

23.	<b>Position</b>	<b>Technical Advisor to CMD</b>	
	Remuneration	Rs.50,000/- Per Month (Negotiable as per GoI/DPE/DoPT Guidelines)	
	Age Limit	Minimum 50 Years	
	Qualification	Essential	BE/B. Tech. (Mechanical/Electrical/Chemical/ Paper Tech.)
		Desirable	PG Degree/Diploma in any Discipline
	Experience	Minimum 20 years of experience in the Design, Engineering and Operations of process plant preferably in De-inking Plants, Paper Industry/unit having capacity of 300 TDP of Newsprint/Writing and Printing paper production from waste paper.	
	Job Specification	<ul style="list-style-type: none"> <li>• Advise on best technical solutions which can be implemented to optimise plant operations and manufacture quality products.</li> <li>• Coordinate technical activities with PMC, Project Team alongwith vendors and report to CMD.</li> <li>• Assist Project Teams and facilitate the communication and interaction among the functional representatives.</li> <li>• Track project against its schedule, budget and against phase wise review objectives, reporting status to management and customer on a regular basis, and executive staff on an as needed basis.</li> <li>• Coach Project Team to achieve project goals.</li> <li>• Manage project budget and controls expenses effectively.</li> <li>• Recommend new processes where needed to improve quality, cost, or on-time delivery.</li> <li>• Identify project scope changes and prepare job change notices, if any.</li> <li>• Assist in safety and environmental required statutory provisions.</li> <li>• Assist in preparation of and review of client invoices.</li> <li>• Supervise project execution and responsible for cost, time and target over runs.</li> <li>• Assist in standardization of existing system and processes with DIP, Power Plant at the time of validating the project work as per plan.</li> <li>• Assist in erection and commissioning of DIP/Power House; refurbishing of Power Plant/Paper Machines and completion of other works of Revival and Mill Development Plan.</li> </ul>	

24.	<b>Position</b>	<b>Consultant (Liaisoning and Public Relations)</b>	
	Remuneration	Rs.40,000/- Per Month (Negotiable as per GoI/DPE/DoPT Guidelines)	
	Age Limit	Minimum 50 Years and maximum 65 years	
	Qualification	Essential	Graduate in any discipline with PG Degree/Diploma in Journalism/ Public Relations
		Desirable	LLB
	Experience	Minimum 25 years of experience in administration, liaisoning with Government agencies and other public related activities.	
	Job Specification	<ul style="list-style-type: none"> <li>• To coordinate public events like exhibitions and contests to promote organization image.</li> <li>• Corporate communications and media related jobs.</li> <li>• Design and execute promotional campaigns that involve direct communication with the community, consumers and other stake holders.</li> <li>• To build a relationship with media.</li> <li>• Responsible for internal and external public relations.</li> <li>• Need to write press release, newsletters or other internal and external communication.</li> <li>• To develop a plan to improve brand image of the Company.</li> <li>• Planning publicity strategies and campaigns</li> <li>• Dealing with enquiries from the public, the press, clients and customers.</li> <li>• Organizing promotional events such as press conferences, open days, exhibitions, tours and visits</li> <li>• Providing clients with information about new promotional opportunities and current PR campaigns progress</li> <li>• Analyzing media coverage</li> <li>• Commissioning or undertaking relevant market research</li> <li>• Liaisoning with clients, managerial and journalistic staff about budgets, timescales and objectives.</li> <li>• Need excellent verbal communication and writing skills.</li> </ul>	

25.	<b>Position</b>	<b>Consultant (Civil)</b>	
	Remuneration	Rs.50,000/- Per Month (Negotiable as per GoI/DPE/DoPT Guidelines)	
	Age Limit	Minimum 50 years and maximum 65 years	
	Qualification	Essential	BE/B. Tech. in Civil /Structural Engineering.
		Desirable	PG Degree in Civil /Structural Engineering /MBA / PG Diploma in Project Management.
	Experience	Minimum 25 years of experience in relevant field. Candidates having experience in Civil Project execution and co-ordination preferably in Newsprint/Paper Industry will be preferred.	
	Job Specification	<p style="text-align: center;"><b>FOR RMDP OF NEPA LTD</b></p> <p><b>1. Pertaining to Tenders:</b></p> <ul style="list-style-type: none"> <li>➤ Examination of draft tenders submitted by TCE (Tata Consulting Engineers Limited our PMC [Project Management Consultant] for implementing RMDP) other agencies and suggest required amendments/changes/corrections/additions/deletions and finalized it keeping in view all applicable standards/BIS norms and follow all procedures and rules of PSU/GoI as prevailing and as per changes from time to time.</li> <li>➤ Obtain approval of final tender for inviting tenders from Competent Authority of company including press advertisement. Invite bids, assist in Pre bid discussion with bidders, evaluate techno-commercial and price bids and finalize bids.</li> </ul> <p><b>2. Pertaining to site at Nepa Ltd:</b></p> <ul style="list-style-type: none"> <li>➤ To supervise, monitor and control all civil construction, fabrication and erection activities since beginning to end for entire RMDP.</li> <li>➤ Checking of lay-out of plant/buildings &amp; its approval and carry all construction activities as per standard design criteria/basis in accordance with BIS norms.</li> <li>➤ To assist in procurement of cement, steel, bricks, sand etc.</li> <li>➤ Review of contractor submittals including QC plans, Supervision and general direction of the owner's inspection team for the assigned project(s).</li> <li>➤ Certify materials to determine the adequacy and strength of foundations, concrete, steel and iron and issue required Cement &amp; Steel to the contractor with proper record of issue.</li> <li>➤ Shall instruct and control contractor to conduct all test of material, concrete or any other test mentioned in the tender.</li> <li>➤ Record measurement of work with hidden items in measurement book &amp; get it certified and to verify &amp; certify all the bills of contractor.</li> </ul> <p><b>3. Pertaining to Administration &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>➤ Review of plans, specifications and special provisions, survey reports, maps, drawings, blueprints, and other data to plan projects, tracking of non conformance and problem resolution of retrofits during fabrication and construction, Investigation of problems and coordinating solution alternatives.</li> <li>➤ Representation at project meetings, Attend pre-construction, pre-fabrication and construction meetings.</li> </ul>	

		<ul style="list-style-type: none"> <li>➤ Provide technical advice regarding design, construction, or program modifications and structural repairs to industrial and managerial personnel.</li> <li>➤ Coordinate/Liaison with clients/PMC/Contractors/Erectors/Suppliers/Project Engineers, Design Engineers and CAD Technicians etc. and resolve issues.</li> <li>➤ Assist in budgets and project resources to complete RMDP within budget and on time.</li> <li>➤ Administer construction, operations, and maintenance activities at project site.</li> <li>➤ Shall prepare &amp; submit weekly, monthly progress report. If any delay is there in comparison with bar chart/PERT &amp; reasons shall be recorded.</li> </ul> <p><b>4. Other essential terms &amp; conditions</b></p> <ul style="list-style-type: none"> <li>➤ Must be responsible solely for entire civil works/activities for entire project.</li> <li>➤ To obtain all final as built drawings of layout of buildings &amp; foundations from TCE, contractors etc. and hand over to Project department.</li> <li>➤ To provide NOC to contractors &amp; declare the site closed in all respect with completion certificate.</li> </ul>
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**Terms and conditions:**

**Qualification and Experience:**

Minimum required essential and desirable qualification and experience is indicated above.

**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) by 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. 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 train/Bus fare from the shortest route subject to production of tickets as under:

S. No.	Posts	Class
1	Technical Advisor to CMD	AC 1 <sup>st</sup> Class / Bus
2	Consultant	AC 2 <sup>nd</sup> Class / Bus

**Selection Procedure:**

Selection will be made through interview of short listed candidates. 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.

**Contract period & remuneration:**

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

Emoluments on contractual engagement will be as shown in the advertisement and further it will be fixed as per GoI/DPE/DoPT guidelines.

Other benefits like company accommodation on normal rent basis, medical facility for self and dependents, conveyance allowance, canteen allowance will be payable.

All the above benefits will be governed by the Rules / Policies of the company as amended from time to time.

**How to Apply:**

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

- 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.
- 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 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 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 position 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 are the 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 Burhanpur District Court only.

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