

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

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.1616 Crores in 2013-14. 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 and Maharashtra 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-positions, the Company invites self-driven, professionally qualified and experienced Indian Nationals with proven capabilities to apply for the following posts.

1. (a) The Vacancies proposed to be filled-in are detailed below:

Cadre / Discipline	No. of Vacancies in the Post / Grade / Scale of Pay (Rs.) of							Total No of Post
	Dy.General Manager	Asstt. General Manager	Chief Manager	Senior Manager	Manager	Deputy Manager	Assistant Manager	
	E-7 19500-450-25350 ⁽¹⁾	E-6 43200-3%-66000	E-5 36600-3%-62000	E-4 29100-3%-54500	E-3 24900-3%-50500	E-2 20600-3%-46500	E-1 16400-3%-40500	
1. Mining						5		5
2. Geology							2	2
3. Metallurgy	1							1
4. Mechanical	1			2		3	4	10
5. Electrical						2	8	10
6. Civil							3	3
7. Research & Development							3	3
8. Systems		1					3	4
9. Finance					2	3	6	11
10. Human Resource		2		1	2		4	9
11. Law						1		1
12. Medical & Health Services						7 ⁽²⁾		7
13. Materials & Contracts			1				2	3
14. Marketing							4	4
15. Company Secretary						1		1
16. Corporate Social Responsibility						2		2
Total	2	3	1	3	4	24	39	76

(1) As per 1997 Wage Structure. Revision of Scale w.e.f 01/01/2007 pending for approval; Provisional Rs.51300-73000.

(2) Specialization: Surgery-3, Gynaecology-2, General Physician-2 or General Duty Medical Officer

(b) Freshers as Management Trainee (MT)

- (i) Freshers may also apply for posts in E-1 Grade in the scale of pay of Rs.16400-3%-40500 as Management Trainee (MT).
- (ii) The applicants should possess the requisite qualification on the date of reckoning. Hence, candidates whose results are not available on the date of reckoning shall not be considered. Thus, "Result Awaited" candidates need not apply.

2. Date of Reckoning

The date of reckoning for computation of eligibility towards age / experience / qualification / etc. shall be **1st April, 2015**. Hence, 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 various posts 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:

Grade	Scale of Pay (Rs.)	Age Limits & 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
E-7	19500-450-25350 ⁽¹⁾	54	18	43200-3%-66000	02
E-6	43200-3%-66000	50	15	36600-3%-62000	02
E-5	36600-3%-62000	45	12	29100-3%-54500	02
E-4	29100-3%-54500		10	24900-3%-50500	02
E-3	24900-3%-50500	38	07	20600-3%-46500	02
E-2	20600-3%-46500		04	16400-3%-40500	02
E-1	16400-3%-40500	35	02	12600-3%-32500	02

(1) As per 1997 Wage Structure. Revision of Scale w.e.f. 01/01/2007 pending for approval; Provisional Rs 51300-73000

For Fresher applying for the post of MT, the maximum age limit shall be 30 years on the date of reckoning. No prior experience is required.

For Medical Cadre

Grade	Scale of Pay (Rs) (w.e.f. 01.01.2007)	Qualification	Age-Limit (Years) (Maximum)	Experience (Years)
E-2	20600-3%-46500	MBBS	32	03
		MBBS with PG Diploma	35	03
		MBBS with PG Degree	35	Nil

4. Qualification

(a) Essential Qualification: The essential qualification for posts in different Cadres / Disciplines are given below:

S/N	Cadre/Discipline	Essential Qualification
i.	Mining	Bachelor Degree in Mining Engineering
ii.	Geology	Post-Graduate Degree in Geology
iii.	Metallurgy	Bachelor Degree in Engineering / Technology / (Metallurgy / Material Science / Chemical / Ceramic)
iv.	Mechanical	Bachelor Degree in Mechanical Engineering / Mining Machinery
v.	Electrical	Bachelor Degree in Electrical Engineering / Instrumentation / Electronics & Telecommunication
vi.	Civil	Bachelor Degree in Civil Engineering
vii.	Research & Development	Bachelor Degree in Engineering / Technology or Post-Graduate qualification in science (Physics / Chemistry / Mathematics / Geology) with Chemistry at Graduation level
viii.	Systems	Bachelor Degree in Mathematics / Statistics or Bachelor Degree in Engineering / Technology (Information Technology / Computer Science) or MBA with specialization in systems / IT or MCA or Post Graduate Diploma in Operations Research,
ix.	Finance	Passed in Final Examination of the Institute of Chartered Accountants of India / UK or Institute of Cost & Works Accountants of India / UK or MBA Finance
x.	Human Resource	Bachelor Degree in Arts / Science / Commerce / Engineering with MBA specialisation in Personnel Management or Post Graduate Degree / Diploma in Personnel Management / Social Work
xi.	Law	Bachelor Degree in Arts / Science / Commerce / Engineering with Bachelor Degree in Law.
xii.	Medical & Health Services	MBBS with Post Graduate Degree / Diploma in the respective specialization
xiii.	Materials & Contracts	Bachelor Degree in Arts / Science / Commerce / Engineering with Post Graduate Degree / Diploma in Materials Management or MBA with specialisation in Materials Management
xiv.	Marketing	Bachelor Degree in Arts / Science / Commerce / Engineering with Post Graduate Degree / Diploma in Marketing Management or MBA with specialisation in Marketing
xv.	Company Secretary	Passed Final Examination of the Institute of Company Secretaries of India / UK
xvi.	Corporate Social Responsibility	Graduate in any discipline with Post Graduate Degree / Diploma in Rural Development / Rural Management / Rural & Tribal Development / Social Work / Social Science with specialization in Community Development or Rural Development / Personnel Management / Sociology / Anthropology / Psychology / Applied Psychology / CSR

(b) **Essential Qualification for Management Trainees (MT) in different Cadre/ Discipline shall be as under:**

Cadre / Discipline	Essential Qualification
1. Mechanical, Electrical, Metallurgy, Civil	Full time Degree in Engineering from recognized Indian University/ Institution in Mechanical, Electrical/Instrumentation//Electronics & Telecommunication, Metallurgy, Civil with Minimum 60% marks in aggregate in Graduation (55% for SC/ST) or equivalent.
2. Geology	Full time Post Graduation in Geology from a recognized Indian University/ Institution with 60% marks in aggregate in Graduation as well as Post Graduation (55% for SC/ST).
3. Systems	Full time Degree in Engineering from recognized Indian University/ Institution in Computer Science/ Information Technology or MCA with Minimum 60% marks in aggregate in Graduation as well as Post Graduation (55% for SC/ST) or equivalent.
4. Human Resource, Materials & Contracts, Marketing	Graduate in any stream with full time Post Graduate Degree or Diploma from recognized Institution in Human Resource, Materials & Contracts and Marketing with Minimum 60% marks in aggregate in Graduation as well as Post Graduation (55% for SC/ST) or equivalent.
5. Finance	CA/ ICWA from recognized Institution.

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

(d) Desired Qualification

In addition to the Essential Qualification detailed in Para [4(a)], the following are desirable:

Cadre	Additional Desired Qualification
Mining	➤ 1 st Class Mine Manager's Certificate of Competency under the Metalliferous Mines Regulation (Restricted / Unrestricted)
Human Resource	➤ Bachelor Degree in Law
Law	➤ Masters Degree in Law
Materials & Contracts	➤ Knowledge of Import / Export procedure
Medical & Health Services	➤ PG Degree / Diploma in Hospital Administration
All Grades/Cadres	<ul style="list-style-type: none"> ➤ Additional / Higher Qualification in the respective field / discipline ➤ Knowledge of latest techniques, practices, etc. ➤ Experience of working in ERP environment ➤ Proficiency in MS Word/Excel, Internet etc. ➤ Bachelor Degree in Law / MBA / Knowledge of Finance

5. Experience

(a) The minimum experience required for posts in different Grades have been detailed in Para [3].

(b) Experience of working in the respective field / discipline in a large Project / Organisation in the Metal / Mining Industry (Ferrous Non-Ferrous) will be preferred.

(c) The nature of experience preferred for posts in different Cadres/Disciplines is given below:

S/N	Cadre/Discipline	Should have experience of
i.	Mining	Should have experience in Underground Mining.
ii.	Geology	Conversant in application of Geology in computer. Underground Mapping, logging and sampling.
iii.	Metallurgy	Operation & Maintenance of Smelter/Refinery of a non-ferrous Metal Industry.
iv.	Mechanical	Maintenance of common mechanical equipments in a process or mineral processing Industry. Workshop practices and Maintenance of Heavy Earth Moving machineries like Excavator, Dumper, Dozer, Belt Conveyors etc.
v.	Electrical	Maintenance of Electrical systems and equipments in Process Industry. Knowledge of Auto Electrical. Maintenance of Heavy Electrical Equipment like Transformer, Motors, Generators, Capital Repairs, Preventive Maintenance, etc.
vi.	Civil	Working in infrastructure development and maintenance.
vii.	Research & Development	Working and familiar with Instrumental and R & D with analysis activities in Process Plant.
viii.	Systems	Working in ERP environment.

ix.	Finance	Finalization of Accounts, Cost Accounting, Budgeting, MIS, Merger and Acquisition.
x.	Human Resources	All facets of Human Resource Management.
xi.	Law	Working with all types of legal activities.
xii.	Medical & Health Services	Respective specialization in all spheres of activities.
xiii.	Materials & Contracts	Procurement of Spare Parts / Replacements, Quality Control of purchasing and ordering such parts, processes involved in ordering, Shipping, Warehousing & Inventory Control, sound knowledge of Contract Management.
xiv.	Marketing	Marketing and Market Research.
xv.	Company Secretary	Working with all activities related to Company Secretary department.
xvi.	Corporate Social Responsibility	In planning, execution and management of CSR projects in a company.

6. Cost To Company (CTC)

The approximate CTC in various Grades corresponding to the minimum / maximum of the Scale of Pay are given below:

Sl. No.	Grade	CTC (In Rs. Lacs) For Area of Work			
		Mining		Non-Mining	
		Minimum	Maximum	Minimum	Maximum
1.	E-7	24.01	36.27	23.40	35.40
2.	E-6	20.22	32.79	19.70	32.00
3.	E-5	16.87	30.06	16.43	29.32
4.	E-4	13.41	26.42	13.06	25.77
5.	E-3	11.29	23.88	10.99	23.27
6.	E-2	9.34	21.99	9.09	21.43
7.	E-1	7.44	19.15	7.24	18.66

7. Other Benefits

Besides Basic Pay, the selected candidates shall be entitled to IDA, HRA / Company's accommodation (subject to availability), Perks & Allowances, PRP, CPF, Gratuity, etc. and Medical benefits for self and dependants as per Company's rules.

8. Reservation

The reservation of posts for candidates belonging to SC / ST / OBC communities and Ex-Servicemen / Persons with Disabilities (PWD) shall be as per Government directives. The candidates claiming reservation benefits shall be required to submit the details of Caste / Disability Certificate issued by the Competent Authority in the online application. The ORIGINAL Certificate shall be required to be presented at the time of interview.

9. Age Relaxation

The relaxation in age for candidates belonging to SC / ST communities shall be 5 years and for those belonging to OBC (Non-creamy layer) shall be 3 years. Further additional age relaxation of 5 years shall be admissible to Person with Disabilities (PWD), who apply for the post of Chief Manager (E-5) & above and 10 years to those Person with Disabilities (PWD) who apply for the post of Assistant Manager (E-1) to Senior Manager (E-4), subject to production of relevant Disability Certificate from the prescribed authority. The age relaxation for Ex-Servicemen shall be as per rules applicable. However, an Ex-Serviceman who has once joined Government job on the civil side after availing the benefits of an Ex-serviceman for re-employment, the Ex-serviceman status for the purpose of re-employment in Government ceases.

10. Submission of Application On-line

The candidates shall be required to submit their application online through the Company's Website (www.hindustancopper.com). No other means / mode of application shall be accepted. 'One Applicant- One Application' system shall be followed, i.e., only one application shall be accepted from one candidate corresponding to one Login-ID. Candidates should ensure that they fulfill the prescribed eligibility and other conditions mentioned in this advertisement against the post applied. Candidates are advised in their own interest to apply for only one post that best fits with the candidate's qualification, experience, etc. vis-à-vis the advertised eligibility criteria. Multiple applications shall not be accepted since the Written Tests where ever required shall be conducted simultaneously on the same day in same session, i.e., in one sitting for all the posts.

11. Opening & Closing Dates for Online Application

A Link through website (www.hindustancopper.com) for online submission of application shall be open from 20.04.2015 to 19.05.2015. Thus, the closing date for online submission of application shall be 19.05.2015.

12. Application Fee

A non-refundable Application Processing Fee of **Rs.750/-** (Rupees Seven Hundred and Fifty only) shall be payable by all candidates except SC / ST / PWD / Female, who are also required to pay non-refundable Application Processing Fee **Rs.375/-** (Rupees Three Hundred and Seventy Five only) for each application. The application processing 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 either on a date prior to the date of publication of advertisement or payable at a location other than Kolkata shall not be accepted. Candidates must write their Name, Acknowledgement Number and details of the Post Applied (Name of the Post, Grade and Scale of Pay) on the reverse of the DD. The DD shall be sent along with a copy of the **Acknowledgement Slip** by Speed / Registered Post to **The Chief Manager (HR), Hindustan Copper Ltd., Tamra Bhawan, 1, Ashutosh Chowdhury Avenue, Kolkata – 700019**. The last date for receipt of DD along with Acknowledgement Slip shall be fifteen (15) days from the closing date of online submission of applications.

13. Internal Candidates

The serving employees of Hindustan Copper Limited desirous of applying against the advertised posts shall also have to submit their applications Online. 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. They shall submit their Acknowledgement Slip along with the required documents, if any, 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 online 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.

14. Selection Procedure

The selection procedure for posts in Grades E-1 to E-4 shall be Written Test followed by Personal Interview of the short-listed candidates. Selection to posts in E-5 and above Grades shall be based on Personal Interview of the screened and short-listed candidates.

15. Call Letters / Admit Card

Call letter for Written Examination / Interview will be available for download from HCL's website www.hindustancopper.com. All correspondence with the candidate shall be done through e-mail / announcement on the Company's website. It is the responsibility of the candidate to download / print the Admit Card / Interview letter. 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.

16. 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.

17. General

- i. Candidates are advised to submit the Online Recruitment Applications well in advance without waiting for the closing date.
- 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. Candidates may click on the button 'Career' to get the instruction for online application submission.
- iii. Candidate's Passport -size colour photo graph (size less than 300 KB) and signature in black-ink (size less than 50 KB) in .jpg format to be uploaded.

- iv. After submitting the online Application, candidates should print the Computer Generated Online Application and the Acknowledgement Slip and keep a copy for their reference and records along with a copy of the Demand Draft.
- v. One copy of the Acknowledgement Slip along with Demand Draft should be sent to Hindustan Copper Limited as detailed in Para [12]. No other enclosures including copy of the Computer Generated Online Application should be sent.
- vi. Candidates for the posts from E-1 to E-4 Grades shall be allowed to appear at the Written Test based on receipt of the Acknowledgement Slip along with Demand Draft. No scrutiny of their candidature vis-à-vis the eligibility criteria shall be done before the Written Test. Candidates are, therefore, advised to satisfy themselves fully before applying that they meet all the prescribed eligibility criteria for the concerned post.
- vii. 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.
- viii. No Travelling Allowance shall be paid for appearing in the Written Test.
- ix. 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.
- x. Candidates called for interview shall be reimbursed to and fro fare by shortest route as per rules from the address of correspondence in India to the place of interview on submission of proof of journey limited to Apex Air Fare / AC 1st Class (1A) fare by Rail for the post of Deputy General Manager (E-7) and Rail fare First Class or AC 2-Tier Sleeper (2A) / AC 3-Tier Sleeper (3A) for other posts as per rules subject to actuals. Bus fare for road journey from / to a place not connected by Rail shall be admissible subject to production of proof of journey.
- xi. Candidates employed in Government / Semi-Government / Public Sector Undertaking are also required to submit their applications only through Online mode. They may, however, submit a copy of their Online Application to their present employer for forwarding the same through Proper Channel or alternatively, produce a **No Objection Certificate** 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 13 of the advertisement.
- xii. 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.
- xiii. HCL reserves the right to change the number vacancies and / or cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason therefor.
- xiv. 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 whether through Interview or Written Test or both and the venue / schedule thereof.
- xv. In all subsequent communications, if any, the candidate should mention their Acknowledgement No. and the details of DD, i.e., DD No. Issuing Bank / Branch etc.
- xvi. Selected candidate shall be liable to serve the Company any where in India / abroad where it may have business interests.
- xvii. Other factors remaining the same, preference shall be given to candidates with experience in Metal Mining Industry.
- xviii. HCL shall not be liable for any delay or loss in postal transit for any reasons whatsoever.
- xix. Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- xx. HCL is an Equal Opportunity Employer.

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