

Important Points before filling up the Online Application against Notification for Recruitment for Hindi Translator (with Advertisement No.: Estt./1/2031/2025-26)

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) 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 'Notification for Recruitment for Hindi Translator (with Advertisement No.: Estt./1/2031/2025-26)'. 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.

Login credentials (User-id and Password) including login link will be mailed to the registered mail id. Log into your mail for getting the password of your registered account on HCL website. Please ensure email id recorded here remains valid / active for the entire duration of recruitment process.

5. Click on the Login link provided in email, sent on your registered email id. You will be redirected on the page to reset / change the login password.
6. On clicking submit, your password will get changed and candidate will be directed to Home page of HCL website. Click on the 'Career' tab for going on career page and then click on the 'Apply Online' tab against the 'Notification for Recruitment for Hindi Translator (with Advertisement No.: Estt./1/2031/2025-26)'.
7. 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

8. 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)

1. Visit the Career page of HCL website for Login into candidate dashboard with your registered credentials.
2. Click on 'Apply Online' tab on Career page against the 'Notification for Recruitment for Hindi Translator (with Advertisement No.: Estt./1/2031/2025-26)' notification.
3. Click on 'Personal Details'.
4. 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).
5. Select the Name of the 'Post Applied for' as 'Hindi Translator'.
6. Select the Qualification (as acquired towards eligibility criteria) from the drop-down list.
7. Fields such as Applicant Name, Date of Birth and eMail Id are non-editable and Auto filled from your registration Data.
8. Nationality **Indian** only.
9. Select Gender (Male or Female or Transgender)
10. 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, provide input for the following:
 - a) Sub-Caste
 - b) Certificate No.
 - c) Certificate Issue Date
 - d) Issuing Authority Details, Name of the Post & Place
11. Reserved category applicant (i.e., SC/ST/OBC) having age greater than age limit specified in the referred notification (i.e., 35 years) shall not be eligible for the posts as the posts are Unreserved.
12. Select Marital Status from Unmarried / Married / Widow / Divorced / Widower / Woman Judicially Separated
13. In case of Ex-Servicemen provide Ex-Servicemen No.
14. Select Domicile State from Drop Down List
15. 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.
 - c) Certificate No.
 - d) Certificate Issue Date
 - e) Issuing Authority Details, Name of the Post & Place
 - f) Is scribe required for written test
(PwDs having limitation in writing skills may select 'Yes' for utilizing services of the Scribe. The certificate duly issued by Competent Authority shall require to produce at the time of written test).
16. Select Religion from Drop-Down List.
17. In case of Internal Candidate (HCL Employee) enter the following details.
- a. Employee Code
 - b. Grade
 - c. Present Place of Posting
 - d. Present Designation
 - e. Date of Entry in present grade
18. Presently Employed in – Select appropriate option from drop down (Central Government / State Government / Central PSU / State PSU /Other (GOVT Bodies) / Private Organization).
19. Select appropriate option regarding applying through Proper Channel / NOC (Not applicable for candidates working in Private Organization).
20. 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.
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. Education Qualification Details Table: Fill the details of essential educational qualification details of Matric, Higher Secondary, Graduate and Post Graduate (as per the exam passed details appearing in 1st table) under Exam Passed column, and fill the other details such as Course Name, Board University, Stream / Special Subject, Date of Passing, Duration of Course (in Year), (%) Marks, Exam Medium and Elective/Compulsory subject.
- Date of Passing means date of declaration of Result or Date Certified by the Institute.**
23. Exam Medium for Graduate and Post Graduate shall be the same as for the Specialization Subject or having honours during Graduate and Post Graduate.
24. Table of Details of Other Qualification / Certificate –
Qualification other than essential qualification acquired by candidates, if any, may be provided by the candidates in this table.
Applicants holding 'Recognized Diploma or Certificate course in translation from Hindi to English & vice versa' shall select the option 'Yes' and provide the details of Diploma

or Certificate Course in the table appearing.

After giving in-put click on 'Save & Next' button you will be redirected to 'Experience Details page wherein details of experience (organization-wise) in chronological order – starting with 1st job to be given in the table.

25. Experience Details –

On 'Experience Details page applicant shall provide the details of experience (organization-wise) in chronological order – starting with 1st job to be given in the table.

After filling-up the details click on 'Save & Next' button you will be directed to 'Upload details page wherein photo and signature shall be uploaded.

26. 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.

27. 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.

28. 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.**

29. 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.**

30. 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.](mailto:hclrecruitmenttech@gmail.com)

[Kindly take a print-out of online application and acknowledgment slip for future reference.](#)

FAQ

Q. What can I do if login credentials not received on my registered email id?

Reply: First check spam and Thrash folder of the registered email id. If no mail received then write an email to hclrecruitmenttech@gmail.com and mark a copy to careers@hindustancopper.com.

Provide details of registered email id and contact number in order to check the error in the process.

Q. What can I do if not able to login with correct login credentials?

Reply: User may first delete the browsing History (Cookies and other data, cached images and files, etc.) and then try to login with correct login credentials. If still problem persist try to login with In Private / New Incognito Window.

Still not able to login, kindly write an email to hclrecruitmenttech@gmail.com and provide the screen shot of message appearing on the screen by mentioning steps given above (clear browsing history and In Private / Incognito window) has been utilized.

Q. What can I do for payment getting failed on multiple times or any other issue?

Reply: Write an email to hclrecruitmenttech@gmail.com and provide a payment receipt generated on HCL website, Pay receipt of the banks / Payment Aggregator / UPI and bank statement towards the deduction of fee and mark a copy to careers@hindustancopper.com.

Q. What can I do for a technical problem faced (other than above two Questions) during filling up online application?

Reply: Problem/s while filling-up online applications (other than eligibility criteria) may kindly be reported to hclrecruitmenttech@gmail.com with a screenshot of Pop-up / Message appearing in Window and copy to be marked to careers@hindustancopper.com.

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