



Advertisement No.: HCL/MCP/HR/Recruitment/2021/01

Date: 05/03/2021

**Recruitment in Non-executive cadre at Malanjkhanda Copper Project**

Hindustan Copper Limited (HCL) is a vertically integrated, multi-Unit, Schedule-A Miniratna Central Public Sector Enterprise in the field of Copper production with gross turnover of Rs. 803.17Crores in 2019-20. 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. Most of 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. **Malanjkhanda Copper Project (MCP)**, one of the units of Hindustan Copper Ltd, located in Balaghat District of Madhya Pradesh involved in mining and beneficiation. The Company is on a fast track of growth and aspirations.

The development of underground mines of Malanjkhanda Copper Project is in full swing, for which we intend to recruit experienced manpower who have the requisite experience in the field of underground mining. Applications are invited in the prescribed format (appended herewith) from eligible Candidates for following posts:

**1. Qualifications, Experience, Age Limit, Scale of pay etc:**

Name of post/Grade	No. of posts	Educational Qualification	Experience	Statutory certifications	Maximum Age Limit	Scale of pay	Personal Qualities
Assistant Foreman (Mining) (T-10)	11 (UR-7, OBC-2, SC-1, EWS-1)	Diploma in Mining Engineering	3 years experience in large underground metalliferous mines	Valid Mines Foreman Certificate of Competency for metalliferous mines (unrestricted) and Valid First Aid certificate	35 years	Rs. 18480-3%-45400/-	Planning and co-ordinating abilities, initiative, leadership and good control over essentials.
		Matric	6 years experience in large underground metalliferous mines out of which at least one year in supervisory capacity.				
Mining Mate Grade-I (T-08)	15 (UR-8, OBC-3, SC-2, ST-1, EWS-1)	Diploma in Mining Engineering	3 years experience in large underground metalliferous mines	Valid Mining Mate Certificate of Competency for metalliferous mines (unrestricted) and Valid First Aid certificate	35 years	Rs. 18280-3%-38670/-	Good leadership & control over labour, good physique & capacity for sustained work essential.
		Matric	5 years experience in large underground metalliferous mines				

Note: The required years of experience shall be reckoned from the date of attaining Mining Mate/Mine Foreman certificate of competency.

## **2. Date of Reckoning**

The date of reckoning for computation of eligibility criteria towards age, qualification, experience etc. shall be **01.03.2021**.

**3. Age** : Maximum 35 years as on 01.03.2021.

- (i) The maximum age limit is 35 years as on 01.03.2021 for General Candidates.
- (ii) The maximum age limit is relaxable by 5 years for SC/ST candidate & 3 years for OBC (Non-creamy layer) candidates.

## **4. Reservation:**

- (i) Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/Ex-Serviceman/Economically Weaker Section (EWS) candidates shall be as per the Govt. of India Directives.
- (ii) As the post of Assistant Foreman (Mining) and Mining Mate Grade-I are specifically for underground mines, therefore, no post is identified for Persons with Disabilities (PwD) for employment in the category.
- (iii) Candidates belonging to SC/ST are required to submit self-attested copies of their valid Caste/Tribe certificate in the prescribed format issued by the Government Authorities.
- (iv) The OBC (Non-Creamy Layer) candidate shall have to submit the requisite certificate in the prescribed format issued by the Government Authorities.
- (v) Candidates seeking reservation under EWS will have to submit an Income & Asset certificate issued by the Government Authorities. The prescribed format and the Competent Authority have been mentioned in DoPT office memorandum no.: 36039/1/2019.

## **5. Mode of Selection**

- (i) Mode of selection shall be through written test followed by Trade Test. Written Test shall be held in the form of multiple choice questions. Successful candidates in written test shall further go for Trade Test.
- (ii) The candidates, who secure minimum pass marks of 35% for SC/ST candidates and 40% for others in written test, shall be called for trade test in the ratio of 1:3 of the vacancies.
- (iii) The weightage of the written test and trade test will be 80% and 20% respectively. Final merit list will be made based on aggregate of written test and trade test marks.
- (iv) The Trade Test shall be conducted on the same day for the successful candidates in written test.

## **6. Centre for written Test**

The likely date of written test and venue will be communicated through company's website. Candidates are advised to visit company's website [www.hindustancopper.com](http://www.hindustancopper.com) from time to time for any changes/update.

## **7. Issue of Admit Card**

Admit card for written test shall be sent through email only. Hence candidates are advised to ensure that they provide correct active email id in the application form. All correspondence with the candidate shall be done through e-mail / announcement on the Company's website only. Candidates are therefore advised to visit regularly on our website for latest updates. The Company shall not be responsible for any loss of email sent due to invalid/ wrong email ID provided by the candidate.

## **8. Application Fee**

Candidates belonging to General, OBC& EWS category are required to pay non-refundable application fee of Rs. 500/- (Rupees five hundred) by means of Demand Draft drawn in favour of HINDUSTAN COPPER LIMITED payable at Malanjkhand. However, application fee for SC/ST & Ex-servicemen category is not applicable.

## **9. Last date of receiving duly filled in applications**

The last date of receipt of application is **on or before 05.04.2021 upto 05:00 PM**. The candidates shall be required to submit their application as per the prescribed application format through **ORDINARY POST / SPEED POST / COURIER**

**/ REGISTERED POST.** No other means/mode of application shall be accepted. The company shall not be responsible for any postal delay or loss of application during transit.

#### **10. Internal Candidates**

- (i) The existing serving employees of Hindustan Copper Limited who are fulfilling the requisite eligibility criteria and desirous of applying against the advertised posts shall also have to submit their application through proper channel.
- (ii) No application fee shall be charged from the employees of the company.
- (iii) The prescribed age limits will not apply in such cases.
- (iv) Company employees appearing for Written/Trade test shall be treated as on tour/duty and their travelling allowance/attendance as the case may be, will be regulated as per rules of the company.

#### **11. How to apply**

- (i) Neatly printed application in prescribed format on A4 size paper only to be used.
- (ii) Self-attested photocopies of the following documents should be attached with the application.
  - (a) Matriculation / Secondary Certificate as proof of Date of Birth.
  - (b) Marks Sheet OR Certificate of : Matriculation / 10th / Secondary / Diploma in Mining, as applicable, in support of qualification.
  - (c) Mine Foreman/Mining Mate Certificate of competency (unrestricted) issued by DGMS for metalliferous mines.
  - (d) Valid First Aid Certificate issued by the Competent Authority.
  - (e) Experience certificate as applicable.
  - (f) Caste Certificate in the prescribed format issued by the Government Authorities, if applicable.
- (iii) One recent passport size color photograph duly signed by the candidate should be pasted at the specified place in the application form. Two additional copies of color passport size recent photograph should be attached with the application form. Candidates are advised to keep few more copies of the same photograph with them, which shall be required at the time of written test and at later stage.
- (iv) Duly filled-in application, complete in all respect, along with all required documents should reach to the following address by superscribing the envelope with "NAME OF THE POST APPLIED" through Ordinary Post/Speed Post / Courier/Registered Post on or before **05.04.2021 upto 05:00 PM.**

**AGM (Administration)-HR  
Hindustan Copper Limited  
Malanjkhand Copper Project  
Tehsil: Birsa  
P.O- Malanjkhand  
District-Balaghat  
Madhya Pradesh-481116**

- (v) HCL/MCP shall not be liable for any delay or loss in postal transit for any reasons whatsoever.

#### **12. Emoluments**

- (i) Candidates selected as Assistant Foreman (Mining) will be placed in the pay scale of Rs.18,480 – 3% - 45,400/- (T-10 grade) and those selected as Mining Mate Grade-I will be placed in the pay scale of Rs. 18, 280-3%-38670/- (T-08 grade).
- (ii) Besides Basic Pay, Dearness Allowance (IDA pattern), Allowances, Company accommodation (subject to availability), LTC, Medical facilities, Reimbursement of conveyance expenses, Contributory Provident Fund, Gratuity, etc. will be admissible as per Company rules in force from time to time.

### 13. Probation

Candidates selected as Assistant Foreman (Mining) and Mining Mate Grade-I will be on probation for a period of Six months. On successful completion of probation period, they will be confirmed to the post.

### 14. General Conditions

- (i) Only Indian Nationals are eligible to apply.
- (ii) The candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.
- (iii) Candidates are advised to send their applications well in advance without waiting for the closing date.
- (iv) All qualifications should be recognized by State Govt. / Board / Govt. of India / appropriate statutory authority.
- (v) Request for change of mailing address, category, discipline as declared in the application form will not be entertained.
- (vi) Candidates are advised to keep their E-mail ID (mentioned in the application form) active for atleast one year. No change in the E-mail ID will be allowed once declared. **All correspondence with candidates shall be done through E-mail only.**
- (vii) Mere submission of application form or admission into Written Test, etc. does not imply that the Company (MCP) has been satisfied about the candidate's eligibility. Candidature is liable to be rejected at any stage of recruitment process or after recruitment or on joining if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- (viii) Candidates should note that the details provided by them in their application are taken on their face value and the onus of providing the correctness and authenticity of the same as and when required lies with the applicant.
- (ix) The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General".
- (x) If the SC/ST/OBC certificate has been issued in a language other than English / Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- (xi) No TA will be paid to any candidate for appearing in the written examination except internal candidates.
- (xii) Candidates employed with Government Departments / PSUs / Autonomous Bodies have to produce No Objection Certificate (NOC) at the time of Trade Test. If the candidate fails to provide the NOC at the time of Trade Test, he / she will not be allowed to appear for the further selection process.
- (xiii) HCL/MCP reserves the right to cancel / restrict / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reasons thereof.
- (xiv) HCL/MCP reserves the right to change the number of vacancies and/ or restrict, if required, without issuing any further notice or assigning any reason thereof.
- (xv) Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.
- (xvi) Any modifications / amendments in the advertisement will be given in HCL's website [www.hindustancopper.com](http://www.hindustancopper.com). **Candidates are advised to visit HCL's website regularly for updates in this regard.**
- (xvii) Legal jurisdiction will be at Balaghat in case of any cause / dispute arising out of this recruitment.

**Sd/-  
AGM (Administration)-HR**

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Note: Please see the next page for Proforma of Application.



## APPLICATION BLANK

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

To,

AGM (Administration)-HR  
Hindustan Copper Limited  
Malanjkhand Copper Project  
Tehsil- Birsa  
Dist: Balaghat (M.P)-481116

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

Name of the post Applied for : \_\_\_\_\_

1. Name : \_\_\_\_\_

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

3. Father's name: \_\_\_\_\_

4. Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

5. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

6. Mobile: \_\_\_\_\_ Landline Telephone \_\_\_\_\_

7. Gender: \_\_\_\_\_

8. E-mail: \_\_\_\_\_

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

SC  ST  OBC  EWS  UR

10. Marital Status: \_\_\_\_\_

11. Academic/ Professional Qualification:

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

12. Experience: (Recent first)

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

• Please specify whether Govt. or otherwise

13. 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 appointment shall be liable to be terminated forthwith without prejudice to any legal/ disciplinary action as deemed fit by HCL/MCP. I have gone through the full text 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 filling SI. No. 12 & 13. The format must be same. Please sign on each page of the application form.