



NEPA LIMITED

(A Govt. of India Undertaking)

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

CIN: U21012MP1947GOI000636



REQUIRES

Nepa Limited, a Pioneer Newsprint Manufacturing CPSU, under Ministry of Heavy Industries, invites application from qualified and experienced professionals, who fulfill the prescribed eligibility criteria to work on contractual positions.

For Technical Division with experience in Paper Industry is must and for Commercial, Finance, Marketing, HR, Stores, IT and Security Department's experience in Paper Industry will be preferred.

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.01/2023

Manager (P&A)



नेपा लिमिटेड

(भारत सरकार का उपक्रम)

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

सी.आई.एन. : U21012MP1947GOI000636



आवश्यकता

नेपा लिमिटेड, भारी उद्योग मंत्रालय के अंतर्गत अखबारी कागज उत्पादन में एक अग्रणी केन्द्रीय सार्वजनिक उपक्रम योग्य, अनुभवी एवं निर्धारित मानदण्डों को पूरा करने वाले आवेदकों से संविदागत पदों पर कार्य के लिये आवेदन आमंत्रित करती है।

तकनीकी प्रभाग के लिये कागज उद्योग में अनुभव होना अनिवार्य है तथा वाणिज्य, वित्त, विपणन, मानव संसाधन, भण्डार, आई.टी. एवं सुरक्षा विभाग के लिये कागज उद्योग में अनुभवी को वरीयता दी जावेगी।

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 01/2023

प्रबंधक (कार्मिक एवं प्रशासन)



NEPA LIMITED

(A Govt. of India Undertaking)

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

CIN: U21012MP1947GOI000636



Detailed Advertisement for Recruitment of Various Posts on Contractual Basis

Advertisement No. 01/2023

LAST DATE FOR RECEIPT OF APPLICATIONS – 25.04.2023

Applications are invited for recruitment to following posts and eligible candidates may apply in prescribed format.

1. DESIGNATION, REMUNERATION, QUALIFICATION, EXPERIENCE, AGE AND NO. OF VACANCY :

Technical							
Sr. No.	Designation	Remuneration (Rs. Per Month) (Fixed)	Minimum Educational Qualification	Experience in Years	Age up to	No. of Vacancies	Place of Posting/ Location
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1.	Plant Superintendent	Rs.1,25,000/- (Fixed Consolidated Pay Per Month)	B.Tech./B.Sc. in Paper Technology OR Graduate with experience in Paper Industries	12 Years 20 Years	50 Years 55 Years	01	Nepanagar
Paper Machine Department							
2.	Technical Assistant I (Winder Operator)	Rs.31924/- (Fixed Consolidated Pay Per Month)	10 th Pass with experience in winder operation	10 Years	40 Years	06	Nepanagar
3.	Technical Attendant (Winder Assistant)	Rs.14719/- (Fixed Consolidated Pay Per Month)	10 th Pass with experience in winder operation	6 Years	34 Years	04	Nepanagar
4.	Technical Assistant I (Calendar Operator)	Rs.31924/- (Fixed Consolidated Pay Per Month)	10 th Pass with experience in calendar operation	10 Years	40 Years	06	Nepanagar
5.	Technical Attendant (Calendar Assistant)	Rs.14719/- (Fixed Consolidated Pay Per Month)	10 th Pass with experience in calendar operation	6 Years	34 Years	04	Nepanagar
6.	Technical Assistant I (Wet End Operator)	Rs.31924/- (Fixed Consolidated Pay Per Month)	10 th Pass with experience in wet End operation	10 Years	40 Years	06	Nepanagar
7.	Junior De-inking Plant Superintendent	Rs.62504/- (Fixed Consolidated Pay Per Month)	B.Tech./B.Sc. in Paper Technology and experience in De-inking Plant only. OR Graduate with experience in De-inking Plant only.	8 Years 12 Years	35 Years 40 Years	01	Nepanagar
8.	Shift Incharge (Paper Machine)	Rs.55708/- (Fixed Consolidated Pay Per Month)	B.Tech./B.Sc. in Paper Technology only. OR Graduate with experience in Paper Industries only.	4 Years 7 Years	30 Years 33 Years	04	Nepanagar
9.	Junior Shift Incharge (Paper Machine)	Rs.52877/- (Fixed Consolidated Pay Per Month)	B.Tech./B.Sc. in Paper Technology only. OR Graduate with experience in Paper Industries only.	Fresher/ 0-2 Years 5 Years	28 Years 31 Years	04	Nepanagar

Technical (Mechanical), (Electrical), (Civil) & (Instrument)							
Sr. No.	Designation	Remuneration (Rs. Per Month) (Fixed)	Minimum Educational Qualification	Experience in Years	Age up to	No. of Vacancies	Place of Posting/ Location
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
10.	Assistant Mechanical Engineer	Rs.38040/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in Mechanical Engineering (Experience in Hydraulics will be mandatory)	5 Years	31 Years	03	Nepanagar
11.	Junior Mechanical Engineer	Rs.32490/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in Mechanical Engineering (Experience in Hydraulics will be preferred)	Fresher/ 0–2 Years	28 Years	02	Nepanagar
12.	Assistant Electrical Engineer	Rs.38040/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in Electrical/ Electronics Engineering	5 Years	31 Years	03	Nepanagar
13.	Junior Electrical Engineer	Rs.32490/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in Electrical/ Electronics Engineering	Fresher/ 0–2 Years	28 Years	02	Nepanagar
14.	Assistant Civil Engineer	Rs.38040/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in Civil Engineering (Experience in Structural Engineering will be preferred)	5 Years	31 Years	02	Nepanagar
15.	Junior Civil Engineer	Rs.32490/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in Civil Engineering	Fresher/ 0–2 Years	28 Years	02	Nepanagar
16.	Assistant Instrument Engineer	Rs.38040/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in Instrumentation/ Electronics Engineering (Experience in Hydraulics, SCADA, PLC based system mandatory)	5 Years	31 Years	02	Nepanagar
17.	Junior Instrument Engineer	Rs.32490/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in Instrumentation/ Electronics Engineering (Experience in Hydraulics, SCADA, PLC based system will be preferred)	Fresher/ 0–2 Years	28 Years	02	Nepanagar
18.	Supervisor Instrumentation	Rs.36681/- (Fixed Consolidated Pay Per Month)	ITI (Instrument) OR Diploma (Instrument) (Experience in Hydraulics, SCADA, PLC mandatory)	20 Years	45 Years	03	Nepanagar
Commercial/Finance/Marketing/HR/IT							
19.	Assistant Commercial Executive	Rs.60239/- (Fixed Consolidated Pay Per Month)	MBA in Supply Chain Management or Purchase & Procurement OR B.Com./B.Sc. Experience in Purchase and Procurement procedure of Government, Government e–market place or Armed Force or Para Military Force	6 Years 15 Years	32 Years 40 Years	01	Nepanagar
20.	Junior Commercial Executive	Rs.52877/- (Fixed Consolidated Pay Per Month)	MBA in Supply Chain Management OR B.Com./B.Sc. Experience in Purchase and Procurement procedure of Government, Government e–market place or retired Junior Commissioned Officer/CPO and above from Army/Navy/Air Force or Para Military Force equivalent.	4 Years 10 Years	30 Years 40 Years	01	Nepanagar
21.	Senior Finance Superintendent	Rs.74963/- (Fixed Consolidated Pay Per Month)	MBA in Finance/CA OR BA (Economics)/B.Sc.(Economics) Experience in Financial Management preferably in Pulp & Paper Industry	10 Years 20 Years	40 Years 52 Years	01	Nepanagar

Sr. No.	Designation	Remuneration (Rs. Per Month) (Fixed)	Minimum Educational Qualification	Experience in Years	Age up to	No. of Vacancies	Place of Posting/ Location
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
22.	Finance Executive	Rs.62504/- (Fixed Consolidated Pay Per Month)	MBA in Finance/CA OR BA (Economics)/B.Sc.(Economics) Experience in Financial Management preferably in Pulp & Paper Industry	8 Years 13 Years	35 Years 40 Years	02	Nepanagar
23.	Senior Marketing Superintendent	Rs.74963/- (Fixed Consolidated Pay Per Month)	MBA (Marketing) and Experience in Paper Industry mandatory	10 Years	40 Years	01	Nepanagar
24.	Junior Marketing Executive	Rs.52877/- (Fixed Consolidated Pay Per Month)	MBA (Marketing) and Experience in Paper Industry mandatory	6 Years	32 Years	01	Nepanagar
25.	Junior HR Officer	Rs.32490/- (Fixed Consolidated Pay Per Month)	MSW/MBA in HR OR PGDBM (2 Years), LLB preferred Experience in HR Management preferably in Pulp & Paper Industry	Fresher/ 0–2 Years 5 Years	28 Years 31 Years	02	Nepanagar
26.	Senior IT Officer	Rs.42117/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in IT/Computer Science/MCA/M.Sc. (IT) OR B.Sc. (CS) Experience in server's configuration (Windows/Unix) the network for LAN (VLAN/Proxy/AD/Wi-Fi/Wireless, Video Conference. ERP Implementation	4 Years 10 Years	30 Years 35 Years	01	Nepanagar
27.	Junior IT Officer	Rs.32490/- (Fixed Consolidated Pay Per Month)	BE/B.Tech. in IT/Computer Science/MCA/M.Sc. (IT) OR B.Sc. (CS) Experience in server's configuration (Windows/Unix) the network for LAN (VLAN/Proxy/AD/Wi-Fi/Wireless, Video Conference. ERP Implementation	Fresher/ 0–2 Years 5 Years	28 Years 31 Years	01	Nepanagar
Stores/Security							
28.	Senior Stores Superintendent	Rs.74963/- (Fixed Consolidated Pay Per Month)	MBA in Supply Chain Management OR Retired officer from Armed Forces or Para Military Forces	8 Years	40 Years	01	Nepanagar
29.	Junior Stores Officer	Rs.32490/- (Fixed Consolidated Pay Per Month)	MBA in Supply Chain Management OR B.Com./B.Sc. OR Retired Junior Commissioned Officer/CPO and above from Army/Navy/Air Force or Para Military Force equivalent.	Fresher/ 0–2 Years 5 Years	28 Years 31 Years	01	Nepanagar
30.	Chief Security Officer	Rs.74963/- (Fixed Consolidated Pay Per Month)	Officers retired from Navy/Army/Air Force or Para Military Force equivalent.	15 Years	50 Years	01	Nepanagar
31.	Deputy Chief Security Officer	Rs.52877/- (Fixed Consolidated Pay Per Month)	Retired Junior Commissioned Officer or equivalent. Retire personnel from Provost Branch or Military Police will be given preference.	10 Years	45 Years	01	Nepanagar

Sr. No.	Designation	Remuneration (Rs. Per Month) (Fixed)	Minimum Educational Qualification	Experience in Years	Age up to	No. of Vacancies	Place of Posting/ Location
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
32.	Technical Attendant (Paper Machine, Finishing House, Sales Godown, ET Plant)	Rs.13337/- (Fixed Consolidated Pay Per Month)	10 th Class	Fresher/ 0-2 Years	35 Years	40	Nepanagar
33.	Technical Attendant (Lifter Driver)	Rs.13337/- (Fixed Consolidated Pay Per Month)	10 th Class	5 Years	40 Years	06	Nepanagar

Note-1

Documentary proof in support of the candidates' experience, in the required Area & Length of post qualification work experience" as prescribed above have to be enclosed/attached to establish their eligibility for the post,

Note-2

Reservations of Vacancies are as per Government of India directives issued from time to time.

Note-3

- i) Any other qualifications, which are regarded/classified as equivalent or having combination of branches other than the notified one will be considered on the discretion of the Selection Committee,
- ii) All qualifications should have been acquired from Indian Universities/Institutes recognized by AICTE or UGC or any other appropriate statutory authority in India.
- iii) Candidates who possess the notified eligibility criteria are only eligible to apply.

2. REQUIREMENTS IN ADDITION TO LENGTH OF POST QUALIFICATION EXPERIENCE AS PRESCRIBED AT PARA 1 ABOVE

- i) Candidates at the time of making application, as well as on the date of interview/selection, must be drawing a CTC of not less than 75% of CTC against the applied position.

3. CRUCIAL DATE

Age & Post qualification Experience will be considered as on date of issue of Notification of employment as on date of Advertisement in the Company Website i.e., 10.04.2023.

4. AGE LIMIT

- i) Age Relaxation for OBC (Non-Creamy layer) for 3 years, for SC/ST 5 years, Ex-Servicemen candidates will be as per Government of India guidelines and the same will be extended only if valid OBC (Non-Creamy Layer)/SC/ST/Discharge Certificates are uploaded at the time of online application.
- ii) Wherever there is no reservation for OBC (Non-Creamy layer)/SC/ ST categories in a particular post, candidates belonging to OBC (Non-Creamy layer)/SC/ST categories applying against unreserved vacancies shall be considered under general standard of merit and no relaxation in age will be extended.

- iii) Relaxation for Ex-Servicemen (ESM) category candidates is as per extant Govt. of India guidelines.
- iv) Upper age limit indicated above does not apply to employees currently on the rolls of Nepa Limited. However, they should have minimum 02 years of remaining service as on crucial date i.e., publication of advertisement in the Company Advertisement i.e., 10.04.2023.

5. Period of Employment

- i) Selected Candidates for contractual positions will be initially engaged for a period of 1(one) year from the date of joining the post notified and the tenure will be extended maximum to three years (including the initial year) as per the requirement of the Company and discretion of the Competent Authority.

6. Place of Posting

Selected candidates are liable to be posted to any Unit/Area/Place under the control of Nepa Limited, Nepalagar.

7. Method of Selection

- i) For the Contractual Positions selection will be based on written test/trade test/skill test/personal interview whichever any mode the screening committee deemed fit on the discretion of the competent authority.
- ii) The minimum qualifying marks in the personal interview shall be 50% of prescribed score for UR candidates and 40% in the case of SC/ST/OBC (Non Creamy Layer) candidates against the reserved posts. Relaxation in minimum qualifying marks shall not apply for SC/ST/OBC (NCL) candidates considered under UR category.
- iii) The final selection of candidates shall be in the order of merit based on the marks scored by the candidates in the Personal Interview, subject to scoring the minimum qualifying marks prescribed, ensuring due reservation.
- iv) In case of higher response for any particular post, management reserves the right to conduct Screening Test.

8. Medical Fitness

The finally selected candidate(s) being engaged for the post is required to undergo Medical examination by registered Medical Officer and produce Medical Certificate before joining the post for which he/she offered.

9. Remuneration

Remuneration will be fixed as indicated with an increase of 10% of 1st year in case tenure is extended. This is non-negotiable. Remuneration is inclusive of all.

10. General Conditions

- i) Only Indian Nationals are eligible to apply.
- ii) Age & Post Qualification experience will be considered as on date of advertisement on the Company Website i.e. 10.04.2023.

- iii) All qualification should have been acquired from Indian Universities/ Institutes recognized by AICT or UGC or any other appropriate statutory authority in India.
- iv) Post Qualification experience relaxation may be considered for deserving Ex-servicemen maximum for 5 years
- v) Preference may be given to Ex-servicemen and officers from Military Engineering background.
- vi) Any vacancy earmarked for EWS cannot be filled up due to non-availability of suitable candidate(s) such vacancy shall not be carried forward to next recruitment year as backlog.
- vii) The ideal incumbent for the Supervisory/Managerial position should have proven track record of managing administration, production and operations DCS, De-inking & Power House activities of Paper Industries having adequate experience in relevant field :-
 - Certification for Marketing, Digital Marketing, Procurement and professional in Supply Chain.
 - Experience in written communication and management skill programs.
 - Experience in administration and operations at senior level.
- viii) The ideal candidate should be B.E. or B.Tech./B.E. + MBA or B.Tech./ B.E. or CA/ICWA + MBA, Diploma should be in any of the streams viz. Mechanical/Electrical/Chemical/Civil/any core Engineering Branch. Other qualifying requirements being the same, preference to candidates shall be considered having better post qualification experience in relevant industry/field/similar positions.
- ix) Depending on the response and requirement, Nepa Limited Management reserves the right to raise/relax the eligibility conditions.
- x) Nepa Limited Management reserves the right not to fill up any or all the posts notified at its discretion and vacancies may also be increased/decreased depending upon organizational requirements.
- xi) Candidates are informed that mere submission of applications shall not give them any right to be called for selection.
- xii) Candidates called for Personal Interview, are not eligible for reimbursement of travelling expenses.
- xiii) Candidates will be called for selection based on Self certified information along with copies of testimonials enclosed/attached by them. They should produce the original documents, in support of their meeting eligibility conditions, at the time of Interview.
- xiv) Applicants who have any pending complaints, Grievance (of any nature) on and litigations in any court of law in India or quasi judiciary body, etc. filed against the company are debarred from applying to the advertised posts.
- xv) Candidates already removed/terminated/deserted their employment from Nepa Limited will not be considered.

- xvi) Persons already resigned from Nepa Limited may also apply, subject to fulfilling the notified eligibility criteria.
- xvii) Nepa Limited Management reserves the right to cancel/restrict/enlarge/modify/reopen/alter the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
- xviii) If the SC/ST/OBC (Non Creamy Layer) certificate has been issued in a language other than English/Hindi, the candidates should submit a self-certified translated copy of the same either in English or Hindi.
- xix) Canvassing in any form will be a disqualification.
- xx) Legal jurisdiction will be Neapanagar 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 Neapanagar.
- xxi) Candidature is liable to be rejected at any stage of recruitment process/Candidate's employment will be terminated/cancelled after recruitment, on or after joining if;
 - a. any information/documents submitted by the candidate is found to be false or
 - b. suppressed relevant information or
 - c. if not found to be in conformity with eligibility criteria mentioned in the advertisement.
- xxii) Selected Candidates can not join any political party or rallies as per Government of India guidelines.
- xxiii) Candidates can contact the Helpline No. 07325-222150 between 14:00 Hours and 17.00 Hours on all working days i.e., Monday to Saturday or write to hrd@nepamills.nic.in. Candidates are hereby advised not to contact telephone numbers of any other officials/divisions.

11. How to Apply

- i) Candidates should apply only through e-mail ID careers@nepamills.nic.in.
- ii) Before applying, the candidates should ensure that they have mobile number and valid & active personal email ID and keep them active for the entire duration of selection as Nepa Limited will send all selection related communications only through email till the selection process is completed.
- iii) Candidates have to attach required scanned copies of documents/certificates to establish their eligibility, failing which the application is liable for rejection.

- iv) Candidates applying for more than one post should apply and submit separate Application Form & receipt for fee along with the requisite enclosures for each post(s).
- v) Candidates should submit single application only for any post. In case of multiple applications for any post, the last registered application shall only be considered.
- vi) It is mandatory that eligible candidates should go through the full text of the advertisement and agree to all the conditions given while applying for the post.
- vii) Scrutiny of applications for short listing of candidates for Selection will be solely based on documents/certificates attached by the candidates at the time of submission of application through e – mail careers@nepamills.nic.in.
- viii) No manual/paper applications will be entertained and candidates are advised not to send any hard copy to this office.

12. Payment of Application Fee

Candidates belonging to the post of UR/OBC are required to pay an application fee of Rs 250/- (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

13. Information regarding Selection Schedule will be communicated to the shortlisted candidates through Nepa Limited website/besides e-mail to their registered e-mail address/message through SMS to their Registered Mobile Number. The Call Letter for Interview will be sent to eligible candidate on their e-mail ID submitted/mentioned by them.

14. Nepa Limited Decision is Final:

The decision of Selection Committee of Nepa Limited in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection and interviews and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

15. Important Dates

The Last date of submission of Online application is 25.04.2023 up to 23:59:59 Hours.

By Order

Chief General Manager (P&A)