NEPA LIMITED  
(A Govt. of India Undertaking)  
Nepanagar, Distt. Burhanpur (MP) 450 221  
Web site : www.nepamills.co.in  
CIN: U21012MP1947GOI000636

REQUIRES

COMPANY SECRETARY

1. QUALIFICATION
   (a) Essential : Associate Member of Institute of Company Secretaries of India,
   (b) Desirable : LLB/CA/CMA/MBA (Finance)

2. EXPERIENCE & JOB PROFILE
   Minimum 5 years post qualification 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.

3. SCALE OF PAY
   Rs.13000–350–18250 (Pre–revised)  
   Minimum emoluments (Basic+VDA) Rs.51714/- PM  
   (As on 31.12.2018)

4. MAXIMUM AGE
   32 years as on 31.12.2018 (in case of reserved candidates there will be age relaxation as per Government Directives).

(Advertisement No.PNI/ADV/2018/01)
**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 experience should be as on 31.12.2018.

(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 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 Nepanagar (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 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, 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 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;
- 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 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 respects along with the attested testimonials documents should be sent by REGISTERED/SPEED POST only in sealed envelope subscribing “Application for the post of **Company Secretary**” 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. **Application in prescribed format should be sent in the envelope by Speed Post.**

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 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. 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.

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

Manager (P&A)
Nepa Limited, Nepanagar
**APPLICATION FORM**

**POST APPLIED FOR :** ____________________________

**PERSONAL DETAILS**

[Do not leave the portion unfilled; if not applicable, indicate the same]

**Name and Address should be in Block Letters**

<table>
<thead>
<tr>
<th>Name</th>
<th>[First] _______________________</th>
<th>[Middle] ___________________</th>
<th>[Last] ________________</th>
</tr>
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<tbody>
<tr>
<td>Date of birth</td>
<td>[Day] ______</td>
<td>[Month] _______</td>
<td>[Year] _________</td>
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**Father/Husband’s Name :**

**Present Address** [Please specify House No., Road / Lane, City, District, State, Post Office, Pin code] {Please fill up Block Capital Letter}

**Telephone No. with STD Code [Residence]**

**Telephone No. with STD Code [Office]**

**Mobile**

**E-Mail**

**Permanent Address** [Please specify House No., Road / Lane, City, District, State, Post Office, Pin code] {Please fill up Block Capital Letter}

<table>
<thead>
<tr>
<th>Sex</th>
<th>Marital Status</th>
<th>Nationality</th>
<th>Religion</th>
<th>Home Town and State</th>
</tr>
</thead>
</table>

**Whether SC / ST / OBC / PH [kindly mentioned OH / HH / VH and attach attested copy of certificate] / Ex-Serviceman / General, please specify**

**If SC / ST / OBC, please specify Sub Caste and attach attested copy of certificate issued by the appropriate authority**

<table>
<thead>
<tr>
<th>Passport Number</th>
<th>Issued at</th>
<th>Date of issue</th>
<th>Valid upto</th>
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...2.
### Educational / Professional Qualification

[Starting from School Final [Class – X] onwards] (Please fill up in Block Capital Letters)

[If space is insufficient, please attach separate sheet]

<table>
<thead>
<tr>
<th>Examination / Degree passed</th>
<th>University / Board / Institute [Location]</th>
<th>From</th>
<th>To</th>
<th>Division / Grade</th>
<th>% of Marks obtained</th>
<th>Specialization / Main Subjects</th>
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</table>

### Work Experience

[Starting from present organization] (Please fill up in Block Capital Letters)

[If space is insufficient, please attach separate sheet]

<table>
<thead>
<tr>
<th>Name of Company and nature of business</th>
<th>Designation</th>
<th>Year of service From [MM/YY]</th>
<th>To [MM/YY]</th>
<th>Pay Scale with Basic Pay</th>
<th>Total Emoluments</th>
<th>Major responsibilities</th>
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</table>

### Details of present Salary and Benefits including Scale of Pay on the date of application

[If space is insufficient, please attach separate sheet]

<table>
<thead>
<tr>
<th>Present Take Home Pay per month</th>
<th>Remuneration expected per month / annum</th>
<th>Notice period required, if any</th>
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</table>
Nepa Application Format

Continuation Sheet …3.

Language Known

<table>
<thead>
<tr>
<th>Language</th>
<th>Read</th>
<th>Write</th>
<th>Speak</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Hindi</td>
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<td>Any other language</td>
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</table>

(Please Specify)

Details of Summer / Vocational / Project Work / Any other Training Programme undertaken
[If space is insufficient, please attach separate sheet]

<table>
<thead>
<tr>
<th>Organization</th>
<th>Title of Project / Training</th>
<th>Period</th>
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Membership of Professional Organization

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<th>Name and Address of Organizations</th>
<th>Type of membership</th>
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</table>

Extra curricular activities / Hobbies / Sports, etc.

Any other information, please specify

Significant achievements, Publications, etc., if any

...4.
FAMILY DETAILS
[Do not leave the portion unfilled; if not applicable, indicate the same]

<table>
<thead>
<tr>
<th>Dependants</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
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</table>

[a] Whether any relative employed in Nepa Ltd? or are you related to any of the directors of Nepa Limited? If yes please give details. : YES / NO

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Occupation / Department / Division</th>
<th>Location</th>
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[b] Have you been in employment in this company before? : YES / NO

[c] Are you prepared to serve anywhere in India? : YES / NO

[d] Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law or in any disciplinary / vigilance case pending / ever instituted against you. If so give details : YES / NO

[e] Have you ever been abroad? If so give the following particulars:

<table>
<thead>
<tr>
<th>Country Visited</th>
<th>Date of Arrival</th>
<th>Date of Departure</th>
<th>Duration of Stay</th>
<th>Purpose of Visit</th>
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REFERENCES
[Please give name, address and telephone numbers [office and residence] of two persons under whom you have worked or have had professional interaction]

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name</th>
<th>Address</th>
<th>Telephone No.</th>
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NOTE : Furnishing of false information in the case of a candidate selected and employed will be treated as a misconduct

DECLARATION
I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
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