



HINDUSTAN COPPER LIMITED
(A Govt. of India Enterprise)
MALANJKHAND COPPER PROJECT
Post: Malanjkhanda, Pin: 481116
Tehsil: Birsia
District:- Balaghat-MP

Adv No: HCL/MCP/HR/R&P/Contractual Appointment/2022/09

14.10.2022

Applications are invited in the prescribed application form (appended to this advertisement) from the eligible Candidates Retired/Voluntary Retired from the services of PSUs including Hindustan Copper Limited or Govt/ Semi-Govt organizations including defence service or Private organizations of repute, for following posts at Malanjkhanda Copper Project, a Unit of Hindustan Copper Limited (A Govt. of India Enterprise).

1	Name and Number of Post	Complete details in Annexure - I
2	Type of Employment	Contractual
3	Method of Recruitment	Walk-In-Interview on 05.11.2022 from 10:30 AM to 05:00 PM at Tamra Bhavan, Malanjkhanda Copper Project, Post-Malanjkhand, Dist:-Balaghat, Madhya Pradesh-481116
4	Tenure	Initially contract will be for a period of one year & can be extended based on the needs of the organization & on satisfactory performance upto the age of 65 years.
5	Eligibility Criteria Date of Reckoning	Refer Annexure -I The cut-off date for reckoning eligibility shall be 05.11.2022 .
6	Emoluments	Refer table in Annexure-I. In case of retired Central/State Govt. employee, the monthly emoluments shall be so fixed so that the sum total of monthly emolument and pension received does not exceed the last pay drawn by the concerned individual.
7	Benefits	<ul style="list-style-type: none">The reimbursement of conveyance expenses for local travel for official purposes shall be paid @15% of the monthly emolument.Unfurnished Company's accommodation at normal rent and electricity, subject to availability. House Rent Allowance @ 10% of the Monthly Emolument shall be payable where housing accommodation is not provided by HCL/MCP.
8	Requirement for Walk In Interview	Candidates are required to bring the Original Certificate in interview in support of their claim for experience, age, qualification, statutory requirements and photocopies of the same duly self attested.
9	Last Date of Receipt of Applications:	01.11.2022

APPLICATION BLANK

Please fill in BLOCK LETTERS. Incomplete applications shall be rejected.

To,

AGM (Admin)-HR

Hindustan Copper Limited

Malanjkhand Copper Project

Tehsil-Birsa

Dist:- Balaghat (MP)-481116

Please paste (not pin) a recent passport size colored photograph

Name of the post Applied for:

Discipline :

1. Name :

2. Date of Birth (dd/mm/yy)

3. Father's Name:

4. Correspondence Address:

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.....Pin.....5. Mobile:

..... Landline Telephone

6. Sex:

7. E-Mail:

8. Domicile State:

9. Category (please tick (✓) the appropriate category):

SC ST OBC GEN OTHERS

10. PWD (40% or more disability): Yes/No (if Yes, indicate the % age of disability): ()

11. Marital Status:

12. Academic/Professional Qualification:

Exam Passed	Board/Univ./Institute	Year of Passing	Duration of Course	Div./ Grade	Marks Obtained (%)

13. Experience: (Recent first)

Name of Organization *	Position Held	Period		Scale of Pay/Grade	Reasons for Leaving
		From	To		

14. Publications/Awards/Scholarship/ any other relevant details:

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Undertaking:

I, hereby certify that the information provided above is true to the best of my knowledge and in case it is found to be false or incorrect or suppressed, the contractual agreement shall be liable to be terminated forthwith without prejudice to any legal/disciplinary action as deemed fit by the Management. I have gone through the full extent of the advertisement and agree to all the conditions detailed therein.

(Signature of candidate)

Place:

Date:

Enclosures:

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NB: Please use separate sheet If space is inadequate for filing SI No. 12 &13. The format must be same. Please sign on each page of the application form.

General Instructions

- 1) The age and experience shall be reckoned as on 05.11.2022.
- 2) Self-attested photo copies of the following document should be attached with the application and the original certificates shall be required to be presented at the time of interview.
 - a. Matriculation/Secondary Certificate or school leaving certificate as proof of Date of birth.
 - b. Mark sheet/Certificate in support of qualification and experience.
- 3) In case of variation in name/surname/name spelling mentioned in the application with that in the certificates pertaining to education/professional qualifications/caste/etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect failing which the candidature shall be liable to be cancelled.
- 4) HCL reserves the right to fill the posts or alter the number of posts or cancel the process of contractual engagement in full or part without assigning any reason thereof.
- 5) Candidates called for interview shall not be entitled for any TA/DA.
- 6) Selected candidates shall be posted at Malanjkhanda Copper Project, a unit of Hindustan Copper Limited.
- 7) Any amendment/corrigendum shall be hosted only on the company's website. (**www.hindustancopper.com**)

For and on behalf of
Hindustan Copper Limited /
Malanjkhanda Copper Project

Sd/-
DGM (Admin.)/HR

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ANNEXURE-I

S.N.	Name and Grade of the posts	No. of Posts	Monthly Emoluments (Rs.)	Experience as on 05.11.2022	Maximum Age Limit as on 05.11.2022	Prescribed Qualification & Experience
1	Clerk (Equivalent to T-10)	1	Rs.20000/- per month or last drawn Basic Pay whichever is Lower, subject to clause 14(a) of the company's policy (see website for details)	Total 20 years of experience in the relevant field	63 years	<u>Minimum Qualification:</u> The candidate should be Matric Passed. Persons with Graduate Degree will be preferred. <u>Experience:</u> Experience should be in administration, secretarial job, record keeping, and secretariat job. of industrial establishment.