



# DURGAPUR CHEMICALS LIMITED

(A Government of West Bengal Enterprise)

P.O.-DURGAPUR-713 215, DIST.:BURDWAN

AN ISO:9001:2000 & 14001:2004 CERTIFIED COMPANY

The Company wants to fill up the following vacancies on the basis of advertisement published in Times of India, Ascent , on 21.05.2014

Sl. No	Name of the Post	Maximum Age Limit	No. of vacancies	Essential Qualification	Experience,	Duties & Responsibilities in brief
1.	Company Secretary	50 years	One	Graduate and Member of "The Institute of Company Secretaries of India". Degree in Law (LLB) is preferable	Minimum 15 years experience as a Company Secretary in a big Organization/ PSUs.	Experience in Secretarial job/practice like conducting of Board meeting, Audit Committee meeting, AGM etc. Filing of return to ROC. Maintaining all Secretarial records. Knowledge of Co's Act 2013 and its application. To look after all the legal cases of the company

2	Personnel Manager	50 years	One	Graduate with Master degree in Personnel Management / HR. Degree in Law (LLB) is preferable	Minimum 15 years experience as a Personnel Manager in Manufacturing Industry/ Organization/PSU.	Overall in-charge of Personnel, Administration & Security Department. Knowledge of Factories Act, other Labour laws, ESI, Formulation of Personnel Policies, experience in Training, HR and industrial relation jobs.
3.	Chief Electrical & Instrument Engineer	50 Years	One	BE /B.Tech in Electrical Engineering	Minimum 15 Years experience in High voltage substation (33KV), Low voltage substation, Rectifier Transformer set with Thyristor PLC control Board, Harmonic Filter system/Capacitor Bank 33KV, Emergency DG Set with Auto Change Over of Power supply, Transformer, Motor switchgear, VFD. Experience in Chloro Alkali Industries is desirable . Over all In-Charge of Electrical & Instrument Department	
4.	Dy. Manager (Finance )	50 Years	One	Chartered Accountant/ Cost Accountant	Minimum 12 Years experience in Finance & Accounts	Experience in Finalization of Balance Sheet & Profit & Loss Account, Cash flow & Fund flow statement, Cost statement, Budget, Audit, Banking & Finance etc. To report Controller of

						Finance & Accounts
5.	Assistant Manager (Production)	45 Years	Two	BE/B.Tech in Chemical Engineering	Minimum 8-10 years experience in Caustic Soda Plant of Membrane Cell Technology. The experience in Membrane Cell plant operation is must.	Head of Caustic Soda Unit.
6.	Assistant Manager (Mechanical)	45 Years	One	BE/B.Tech in Mechanical Engineering  Diploma in Mechanical Engineering	Minimum experience 8-10 years for Graduate Engineer & 12 years for Diploma Engineers preferably in Chloro Alkali Industry (Caustic Soda) in rotary and static equipments related to Caustic Soda and Chemical Plants and its utility areas e.g Air Compressor, Cooling Tower, Chilling Plant, Boiler, other maintenance job of Caustic Chlorine Plant	To Report to Chief Mechanical Engineer
7.	Assistant Manager (Instrument)	45 Years	One	BE/B.Tech in Instrument Engineering	Minimum 8-10 years experience and through knowledge of Instrument required in Caustic Chlorine Plant of Membrane Cell Technology and Chemical Plant	To report to CE&IE/GM (Works)

8.	Assistant Manager (Internal Audit)	45 years.	One	Chartered Accountant / Cost Accountant	Minimum 8-10 years experience in Internal audit of manufacturing Industry.	Additional responsibility of finalization of Accounts, to see the compliance of Statutory Audit, Cost Audit & Govt. Audit. Preparation of Annual Budget, monthly cost analysis etc.  To report Controller of Finance & Accounts
9	Assistant Manager (Purchase & Stores)	45 Years	One	Degree in Chemical/ Mechanical/ Electrical Engineering with Diploma in Materials Management from reputed institute or Degree in Science & Diploma in Materials Management from reputed institute	Minimum 8-10 years experience in Purchase Department of any Industry/organization/PS U's. Experience in Store function is desirable	The position is basically Head of Purchase & Stores. Should have sound commercial knowledge in dealing with Purchase of materials, spare parts & equipments, floating of Tender, Placing of Purchase Order and follow up with the supplier for delivery of materials, Store function etc. Knowledge of tender, VAT, CST , Service Tax and other applicable taxes is preferable
10.	Stores Officer/	45 years.	One	Graduate with Post Graduate Degree/Diploma in Materials Management from reputed Institute.	Minimum 8 years experience in Store Department in any Industry preferably in Chemical industries	Experience in maintaining Store materials & Spares, Stores accounting in ERP, Maintaining of Store ledger, Bin Card. GRN,

						MRN. Experience in procurement of materials, Maintaining records of slow & non-moving materials & its disposal. Experience in logistic function is desirable
11.	Junior Officer (Store)	40 years.	One	Graduate with Post Graduate Degree/Dip in Materials Management from reputed Institute.	Minimum 5 years experience in Store Department in any Industry preferably in Chemical industries	Experience in maintaining of Store materials & Spares, Stores accounting in ERP, Maintaining of Store ledger, Bin Card. GRN, MRN. Experience in procurement of materials, Maintaining records of slow & non-moving materials & its disposal. Experience in logistic function is desirable. To report to Assistant Manager (Purchase & Store)
12.	Assistant Engineer (Civil)/  Foreman (Civil)	40 Years	Any  One	For Assistant Engineer (Civil), BE/B.Tech in Civil Engineering and for Foreman (Civil), Diploma in Civil Engineering from reputed Institute	Minimum 7 years experience in Civil construction, maintenance job	Civil maintenance job of Plant, Road, and Colony etc. The preparation of estimate for Civil construction/maintenance jobs as per PWD Schedule is must. In – Charge of Civil department to report Manager (Production) /GM(Works)

13.	Trainee (Accounts)/ Commercial	32 Years	Two	B.Com, preference will be given to C.A /Cost (Intermediate) Examination passed	Experience in Accounts related job is desirable	
14.	Trainee (Stores)	32 Years	One	B.Sc (Hons)	Some working experience is desirable	

1. Knowledge of Computer/ERP is desirable

2. No relaxation in qualification will be considered in the above mentioned posts applied for. Relaxation in age and experience may be considered for extremely deserving Candidates.

Separate application to be sent for each post. The application is liable to be rejected if found unsuitable and not fulfilling the requisite qualification & experience

**3. Internal candidates having specified qualification and experience may apply through proper channel/ Departmental Head/In - Charge only for immediate higher grade/post. Relaxation of age will be considered for internal candidates**

**4. Those who have applied against earlier Advertisement published on 21.01.2014 for the said posts need not apply further**

#### **GENERAL TERMS & CONDITIONS**

5. All qualifications must be full time regular course from Govt. recognized University/ College/Institute

#### **Reservation for SC/ST/OBC Candidates**

6. Reservation in recruitment of SC/ST/OBC categories shall be applicable as per Government guidelines. If suitable candidates of SC/ST/OBC are not available, the post shall be filled up from General Candidates. Candidates belonging to any particular category such as SC/ST/OBC should submit the copy of SC/ST/OBC certificate along with the Application Form.

7. While applying for any post, the applicants should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that the candidates does not fulfill the

eligibility norms and /or that he /she has furnished any incorrect /false information or has suppressed material facts, his /her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected after appointment, his / her services are liable to be terminated without any notice

8. Attested copies of relevant documents relating to age, qualifications, experience, caste certificate etc. must be accompanied with the application forms

9. No TA & DA shall be paid to the candidates for attending the interview.

#### APPROVED PAY SCALES FOR THE FOLLOWING POSTS

Sr. No.	Name of the Posts (1)	Revised Pay Band (Rs.) (2)	Grade Pay (Rs.) (3)	Entry/Minimum Band Pay (Rs.) (4)	Entry minimum Basic Pay + DA presently @ 58 % (Rs.) (5)
1.	Company Secretary	37400-60000	8700/-	37400/-	72838/-
2.	Personnel Manager	37400-60000	8700/-	37400/-	72838/-
3.	Chief Electrical & Instrument Engineer	37400-60000	8700/-	37400/-	72838/-
4.	Deputy Manager (Finance)	9000-40500	7600/-	22320	47273/-
5.	Assistant Manager Production/Mechanical/ Instrument	9000 - 40500	6600/-	18600/-	39816/-
6.	Assistant Manager (Purchase & Stores)	9000 - 40500	6600/-	18600/-	39816/-
7.	Assistant Manager (Internal Audit)/ (Finance)	9000 - 40500	6600/-	18600/-	39816/-

8.	Assistant Engineer (Civil)	9000- 40500	5400/-	15600/-	33180/-
9.	Stores Officer	9000 - 40500	5400/-	15600/-	33180/-
10.	Junior Officer (Stores)	9000-40500	4400	9000	21172/-
11.	Foreman (Civil)	9000-40500	4400	9000	21172/-
12.	Trainees	Rs. 10000/- Consolidated			

The pay includes Basic Pay + Grade Pay + DA @ 58 % at present, subject to revision as per Government of West Bengal OWB order. The Basic & Grade Pay as mentioned in column no. 5 of Pay Scale schedule shall be applicable for new appointment.

(ii) HRA and other benefits are applicable as per rule of the company.

(iii) All positions are located at Durgapur

(iv) For the posts located at Durgapur, it is essential for the incumbent to stay in Company's unfurnished residential accommodation at DCL Township subject to availability of quarter as per the grade. In such case, no HRA shall be paid. Nominal rent and actual Electricity charges shall be deducted from the Salary bill as per rules of the company

(v) The candidates called for interview should be communicated by letter/mail for attending the Interview

The company is looking Dynamic and Target oriented person who can contribute in the above positions with best of their ability.

### **How to apply**

Candidates may apply with detail particulars, qualification, experience in chronological manner with contact no. along with two copies of pass port size photographs self attested addressed to “The Company Secretary & In-charge of Personnel Dept., Durgapur Chemicals Ltd., A Govt. of West Bengal Enterprise, Durgapur-713215, Dist – Burdwan”, in closed envelop. The photocopy of educational qualifications and experience certificates should be attached with the application.

**Application may also be sent through e-mail at [jobsatdcl@gmail.com](mailto:jobsatdcl@gmail.com). No application shall be accepted after the closing date 21.06.2014**

Date: 21.05.2014.

(S.K.Guha)  
Company Secretary &  
In charge of Personnel Dept.

