

Important Points before filling up the Online Application

A. General

- 1. The fields marked with (*) are mandatory. These must be filled**
- 2. For any technical query only, please mail to hclrecruitmenttech@gmail.com.**
- 3. To be Uploaded (Keep it ready before on-line form fill-up)**
 - a) Scanned recent color passport size photograph [3.5 X 4.5 cm], Size less than 50 KB in either gif, jpeg, jpg, png format.**
 - b) Scanned signature, size less than 50 KB (with Black ink only and scan the signature portion only, not full page) in either gif, jpeg, jpg, png format.**
 - c) GATE Score card in pdf format only.**
 - d) A non-refundable Application Processing Fee of Rs.500/- (Rupees Five Hundred only) shall be payable by all candidates except SC / ST / PwDs / Internal Candidate.**

B. How to Register and Login

1. Visit the career page of HCL website, viz., www.hindustancopper.com
2. Click on 'Apply Online' tab on career page against the notification of 'Recruitment of Graduate Engineer Trainee'. You will be directed to the 'Candidate login' Page.
3. Click on 'New User' tab. You will be directed to 'New Candidate Registration' page.
4. Provide the details First Name, Middle Name, Last Name, Mother's Full Name, Father's Full Name, Date of Birth, Email ID, Alternate E Mail ID, PAN No and Aadhaar No. Submit the details after filling-up.

Password will be mailed to the registered mail id. Login to your mail for getting the password of your registered account on HCL website. Please keep record of this safely. You will require the said Email ID/ Password to access recruitment details / status in future. Please ensure email id recorded here remains valid for the entire duration of recruitment process and next 1 year.

5. Click on the Login link provided in your registered mail id and login with the Username and Password mailed to you in your registered mail id.
6. On logging in first time (after registration), you will be asked to change your password.
7. On clicking submit, your password will get changed and candidate dashboard will come.
8. Already Registered user may login with the Username and Password (Candidate login page) by clicking on the 'Apply Online' tab of Career Page of www.hindustancopper.com
9. 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. Click on 'Apply Online' tab on Career Section page against the 'Recruitment of Graduate Engineer Trainee' notification.
10. Select the Discipline to apply from Drop Down List (The Drop-Down List will show you the Disciplines Available for which Advertisement has been published).
11. Select the Name of the Post you are eligible as per advertisement from Drop Down List.
12. Select the Essential Qualification (as per eligibility criteria) from the drop-down list.
13. Fields such as 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 Category (General or SC or ST or OBC (Non Creamy Layer) or EWS)
In case of SC/ST/OBC (Non Creamy Layer) / EWS Candidate, define the following:
 - a) Sub-Caste
 - b) Certificate No.
 - c) Certificate Issue Date
 - d) Issuing Authority Details, Name of the Post & Place
17. Select Marital Status from Unmarried / Married / Widow / Divorced / Widower / Woman Judicially Separated
18. In case of Ex-Servicemen provide Ex-Servicemen No.
19. Select Domicile State from Drop Down List
20. In case of PWD (40% or more disability) Candidate, enter the following details.
 - a) PwD (40% or more Disability) – Select appropriate option from drop-down.
 - b) Type of disability - Select appropriate option from drop-down (in case of multiple disability candidate must write the identified category of disabilities notified in the advertisement for each discipline).
 - c) Certificate No.
 - d) Certificate Issue Date
 - e) Issuing Authority Details, Name of the Post & Place
21. Select Religion from Drop-Down List.
22. In case of Internal Candidate enter the following details.
 - a) Employee Code
 - b) Grade
 - c) Present Place of Posting
 - d) Present Designation
 - e) Date of Entry in present grade

23. Presently Employed in – Select appropriate option from drop down (Central Government / State Government / Central PSU / State PSU /Other (GOVT Bodies) / Private).
24. Select appropriate option regarding applying through Proper Channel / NOC.
25. Fill in Correspondence Address, State, District Nearest Post Office, Nearest Police Station, Nearest Railway Station, Pin code, Telephone No. (with STD Code) and Mobile No.
26. 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
27. Fill the details of essential educational qualification details of Matric / Higher Secondary / Graduate / Post Graduate (as per the exam passed details appearing in 1st table) like Course Name, Board University, Stream / Special Subject, Date of Passing, Duration of Course (in Year), (%) Marks, Division / Grade.
28. Other qualification details table – Qualification other than essential qualification acquired by candidates, if any, may be provided by the candidates.

Date of Passing means date of declaration of Result or Date Certified by the Institute.

29. Table of GATE Score details – Please provide the details of GATE examination year, Registration Number, Examination subject, Marks out of 100 and upload the GATE exam score card in pdf format.
30. 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.
31. 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.
32. In case you are not sure about some data click on SAVE FORM. **Application submission is not completed unless acknowledgement is generated after successful payment of fee.**
33. Once you are sure all the data furnished is OK Press on Submit Button. **Please note once the online application has been submitted it cannot be edited further. Hence, it is in your own interest to ensure that all entries are correctly filled & satisfy yourself before clicking the SUBMIT Button.**
34. After Submission of the Application
 - a) Candidates will be directed to payment page for paying Application Fee.
 - b) Select the appropriate mode of payment as per choice and follow the steps for payment.
 - c) On Successful fee payment a success report appears and candidate is redirected to dashboard
 - d) Candidate can download Application Form and Acknowledgment Slip from the dashboard

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.

Kindly take a print-out of online application and acknowledgment slip for future reference.