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आजादी का
अमृत महोत्सव

नेपा लिमिटेड

(भारत सरकार का उपक्रम)

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

सी.आई.एन.: U21012MP1947GOI000636



विज्ञापन क्र.02/2022

संविदा आधार पर नियुक्ति

नेपा लिमिटेड, भारी उद्योग मंत्रालय के अंतर्गत अखबारी कागज उत्पादन में एक अग्रणी केन्द्रीय सार्वजनिक उपक्रम, आशुलिपिक द्विभाषिक (हिन्दी एवं अंग्रेजी) के लिये संविदा आधार पर योग्य एवं अनुभवी उम्मीदवार, जो नियत योग्यता की पूर्ति करते हों, से आवेदन आमंत्रित करती है।

विस्तृत विवरण, निबंधन एवं शर्तें, आवेदन प्रक्रिया तथा आवेदन प्रपत्र कम्पनी की वेबसाइट www.nepamills.co.in से प्राप्त कर सकते हैं।

योग्य एवं इच्छुक उम्मीदवार अपना आवेदन हमारी वेबसाइट में निर्धारित दिशा-निर्देशों के अनुसार इस विज्ञापन के प्रकाशन की तिथि से 10 दिनों में भेजें।

हस्ता./-

वरिष्ठ प्रबंधक (कार्मिक एवं प्रशासन)

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|--------------------------------|---|--|--|--|
| 1. | Post | Stenographer Bilingual (Hindi & English) | | |
| | No of posts | 04 | | |
| | Remuneration | Negotiable | | |
| | Upper Age Limit | 30 Years | | |
| | Qualification | Essential | Graduate from recognized University minimum 55% of Marks with Hindi & English Shorthand Exam passed from recognized Board/Institution with speed of 80 W.P.M. in Hindi and 100 W.P.M. in English. One year Diploma Course passed in Computer Application from recognized institution. | |
| | | Desirable | Candidates having knowledge of MS Office. | |
| | Norms for Skill Test (Shorthand Dictation, Translation & Typing Test) | Dictation : 10mts@80 wpm Bilingual (Hindi & English) Translation : 65mts (Hindi) and 50mts (English) on Computer. Typing on Computer : 35 wpm in Hindi and 40 wpm in English. | | |
| Experience & Job Specification | <ul style="list-style-type: none"> • Minimum experience of 2 years of dictation and translation work from Hindi to English and vice versa in government sector/PSU or 3 years in private organization. • Stenographic work, Administrative work and any other work as and when assigned. • In case above criterion not met, application will be rejected without any notice. | | | |

Terms and Conditions

Qualification and Experience

Minimum required essential qualification and experience is indicated above. Age limit and experience should be as on 30.06.2022.

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.

Selection Procedure

Selection will be made through Skill Test (Shorthand and Typing). Based on their score, candidates will be shortlisted and called for interview. 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. Company may increase or decrease number of post as per the Company's requirement.

Contract period & Remuneration

Selected candidate will be initially engaged on contract for 11 months period as Consultant/Advisor. The period of contract may be extended further depending upon performance of the candidate.

Company accommodation on normal rent basis subject to availability and PF as per Act will be applicable.

Conveyance and Medical facility will also be applicable as per company rules.

No benefits will be payable other than the amount indicated.

Eligibility criteria can be relaxed for outstanding candidates. Management's decision will be final in this regard.

This appointment is purely temporary basis/contractual appointment. No representation for permanent appointment or extension of tenure is admissible.

How to Apply

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

- **Following must be mentioned clearly on envelope failing which candidature will not be considered at any cost –**
 - A Post for which applied.**
 - B Educational qualification & experience, failing to which envelope shall not be accepted.**
- **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.**
- **Experience certificate/documents issued by employer in support of experience as mentioned in application form failing which candidature will be immediately rejected.**
- **NOC/forwarding letter in case candidate employed in PSU/Central/State/Semi- Government organizations.**

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 need not apply.

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 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:

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

The application must reach the above address within 10 days from the date of publication of advertisement. The company will not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

Health / Medical Fitness

Engagement to the above Department will be subject to the candidate being medically fit as per certification of the Incharge, Nepa Limited Hospital.

General Instruction

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

The prescribed qualification/experience is minimum and mere possession of the same does not entitles a candidate to be called for interview. In this regard, the company's decision shall be final.

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

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