



# हिन्दुस्तान कॉपर लिमिटेड

## Hindustan Copper Limited

Regd. Office : Tamra Bhavan, 1, Ashutosh Chowdhury Avenue,  
Kolkata – 700 019

CIN: L27201WB1967GOI028825, Tel: 033 2283-2226

E-mail: careers@hindustancopper.com, Website: [www.hindustancopper.com](http://www.hindustancopper.com)

Advt. No. Estt. /1/2020/2023-24

Date: 25/06/2024

### **Notification for appointment on Supervisory (E0 Grade) posts**

1. Hindustan Copper Limited (HCL) invites applications from Indian Nationals for appointment to the post of Junior Manager in various disciplines / cadres. Eligible & Interested candidates are required to **apply online on HCL's website**. Schedule of the opening & closing date for submitting online application is as under.

Opening date for submission of online application	Last date of submission of online application
01/07/2024 (11.00 AM Onwards)	21/07/2024 (Till Midnight)

2. **Discipline / Cadre wise vacancy break-up with reservation:**

A. Discipline / Cadre wise vacancies with category -

SN	Cadre / Disciplines	Total	SC	ST	OBC (NCL)	EWS	UR
1	Mining	46	6	3	13	4	20
2	Electrical	6	1		1	1	3
3	Company Secretary	2			1		1
4	Finance	1					1
5	HR	1					1
<b>Total</b>		<b>56</b>	<b>7</b>	<b>3</b>	<b>15</b>	<b>5</b>	<b>26</b>

B. Discipline / Cadre wise reservation for Persons with Benchmark Disabilities (PwBDs)

- i. Disablement categories identified for appointment in various disciplines / cadres are as under.

Cadre/Discipline	Identified Categories of PwBD
Mining	a) LV, b) OA, OL, SD/SI (Without), SD/SI (With)- OA/OL, LC, Dw, AAV, MD, c) ASD, SLD, MI d) Multiple disabilities amongst above
Electrical	a) HH. b) OL, SD/SI (Without), SD/SI (With)- OL, LC, Dw, AAV, MD, c) ASD, SLD, MI. d) Multiple disabilities amongst above
HR	a) B, LV. b) HH c) OL, BL, OA, OAL, SD/SI (Without), SD/SI (With)- OL/BL/ OA/OAL, LC, Dw, AAV, MD. d) ASD, SLD, MI. e) Multiple disabilities amongst above
Finance	a) HH. b) OA, OL, BL, OAL, SD/SI (Without), SD/SI (With)- OA/OL/BL/OAL, LC, Dw, AAV, MD. c) ASD, SLD, MI. d) Multiple disabilities amongst above

**Abbreviations used:** B – Blind; LV – Low Vision; HH – Hard of Hearing; OA – One Arm; OL – One Leg; OAL – One Arm and One Leg; LC – Leprosy cured; Dw – Dwarfism; AAV – Acid Attack Victims; SD/SI (Without)-Spinal Deformity/ Spinal Injury without any associated neurological/ limb dysfunction; SD/SI (With)-Spinal Deformity/ Spinal Injury with associated neurological/ limb dysfunction of; ASD-Autism Spectrum Disorder ; SLD-Specific Learning Disabilities; MI-Mental Illness and ; MD- Muscular Dystrophy

- ii. Vacancies reserved for PwBDs are as follows.

Category	Number of Post/s
Visually Handicapped (VH)	1
Hard of Hearing (HH)	1
Orthopedically Handicapped	1

- iii. The PwBDs appointed will be adjusted against the vacancy of respective categories, viz., UR/SC/ST/OBC/EWS.
- iv. Only such persons, who suffer from not less than 40% of relevant disability will be eligible to be considered under PwBDs.

### 3. Eligibility Criteria:

#### A. Qualification & Experience

- i. Essential Qualification and year of experience (acquired after essential qualification) for the post of Junior Manager in different cadres / disciplines is as under.

Sr. No.	Cadre	Minimum Essential Qualification with Year of Experience
1.	Mining	(i) Diploma in Mining with 5 years of experience in the relevant field. (ii) Foreman's Certificate of Competency for Metalliferous Mines (Unrestricted) OR i. Bachelor Degree in Mining Engineering with 2 years of experience in the relevant field. ii. Foreman's Certificate of Competency for Metalliferous Mines (Unrestricted) or Second-Class Manager's Certificate of Competency for Metalliferous Mine (Unrestricted).
2.	Electrical	Diploma in Electrical Engg. with 5 years' experience in the relevant field. OR Bachelor Degree in Electrical Engineering with 2 years of experience in the relevant field.
3.	Company Secretary	Graduate with 5 years' experience in the relevant field. OR Passed Final Examination of the Institute of Company Secretaries of India / UK.
4.	Finance	Graduate with 5 years' experience in the relevant field. OR Intermediate Examination of Institute of Chartered Accountants or Institute of Cost & Works Accountant with five years' experience in the relevant field. OR PG Degree in Finance/PG Diploma in Finance/MBA in Finance with 2 years of experience in the relevant field.
5.	HR	Graduate with 5 years' experience in the relevant field. OR PG Degree in HR/PG Diploma in HR/MBA in HR with 2 years of experience in the relevant field.

- ii. The work experience shall be in full time job on regular basis, after acquiring prescribed minimum essential educational qualification.
- iii. Applicant working in Government / Semi-Government / PSU / Other Govt. Organization shall submit 'No Objection Certificate' at the time of document verification.

- iv. Experience acquired in Training / Consultancy Experience / Teaching / Fellowship / Internship / Apprenticeship / Academic Project shall not be taken in to consideration as Experience.

B. Age Limit (as on 01/06/2024)

**Maximum Age** required as on 01/06/2024 for the post of **Junior Manager is 40 years**. However, relaxation in age for the candidates belonging to SC / ST / OBC / PWD / Ex-servicemen categories shall be as under.

Category	Age Relaxation (in years)
SC / ST	5
OBC (Non-Creamy Layer)	3
PWD – General / EWS	10
PWD – OBC (Non-Creamy Layer)	13
PWD – SC / ST	15
Ex. Servicemen	As per Govt. Guideline

**4. Selection Process**

- Selection of candidate/s for appointment to the post shall be based on the performance in the Written Test and shall be subject to verification of documents.
- Details of Written Test shall be shared with the call letter for Written Test.
- Written Test under Notification No. Estt./1/2018/2023-24 for filling-up of post on immediate absorption basis and No. Estt./1/2020/2023-24 shall be conducted on same day in separate sessions.

**5. Qualifying Marks**

The minimum qualifying marks out of aggregate marks prescribed in CBT for short-listing candidates for Document Verification shall be 30% for candidates belonging to General (Unreserved) / OBC categories and 20% for those belonging to SC / ST / PwD categories.

**6. Compensation Package -**

Selected candidates for the posts of Junior Manger will be placed in the initial of basic pay in the scale of Rs 30000-3%-120000/-.

**7. Service Agreement Bond**

Appointed candidates are required to serve the company for a minimum period of 03 years from the date of joining the company. The candidates will be required to execute a service agreement bond of ₹ 3 Lakhs (Rupees Three Lakhs) at the time of joining.

In the event of failure to serve the Company by the Employee / Trainee for the minimum period of 03 years, he / she would be liable to deposit the bond amount.

**8. Document Verification**

- i. Document Verification date / time / venue will be communicated to shortlisted candidates through e-mail. Call letter for appearing in document verification will be made available for shortlisted candidates for downloading through their registered account on HCL website.

- ii. Once information in respect of document verification date, time & venue is shared with the candidates through their call letter, request for change in date, time and venue shall not be entertained by HCL.
- iii. Following original documents will be verified at the time of Document Verification. Non-production of original documents will debar the candidates from selection process.
  - a) Date of Birth proof –
    - X<sup>th</sup> Standard Passing Certificate indicating Date of Birth **OR**
    - School Leaving Certificate
  - b) XII<sup>th</sup> Standard Passing Certificate
  - c) Mark Sheet of Diploma / Graduate Degree and / or Post Graduate Degree as applicable.
  - d) Final Diploma / Graduate Degree / Post Graduate Degree Certificate as applicable (Provisional in case Final Degree Certificate is not available).
  - e) Experience Certificate/s for establishing the Post Qualification Years of Experience as per Para [3(A)].
  - f) Caste Category Certificates –
    - SC/ST/OBC (Non-Creamy Layer) candidates must produce caste/category certificate, as per the format prescribed by the Government of India.
    - The EWS applicants are required to submit requisite certificate in the format prescribed by Government of India valid for the year 2024-25, from a competent authority.
    - The OBC applicants have to indicate their status as “Creamy Layer” or “Non-Creamy Layer” as the case may be while filling online application. The applicants who belong to “Creamy Layer” are not entitled for relaxations & concessions admissible to OBC Category (Non-Creamy Layer). The OBC (Non-Creamy Layer) applicants are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued on or after 01.04.2024. Further, OBC applicants, if called for Document Verification will have to give an undertaking indicating that they belong to OBC (Non-Creamy Layer) Category at the time of reporting for Document Verification.
    - PwBD candidates are required to submit Disability Certificate issued by an authority as prescribed in the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidate will not be considered.
    - If the EWS/SC/ST/OBC/PwBD certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.

## **9. Medical Fitness**

Applicants appointment to the post of Junior Manager is subject to being found medically fit by such Medical Authority as may be prescribed by the HCL Management.

## 10. Application Fee

The General, OBC & EWS Candidates are required to pay non-refundable application processing fee of Rs.500/- (**Five Hundred Only**) and all other candidates are exempted from paying fees including PwBDs.

The application processing fee plus applicable Bank charges shall be paid by the applicant using the Payment Gateway / NEFT On-line Transfer through HCL's website only. No other form of remittance shall be accepted.

## 11. 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) and not through publication in newspaper. Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.

## 12. How to Apply

- i. To apply for the posts of Junior Manager, candidates fulfilling eligibility criteria must register themselves on HCL website (www.hindustancopper.com) under career section (on the link provided for online application on the page).
- ii. **Before filling the online application, candidates are advised to carefully read the instructions contained in "How to fill the Online Application form"** provided on the website. They may click on the 'Career' button to get the instruction for online application submission.
- iii. **After submitting the online application, the candidates should print the Computer-Generated Online Application and the Acknowledgement Slip and keep a copy for their reference and records. Copy of Online Application and Acknowledgment Slip need to be submitted at the time document verification.**
- iv. Since all the applications will be screened based on the data furnished in the online application and without any documentary evidence / proof, the candidate should ensure that they meet all the prescribed eligibility criteria and other conditions as mentioned in this advertisement.
- v. Candidates should note that the details provided by them in their application forms 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.

## 13. Candidature of candidate shortlisted for Written Test (Mining and Electrical discipline) against the HCL Notification No. Estt./1/2018/2023-24 dated 14/08/2023 (on Immediate Absorption basis) for posts advertised in this notification would be considerable subject to receipt of online application and fulfillment of eligibility criteria as the Written test for both advertisements will be conducted in separate sessions.

Therefore, candidate willing to consider his/her candidature against notification No. Estt./1/2020/2023-24 shall submit online application.

## 14. General Instructions

- i. Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.
- ii. The candidates are advised to **submit the Online Recruitment Applications** well in advance without waiting for the closing date. No manual / paper application will be entertained.

- iii. Candidates working in Central Government/State Government/ CPSEs/State PSEs/ other Govt. bodies should produce 'No Objection Certificate' at the time of Document Verification.
- iv. The internal candidates fulfilling the eligibility criteria mentioned at Para [3(A)] are eligible to apply as per HCL Rules. However, internal employees must have minimum 2 years of service left before superannuation on the date of reckoning.
- v. Travelling Allowance shall be reimbursed only for those candidates who are found eligible in document verification towards the journey of participation in document verification. No travelling allowance would be reimbursed for attending Written Test.
- vi. The candidates will have the option to opt out the disclosure scheme provided under Right to Information Act, 2005. The option of opting out shall be taken at the time of filling the application.
- vii. 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 a First-Class Judicial Magistrate / appropriate authority to this effect along with the respective documents at the time of Document Verification failing which the candidature shall be cancelled.
- viii. HCL shall be free to reject any application at any stage of the recruitment process or candidature after selection process, if the candidate is found ineligible for the applied post.
- ix. HCL reserves the right to fill or not fill or partly fill any of the above positions without assigning any reason whatsoever. HCL also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason whatsoever. The Company reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for recruitment.
- x. The selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- xi. Appointment of the candidate in HCL is provisional and subject to verification of Character & Antecedents by the prescribed authorities.
- xii. The candidate's appointment will remain provisional subject to caste/category certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to EWS/SC/ST/OBC(NCL)/PwBD category and other testimonials is found false. HCL also reserves its right to take such further action against the candidate as it may deem proper, for production of such a false caste certificate/testimonial.
- xiii. Category [SC/ST/OBC(NCL)/EWS/PwBD] once filled in the online application form will not be changed and no benefit of other category will be admissible during the process of recruitment / selection.
- xiv. Original documents (for verification) and self-attested copies as detailed in the advertisement along with duly signed hard copy of the Online Application are required to be produced at the time of Document Verification.
- xv. Mere fulfilling the minimum eligibility criteria will not entitle any applicant to be called for appointment.
- xvi. **The email id and mobile number entered in the online application form should remain active till the process of recruitment is complete. No change in the email id will be allowed once entered. All future correspondence would be sent via email.**

- xvii. **As the Written Test for all the disciplines shall be conducted on same day, candidates are advised to apply against a single discipline / post.**
- xviii. HCL shall not be liable for any delay or loss in postal transit for any reason whatsoever or non-receipt of HCL's communication due to wrong email address provided by the applicant / any other reason.
- xix. In case of any doubt or discrepancy or conflict or confusion or ambiguity that may arise in Hindi version the content of English version shall prevail.
- xx. Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- xxi. Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- xxii. HCL is an Equal Opportunity Employer and encourages workplace diversity.

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