

Hindustan Copper Limited
(A Govt. of India Enterprise)
1, Ashutosh Chowdhury Avenue, Kolkata – 700019

Advertisement No.: Estt./1/2003 (2017)

Hindustan Copper Limited (HCL) is a listed profit making vertically integrated, multi-Unit, Schedule-A Miniratna Central Public Sector Enterprise in the field of Copper production with gross turnover of Rs.1216.94 Crores in 2016-17. Its activities include mining, beneficiation, smelting, refining and production of finished Copper products at Units located in picturesque surroundings in the states of Jharkhand, Madhya Pradesh, Rajasthan, Maharashtra and Gujarat with the Corporate Office at Kolkata. The Units have well-developed Townships with modern facilities. The Company is on a fast track of growth and expansion. Its approach is 'People Centric' and provides for elaborate HR processes including well-defined policies to cater to employees' growth and aspirations. To partner its growth process and man key-position, the Company invites self-driven, professionally qualified and experienced Indian Nationals with proven capabilities to apply for the post of **General Manager (Operations)** in E-8 Grade with a pay scale of Rs. 1,20,000 - 3% - 2,80,000/-

2. Date of Reckoning

The date of reckoning for computation of eligibility towards age / experience / qualification / etc. shall be 01st September 2017.

On the date of reckoning, the applicants should possess the requisite qualifications, experience, etc. and should not have attained the maximum age prescribed.

3. Age Limit & Post Qualification Experience

The maximum age limit and minimum experience required for the post as well as the minimum service required in the corresponding next below grade for candidates from PSU / Government as on the date of reckoning shall be as under:

Age Limit & Post Qualification Experience Requirement (Years)		Minimum Service Required In Lower Grade (For External candidates from PSU/Govt.)	
Maximum Age (below)	Minimum Experience Required	Scale of Pay of Lower Grade	No. of Years
54	20	1,00,000-3%-2,60,000/-	02

4. Qualification

(a) Essential Qualification: The essential qualification for post is as given below:

Bachelor Degree in Engineering / Technology or Bachelor degree in Industrial Engineering or Graduation with Post Graduate Degree / Diploma in Operations Research / Industrial Engineering

(b) Equivalent qualifications shall also be considered as per Government / UGC / AIU / AICTE guidelines.

(c) Additional Desired Qualification

In addition to the Essential Qualification detailed in Para [4(a)], Additional / Higher Qualification in the field of Mineral Beneficiation, Metal processing / Project Management is desirable.

5. Experience

(a) The minimum post qualification experience required for post has been detailed in Para [3].

(b) The applicant should possess Technical/Operational/Project Management at a senior level of management in a Mineral/Metal industry.

(c) Experience in the field of Metal mining / mineral processing / smelting-refining is desirable. Experience in Copper mining / processing will have an added advantage.

Note: Teaching experience shall not be considered as experience.

6. Other Benefits

Besides Basic Pay, the selected candidate shall be entitled to IDA, HRA (24% of Basic Pay for cities with population – 50 Lakh and above, 16% of Basic Pay for cities with population – 5 Lakh to 50 Lakh and 8% for cities with population –Below 5 Lakh) / Company's accommodation (subject to availability), Perks & Allowances (ceiling of 35 % under the concept of 'Cafeteria Approach'), PRP, CPF, etc. and Medical benefits for self and dependants as per Company's rules. Gratuity as per rules.

7. Reservation

The post is unreserved. However, candidates from SC/ST/OBC/PWD/Ex-servicemen category, fulfilling eligibility criteria may also apply for the post as per Government Rules.

8. Age Relaxation

The relaxation in age for Persons with Disabilities (PwD) shall be as per Government guidelines.

9. Application Fee

A non-refundable Application Processing Fee shall be payable by all candidates except PwD candidates. The details are as under.

- (i) **Rs.1,000/-** (Rupees One Thousand only) – For General and OBC Candidates.
- (ii) **Rs 500/-** (Rupees Five Hundred only) – For SC and ST Candidates

The application fee shall be paid through Account Payee Demand Draft (DD) drawn on any Scheduled Bank in favour of **Hindustan Copper Limited** and payable at **Kolkata** with a validity period of three (03) months. No other form of remittance shall be accepted. A Demand Draft issued before the date of publication of advertisement i.e. 09.11.2017 and the closing date of applications i.e. 08.12.2017, and payable at a location other than Kolkata, shall not be accepted. Candidates must write their name, name of the Post applied and Advertisement No. on the reverse of the DD. The DD has to be sent along with a copy of the **Application** (Para14).

10. Internal Candidates

The serving employees of Hindustan Copper Limited having the requisite qualification & post qualification experience, desirous for applying against the advertised post shall have to submit their application through proper channel (Unit/Office Head) for onward transmission to Corporate Office along with the Vigilance/Disciplinary status in ONE lot so as to reach Corporate Office within seven (07) days from the closing date of submission of applications. NOC shall not be issued to internal candidates at the time of Interview if they fail to comply with the aforesaid provisions. They shall be exempted from the payment of Application Processing Fee and there shall be no age limit for them. They shall, however, be required to have rendered at least one year of service in the next below Post and Grade / Scale of Pay of the post applied.

11. Selection Procedure

- (a) The selection procedure for posts shall be based on Personal Interview of the screened and short-listed candidates only.
- (b) The Management reserves the right to shortlist candidates depending upon the number of applications received, etc., and also to decide the modalities for recruitment i.e. the venue/schedule etc..

12. Call Letters / Admit Card

Call letter for Personal Interview shall be sent through email only. All correspondence with the candidate shall be done through e-mail / announcement on the Company's website. The Company shall not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate or due to any other reasons, whatsoever.

13. Amendments / Modification / Corrigendum

Any amendment / modification / corrigendum in respect of recruitment through this Advertisement shall only be communicated through the Company's website www.hindustancopper.com. Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.

14. Instructions for applying

- (a) Before applying, candidates should ensure that they fulfill all the eligibility criteria mentioned in the advertisement. The application should be submitted only once.
- (b) Application should be neatly typed on A-4 size paper in the enclosed Application Form format and be accompanied with self attested copies of following documents:

- (i) 10th Class / Matriculation Certificate & Mark Sheet
 - (ii) 12th Class [+2] / Intermediate Certificate & Mark Sheet
 - (iii) Graduation Certificate & Mark Sheet
 - (iv) Post Graduation / Degree / Diploma Certificate & Mark Sheet (if any)
 - (v) Professional Qualification / Other qualification – Certificates & Mark Sheet (if any)
 - (vi) Experience Certificates - Recent first [Supporting documents should establish the start date and end date of employment and must clearly indicate the line of experience as per eligibility conditions]
 - (vii) Document establishing pay scale in present employment corresponds to the next below scale of the grade applying for as mentioned in the advertisement (applicable for candidates working in Government / PSU, etc.)
 - (viii) Caste Certificate in format prescribed by the Govt. of India (if applicable)
 - (ix) Disability Certificate issued by Competent Authority (if applicable)
 - (x) Photo Identification Card (Voter Card / Driving License / PAN / Aadhar / Passport)
 - (xi) Copy of CV (Curriculum Vitae)
 - (xii) Demand Draft as per Para 9 above.
- (c) All the above documents must be properly indexed.
- (d) The envelope containing the application in prescribed format along with enclosure as per Para 14 (b) above should be superscribed “Application for the **Post of General Manager (Operations)**” and send it through Speed Post / Registered Post / Courier to ‘**Assistant General Manager (HR), Hindustan Copper Ltd., Tamra Bhawan, 1, Ashutosh Chowdhury Avenue, Kolkata – 700019**’.
- (e) Closing date for receipt of completed application is **08.12.2017**.
- (f) Before submitting the filled in application candidates should ensure that all the entries are properly filled and are correct.
- (g) Before sending their application, candidates may scan the Application Form and Demand Draft and send it to the e-mail id i.e. careers@hindustancopper.com. Thereafter, they may track the status of their application from the Website of the Department of Posts, Ministry of Telecommunications / concerned Courier Company. However, the candidature shall only be considered if the completed application of the candidate along with the Demand Draft and other documents reaches at the address mentioned in Para [14 (d)], above on or before 08.12.2017. **The scanned copy of the application received vide e-mail is for tallying purpose only.**
- (h) Application is liable to be rejected if it is not in the prescribed format, incomplete, unsigned or received after the closing date. HCL shall not be responsible for loss of application in transit or postal delay. HCL reserves the right to reject any application or cancel the candidature without assigning any reason thereof.
- (i) The candidates shall have the option to opt out of the disclosure scheme under RTI w.r.t. their marks scored in Personal Interview. The option of opting out is to be mentioned (✓) in the application form.

15. Mode of Submission of Applications.

Applications must be sent through Speed Post / Registered Post / Courier only. Applications sent by other modes shall not be considered.

16. General

- (a) Only Indian Nationals are eligible to apply.
- (b) Candidates are advised to submit their Applications well in advance without waiting for the closing date.
- (c) Candidates should note that the details provided by them in their application are taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant.
- (d) In case of variation in name / surname / name spelling mentioned in the application with that in the respective certificates pertaining to Qualification / Caste etc., the applicant shall be required to submit an affidavit sworn-in before judicial magistrate / appropriate authority to this effect along with the respective documents at the time of interview failing which the candidature shall be liable to be cancelled.

- (e) SC / ST / PwD / ESM candidates called for interview and actually interviewed shall be reimbursed to and fro fare (Rail AC I / Exe CC or Air Apex / Lowest Class) by shortest route as per rules from the address of correspondence in India to the place of interview on submission of proof of journey as per rules subject to actual, limited to Rail AC I / Exe CC or Air Apex / Lowest Class).

Bus fare for road journey from / to a place not connected by Rail shall be admissible subject to production of proof of journey.

- (f) Candidates employed in Government / Semi-Government / Public Sector Undertaking are required to submit their applications only through Proper Channel. Alternatively, they may produce a **No Objection Certificate (NOC)** from their present employer at the time of interview, failing which they shall not be interviewed and no claim for reimbursement of travel expenses shall be entertained. However, this shall not apply to internal candidates whose cases shall be regulated in terms of the provisions in Para 10 of the advertisement.
- (g) HCL shall be free to reject any application at any stage of the recruitment process if the candidate is found ineligible for the applied post.
- (h) HCL reserves the right to change the number of vacancies and / or cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason therefore.
- (i) Selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- (j) Other factors remaining the same, preference shall be given to candidates with experience in Metal Mining Industry.
- (k) HCL shall not be liable for any delay or loss in email / postal transit for any reasons whatsoever.
- (l) Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- (m) Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- (n) HCL is an Equal Opportunity Employer.

Important Dates		
SN	Item	Date
1.	Date of Reckoning for eligibility criteria	01.09.2017
2.	Date of publication of Advertisement	09.11.2017
3.	Last date of receipt of completed application at HCL	08.12.2017



निर्देश Instructions

- | | |
|---|---|
| 1. सभी प्रविष्टियां बड़े अक्षरों में भरें। | All entries to be made in BLOCK CAPITALS. |
| 2. नाम मैट्रिक प्रमाणपत्र के अनुसार हो। | Name to be recorded as in Matric Certificate. |
| 3. प्रत्येक शब्द के बाद एक ब्लाक रिक्त छोड़ें। | Leave ONE BLANK BOX after each word. |
| 4. तिथि DD/MM/YYYY के अनुसार भरें। | Date to be entered in DD/MM/YYYY fashion. |
| 5. निर्दिष्ट स्थान पर चिन्ह (✓) का प्रयोग करें। | Use TICK MARK (✓) where prescribed. |

आवेदन सम्बंधी विवरण Details of Application

पद का नाम / ग्रेड Name of Post / Grade	General Manager (Operations)										E-8														
वेतनमान (रु) Scale of Pay (Rs.)	1,20,000-3%-2,80,000/-																								
डिमांड ड्राफ्ट संख्या Demand Draft No.										तिथि Date							/				/	2	0	1	7
बैंक और शाखा का नाम Issuing Bank & Branch																									

अपनी नूतन पासपोर्ट
आकार की फोटो
चिपकाएं
Affix your recent
passport size
photograph

आवेदक के विवरण Details of the Applicant

पूरा नाम Full Name																												
पिता का नाम Father's Name																												
लिंग Gender (✓)	पुरुष Male				स्त्री Female				जन्म तिथि Date of Birth																			
वैवाहिक स्थिति (✓)	अविवाहित Unmarried				विवाहित Married				पहचान चिन्ह Identification Mark																			
मातृभाषा Mother Tongue					राष्ट्रीयता Nationality								धर्म Religion								स्थायी निवास राज्य Domicile State							
श्रेणी Category (✓)	सामान्य General				अनुसूचित जाति Scheduled Caste				अनुसूचित जनजाति Scheduled Tribe				अन्य पिछड़ी जाति Other Backward Class				अशक्त व्यक्ति Person With Disability				पूर्व सैनिक Ex-Serviceman							

पत्राचार हेतु वर्तमान पता Present Address for Communication																								
पिन कोड PIN Code																								

स्थायी पता Permanent Address																								
पिन कोड PIN Code																								

दूरभाष Phone																								
मोबाइल Mobile																								

दूरभाष Phone																								
मोबाइल Mobile																								

ईमेल Email																								
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भाषा ज्ञान Language Known (✓)			
भाषा Language	पढ़ना Read	लिखना Write	बोलना Speak
अंग्रेजी English			
हिन्दी Hindi			

वर्तमान नियोजन Present Employment							
नियोजित हैं Employed(✓)	हां Yes	नहीं No					
यदि हां तो विवरण दें If yes, give details							
पीएसयू / सरकार PSU /Government(✓)	हां Yes	नहीं No					
संस्था Organisation							
पद Post							
तिथि से From Date		/		/			



आवेदन प्रपत्र

Application Form

शैक्षिक विवरण Academic Records

उत्तीर्ण परीक्षा Examination Passed	बोर्ड / विश्वविद्यालय का नाम Name of Board / University	पाठ्यक्रम की अवधि Duration of Course	वर्ष Year	(%) प्राप्तांक Marks Obtained	श्रेणी Division	मुख्य विषय Main Subjects
मैट्रिक Matric						
उच्च माध्यमिक +2						
स्नातक Graduation						
स्नातकोत्तर Post Graduation						

नियोजन विवरण Employment Records

क्रमांक Sl. No.	संस्था का नाम Name of Organisation	अंतिम पदनाम Last Post Held	अवधि (तिथि) Duration (Date)		वेतनमान Pay Scale	अंतिम वेतन Last Salary (रु Rs.PA)	छोड़ने का कारण Reason For Leaving
			से From	तक To			

तत्काल अगले नीचे ग्रेड में अनुभवे Experience in Immediate Next Below Grade

वेतनमान Pay Scale										से From				/		/			
अवधि Duration			Years			Months			Days	तक To				/		/			

विशेष टिप्पणी यदि कोई हो Special Remarks, if any

विविध Miscellaneous

हॉबी एवं रुचि Hobby & Interest																			
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आप से सम्बन्धित कोई कानूनी या अनुशासनिक मामला Any Court or Disciplinary case against you (✓)

हां Yes

नहीं No

यदि हां तो विवरण दें If yes, give details

प्रकाशन / पुरस्कार / छात्रवृत्ति Publications / Awards / Scholarship



आवेदन प्रपत्र

Application Form

संक्षेप में आप की कैरियर अपेक्षाएं Your Career Expectation In Brief																			

आर टी आई के अंतर्गत अंको का प्रकटन DISCLOSURE OF MARKS UNDER RTI SCHEME

आर टी आई के अंतर्गत मेरे अंक सभी के लिए प्रकट किए जाए My marks may be disclosed under RTI Scheme for everyone(✓)

Yes	No
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घोषणा Declaration

मैं घोषणा करता हूँ कि हिन्दुस्तान कॉपर लिमिटेड में नियोजन हेतु वर्णित पद पर मेरी उम्मीदवारी के सम्बन्ध में इस फार्म में मेरे द्वारा प्रदान किए गए सभी विवरण मेरे ज्ञान एवं विश्वास के अनुसार सत्य हैं। मैं यह भी समझता हूँ और वचन देता हूँ कि इनमें यदि किसी प्रकार की त्रुटि या विलोपन हो अथवा मेरे द्वारा प्रदत्त विवरण गलत पाए गए तो मेरी उम्मीदवारी अस्वीकृत हो सकती है तथा मेरा चयन / नियुक्ति निरस्त किया जाएगा।

I hereby declare that the details provided by me in this form in respect of my candidature for appointment in Hindustan Copper Limited for the post mentioned are true to the best of my knowledge and belief. I also understand and undertake that in the event of any misrepresentation or omission of details or any information being found to be incorrect, my candidature shall be liable to be rejected and my selection / appointment shall be rendered invalid.

स्थान Place: _____

तिथि Date: _____ / _____ / 2017

उम्मीदवार का हस्ताक्षर Signature of the Candidate

संलग्न दस्तावेजों की सूची List of Enclosed Documents		
क्र SN	संलग्न दस्तावेज Enclosed Documents	पृष्ठों की संख्या Nos. of Pages
1.		
2.		
3.		
4.		
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