



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 CPSU, under Ministry of Heavy Industries, invites applications for the post of GM (Marketing), Senior Manager (Operation), Senior Manager (F&A), AM (IT), AM (Instrumentation), Shift Incharge (Paper Machine), Officer (Civil), Shift Incharge (De-inking Plant), Liaison Officer and Supervisor (Company Secretary Office) from qualified and experienced professionals, who fulfill the prescribed eligibility criteria for the various posts.

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 with necessary documents to **Manager (P&A), Nepa Limited, Nepanagar** through Registered/Speed Post only within 15 days from the date of publication of this advertisement.

Advertisement No.01/2024

Manager (P&A)



नेपा लिमिटेड

(भारत सरकार का उपक्रम)

सी.एन.आई.: U21012MP1947GOI000636

पंजीकृत कार्यालय : नेपानगर, जिला बुरहानपुर, मध्यप्रदेश - 450221

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



आवश्यकता

नेपा लिमिटेड, भारी उद्योग मंत्रालय के अंतर्गत अखबारी कागज उत्पादन में एक अग्रणी कम्पनी, महाप्रबंधक (विपणन), वरिष्ठ प्रबंधक (प्रचालन), वरिष्ठ प्रबंधक (वित्त एवं लेखा), सहायक प्रबंधक (आई.टी.), सहायक प्रबंधक (इन्स्ट्रुमेंटेशन), पाली प्रभारी (पेपर मशीन), अधिकारी (सिविल), पाली प्रभारी (डि-इंकिंग प्लांट), संपर्क अधिकारी एवं सुपरवायजर (कम्पनी सचिव कार्यालय) पदों के लिये योग्य एवं अनुभवी उम्मीदवार, जो नियत योग्यता की पूर्ति करते हों, से आवेदन आमंत्रित करती है।

आवेदन प्रारूप, निबंधन एवं शर्तें तथा अन्य विवरण हमारी वेबसाइट www.nepamills.co.in से डाउनलोड किये जा सकते हैं। विज्ञापन में कोई संशोधन/विस्तार को हमारी वेबसाइट पर ही प्रसारित किया जावेगा।

योग्य एवं इच्छुक उम्मीदवार अपना आवेदन आवश्यक दस्तावेजों सहित प्रबंधक (कार्मिक एवं प्रशासन), नेपा लिमिटेड, नेपानगर को केवल रजिस्टर्ड/स्पीड पोस्ट के माध्यम से इस विज्ञापन प्रकाशन की तिथि से 15 दिवस में प्रेषित करें।

विज्ञापन क्रमांक 01/2024

प्रबंधक (कार्मिक एवं प्रशासन)

NEPA LIMITED : NEPANAGAR (MP)

(A Govt. of India Undertaking)

1.	POSITION	General Manager (Marketing) E-7
	NO. OF POSTS	1 (One)
	SCALE OF PAY (IDA)	18500-450-23900 (under revision 2007 pay scale)
	QUALIFICATION	MBA/PG Degree/PG Diploma (2 years) in Marketing Management or equivalent/B.Tech./BE.
	EXPERIENCE	<ul style="list-style-type: none"> ➤ Post Qualification job experience of 18 years out of which minimum 10 years of experience in relevant field. Candidates having experience in Pulp & Paper Industry will be preferred. ➤ Knowledge of Computer and Internet is must. Experience with internet advertising, Media house, publishing house is preferable.
	JOB DESCRIPTION	<ul style="list-style-type: none"> ❖ To administer and Head the Marketing function. ❖ Presenting analytical data based on market research, trends, etc. to Board. ❖ Guiding creative team i.e. graphic design, advertising, promotion, etc. ❖ Identification and implementation of right marketing channels for Brand Management. ❖ Maintain relationship with external parties and internal customers. ❖ Taking key decisions as a prestigious management team. ❖ Create consistent, professional brand, communication which reflects our vision and value. ❖ Guide team towards marketing activities or policies to promote products or services. ❖ Advise in creation of promotional merchandise, show flyers, pre-and post-event marketing. ❖ Idea generation to implement exhibit marketing. ❖ Implement best practices in marketing management. ❖ Ability to lead the team with high level of delegation. ❖ Strong leadership and management skills. ❖ Excellent communication and negotiation skills. ❖ Ability to develop and implement sales strategies. ❖ Analytical mindset and data-driven approach. ❖ Customer-focused and ability to build strong relationships. ❖ Marketing campaign management ❖ As an integral member of the Executive Management Team, the ideal candidate will be an accomplished and highly skilled leadership professional. ❖ Reporting directly to the Chief Executive Officer, your primary objective will be to lead the design and transformation of the newly formed Sales and Marketing function. This will include identifying and implementing innovative sales and marketing strategies, product and business development within a greenfield environment. ❖ Responsible for the development and delivery of the strategic plan to achieve business objectives, drive profit and champion customer experience.

		<ul style="list-style-type: none"> ❖ Identify new and existing business opportunities to increase the growth of the organisation, promoting strong client engagement, retention and attraction strategies. ❖ Identify and operationalise commercial market opportunities. ❖ Establish a structured multi-channel sales framework across the business operations with a focus on building a high-performance sales culture. ❖ Responsible for effective financial management reporting and sales forecasting ❖ Establish and maintain business partnerships with key stakeholders both internally and externally. ❖ Responsible for developing and maintaining marketing strategies to meet organizational objectives. Conduct customer research, market conditions, competitor data and implements marketing plan changes as needed. Manage Nationwide marketing, advertising and promotional staff and all relevant activities. <p>Core Responsibilities</p> <ul style="list-style-type: none"> ❖ Design, implement, and facilitate annual marketing plan for the company. ❖ Support and facilitate development and implementation of marketing plans. ❖ Plan and administer the company's Marketing budget and keep cost in control. ❖ Customize materials according to specific market or customer requirements. ❖ Develop promotional material and distribution ❖ Train the marketing team for prospective client meetings, presentations, etc. ❖ Responsible for the Public relations efforts ❖ Connection with External vendors and consultants ❖ Supervise Marketing Assistant, Client Services Administrator, Communications Manager and Regional Marketing Managers. ❖ Make staffing and hiring decisions within marketing department. ❖ Build and develop a marketing team which is competent, commercially astute, dedicated and efficient. ❖ Manage day to day activity with PR, press and marketing communications agencies ❖ Focus on the Branding principles and tactics through multimedia and advertisement. ❖ Excellent communication skills, both verbal and written ❖ Excellent Inter-personal Skills ❖ Entrepreneurial, self-starter with hands-on approach ❖ Flexible and open to changes and able to manage multiple tasks in restricted time frames ❖ Be able to take critical decisions and handle stress ❖ Team leader, persuasive and inovative
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2.	POSITION	Senior Manager (Operation) E-5	
	NO. OF POSTS	1 (One)	
	SCALE OF PAY (IDA)	16000-400-20800 (under revision 2007 pay scale)	
	QUALIFICATION	Essential	BE/B. Tech. or equivalent in Pulp & Paper Technology/ Mechanical/Electrical/Instrumentation/Any other branch
		Desirable	PG Degree/ PG Diploma in Management.
	EXPERIENCE	Post Qualification job experience of 12 years out of which Minimum 6 years experience in Pulp & Paper Industry will be preferred.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> ❖ To Head the Operation Division and hold overall responsibility of the Operation. ❖ Responsible and helping to achieve the company's production and sales, turnover and on time delivery. ❖ Ensuring correct production of paper, cost effectively and delivered on time in accordance to customer required specification and quality requirements. ❖ 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 receipted, 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. 	

3.	POSITION	Senior Manager (Finance & Accounts) E-5	
	NO. OF POSTS	1 (One)	
	SCALE OF PAY (IDA)	16000-400-20800 (under revision 2007 pay scale)	
	QUALIFICATION	Essential	CA /CMA/CS
		Desirable	MBA/PG Diploma in Finance.
	EXPERIENCE	Post Qualification job experience of 12 years out of which Minimum 6 years experience in relevant field is preferable.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> ❖ To head Finance & Accounts department. ❖ To provide vision regarding overall financial health of the Company. ❖ To conduct regular reviews of financial performance of the Company. ❖ Exercising Financial Control in all activities and plant operations. ❖ To oversee timely preparation of Annual budget, periodical actual performance with variance statements and monthly, quarterly & annual accounts. ❖ To exercise effective funds management. ❖ To ensure effective and smooth operations of financial accounts and cost accounts system. ❖ To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc. ❖ Liaisoning with banks, statutory bodies, audit agencies, tax authorities and Government of India for efficient management and compliances. ❖ To provide all necessary financial information, oversee the financial management and timely audit of accounts by Auditors. ❖ To oversee treasury functions, and hedging of forex exposures. ❖ To ensure timely deposit of statutory payments and timely filing of applicable returns. 	

4.	POSITION	Assistant Manager (IT) E-2		
	NO. OF POSTS	1 (One)		
	SCALE OF PAY (IDA)	Rs.10750-300-16750 (under revision 2007 pay scale)		
	QUALIFICATION	Essential	BE/B.Tech. (IT/CS)/MCA/M.Sc. (IT)	
		Desirable	Certified Network Engineer/Programmer	
EXPERIENCE	Post Qualification job experience of 5 years out of which Minimum 3 years experience in relevant field is preferable.			
JOB DESCRIPTION	<ul style="list-style-type: none"> ❖ Should have knowledge of customs, Government taxes & regulations and Central Excise. ❖ Knowledge of ERP/SAP. ❖ Candidates having experience in Pulp and Paper Industry shall be given preference. ❖ Designs, specifies, configures, installs and maintains LAN, WAN, VPN and System hardware and software to assure timely, secure and reliable processing of data as per requirement. ❖ Ensure performance and maintenance of network file servers, PC workstations, printers, routers, switches, modems, cabling and Internet communications devices to assure timely, secure and reliable access to Center data as required by all locations and all authorized users. ❖ Ability to maintain and upgrade network and application software as needed. ❖ Develop and implement policies and procedures related to network hardware and software acquisition, use, support, security, and backup. ❖ Ability to train users on software and equipment usage. ❖ Responsible for the daily maintenance, testing, and safeguarding of network and other PC data file backup media and proper storage. ❖ Develop and communicate standards for use, operations, and security of network, personal computers, and data. ❖ Active communication with other departments to report and resolve hardware, software and operations problems. ❖ Consults with other department managers to develop system solutions consistent with organizational strategies and objectives. ❖ Ensure computer based reports to support administrative and financial decision making and external/ internal reporting. Develop and maintain data bases and website as requested. ❖ Development of information system plans, recommendation for selection of hardware and software applications, and maintenance of system, researching and evaluating new technologies and assisting with contract negotiations. ❖ Other duties as assigned should be responsible for running and maintaining large enterprise class servers and databases and enterprise comprising LAN, WAN and VPN networks. Major responsibilities include planning, strategizing and overseeing the selection and maintenance of appropriate software, hardware and network technologies. Must liaise with vendors of hardware, software and internet service providers; advise the top management about the path forward in Information Technology. Should have headed the IT Department of a large manufacturing organization at least for 3 years. 			

5.	POSITION	Assistant Manager (Instrumentation) E-2	
	NO. OF POSTS	1 (One)	
	SCALE OF PAY (IDA)	Rs.10750-300-16750 (under revision 2007 pay scale)	
	QUALIFICATION	Essential	BE/B. Tech. in Instrumentation Engineering or equivalent.
		Desirable	PG Degree / PG Diploma in Management
	EXPERIENCE	Post Qualification job experience of 5 years out of which Minimum 3 years experience in relevant field is preferable.	
	JOB DESCRIPTION	<ul style="list-style-type: none"> ❖ Candidates having experience in Paper Industry, Knowledge in Instrumentation Systems, DCS, PLC will be given preference. ❖ To Assists in reviewing the P&ID's, reviewing tender documents, vender inputs, preparing evaluation report co-ordination with site related activities and preparing bill of quantities. ❖ Should have background of work experience in Project. 	

6.	POSITION	Shift Incharge (Paper Machine) E-1	
	NO. OF POSTS	2 (Two)	
	SCALE OF PAY (IDA)	Rs.8600-250-14600 (under revision 2007 pay scale)	
	QUALIFICATION	Essential	BE/B. Tech. or equivalent in Pulp & Paper Technology/Mechanical/Electrical/Instrumentation/B.Sc. + B.Sc. (Tech. - Paper/Cellulose)/Any Branch
		Desirable	PG Degree/PG Diploma in Management
	EXPERIENCE	Post Qualification job experience of 3 years out of which Minimum 2 years experience in relevant field is preferable.	
	JOB DESCRIPTION	Only candidates having experience in a large size Pulp and Paper mill in the operation of Pulp Mill/De-inking Plant/Pulp line need to apply.	

7.	POSITION	Officer (Civil) E-1		
	NO. OF POSTS	1 (One)		
	SCALE OF PAY (IDA)	Rs.8600-250-14600 (under revision 2007 pay scale)		
	QUALIFICATION	Essential	BE/B.Tech. in Civil/Structural Engineering	
		Desirable	PG Degree in Engineering/MBA/PG Diploma in Project Management.	
	EXPERIENCE	Post Qualification job experience of 3 years out of which Minimum 2 years experience in relevant field is preferable.		
JOB DESCRIPTION	<ul style="list-style-type: none"> ❖ Candidate should have experience in the field of PMC/EPC/Real Estate infrastructure. ❖ Candidate should have relevant experience in construction related activities (i.e.) execution/supervision of construction works involving earthwork, road works, building works, R.C.C. works like foundation of structures for heavy equipment, Structural works for industrial building, technology structures and large value civil engineering projects ❖ Candidate should have experience in handling contract, estimation, tendering, rate analysis and contract management of project, etc. ❖ Knowledge of CPWD condition of contract and specification will be an added advantage. ❖ Should have knowledge of customs, Government taxes & regulations and Central Excise. ❖ Experience should be realized after acquiring essential qualification i.e. post qualification experience. ❖ Candidate with proficiency in computer will be preferred. 			

8.	POSITION	Shift Incharge (De-inking Plant) E-1		
	NO. OF POSTS	1 (One)		
	SCALE OF PAY (IDA)	Rs.8600-250-14600 (under revision 2007 pay scale)		
	QUALIFICATION	Essential	BE/B. Tech. or equivalent in Pulp & Paper Technology/Mechanical/Electrical/Instrumentation/B.Sc. + B.Sc. (Tech. – Paper/Cellulose)	
		Desirable	PG Degree/PG Diploma in Management	
	EXPERIENCE	Post Qualification job experience of 3 years out of which Minimum 2 years experience in relevant field is preferable.		
JOB DESCRIPTION	Only candidates having experience in a large size Pulp and Paper mill in the operation of Pulp Mill/De-inking Plant/Pulp line need to apply.			

9.	POSITION	Liaison Officer (E-1)		
	NO. OF POSTS	1 (One)		
	SCALE OF PAY (IDA)	Rs.8600-250-14600 (under revision 2007 pay scale)		
	QUALIFICATION	Essential	Graduate in any discipline with PG Degree/Diploma in HR/ Public Relations.	
		Desirable	LLB/MBA/CS/CA	
EXPERIENCE	Post Qualification job experience of 12 years in relevant field is preferable.			
JOB DESCRIPTION	<ul style="list-style-type: none"> ❖ Candidate should have experience in administration, liaisoning with Government agencies and similar public related activities. ❖ To coordinate public events like exhibitions and contests to promote organization image. ❖ Corporate communications and media related jobs. ❖ Design and execute promotional campaigns that involve direct communication with the community, consumers and other stake holders. ❖ To build a relationship with media. ❖ Responsible for internal and external public relations. ❖ Need to write press release, newsletters or other internal and external communication. ❖ To develop a plan to improve brand image of the Company. ❖ Planning publicity strategies and campaigns ❖ Dealing with enquiries from the public, the press, clients and customers. ❖ Organizing promotional events such as press conferences, open days, exhibitions, tours and visits ❖ Providing clients with information about new promotional opportunities and current PR campaigns progress ❖ Analyzing media coverage ❖ Commissioning or undertaking relevant market research ❖ Liaisoning with clients, managerial and journalistic staff about budgets, timescales and objectives. ❖ Need excellent verbal communication and writing skills. 			

10.	POSITION	Supervisor (Company Secretary Office) (NUS)	
	NO. OF POSTS	1 (One)	
	SCALE OF PAY (IDA)	Rs.6000-190-9040 (under revision 2007 pay scale)	
	QUALIFICATION	Essential	CA/CMA/CS (Inter)
Desirable		LLB/MBA	
EXPERIENCE & JOB DESCRIPTION	1 year experience with 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.		

TERMS AND CONDITIONS

Qualification and Experience

- (i) Minimum essential & desirable qualification and experience required for the advertised posts 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 atleast 1 or 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 and experience should be as on 30.11.2024.
- (vii) Candidate should be eligible for minimum 5 years left over service as per PSU age limit.
- (viii) 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.

Candidates not meeting the experience criteria but having exceptionally good skills may also apply for the post as Nepa Management reserve the right to relax the condition of Qualification, Experience etc considering the profiles of applicants received.

Application Fee

Candidates belonging to General and OBC category are required to pay a non-refundable application fee of Rs.500/- (Rupees Five Hundred only).

Fee to be paid through DD / Pay Order drawn in favour of **Nepa Limited** payable at Neapanagar (MP). 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 from the shortest route subject to production of tickets as under :

S. No.	Posts	Class
1	General Manager	Air Fare/AC I in Train / Bus
2	Senior Manager	AC II Tier/AC III Tier in Train/ Bus
3.	Assistant Manager	AC II Tier/AC III Tier in Train/ Bus
4.	Shift Incharge/Officer	Sleeper/AC III Tier in Train/ Bus
5.	Supervisor	Sleeper/AC III Tier in Train/ Bus

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, Trade Test, 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 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 alongwith application fee if applicable duly signed and affixing latest passport size photograph alongwith 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;

- Demand Draft particulars (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 alongwith 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 along with the attested testimonials documents should be sent by REGISTERED/SPEED POST only 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 on the above address within 15 days from the date of release of advertisement. The company will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

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. Application not conforming to the eligibility criteria;
4. Application received after the prescribed last date;
5. Unsigned application;
6. Application sent without Self-Attested Photocopies of all Certificates;
7. Application without demand draft towards the prescribed Application Fee.

Health / Medical Fitness

Engagement 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. Further, the Company reserves the right to withdraw/cancel the advertisement at any stages without assigning any reasons.

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 there-of. 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.

Any dispute with regard to the recruitment against this advertisement will be subject to the jurisdiction of Nepanagar Court only.

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