

# ADVERTISEMENT PUBLISHED TO FILL UP THE FOLLOWING VACENCIES

Sl.No	Name of the Post	No. of vacancies	Essential Qualification	Experience	Duties & Responsibilities
1.	General Manager (Works)	One (1)	B.E/B.Tech in Chemical Engineering from reputed & recognized Engineering Institute/University	Minimum 15 years experience in Caustic Soda Plant including 5 years working experience in senior level in Membrane Cell Plant.	Principal officer of Works. Overall responsibility for Production, Maintenance, Purchase, Project , Planning , Safety , down stream/By-products Plant operation and Administration
2.	Manager (Production)	One	Do.	Minimum 12 years experience in Caustic Soda Plant with 3 years in Membrane Cell Caustic Soda Plant.	In-charge of Production of all the plants. He will be responsible for overall plant/operational safety matter
3.	Personnel Manager	One	Graduate with MBA from reputed University in Personnel Management/HR. Degree in Law is preferred	Minimum 12 years experience as a Personnel Manager in industry preferably in Chemical Plants.	Overall in-charge of Personnel , Administration & Security Department. Knowledge of Factories Act, other Labour laws, ESI, Formulation of Personnel policies, Training, HR and industrial relation
4.	Chief Electrical & Instrument Engineer.	One	B.E/B.Tech in Electrical Engineering from reputed Engineering Institute/University	Minimum 12 Years experience preferably in Chloro Alkali Industry(Caustic Soda) .	Overall in-charge of Electrical/Instrumentation functions of plants and colony
5.	Chief Mechanical Engineer	One	B.E/B.Tech in Mechanical Engineering from reputed Engineering Institute/University	Do	Overall in-charge of Mechanical functions of plants & Machines, Utility Service, Work Shop, Equipments and commissioning of Plants & Equipments
6.	Dy. Chief Electrical & Instrument Engineer	One	B.E/B.Tech in Electrical Engineering from a reputed Engineering Institute/University	Minimum 8 Years experience ,preferably in Chloro Alkali Industry.(Caustic Soda).	To assist Chief Electrical & Instrument Engg. relating to Elec.& Instrument, maintenance job in plant & colony
7.	Dy. Chief Mechanical Engineer	One	B.E/B.Tech in Mechanical Engineering from a reputed Engineering Institute/University	Minimum 8 Years experience preferably in Chloro Alkali Industry(Caustic Soda)	To assist Chief Mechanical Engg. relating to Mechanical maintenance job in plant
8.	Dy. Manager (Production)	One	Do	Minimum 8 years experience in Caustic Soda Plant with 2 years in Membrane Cell Plant	To assist Manager (Prod) on day to day affairs and to take responsibilities of Manager (Production) in his absence
9.	Chief Chemist	One	PhD/1 <sup>st</sup> Class M.Sc. (Chemistry)	Minimum 10 years experience in quality control preferably Chloro- Alkali industries.	Overall responsibility of quality control and R&D, should be conversant of ISO & Environmental issues.

10.	Senior Chemist	One	M.Sc in Chemistry or B.Sc. (Hons) in Chemistry	For M.Sc. 5 Years Experience and for B.Sc. 8 years experience in Chemical laboratory or quality control.	Quality control of raw materials & finished products including analysis of effluents and other chemicals
11.	Asstt. Manager (Budget & Cost)	One	Graduate with Chartered Accountant/Cost Accountant	Minimum 8 years experience in Finance and Accounts of manufacturing Industry. Responsible for finalization of Accounts, Statutory & Internal Audit, Cost Audit & Govt. Audit, Costing, Budget preparation etc.	To assist Head of Finance and Accounts Dept. to all financial & accounting job, Audit, preparation of Cost statement, Annual Budget etc. Should be able to prepare Cost Audit report. Knowledge of ERP/ Computerized Accounting system.
12.	Assistant Manager (Electrical)	One	B.E/B.Tech in Electrical Engineering from a reputed Engineering Institute/University	Minimum 8 years experience in Electrical Engg in Plant and should have adequate experience in AC/DC/Rectifier & High voltage connection	To assist CE &IE/DY. CE&IE for Electrical Maintenance, to locate fault and their rectification, Regular maintenance at Plant & Colony
13.	Assistant Manager (Mechanical)	One	B.E/B.Tech in Mechanical Engineering from a reputed Engineering Institute/University	Minimum 8 years experience in Mechanical Engg in Plant and should have adequate experience in Mechanical workshop, Boiler etc.	To assist CME/Dy. Chief Mech. Engg in preventive mechanical maintenance, Boiler & Other areas
14	Accounts Officer	Two	B.Com/M.Com./ Inter Chartered or Inter Cost Accountant	Minimum 5 years experience in Finance and Accounts of manufacturing Industry. etc.	To assist Departmental head in Accounts related job
15.	Officer In - Charge (Despatch )	One	Graduate in any stream with 5 years experience	Minimum 5 years experience in Despatch of Finished products, Central Excise, Weighment of raw materials and Transport arrangement & monitoring.	To assist General Manger (Works)/General Manager Commercial for dispatch of Finished products
16.	PURCHASE ENGINEER	One	B.E/B.Tech in Mechanical/ Chemical/Electrical Engineering from a reputed Engineering Institute/University. Degree/Diploma in Materials Management preferred	Minimum 5 Years experience in Purchase Deptt, Procurement of materials, Tendering, Knowledge of VAT & CST, Way Bill ,Online entry etc.	To assist Asstt. Manager (Purchase) for Departmental job
17.	SALES OFFICER	Two	Graduate preferably with MBA in Sales & Marketing	Minimum 5 years experience in Sales of Caustic Soda Lye, Chlorine, Stable Bleaching Powder etc.	To assist General Manager(Com) in sales of Chemicals
18.	JUNIOR OFFICER (ADMN)	One	Graduate in any discipline. Degree/Diploma in Personnel Management is preferable	Minimum 5 years experience in Office Admn, Town/colony admn, Estate function, Pool transport, Sanitation, Guest House, Time Office	To assist PM/Asstt .Manager (Personnel)

**NOTE : MAXIMUM AGE LIMIT FOR ALL THE POST IS 50 YEARS. HOWEVER COMPANY HAS RIGHT TO APPLY ITS OWN DISCRETION IN SELECTION OF CANDIDATES.**

1. For all the Post, knowledge of Computer/ERP system 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
4. The application shall be rejected in case of canvassing

**APPROVED PAY SCALES FOR THE FOLLOWING POSTS**

Sr. No.	Name of the Posts (1)	Revised Pay Band (2)	Grade Pay (3)	Entry/Minimum Band Pay (4)	Entry minimum Basic Pay (5)
1.	General Manager (works)	37400- 60000	8900/-	37400/-	46300/-
2.	Manager (Production)	37400- 60000	8700/-	37400/-	46100/-
3.	Chief Electrical & Instrument Engineer.	37400- 60000	8700/-	37400/-	46100/-
4.	Chief Mechanical Engineer	37400-60000	8700/-	37400/-	46100/-
5.	Personnel Manager	37400-60000	8700/-	37400/-	46100/-
6.	Dy. Chief Electrical & Instrument Engineer	9000- 40500	7600/-	22320/-	29920/-
7.	Dy. Chief Mechanical Engineer	9000 – 40500	7600/-	22320/-	29920/-
8.	Dy. Manager (Prod)	9000 – 40500	7600/-	22320/-	29920/-
9.	Chief Chemist	9000 – 40500	7600/-	22320/-	29920/-
10.	Assistant Manager (Electrical) / (Mechanical)	9000 – 40500	6600/-	18600/-	25200/-
11.	Asstt. Manager (Budget & Cost)	9000 – 40500	6600/-	18600/-	25200/-
12.	Sr. Chemist	9000- 40500	5400/-	15600/-	21000/-
13.	Sales Officer / Accounts Officer / Officer In-Charge (Despatch)	9000 – 40500	5400/-	15600/-	21000/-
14.	Purchase Engg.	9000 – 40500	5400/-	15600/-	21000/-
15.	Junior Officer (Admn)	9000 - 40500	4400/-	9000/-	13400/-

1. Minimum Basic Pay with Grade Pay as mentioned in column no. 5 of Pay Scale schedule shall be applicable

2. Dearness Allowance at State Govt. rate shall be applicable. Present DA is 35 %
3. HRA is 15% of Basic Pay subject to Maximum of Rs.6000/- per month
4. All positions are located at Durgapur except the Sl. No. 13 which is located at our Kolkata office, 6 Little Russell Street, 2<sup>nd</sup> Floor, Kolkata - 700071
5. For the posts located at Durgapur, it is essential for the incumbent to stay in Company's unfurnished residential accommodation at DCL Township at Durgapur 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
6. Medical Allowance is Rs.300/- per month
7. PF, Family pension & Gratuity is applicable as per the rule
8. The company provides exclusive Car to General Manager (Works) for official & private duties
9. For other Senior Managers from Sr. No. 2 -5 of Pay Band Rs.37400-60000/-, Pool car facility is provided at Durgapur.
10. The candidates called for interview must confirm 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. The service is contractual for a minimum period of 5 years subject to extension based on the performance. Those who are working in Central Govt./State Govt. Undertaking and other Govt. Departments should apply through proper channel OR produce NOC at the time of interview. No TA & DA shall be paid to the local candidates for attending the interview. Candidates outside the State of West Bengal, AC 3 Tier Train Fare or Admissible class as per Co.'s Rule for UP & DN journey shall be reimbursed on submission of documents.

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, Durgapur Chemicals Ltd., A Govt. of West Bengal Enterprise, Durgapur-713215, Dist – Burdwan", in closed envelop which should reach on or before 12.02.2011. The photocopy of educational qualification and experience certificates should be attached with the application. Application may also be sent through e-mail at [dclgdp@sancharnet.in](mailto:dclgdp@sancharnet.in) and a hard copy by post. No application shall be accepted after the closing date ie; 12.02.2011.

**Those who had applied against our earlier advertisement need not apply.**

Date 15.01.2011

(S.K.Guha)  
Company Secretary & In-charge Personnel Deptt.