



HINDUSTAN PAPER CORPORATION LIMITED

[A Government of India Enterprise]

KOLKATA – 700 016

Hindustan Paper Corporation Limited (HPC), a Schedule-A CPSE, with its Headquarters at Kolkata and 4 manufacturing units – two directly managed mills in Assam and one each in Kerala and Nagaland managed through Subsidiaries – with an annual installed capacity of 2 lakh tones of writing and printing paper and 1 lakh tonne of newsprint and a sales turnover of over Rs.968 crore with personnel strength of about 2700, is on the look out for following professionals with proven managerial and leadership qualities for its subsidiary **Nagaland Pulp and Paper Company Limited** in the State of Nagaland.

1. Senior Manager/Manager (Human Resource & Employee Services) (E-5/E-4)

The incumbent will have an overall responsibility for handling HR and Employees' Services matters concerning the unit. He should be able to formulate and implement HR policies, negotiate with Unions, handling recruitment & training, establishment matters, wage administration, matters relating to conduct & discipline, industrial relations, performance appraisal, general administration and estate administration, manpower planning, representing before conciliation and industrial tribunals, liaison with Local /Statutory Authorities, etc.

Qualification & Experience: The prospective incumbent should be a MBA/PGDBM (two years full-time) with specialization in HR/PM&IR or MA(PM & IR)/MA(Labour Law) with at least post-qualification experience of 12 years (for Sr. Manager) and 10 years (for Manager) of which 5 years in a senior position in a Public Sector/ Government Undertaking or a large organization of repute

Compensation: The post carry the pay scale of Rs.16,000-400-20,800/- (for Sr. Manager, E-5) and Rs.14500-350-18700(for Manager,E-4) and with **Industrial DA of 1997 Pay Structure**

Maximum age limit: 47 years (for Sr. Manager) and 42 years (for Manager) as on 1.5.2015

2. Senior Manager/Manager (Commercial/ Purchase/Stores) (E-5/E-4)

The job includes planning for purchasing, ordering of machinery, equipment and materials for units from indigenous sources and from abroad, customs clearance, transportation of equipment as also movement of bulk materials like bamboo, coal and chemicals required in the process/paper industry. The job will also involve monitoring/management of inventories of the mills. Exposure to codification and computerization of stores would be an added advantage.

Qualification & Experience: The prospective incumbent should be a Graduate (full-time) with two year full-time Post Graduate Degree/Diploma in Materials Management with at least 12 year (for Sr. Manager) and 10 years (for Manager) post-qualification experience, of which 5 years in a senior position in a Public Sector/ Government Undertaking or a large organization of repute. The incumbent should have a sound knowledge of in exposure to modern concepts of purchase in Supply Chain Management, Stores, Inventory Control, Import Procedures, Transportation, e-tendering/e-bidding. The candidate should be conversant with ERP based procurement. Preference will be given to the Engineering Graduates.

Maximum age limit: 47 years (for Sr. Manager) and 42 years (for Manager) as on 1.5.2015

Compensation: The post carry the pay scale of Rs.16, 000-400-20,800/- (for Sr. Manager, E-5) and Rs.14500-350-18700(for Manager,E-4) and with **Industrial DA of 1997 Pay Structure**

3. Sr. Manager/Manager (Pulp) (E-5/E-4)

Qualification & Experience: The prospective incumbent should be a BE/B.Tech in Chemical Engineering/Pulp & Paper Technology or Post Graduate Diploma in Pulp & Paper Technology from a recognized University/ Institute with minimum experience of 10 years for Manager and 12 for Sr. Manager in Pulp & Paper Industry and/or other similar continuous process industries in operation of continuous digester/continuous cooking plant, washing and screening plant, bleach plant as well as chipper house with DCS control

Maximum age limit: 47 years (for Sr. Manager) and 42 years (for Manager) as on 1.5.2015

Compensation: The post carry the pay scale of Rs.16,000-400-20,800/- (for Sr. Manager, E-5) and Rs.14500-350-18700(for Manager,E-4) and with **Industrial DA of 1997 Pay Structure**

4. Sr. Manager/Manager (Recovery) (E-5/E-4)

Qualification & Experience: The prospective incumbent should be a BE/B.Tech in Chemical Engineering/Pulp & Paper Technology or Post Graduate Diploma in Pulp & Paper Technology from a recognized University/ Institute with minimum experience of 10 years for Manager and 12 for Sr. Manager in Pulp & Paper Industry and/or other similar continuous process industries in operation of continuous digester/continuous cooking plant, washing and screening plant, bleach plant as well as chipper house with DCS control

Maximum age limit: 47 years (for Sr. Manager) and 42 years (for Manager) as on 1.5.2015

Compensation: The post carry the pay scale of Rs.16,000-400-20,800/- (for Sr. Manager, E-5) and Rs.14500-350-18700(for Manager,E-4) and with **Industrial DA of 1997 Pay Structure**

5. Manager/Sr. Manager (Civil) (E-5/E-4)

Qualification & Experience: The prospective incumbent should be a BE/B.Tech in Civil Engineering from a recognized University/ Institute with minimum post qualification experience of 10 years for Manager and 12 for Sr. Manager in the industrial construction field, Machine Foundations, Steel Structures, preferably in a reputed integrated Pulp & Paper Mill or in a large chemical/semi-chemical process industry with experience in Project Work including award of contracts and maintenance work. Should have knowledge of PERT/CPM, Auto CAD and Engineering Accounts.

Maximum age limit: 47 years (for Sr. Manager) and 42 years (for Manager) as on 1.5.2015

Compensation: The post carry the pay scale of Rs.16,000-400-20,800/- (for Sr. Manager, E-5) and Rs.14500-350-18700(for Manager,E-4) and with **Industrial DA of 1997 Pay Structure**

6. Manager/Sr. Manager (Finance) (E-5/E-4)

The incumbent being the Head of the Finance Department of the Mill, will be responsible for ensuring financial prudence, exercising budgetary control, resource mobilization, public procurement policy & procedures and leading revenue maximization and cost minimization initiatives.

Qualification & Experience: The prospective incumbent should be an Associate Member of the Institute of Chartered Accountants of India/ Institute of Cost & Accountants of India with at least 12 year (for Sr. Manager) and 10 years (for Manager) post-qualification experience, of which 5 years in a senior position in a Public Sector/ Government Undertaking or a large organization of repute.

Maximum age limit: 47 years (for Sr. Manager) and 42 years (for Manager) as on 1.5.2015

Compensation: The post carry the pay scale of c

7. Medical Officer (E-1)

Qualification & Experience: The prospective incumbent should be a MBBS with at least 3 years post qualification experience in a reputed hospital

Compensation : The post carry the pay scale of Rs.8600-250-14600/- with present **Industrial DA of 1997 Pay Structure**

Maximum age limit: : 37 years as on 1.5.2015

Other benefits include Leave Travel Concession, Contributory Provident Fund, Gratuity, Medical facilities, Reimbursement of Conveyance expenses, Group Insurance, Company accommodation (subject to availability) or HRA as per Company's Rules.

General

- The Internal Candidates may apply through proper channel as per Rules of the Corporation.
- Those from Govt/Semi-Govt / Public Sector organisations should apply through proper channel or submit "No Objection Certificate" at the time of interview.
- Age is relaxable for candidates belonging to SC/ST/OBC/PWD as per Govt. of India directives.
- The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement
- HPC reserves the right to cancel/restrict/modify/alter the recruitment process; if need so arises, without issuing any further notice or assigning any reasons thereof.
- Any modification/amendments in the advertisement will be given in HPC's / NPPC's website: www.hindpaper.in / www.nppc.in . Candidates are advised to visit the aforesaid websites regularly for updates in this regard.

Candidates fulfilling the prescribed qualification, experience, etc may send their resume along with copies of certificates of **proof of age, qualification, experience, reservation** and Demand Draft / Pay Order for **Rs.100/-** (Not applicable to SC/ST/PWD category) drawn in favour of **HINDUSTAN PAPER CORPORATION LIMITED** payable at **KOLKATA, to the In-charge, HR&ES Hindustan Paper Corporation Ltd., 75-C, Park Street, Kolkata – 700 016** on or before **15.06.2015**.

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Passport size
photograph

APPLICATION FORMAT

Name of the post Applied for _____

1.	Full Name of the Candidate (in capital letters)	
2.	Name of Father/Husband	
3.	Date of Birth	
4.	Place of Birth	
5.	Sex	
6.	Marital status	
7.	Nationality	
8.	Category (if belongs to any of these categories, please attach copy of the certificate issued by the competent authority)	SC /ST / OBC / PwD/Ex. Servicemen
9.	Address: a) <u>Permanent</u> Telephone No.:	b) <u>Present</u> (for correspondence): Telephone No.: Mobile No.: e-mail id :

10	Educational and Professional Qualification (copies of certificates duly attested by gazetted officer is required to be enclosed)				
	Examination Passed	Year	Percentage of Marks	Subject	University/ Institute
11.	Experience –from present to past				
	From	To	Position held	Organization	Salary (Pay & Allowances)
12.	Languages known		Write	Read	Speak
13.	Professional Achievements & Awards			Separate sheets may be attached	
14.	Trainings attended (more than one week duration)				
15.	Details of Demand Draft				

I do hereby declare that the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I shall be bound by the decision of the Hindustan Paper Corporation Limited.

Place:

Date:

Signature: _____

Name: _____