



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 29.10.2014

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/PS U.	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 Engg.	50 Years	One	BE/B.Tech In Electrical Engineering	Minimum 15 Years Experience in Electrical Engg in Industry preferably in Chloro Alkali Industries (Caustic Soda Plant) . Over all In- Charge of Electrical & Instrument Department	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, Motor switchgear, VFD.
4	Chief Mechanical Engineer	50 Years	One	B.E./B.Tech in Mechanical Engineering	Minimum 15 years experience in Mechanical Engg. in any Industry Preferably in Chloro Alkali Industry (Caustic Soda Plant) . Overall Incharge of mechanical Department	Experience 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, Pump etc.
5	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.
6	Assistant Manager (Internal Audit)	45 years.	One	Chartered Accountant / Cost Accountant	Minimum 8-10 years experience in Internal audit of manufacturing Industry.	Experience in finalization of Accounts, Internal Audit, Statutory Audit, Cost Audit & Govt. Audit. Preparation of Annual Budget, monthly cost analysis etc.

7	Head of 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 12 years experience in Purchase Department of any Industry/organization/PSU's preferably in Chloro Alkali Industry (Caustic Soda Plant). Experience in Store function is desirable	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
8.	Confidential cum Personal Asstt. (Female Candidate)	35 Years	One	Graduate	Minimum 5-8 Years experience in CA/PA function preferably in Marketing job	To assist Assist General Manager (commercial) in preparing letter to various customers, maintain files & documents, and other jobs as will be assigned

1. Knowledge of Computer/ERP (Wherever required) desirable

2. 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 21.05.2014 for the said posts need not apply further

5. All posts are located at Durgapur Works except Sr. no. 8 is located at Kolkata Office

GENERAL TERMS & CONDITIONS

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

Reservation for SC/ST/OBC Candidates

7. 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.

8. 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

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

10. 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 + Grade 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.	Chief Mechanical Engineer	37400-60000	8700/-	37400/-	72838/-
5.	Deputy Manager (Finance)	9000-40500	7600/-	22320	47273/-
6.	Head of Purchase & Stores	9000 - 40500	6600/-	18600/-	39816/-
7.	Assistant Manager (Internal Audit)	9000 - 40500	6600/-	18600/-	39816/-
8.	Confidential cum Personal Asstt.(Marketing Department)	7100-37600	3900/-	8370/-	19387/-

The pay includes Basic Pay + Grade Pay + DA @ 58 % at present, subject to revision as per Government of West Bengal W.B. 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 except Sr. no. 8 at Kolkata

(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. No application shall be accepted after the closing date 12.11. 2014

Date: 22.10.2014.

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