



HINDUSTAN PAPER CORPORATION LIMITED

[A Government of India Enterprise]

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75-C Park Street, Kolkata – 700 016

Hindustan Paper Corporation Limited (HPC), a Schedule-A Miniratna Category-I 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.963 crore with personnel strength of about 3600.

HPC is on the look out for 1(one) General Manager (Finance) for its Corporate Office at Kolkata and 2(two) Deputy General Manager (Finance) for its operating Mills in Assam with proven managerial powers and leadership traits as detailed below:

1. General Manager (Finance) – (No. of post – 1)

The incumbent would be, inter-alia required to:

- Assist the Board level functionaries in planning and developing the company's overall short-term and long-term business strategy.
- Plan short term and long term financial goals in line with the business Mission and objectives and create a road map for the strategy.
- Direct the deployment and continuous improvement of the financial policies and systems related to accounting, budget, treasury, insurance, tax etc.
- provide recommendations to the Board level functionaries on major financial decisions
- Ensure effective management of funds
- Ensure statutory compliance, control and Corporate Governance by way of timely monthly and annual statutory reporting
- Review the effectiveness of the Company's internal audit functions and coordinate with Mills and Subsidiaries on internal audit.
- Ensure that Company tax issues are effectively managed and tax liabilities are minimized through collaboration with Income Tax consultants/firms.
- Working knowledge in ERP System of Accounts.

Qualification & Experience: Applicant should be a Chartered Accountant/ICWAI/MBA (2 years fulltime) with specialization in Finance from a recognized Institute/University with good academic records with at least 18 years experience, out of which 5 years should have been at higher management level with adequate exposure to the contemporary and emerging practices in the relevant discipline.

The candidate should be an Associate Member of the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India.

The applicants from Public Sector Enterprise should have completed 2 years in the next below grade i.e., in the pay scale of Rs. 36600-62000 (2007 pay structure) or Rs. 17500-400-22300 (1997 pay structure).

Age: The incumbent should be at the age group between 45-50 years as on the last date of receiving of application. Age relaxation will be allowed for candidates belonging to SC/ST/OBC/PwD as per GoI directives.

Compensation: The post for General Manager (Finance) carries the pay scale of Rs. 43200-3%-66000 with Industrial DA and CTC would be around Rs 14 lakh per annum at the minimum of the pay scale.

Other Benefits: Includes Leave Travel Concession, Contributory Provident Fund, Gratuity, Medical facilities, Reimbursement of Conveyance Expenses, Group Insurance, Company accommodation or HRA as per Company's Rules, Performance Related Variable Pay as per prescribed norms, etc.

2. DEPUTY GENERAL MANAGER (Finance) – (No. of posts – 2)

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

Qualification & Experience: Applicant should be a Chartered Accountant/ICWAI/MBA (2 years fulltime) with specialization in Finance from a recognized Institute/University with good academic records with at least 15 years experience including 5 years in a responsible position in Finance/Accounts Department of large organization of repute.

The applicants from Public Sector Enterprise should have completed 2 years in the next below grade i.e., in the pay scale of Rs. 32900-58000 (2007 pay structure) or Rs. 16000-400-20800 (1997 pay structure).

Compensation: The post for Deputy General Manager (Finance) carries the pay scale of Rs. Rs.36600-3%-62000 with Industrial DA and CTC would be around Rs 11.5 lakh per annum at the minimum of the pay scale.

Age: The incumbent should be at the age group between 40-47 years as on the last date of receiving of application. Age relaxation is allowed for candidates belonging to SC/ST/OBC/PwD as per GoI directives.

Other Benefits: Includes Leave Travel Concession, Contributory Provident Fund, Gratuity, Medical facilities, Reimbursement of Conveyance Expenses, North-East Allowance (NEA), Group Insurance, Company accommodation or HRA as per Company's Rules, Performance Related Variable Pay as per prescribed norms, etc.

General Conditions:

1. Only those who meet the prescribed eligibility criteria need apply. If at any stage, it is found that the candidate does not meet the prescribed eligibility criteria, he/she will be disqualified. HPC reserves the right to reject any application without assigning any reason.
2. Management reserves the right to fill or not to fill the posts and mere fulfillment of qualifications and other requirements laid down does not entitle a candidate to be called for interview/appointment.
3. Candidates working in Government, Quasi-Government Organizations & Public Sector Undertakings should apply through proper channel or produce '**No Objection Certificate**' at the time of interview, failing which the candidate will not be allowed to appear for the interview.
4. Candidates called for interview for the aforementioned posts will be paid to and from AC-2 Tier in Train (including AC-3 Tier in Rajdhani) reimbursement subject to actuals on production of tickets.
5. Candidates belonging to SC/ST/OBC/PwD are required to produce the Certificates issued by Competent Authority as approved by the Government of India.
6. Any changes in this regard will be updated in our website, therefore, candidates are advised to visit our website regularly.
7. Earlier advertisement published in this regard vide Employment Notice No. 1/1/2012 has been cancelled.

Candidates meeting the above specifications may submit their bio-data in the **prescribed format** along with attested copies of certificates of **proof of age, qualifications, experience, reservation category** and Demand Draft for **Rs.100/-** (not applicable for SC/ST/PwD category) drawn in favour of **HINDUSTAN PAPER CORPORATION LIMITED** payable at **KOLKATA**, by hand or through post to the **General Manager (HR&ES), Hindustan Paper Corporation Limited, 75-C Park Street, Kolkata 700016** within **10 days of this advertisement**. The application format can be downloaded from the website (www.hindpaper.in).

Employment Notice No 1/3/2012

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Name of the post applied for :

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10	Educational and Professional Qualification (copies of certificates duly attested by gazatted 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) Reason for leaving
12.	Languages known		Write	Read	Speak
13.	Professional Achievements & Awards			Separate sheets may be attached	
14.	Trainings attended (more than one week duration)				

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.

Signature: _____

Name: _____

Place:

Date: