

details / status in future. Please ensure email recorded here remains valid for the entire duration of process and next 1 year.

3. Click on the www.hindustancopper.com Career Section then click on Apply Online against Engagement of Trade Apprentices in Khetri Copper Complex, provide your registered mail id and password mailed to your registered mail id to login.
4. On logging in first time, you will be asked to change your password.
5. On clicking submit your password you will be redirected to login page.
6. For Already Registered user:- Enter Your Email-id and your given Password to Login
7. Forgot Password , To get the password auto generated, Please provide your following credentials as given at the time of registration
 - a) Date of Birth
 - b) EMail -Id

The auto generated password will be mailed to the E-mail-id provided at the time of registration.

C. To Fill the Online Application Form (Do not press back button or use any special character when filling the form)

8. Login into candidate dashboard with your registered credentials.
9. Career Section Page will Come , Click on Apply Online against Engagement of Trade Apprentices in Khetri Copper Complex.
10. Under Candidate Dashboard click on Applying Post Details
11. Select the Apprenticeship training in the Trade from Drop Down List (The Drop Down List will show you the Trades Available for which Advertisement has been published).
12. Click on Save and Next
13. Fields Name, Date of Birth and E Mail Id are non editable and Auto filled from your registration Data.
14. Nationality **Indian** only
15. Select Gender (Male or Female or Transgender)
16. Select Marital Status from Unmarried / Married / Widow / Divorced / Widower / Woman Judicially Separated
17. Select Category (SC or ST or OBC (Non Creamy Layer) or General or EWS)
In case of SC/ST/OBC (Non Creamy Layer) Candidate, define the following:
 - a) Sub-Caste
 - b) Certificate No.
 - c) Certificate Issue Date
 - d) Issuing Authority Details, Name of the Post & Place

And in case of EWS define the following:

- a) Certificate No.
 - b) Certificate Issue Date
 - c) Issuing Authority Details, Name of the Post & Place
18. In case of PWD (40% or more disability) Candidate, Choose the type of disability from drop down list and enter the following details.
- a) % of Disability
 - b) Certificate No.
 - c) Certificate Issue Date
 - d) Issuing Authority Details, Name of the Post & Place
19. Enter the Apprenticeship Registration No. (obtained after registration at www.apprentices.gov.in)
20. Fill in Correspondence Address, State, District Nearest Post Office, Nearest Police Station, Nearest Railway Station, Pin code and Mobile No. and Telephone No. (with STD Code)
21. Fill in Permanent Address, State, District Nearest Post Office, Nearest Police Station, Nearest Railway Station, Pin code, Telephone No.(with STD Code) and Mobile No or click on Same as Correspondence Address if the Permanent Address is same as Correspondence Address
22. Click on Save and Next
23. Provide Details of Educational Qualification
- a) Against Matric / 10th provide Course Name, Board /University, Date of Passing, Duration of Course / Total Marks, Marks Obtained, Percentage (is auto calculate field) and Division / Grade
 - b) If Applicable, against Higher Secondary / 12th provide Course Name, Board /University, Stream / Special Subject, Date of Passing, Duration of Course / Total Marks, Marks Obtained, Percentage (is auto calculate field) and Division / Grade
 - c) Against ITI provide Course Name, Board /University, Affiliation (choose from LOV NCVT / SCVT Affiliated to NCVT), Stream / Special Subject, Date of Passing, Duration of Course / Total Marks, Marks Obtained, Percentage (is auto calculate field) and Division / Grade
24. Click on Save and Next
25. Have Reference, In case applicable press Yes, provide the 5 digit employee code of the referenced employee working at Khetri Copper Project. Name of Employee, Designation and Department field gets filled automatically. Choose Applicant's Relationship with Employee from LOV (Son / Daughter)
26. Click on Save and Next
27. Upload the following
- a) Photo
 - b) Signature
 - c) Matric / 10 Certificate
 - d) Higher Secondary / 12 Certificate (if applicable)

- e) Apprenticeship Registration Certificate
- f) ITI Certificate
- g) Category Certificate (if applicable)
- h) Affidavit (if applicable, for candidate who have passed ITI prior to the year 2016)

For a) to Upload Colour Photo click on choose file and select the Photo (colour photograph, size less than 50 KB in jpeg, gif, png format and click upload.

For b) to Upload signature click on choose file and select the signature file (signature should be in black ink only, size less than 50 KB in jpeg, gif, png format and click upload. At the time of scanning signature, only scan the signature portion not the full page where you have signed for scanning.

For c) to h) documents in either gif, jpeg, jpg, png format and size less than 50 KB:

28. Click on Save and Next
29. Filled form details are displayed, click on edit to modify details (if any)
30. Press Final Submit to Submit the Application Online.
31. Online Acknowledgement Slip is generated
32. Click on Dashboard at the bottom of the acknowledgment slip.
33. Click on Print Application to take print out of the Application and Acknowledgement Report to take printout of the submitted application and acknowledgement report

For any technical query, please mail to hclrecruitmenttech@gmail.com. No HR related query like experience, qualification, eligibility will be answered through this mail-id.