



HINDUSTAN COPPER LIMITED
(A Govt. of India Enterprise)
MALANJKHAND COPPER PROJECT
Post: Malanjkhanda Pin: 481116
Tehsil: Birsa
District: Balaghat – M.P.

Adv No: HCL/MCP/HR/R&P/Contractual Appointment/2021/03

05/05/2021

REF: Office order no – HCL/HR/17/6 dt. 30-08-2011

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 15/05/2021 from 10.30 AM to 5:00 PM at Tamra Bhavan, Malanjkhanda Copper Project, Post: Malanjkhanda, 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 15/05/2021.
6	Emoluments	Refer table in Annexure-I . In case of retired Central/State Govt. employee, the monthly emoluments shall be so fixed 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 their Original certificate in Interview in support of their claim for experience, age, qualification, statutory requirements and photocopies of the same duly self attested.

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 (M.P)-481116

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

Name of the post Applied for : _____

Discipline : _____

1. Name : _____

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

3. Father's name: _____

4. Correspondence Address:

_____ PIN _____

5. Mobile: _____ Landline Telephone _____

6. Sex: _____

7. E-mail: _____

8. Domicile State: _____

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

SC

ST

OBC

UR

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

11. Marital Status: _____

12. Academic/ Professional Qualification:

Examination 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		

• Please specify whether Govt. or otherwise

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

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 engagement 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 text of the advertisement and agree to all the conditions detailed therein.

(Signature of candidate)

Place:

Date:

Enclosures:

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.

ANNEXURE-I

Sl. No.	Name and Grade of the Posts	No. of posts	Monthly Emoluments (Rs.)	Experience as on 15/05/2021	Age limit as on 15/05/2021	Prescribed Qualification & experience
1	Accounts Supervisor (Equivalent to T-10)	01	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	Prescribed Qualification: The candidate should be Graduate in Science/Commerce, preference to be given to Commerce Graduate. Experience: Experience should be in the field of Management Information system, Salary Section, Bill processing of Contractors & Suppliers and establishment related matters etc.
2	Time Office Supervisor (Equivalent to T-10)	02	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	Prescribed Qualification: The candidate should be Matriculate, preference to be given to the candidates having Graduation. Experience: The candidate should possess knowledge of various Mines Regulation including statutory registers and time keeping procedures. The candidates must have experience in time keeping in a large industry.
3	Jr. Caretaker (Equivalent to T-05)	01	Rs 18000/- 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	Prescribed qualification: The candidate should be Matriculate, preference to be given to the candidates having Diploma in Catering Technology. Experience: Experience should be in maintaining and supervision of a Guest House/Large Hotel. The candidate should be well conversant with fluency in English as well as in Hindi and maintain accounts.

General Instructions

- 1) The age and experience shall be reckoned as on 15/05/2021.
- 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 Malanjkhand Copper Project a unit of Hindustan Copper Limited.
- 7) Any amendment/corrigendum shall be hosted only on the company's website. (www.hindustancopper.com)

**Assistant General manager (Admin.)-HR
Hindustan Copper Limited
Malanjkhand Copper Project**
