



NEPA LIMITED

(A Govt. of India Undertaking)

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

CIN: U21012MP1947GOI000636



Advertisement No.07/2026

September 22, 2026

Engagement of Company Secretary Management Trainee and CMA Trainee

Nepa Limited, a Pioneer Newsprint Manufacturing CPSU, under Ministry of Heavy Industries, invites applications for Company Secretary Management Trainee for Company Secretary Office and CMA Trainee under the applicable ICMAI Practical Training Scheme for F&A Department from qualified professionals.

Details along with eligibility criteria, general instructions and application format may be downloaded from Company's website www.nepamills.co.in. Any corrigendum/extension to the advertisement shall be hosted on our website only.

Eligible and interested candidates send their applications on e-mail ID **careers@nepamills.nic.in** in prescribed proforma and attach self attested copies in support of their qualification within 10 days from the date of publication of this advertisement.

Sd/-

Senior Manager (P&A)



NEPA LIMITED : NEPANAGAR (MP)
(A Govt. of India Undertaking)

Engagement of Company Secretary Management Trainee purely for practical training

1. Position	Company Secretary Management Trainee
Department	Company Secretary Office
Place of Posting	Nepa Limited, Nepanagar (MP)
No. of Vacancies	2 (Two)
Stipend	Rs.7,000/- Per Month
Training Period	21 Months
Qualification	Successfully passed the Professional Programme.
Desirable Skills	(i) Basic knowledge of Cost Accounting, Financial Accounting and Management Accounting. (ii) Working knowledge of MS Office and accounting. (iii) Basic understanding of GST, TDS, budgeting, costing and financial statements. (iv) Good communication, analytical and numerical skills. (v) Drafting of documents & Expert in corporate law applicable to Government Companies.
Job Description	To assist in the day-to-day secretarial and related work of the Company.
Selection Process	Selection may be made through (i) Scrutiny of application (ii) Written Test and/or Skill Test, if considered necessary, and (iii) Personal Interview The Company reserves the right to modify the selection process depending upon the number of applications received.
Other Terms & Condition	(i) The trainee shall comply with the Company's rules, working hours, discipline, confidentiality and safety requirements. (ii) The trainee shall be required to submit proof of successfully passed the Professional Programme, examination result and other documents at the time of joining. (iii) The training shall be subject to completion of the prescribed documentation and formalities. (iv) The Company may discontinue the training in case of unsatisfactory performance, misconduct, prolonged absence or violation of applicable rules, after following the applicable terms of engagement.



NEPA LIMITED : NEPANAGAR (MP)
(A Govt. of India Undertaking)

**Engagement of CMA Trainee purely for practical training under the applicable
ICMAI Practical Training Scheme**

2. Position	CMA Trainee
Department	Finance & Accounts
Place of Posting	Nepa Limited, Nepanagar (MP)
No. of Vacancies	1 (One)
Stipend	Rs.7,000/- Per Month
Training Period	15 months, or such period as may be permissible under the applicable ICMAI practical training scheme, subject to registration and approval requirements of ICMAI.
Qualification	The candidate must: (i) Have passed the CMA Intermediate Examination conducted by the Institute of Cost Accountants of India (ICMAI); and (ii) Possess a valid registration/enrolment with ICMAI and be eligible to undergo practical training under the applicable ICMAI Training Scheme The candidate must have passed at least one group of the CMA Intermediate Examination conducted by ICMAI and should be registered for the CMA Intermediate Course. Preference may be given to candidates who have passed both groups.
Desirable Skills	(i) Basic knowledge of Cost Accounting, Financial Accounting and Management Accounting. (ii) Working knowledge of MS Office and accounting. (iii) Basic understanding of GST, TDS, budgeting, costing and financial statements. (iv) Good communication, analytical and numerical skills.
Job Description	To assist in the day-to-day Finance & Accounts related work of the Company.
Selection Process	Selection may be made through (i) Scrutiny of application (ii) Written Test and/or Skill Test, if considered necessary, and (iii) Personal Interview The Company reserves the right to modify the selection process depending upon the number of applications received.
Other Terms & Condition	(i) The trainee shall comply with the Company's rules, working hours, discipline, confidentiality and safety requirements. (ii) The trainee shall be required to submit proof of ICMAI registration, examination result and other documents at the time of joining. (iii) The training shall be subject to completion of the prescribed documentation and formalities under the applicable ICMAI Scheme. (iv) The Company may discontinue the training in case of unsatisfactory performance, misconduct, prolonged absence or violation of applicable rules, after following the applicable terms of engagement.



General Instruction

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

- **“Application for the post of_____ & Sr. No._____” must be mentioned clearly on prescribed application form, failing which candidature will not be considered at any cost.**
- **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.**

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.

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 engagement process if the candidate is found ineligible.

Application complete in all respect in prescribed proforma along with the attested testimonials documents send through e–mail ID : **careers@nepamills.nic.in.**

The application must send within 10 days from the date of publication of advertisement.

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

Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to the engagement against this advertisement will be jurisdiction of Nepanagar Court only.

Senior Manager (P&A)
Nepa Limited, Nepanagar