/M. Tech.	
Experience & Job Specification	<ul style="list-style-type: none"> • Minimum experience of 25 years in relevant field at senior level. • Should have exposure in the areas of finance, resource mobilization, fund management, bank LCs, cost control & performance monitoring, public procurement policy & procedures, tender systems, stores & finance working, Government taxes & regulations, custom/import procedures, e-procurement and ERP/SAP and well conversant with Government guidelines & financial policies, labor laws, company laws • Candidates having experience in Pulp and Paper Industry shall be given preference. • Should be proficient in handling issues regarding GST, Taxation, Provident Fund. • Personnel retired from Government Service/PSUs with relevant experience not attained 62 years of age will also be considered. 			

2.	Department	Finance		
	No of posts	04		
	Remuneration	Rs.50000/- Fixed		
	Upper Age Limit	55 Years		
	Qualification	Essential	CA/CMA/ICWA	
		Desirable	CS/MBA/PG Diploma in Finance	
Experience & Job Specification	<ul style="list-style-type: none"> • Minimum experience of 2 years in government sector/PSU or 3 years in private in relevant field for CA/CMA/ICWA and minimum 15 years for MBA/ PG Diploma in Finance with 55% of marks • Should have exposure in the areas of finance, resource mobilization, fund management, bank LCs, cost control & performance monitoring, public procurement policy & procedures, tender systems, stores & finance working, Government taxes & regulations, custom/ import procedures, labor laws, company laws, e-procurement and ERP/SAP and well conversant with Government guidelines & financial policies. • Candidates having experience in Pulp and Paper Industry shall be given preference. • Should be proficient in handling issues regarding GST, Taxation, Provident Fund. • Personnel retired from Government Service/PSUs with relevant experience not attained 62 years of age will also be considered. 			

3.	Department	Commercial	
	No of posts	02	
	Remuneration	Rs.40000/- Fixed	
	UPPER AGE LIMIT	50 Years	
	Qualification	Essential	Regular MBA/PG Degree/PG Diploma (2 years) in Materials/ Inventory Management or E-Commerce.
		Desirable	BE / B. Tech.
	Experience	Minimum 15 years of experience in relevant field at Senior/mid level. Candidates having experience in Procurement of equipments in Pulp & Paper Industry will be preferred.	
	Job Description	<ul style="list-style-type: none"> • To administer and Head the Commercial function and support the Project Group. • Procurement of raw materials, chemicals, consumables and other items required in the process of paper manufacturing including general and heavy engineering equipments etc. • To align the structure of Commercial Department with overall strategy and long term needs of the Company. • To ensure the timely availability of materials/machinery/ equipments of required specifications at the least prices and within best possible lead time. • Vendor Development and Management. • Good understanding of Production, Logistics & Supply Chain Management. • Maintenance of Stores, warehouses and inventories to ensure availability of items at optimum inventory levels. • Analytical drive to independently perform market, supplier, and competitor analyses. • To ensure and support different functions of the organization required by Commercial department by adhering to the laid purchase and finance policies for achieving the overall target of the Organization. • Ensuring effective implementation of all the developmental / improvement initiatives directed by the management. • Ensure compliance of company's purchase policy, finance policy, internal audit policy and following the CVC guidelines. • In-depth Knowledge of related tax laws, foreign exchange laws and other statutes / Act(s). • Should be proficient in handling issues regarding GST, Taxation, Provident Fund. • Personnel retired from Government Service/PSUs with relevant experience not attained 62 years of age will also be considered. 	

4.	Department	Power House	
	No of posts	04	
	Remuneration	Rs.25000/- Fixed	
	Upper Age Limit	35 Years	
	Qualification	BE/B. Tech. in IT/CS/MCA with minimum 55% of marks	
	Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 5 Years of experience is required in DCS/QCS Operation. • Experience should be realized after acquiring essential Qualification i.e. post qualification experience • Experience in the field of Distributed Control System (DCS)/Quality Control System • (QCS). Power House /Process Industry preferable. • Candidates having experience in Power plant shall be given preference. 	

5.	Department	Hospital (Medical Officer)
	No of posts	01
	Remuneration	Rs. 50000/- Fixed
	Upper Age Limit	50 Years
	Qualification	MBBS with minimum 55% of marks
Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 2 years of experience in relevant field. • Experience as a General Physician. • Candidate must have completed one year internship & be registered with medical council of India. 	

6.	Department	Hospital
	No of posts	05
	Remuneration	Rs. 5000/- per visit once a week for three hours
	Upper Age Limit	62 Years
	Qualification	MS/PG Diploma (Ophthalmology) DM (Cardiology)/MD (Medicine) MS/MCH (Orthopaedic) MS (ENT)
Experience & Job Specification	<ul style="list-style-type: none"> • Visit Nepa Hospital for three hours weekly. • Chamber will be provided by Nepa Hospital. • Vehicle for transportation with 50 KMs will be provided by Nepa Limited. • MD (Medicines) should have experience with CCU. 	

7.	Department	Mechanical
	No of posts	02
	Remuneration	Rs.12000/- Fixed
	Upper Age Limit	35 Years
	Qualification	ITI Welder with minimum 55% of marks.
Experience & Job Specification	2 years of experience is required in relevant field. Experience should be realized after acquiring essential qualification i.e. post qualification experience.	

8.	Department	Workshop
	No of posts	02
	Remuneration	Rs. 12000/- Fixed
	Upper Age Limit	35 Years
	Qualification	ITI Turner with minimum 55% of marks
Experience & Job Specification	2 years of experience is required in relevant field. Experience should be realized after acquiring essential qualification i.e. post qualification experience.	

9.	Department	Workshop
	No of posts	02
	Remuneration	Rs. 12000/- Fixed
	Upper Age Limit	35 Years
	Qualification	ITI Machinist with minimum 55% of marks
Experience & Job Specification	2 years of experience is required in relevant field. Experience should be realized after acquiring essential qualification i.e. post qualification experience.	

10.	Department	IT		
	No of posts	01		
	Remuneration	Rs. 15000/- Fixed		
	Upper Age Limit	35 Years		
	Qualification	Essential	B. Sc+ Dip. In Computer Hardware	
		Desirable	B. Tech. (Computer)	
Experience & Job Specification	<ul style="list-style-type: none"> • 10 years of experience for B.Sc. + Dip. In Hardware in relevant field Or 4 yrs. Experience for B. Tech. in relevant field • Experience in Networking, CCTV. • Installation of various software. • Handling and organization Video Conference. • Person with Disability will given preference. 			

11.	Department	Power House	
	No of posts	04	
	Remuneration	Rs.40000/- Fixed	
	Upper Age Limit	50 Years	
	Qualification	1 st Class Boiler attendant Certificate	
	Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 10 years of experience required in relevant field • Responsible for the operation, servicing, and repair of high pressure steam boilers and Thermopack, pumps, motors, oil heaters, gas controls, coal stokers, fly ash, safety devices, boiler controls, and recording devices. • Ex–Serviceman with relevant experience will be given preference. 	

12.	Department	Power House	
	No of posts	04	
	Remuneration	Rs.30,000/- Fixed	
	Upper Age Limit	45 Years	
	Qualification	2 nd Class Boiler attendant Certificate	
	Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 3 years of experience required in relevant field • Responsible for the operation, servicing, and repair of high pressure steam boilers and Thermopack, pumps, motors, oil heaters, gas controls, coal stokers, fly ash, safety devices, boiler controls, and recording devices. • Ex–Serviceman with relevant experience will be given preference. 	

13.	Department	Power House	
	No of posts	04	
	Remuneration	Rs. 40000/- Fixed	
	Upper Age Limit	50 Years	
	Qualification	ITI/Diploma/Graduate (Mech./Electrical)	
	Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 10 years of experience required in steam turbine including Digital Control System operation. • Ex–Serviceman with relevant experience will be given preference. 	

14.	Department	Power House	
	No. of posts	04	
	Remuneration	Rs.30000/- Fixed	
	Upper Age Limit	45 Years	
	Qualification	BE or B. Tech. in Mech. /Electrical/Instrumentation.	
	Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 4 years of experience required in turbine DCS Proficiency. • Ex–Serviceman with relevant experience will be given preference. 	

15.	Department	Demineralization Plant (DM Plant)	
	No. of posts	04	
	Remuneration	Rs.20000/- Fixed	
	Upper Age Limit	35 Years	
	Qualification	Essential	B.Sc.
		Desirable	M.Sc.
Experience & Job Specification	Minimum 5 years of experience required in DM Plant operation and experience in Power Plant Lab will be preferred.		

16.	Department	Electrical	
	No. of posts	08	
	Remuneration	Rs.25000/- Fixed	
	Upper Age Limit	45 Years	
	Qualification	BE or B. Tech. in Electrical/Electronics with minimum 55% of marks	
	Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 8 years of experience in relevant field. • Personnel retired from Government Service/PSUs with relevant experience not attained 62 years of age will also be considered in addition. 	

17.	Department	Legal	
	No. of posts	02	
	Remuneration	Rs.18000/- Fixed	
	Upper Age Limit	35 Years	
	Qualification	Essential	Graduate with LLB with minimum 55% of marks
		Desirable	LLM
Experience & Job Specification	Minimum 5 years of experience in relevant field is essential.		

18.	Department	Paper Machine	
	No. of posts	10	
	Remuneration	Rs.40000/- Fixed	
	Upper Age Limit	50 Years	
	Qualification	10 th Pass	
	Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 15 years of experience in operation Paper Mill. • Personnel with process background will be preferred. • Personnel retired from Government Service/PSUs with relevant experience not attained 62 years of age will also be considered in addition. 	

19.	Department	Security
	No. of posts	02
	Remuneration	Rs.25000/- Fixed
	Upper Age Limit	50 Years
	Qualification	Graduate
	Experience & Job Specification	<ul style="list-style-type: none"> • Minimum 15 years of experience in relevant field. • Ex–Serviceman will be given preference

20.	Department	De–inking Plant
	No. of posts	05
	Remuneration	Rs.40000/- Fixed
	Upper Age Limit	50 Years
	Qualification	B.Sc.
	Experience & Job Specification	Minimum 5 years of experience for B.Sc. Or 15 years of experience in operation and maintenance of De–inking Plant.

21.	Department	Various Departments
	No. of posts	100
	Remuneration	Rs.10000/- Fixed
	Upper Age Limit	45 Years
	Qualification	ITI/Diploma/Degree in any discipline/10 Years experience in relevant field
	Experience & Job Specification	<ul style="list-style-type: none"> • Preference will be given for qualified & experienced candidates. • Personnel retired from Government Service/PSUs with relevant experience not attained 62 years of age will also be considered in addition.

Terms and conditions

Qualification and Experience

Minimum required essential qualification and experience is indicated above. Age limit and experience should be as on 30.11.2021.

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.

Selection Procedure

Selection will be made through interview of short listed candidates by online or physical. 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. Company may increase or decrease number of post as per the Company’s requirement.

Contract period & Remuneration

Selected candidate will be initially engaged on contract for 11 months period as Consultant/Advisor. The period of contract may be extended further depending upon performance of the candidate.

Company accommodation on normal rent basis subject to availability and PF as per Act will be applicable.

Conveyance and Medical facility will also be applicable as per company rules.

No benefits will be payable other than the amount indicated.

Eligibility criteria can be relaxed for outstanding candidates. Management’s decision will be final in this regard.

This appointment is purely temporary basis/contractual appointment. No representation for permanent appointment or extension of tenure is admissible.

How to Apply

Candidates fulfilling the above requirements should submit their application only in the prescribed format duly signed and affixing latest passport size photograph along with self attested 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/PWD proof as the case may be.
- Experience certificate/documents issued by 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. 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 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 the recruitment process if the candidate is found ineligible.

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 Department 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 10 days from the date of publication of 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

Engagement to the above Department will be subject to the candidate being medically fit as per certification of the Incharge 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 is minimum and mere possession of the same does 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. Any dispute with regard to the recruitment against this advertisement will be jurisdiction of Nepanagar Court only.

Manager (P&A)
Nepa Limited, Nepanagar