NEPA LIMITED : NEPANAGAR (MP)
(A Govt. of India Undertaking)

Engagement of Consultant (Finance) on Fixed Tenure Appointment (FTA) Basis

Advertisement No.05/2026 August 10, 2026

Nepa Limited, a Pioneer Newsprint Manufacturing CPSU, under Ministry of Heavy Industries, invites application for Consultant (Finance) on Fixed Tenure Appointment (FTA) Basis from qualified and experienced professionals for a period of 2 (Two) Years. The tenure can be extendable by 1 (One) Year at a time up to a maximum period of 3 (Three) Years subject to performance of the individual and requirement of the Company.

JOB SPECIFICATION

<table>
<tr><td>Post</td><td colspan="2">Consultant (Finance) on FTA Basis</td></tr>
<tr><td>No. of Post</td><td colspan="2">1 (One)</td></tr>
<tr><td>Remuneration</td><td colspan="2">Rs.50,000/- (all inclusive) (CTC) Per Month</td></tr>
<tr><td>Upper Age Limit</td><td colspan="2">32 Years</td></tr>
<tr><td rowspan="2">Qualification</td><td>Essential</td><td>CA/CMA with 2 Years post qualification experience.</td></tr>
<tr><td>Desirable</td><td>CS/MBA (Finance)/PG Diploma in Finance</td></tr>
<tr><td>Experience</td><td colspan="2">Candidates with experience in the Finance and Accounts function, preferably in a manufacturing organization, will be preferred. Computer literacy and experience with ERP systems will be an added advantage.</td></tr>
<tr><td>Job Profile</td><td colspan="2">
➢ Preparation and finalization of Financial Statements, schedules and financial reports.
➢ Preparation of Bank Reconciliation Statements and monitoring of Bank/FDR transactions.
➢ Preparation of MIS, Budget, Revised Estimates and financial projections.
➢ Costing and cost analysis of manufacturing operations.
➢ Handling GST, Income Tax, TDS and other taxation–related compliances, including reconciliations, notices and assessments.
➢ Coordination and handling of Statutory Audit, CAG Audit, Cost Audit, Internal Audit, Tax/GST Audit and other audits.
➢ Preparation of audit schedules replies to audit observations and follow-up with auditors.
➢ Financial analysis, working capital monitoring and assistance in preparation of proposals for Management/Board.
➢ Providing financial inputs in procurement, contracts, tenders.
➢ To oversee timely preparation of Annual Budget, periodical actual performance with variance statements and monthly, quarterly & annual accounts Audit timely.
➢ To ensure effective and smooth operations of financial accounts, cost accounts.
➢ To ensure compliance with all financial and contractual procedures, statutory obligations and policies etc.
➢ Liaisoning with Banks, statutory bodies, audit agencies, tax authorities and Government of India for efficient management and compliances.
➢ To ensure timely deposit of statutory payments and timely filing of applicable returns, other business/operational matters.
➢ Any other work relating to Finance, Accounts, Taxation, Audit and Costing assigned by the Competent Authority.
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Terms and Conditions

Qualification and Experience

Required essential qualification, experience and age limit for the position of Consultant (F&A) on FTA Basis is indicated above. Age limit and post qualification experience should be as on 31.07.2026.

Contract period

The post is purely temporary in nature and offered on Fixed Tenure Basis. Selected candidate will be initially engaged on FTA basis for a period of 2 (Two) Years. The tenure can be extendable by 1 (One) Year at a time up to a maximum period of 3 (Three) Years subject to performance of the individual and requirement of the Company. No representation for permanent appointment or extension of tenure is admissible.

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.

Selection Procedure

Selection will be made through interview of shortlisted candidates by online or physical. Merely fulfilling the eligibility criteria does not entitle the candidate to be called for interview. Nepa Limited reserves the right the raise the minimum eligibility standards etc. in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancy. The decision of Nepa Limited in this regard will be final.

Eligibility criteria can be relaxed for outstanding candidates. Management's decision will be final in this regard.

Remuneration

Rs.50,000/- (all inclusive) (CTC) Per Month and will not be entitled to any other perquisites apart from the consolidated remuneration.

No TA/DA shall be admissible for joining the assignment or on completion of the assignment. However, during the tenure, will be reimbursed TA/DA applicable as per Rules of the Company, in case deputed for outstation duty.

Company accommodation on normal rent basis subject to availability.

How to Apply

Candidates fulfilling the above requirements only should submit their application in the prescribed format 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 failing which candidature will be immediately rejected.**
- **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. 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 engagement process if the candidate is found ineligible.

Application format may be downloaded from Company's website www.nepamills.co.in.

Application complete in all respect in prescribed proforma along with the self attested testimonials documents send through e–mail **ID : careers@nepamills.nic.in.**

OR

Application complete in all respect along with the self attested testimonials documents may be sent by REGISTERED/SPEED POST in sealed envelope subscribing **"Application for the post of Consultant (Finance) on FTA Basis"** to the following address:

Senior 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 Post on FTA Basis 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 position without assigning any reason whatsoever.

The prescribed qualification/experience is 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 corrigendum/extension to the advertisement shall be hosted on our website **www.nepamills.co.in** only.

Any canvassing directly or indirectly by the applicant will disqualify his/her candidature. Any dispute with regard to the engagement against this advertisement will be jurisdiction of Nepanagar Court only.

Senior Manager (P&A)
Nepa Limited, Nepanagar