



NEPA LIMITED
(A Govt. of India Undertaking)

CIN: U21012MP1947GOI000636

Regd. Office: Nepanagar, Dist.: Burhanpur, Madhya Pradesh 450221

Website : www.nepamills.co.in Contact No.07325-222150



REQUIRES

Nepa Limited, a Pioneer Newsprint Manufacturing Mill, invites applications from competent professionals for the post of **Company Secretary**.

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 should send their applications 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. The applicants should also send their applications along with necessary documents to **Senior Manager (P&A), Nepa Limited, Nepanagar** through registered/speed post.

(Advertisement No.02/2025)

Senior Manager (P&A)



नेपा लिमिटेड

(भारत सरकार का उपक्रम)

सी. आई. एन.: U21012MP1947GOI000636

पंजीकृत कार्यालय : नेपालनगर, जिला बुरहानपुर, मध्यप्रदेश - 450221

वेबसाइट : www.nepamills.co.in संपर्क क्र. 07325-222150



आवश्यकता

नेपा लिमिटेड, अखबारी कागज उत्पादन में एक अग्रणी कम्पनी योग्य एवं पात्र उम्मीदवारों से “कम्पनी सचिव” 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 प्रेषित करें। साथ ही आवेदक अपने आवेदन आवश्यक दस्तावेजों सहित **वरिष्ठ प्रबंधक (कार्मिक एवं प्रशासन), नेपा लिमिटेड, नेपालनगर** को रजिस्टर्ड/स्पीड पोस्ट के माध्यम से भी प्रेषित करें।

(विज्ञापन क्रमांक 02/2025)

वरिष्ठ प्रबंधक (कार्मिक एवं प्रशासन)



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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.	

(Advertisement No.02/2025)

Senior Manager (P&A)

TERMS AND CONDITIONS

Qualification and Experience

- (i) Minimum essential & desirable qualification and experience required for the post of Company Secretary 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 on the Company Website i.e. 09.10.2025.
- (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). 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, Washing 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 photographs 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 through e-mail **ID careers@nepamills.nic.in.**

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

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

The application must reach on the above e-mail ID and address within 15 days from the date of release of advertisement.

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

Appointment 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 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 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 thereof. 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.

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