



# 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 14.01.2015

Sl. No	Name of the Post	Maximum Age Limit	No. of vacancies	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.	Head of (Purchase)/ Assistant Manager (Purchase)	45 Years	One	Degree in Chemical/ Mechanical/ Electrical Engineering with a Diploma in Business/Materials Management from reputed institute <b>OR</b> Degree in Science Stream & Diploma in Business/ .Materials Management from reputed institute	Minimum 8-10 years experience for Engineering Graduate in Purchase Department of any Industry/organization/ PSU's preferably in Chloro Alkali Industry (Caustic Soda Plant). Experience in Store function is desirable  For Science Graduate minimum 12 years experience as above	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

Sl. No	Name of the Post	Maximum Age Limit	No. of vacancies	Essential Qualification	Experience,	Duties & Responsibilities in brief
3	Assistant Manager (Production)	45 Years	Two	B.E/B.Tech in Chemical Engineering	Minimum 7-10 years experience in operation of Caustic Soda Plant with Membrane Cell Technology. <b>The experience in Membrane Cell plant is must.</b>	To maintain the operation of Caustic Soda Plant at optimum capacity
4.	Assistant Manager (Instrument)	45 Years	One	B.E/B.Tech in Instrument Engineering	Minimum 7-10 years experience in Instrument, DCS & Control valve Experience in Chloro-Alakali Company with Membrane Cell Technology is preferable	To assists DY. (CE&IE)/HOD to locate faults and their rectification, to check the functioning of Instruments of different section of the plant etc.
5.	Assistant Manager (Marketing)	45 Years	One	B.E./B.Tech in Chemical Engineering. MBA In Marketing stream is desirable	Minimum 7-10 years experience in Sales & Marketing of Chemical products. Experience in Marketing of Chloro-Alkali products is preferable	To Assists G.M.(Commercial) in Marketing of products, Sales, collection & Logistics etc.
6.	Stores Officer/	45 years.	One	Should be Graduate. Post Graduate Degree/Diploma in Business/Materials Management from reputed Institute is desirable	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

Sl. No	Name of the Post	Maximum Age Limit	No. of vacancies	Essential Qualification	Experience,	Duties & Responsibilities in brief
7.	Assistant Engineer (Chemical)	45 Years	Two	BE//BTech in Chemical Engineering from reputed Engineering Institute.	Minimum 5 Years in operation of Chemical Industry specially Chloro-Alkali Industries. Working in Membrane Cell Plant & DCS is desirable	Operation of Caustic plant in shift To report HOD of Chloro Caustic Plant.
8.	Trainee (Boiler) for 2 years	32 Years	One	Madhyamik with 2 <sup>nd</sup> Class Boiler Attendant competency Certificate  Higher Secondary with 1 <sup>st</sup> Class Boiler Attendant competency Certificate is desirable	Some experience is Desirable	

1. Knowledge of Computer/ERP (Wherever required) is 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 & experience will be considered for internal candidates
4. Those who have applied against earlier Advertisement published on 29.10.2014 or earlier for the said posts need not apply further

5. All posts are located at Durgapur Works except Sr. No. 5 located at Kolkata

### 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 fulfill 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. Self attested copies of relevant documents relating to age, qualifications, experience, caste certificate etc. must be accompanied with the application forms

### 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	Head of Purchase & Stores	9000 - 40500	6600/-	18600/-	39816/-

3.	Assistant Manager (Production)	9000 - 40500	6600/-	18600/-	39816/-
4.	Assistant Manager (Instrument)	9000 - 40500	6600/-	18600/-	39816/-
5.	Assistant Manager (Marketing)	9000 - 40500	6600/-	18600/-	39816/-
6.	Stores Officer	9000- 40500	5400/-	15600/-	33180/-
7.	Assistant Engineer (Chemical)	9000 -40500	5400/-	15600/-	33180/-
8.	Trainee (Boiler)				Rs.10000/- Consolidated

The pay includes Basic Pay + Grade Pay + DA @ 58 % at present, subject to revision as per order of Government of West Bengal. 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) For the posts located at Durgapur, it is desired 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 as per rules of the company

(iv) The candidates called for interview should be communicated by letter/mail for attending the Interview. No TA & DA shall be paid to the candidates 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 07.02.2015**

Date: 14.01.2015

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