

HINDUSTAN COPPER LIMITED
(A Govt. of India Undertaking)
MALANJKHAND COPPER PROJECT
Post :Malanjkhanda Pin : 481116
Tehsil: Baihar
District : Balaghat – M.P.

Ref:HCL/MCP/HR/ADHOC HEME/2010

Date: 17/8/2010

ADVERTISEMENT FOR THE POST OF HEME OPERATOR ON ADHOC (CONTRACTUAL) BASIS (CONSOLIDATED AMOUNT OF RS,14,000 PER MONTH)

Applications are invited in the prescribed application form (appended to this advertisement) from the eligible candidates who are qualified as well as experienced and fulfill the below mentioned requisites/terms and conditions and instructions for the four posts of HEME Operator (Heavy Earth Moving Equipment Operator) on adhoc (contractual) basis at Malanjkhanda Copper Project, a Unit of Hindustan Copper Limited (A Govt. of India Enterprise) as given in this advertisement:

REQUISITES:

1. **Qualification and Experience** : VIII Standard preferably Matric, HVD(Heavy Vehicle Driving) Valid Licence is a must; 3 years experience in operation and minor maintenance of Heavy Earth Moving Equipments like Dumpers, Dozers, Drills, Shovels, Loaders etc in a Registered company/firm (large open cast mine). Experience certificate must contain Registration Number of the Company/Firm permitted to carry out Open Cast Mining (except for Govt./Public Sector undertakings), Full Address of the Registration Authority with whom Registered, Name and full address of the mine where the company/firm has been operating during the period for which experience certificate is issued, Registered Office address of the Company/firm, Provident Fund number of the candidate and the date from which the candidate has been on the rolls of the company and date on which he left the company/firm.
2. **Age**: Below 30 years as on 1-11-2010. Relaxation in age for those belonging to SC/ST Community by 5 years and for those belonging to OBC (Non creamy layer)by 3 years and for ex-servicemen as per rules in vogue from time to time.
3. **Employment Exchange** : Registered with the Sub-local employment Exchange of Malanjkhanda /District Employment Exchange Balaghat,M.P.
4. **Selection Procedure** : All eligible candidates who are otherwise eligible as per this advertisement in all respects will be called for Trade Test (Both written as well as practical)/Interview to be conducted by the duly approved Selection Committee.
5. **Other than those registered but belong to Balaghat** : In case eligible candidates are not sponsored by the Employment Exchange of Malanjkhanda / Balaghat due to non-availability of such candidates on their live register or in case of candidates who are on the sponsored list ,if found not suitable in all respects, then the candidates who belong to Balaghat District and who fulfill all the conditions of this advertisement will be considered. In other words, those registered as above will be considered first for recruitment and only if they happen to be not suitable, then the candidates who belong to Balaghat District will be considered thereafter. Therefore, those not registered with local employment exchange of Malanjkhanda/Balaghat but belong to Balaghat District who otherwise fulfill all other conditions specified in this advertisement who apply against this advertisement will be called separately, if candidates sponsored by the Employment Exchange are not found suitable. Therefore, no separate advertisement will be given again in case of **non availability** of suitable candidates out of the sponsored list and out of those who are not registered with Employment Exchange but such of those who applied against this advertisement will be considered for being called for Trade Test(Both written as well as practical) /Interview to be conducted as per R&P Rules as applicable to regular workmen of MCP.

6. **Medical Fitness** : Candidates are required to be found medically fit in all respects for the said post and their appointment is subject to they being found suitable in all respects among others including Trade Test (Both written Test and Practical Test /Interview and also medically fit by Malanjkhanda Copper Project Hospital .

7. **Domicile Certificate/ Nativity Certificate** : Only candidates belonging to Balaghat District are eligible and shall produce the Domicile Certificate/Nativity Certificate issued by the authority of State Government of Madhya Pradesh.

TERMS AND CONDITIONS:

1. **Remuneration**: The appointees shall be paid a consolidated amount of Rs.14,000(Rupees Fourteen thousand only) per month. No other payment shall be admissible to them.
2. **Free Medical Treatment – OPD and Inpatient** : To the extent available at MCP Hospital for self(appointee) and spouse.
3. **Accommodation** : Company quarter as entitled to regular HEME Operator subject to availability at normal rent.
4. **Electricity charges for Company quarter** : At State Electricity Board rates as applicable from time to time.
5. **Period of contract and Notice Period** : The period of contractual appointment on adhoc basis will be 3 (Three) years which may be extended upto maximum of 5 years on satisfactory performance of the individuals. In case of unsatisfactory performance or for any other reasons, the contract may be terminated by giving a notice of 15 days or payment in lieu of that from both sides.
6. **Service Conditions** : Appointees will be governed by the rules and regulations as applicable at Malanjkhanda Copper Project for workmen and appointment is subject to being found medically fit by Malanjkhanda Copper Project Hospital.
7. **Reservation** : As per Govt. directives in vogue.

INSTRUCTIONS :

1. Photocopies /Xerox copies of the following duly signed by self on each of the copies and attested by a Gazetted Officer are to be appended to the duly filled-in prescribed application as under:
 - A) (i) **Copy of the latest pay or salary slip** containing the Provident Fund deduction,
(ii) **Copy of Latest Provident Fund slip** , if issued by the Company/firm as a proof of Provident Fund deduction/accumulation.
However, at the time of joining the organization, proof of deduction/accumulation of Provident fund for 3 years should be produced in either of the case as shown at A (i) or (ii) above.
 - B) **Photocopy of Experience certificate*** is to be produced from where the applicant worked in Open Cast Mines of Central or State Public Sector Undertakings/Central or State Govt. or from where the applicant worked from only such public /private company or firm permitted and registered by Govt. to run Open Cast Mines.

* Experience certificate must contain Registration Number of the Company /firm permitted to carry out Open Cast Mining (except for Govt./Public Sector undertakings), Full Address of the Registration Authority with whom Registered,(except for Govt./Public Sector Undertaking)

However, whether a candidate has worked in Govt. /PSU or private/public company /firm the following should be mentioned in the experience certificate:

Name and full address of the Open Cast Mine where the company/firm has been operating during the period for which experience certificate is issued, Registered Office address of the Company/firm in which the applicant worked, Provident Fund number of the candidate, if any and the date from which the candidate has been on the rolls of the company and date on which he left the company.

- C) **Photocopy of Bank account**, if any, as a proof towards remittance of salary to applicant by his previous employer.
- D) **Photocopy of Reference Certificate from Two references**: Photocopies of Reference Certificate as given in Annexure I (Annexure I is appended to the application form which should be filled in) should be submitted wherein at least two references who are presently working from the same organization from where the applicant is working or has worked who can be referred to by us to know about the credentials about his working in the organization . The references shall certify that they know the candidate for period mentioned in the certificate and also certify that the experience shown by the candidate is correct to the best of their knowledge.
Name, Designation, Full Official address, Full Residential Address, phone Number, if any, of the two references shall be given.
- E) **Copy of HVD LICENCE** : Photocopy of the Valid HVD Licence
- F) **Educational qualifications**: One Photocopy each of all educational qualifications.
- G) **Domicile/Nativity** : Photocopy of Domicile / Nativity .
- H) **Photocopy of Sworn Affidavit** that the listed documents from S.No. 1 (A) to (G) are genuine and correct to the best of the knowledge of the applicant is to be submitted. The original Sworn affidavit is to be submitted at the time of trade test/interview.
- I) **Caste Certificate** : Photocopy of the caste certificate issued by the authority concerned should be attached to the application form wherever applicable.
- J) **Ex-serviceman Certificate** : Photocopy of the Ex-serviceman certificate issued by the authority concerned containing the full details of discharge from the armed forces etc.
- K) **Photocopies of the certificates** from S.No.1 (A) to (J) above wherever applicable are to be attested by Gazetted Officers of Central or State Govt. with their name, designation and full address. The photocopies should also be signed by the applicant with his name and date mentioned below the signature
- L) All Original certificates must be produced at the time of trade test/ interview for verification with the photocopies submitted at the time of application.

The application in the prescribed form (Along with Annexure I) and all the above mentioned photocopies are to be submitted on or before 10-9-2010 to the following address by **Registered Post** :

Assistant General Manager (S &E),
Malanjkhanda Copper Project,
Hindustan Copper Limited,
Post : Malanjkhanda ,
Tehsil : Baihar,
District Balaghat
Pin Code 481 116
Madhya Pradesh

APPLICATION FOR THE POST OF HEME OPERATOR ON ADHOC (CONTRACTUAL) BASIS

Ref: Ref:HCL/MCP/HR/ADHOC HEME/2010

Date: 17-8-2010

Applicant to
Affix his recent
colour Passport size
photograph with his
signature attested
across the photo

1. Name of the Candidate: _____

2. Father's Name : _____
Day Month Year

3. Date of Birth :: _____ / _____ / _____
&
Age as on 1-11-2010 _____

4. Personal Identification : a. _____
Marks /Birth marks
b. _____

5. Full Postal
Address for Communication : a) _____

Pin Code : _____

b) Domicile / Native of Balaghat Distirct : YES/NO
(Please tick either YES or NO whichever is applicable and strike off
Whichever is not applicable with X mark)

6. Community to which you :
Belong

SC	ST	OBC(Non-creamy layer)	OTHERS	EX-SERVICEMAN
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(PLEASE TICK MARK ON THE COMMUNITY TO WHICH YOU BELONG AND
STRIKE OFF WITH X TO WHICH YOU DO NOT BELONG)

7. Educational qualifications:

Name of the examination passed	Year of passing the examination	School/Institution from which passed	Total Marks	Marks Secured	Percentage of marks secured	Remarks, if any

8.Details of Heavy Vehicle Licence possessed by the candidate:

a) Name and address of the issuing authority : _____

b) Date of Issue of Licence : _____

c) Validity of HVD Licence date : _____

9.Experience Details*:

S.No.	Nature of Experience/Description of Experience	Provident Fund Code No. of the applicant in the Company/Firm	Period of Experience (Dates of Experience i.e date from which the candidate has been on the rolls of the company/firm and date on which he left the company/firm.to be mentioned) From ----- To	(i)Name and address of the mine/s where the Company/firm has been operating (ii)Registration No. of the Company/firm (iii) Registered Office address of the Company/firm	Name and Full address of the registration authority with whom Company/Firm has been registered

Separate sheet may be attached with signature and date,if the space given for experience is insufficient.

List of photocopies of documents duly attested by Gazetted Officer and signed by applicant attached :

- | | |
|---|---------|
| 1. Educational qualifications | YES/NO |
| 2. Date of Birth proof | YES/NO |
| 3. HVD Licence | YES/NO |
| 4. Experience Certificate (s) | YES/NO |
| 5. Caste certificate(wherever applicable) | YES/NO |
| 6. Ex-serviceman Certificate(wherever applicable) | YES/NO |
| 7. Sworn Affidavit (pl refer para 1 H) | YES/NO |
| 8. Domicile /Nativity Certificate | YES /NO |
| 9. Latest Pay/Salary Slip | YES/NO |
| 10. Latest Provident Fund Contribution/Deduction Slip | YES/NO |
| 11. Bank Pass Book containing salary details, if any | YES/NO |

Certified that all the information furnished in the application including the Annexure I is true to the best of my knowledge and in case of false information my candidature may be terminated at any of the stages of recruitment and also during my service, if I am selected .

Signature of the applicant

Place:

Date:

CERTIFICATION BY TWO REFERENCES TO VOUCH FOR THE CANDIDATE REGARDING HIS DETAILS WHO KNOW THE APPLICANT PERSONALLY

REFERENCE NO.1

1. Certified that, I the undersigned know Shri _____ S/o _____
_____ personally and certify that he has been working in this organization i.e M/s.
_____ for the period from _____
to _____ as _____ and the experience is true to my knowledge

Signature :

Name:

Date:

Designation:

Offical Address: _____

Residential Address: _____

Phone No. _____

E-mail if any _____

REFERENCE NO.2

1. Certified that, I the undersigned know Shri _____ S/o _____
_____ personally and certify that he has been working in this organization i.e M/s.
_____ for the period from _____
to _____ as _____ and the experience is true to my knowledge

Signature :

Name:

Date:

Designation:

Offical Address: _____

Residential Address: _____

Phone No. _____

E-mail if any _____

(Photocopy of this annexure should be attested by a Gazetted officer and duly signed by applicant)