

HINDUSTAN COPPER LIMITED
KHETRI COPPER COMPLEX
Khetri Nagar – 333504
Jhunjhunu Dist- Rajasthan

Special Drive for Recruitment for Persons with Disabilities

Advertisement No.: HCL/KCC/Rectt-1/2016

Date: 14.01.2016

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 mining and production with gross turnover of Rs. 1127.49 Crores in 2014-15. Khetri Copper Complex, one of the units of Hindustan Copper Ltd, is located in Jhunjhunu district of Rajasthan and its activities include mining and beneficiation. It has a well-developed Township with modern facilities. The Company is on a fast track of growth and aspirations.

Khetri Copper Complex invites applications in the prescribed format (appended herewith) from eligible PwD Candidates for following posts:

1.	Vacancy Details	Posts	Nos.	Reserved for	
		Junior Manager (Finance) Trainee	01	Hearing Impaired (HI)	
		Junior Manager (HR) Trainee	01	Locomotor Disability (One Leg/ One Arm)	
		Trainee Gr. II (Civil)	03	Low Vision=2; Hearing Impaired (HI)=1	
		Trainee Gr. II (Elect.)	02	Locomotor Disability (One Leg)	
		Trainee Gr. II (Mech.)	01	Hearing Impaired (HI)	
2.	Training period and stipend during training period	Post	Training Period (Yrs.)	Monthly Stipend (Rs)	
		Junior Manager(Finance)Trainee	1 ½	10000/-	
		Junior Manager (HR) Trainee			
		Trainee Gr. II (Civil)	3	1 st year	9000/-
		Trainee Gr. II (Elect.)		2 nd Year	9500/-
		Trainee Gr. II (Mech.)		3 rd Year	10000/-
Trainee Gr. I/ Mazdoor (Trainee)	3	1 st year	8000/-		
		2 nd Year	8500/-		
		3 rd Year	9000/-		
3.	After successful completion of their training, they will be considered for regularization in regular pay scale of the company as detailed below				
	Post	Grade / Scale of pay (Rs.)		Likely designation after regularisation	
	Jr. Manager (Fin/ HR) Trainee	E 0 grade: 12600 – 3% – 32500/-		Jr. Manager (Fin/ HR)	
	Trainee Grade II (Civil/ Elect/Mech)	T3 grade: 9480 – 3% - 17350/-		Technician (Civil/ Elect/ Mech) or other appropriate designation	

	Trainee Grade I / Mazdoor Trainee	T 1 grade: 8680 – 3% - 15840/-	Mazdoor or appropriate designation
	After regularization, besides basic pay industrial dearness allowance, medical facility and other benefits as per rules of the company shall also be admissible.		

4	Eligibility Criteria		
i.	Age (years)	Minimum	18
		Maximum	PWD Unreserved candidates -38; PWD SC/ST-43; PWD OBC(Non-Creamy Layer) 41; Ex-Serviceman – As per government guidelines as applicable to Ex-servicemen.
ii.	Minimum Qualification Requirement		
	Jr. Manager (Fin.)Trainee*	Intermediate Exam of Institute of Chartered Accountants /ICWA	
	Jr. Manager (HR)Trainee*	Graduate and PG Diploma in PM/IR/HR or equivalent	
	Trainee Grade II*	3 years Regular Diploma in concerned discipline (Civil/ Electrical/ Mechanical Engineering)	
	Trainee Grade I (Mazdoor Trainee)*	Higher Secondary and ITI in any Trade	
	*Equivalent Qualifications shall also be considered as per Govt/UGC/AICTE guidelines		
iii	Description of Disability Criteria		
	The degree of disability for a person in order to be eligible for any concession /benefit to PwD candidates would be 40% and above. and loss of 60 decibels or more in the better ear for hearing impairment are eligible to apply.)		
	Low Vision: Persons with low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potential capable or using vision for the planning or execution of task with assistive devise. As per the PWD Act 1995 low vision of 40% or more is considered a handicap.		
	Locomotor Disability: Means the disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs. The minimum degree of disability should be 40% in order to be locomotor disabled.		
	Hearing Impairment: Means loss of 60 decibel or more in the better ear in the conversational range of frequencies.		

5	Cut- off date	The date of reckoning for computation of eligibility criteria towards age, qualification etc. shall be 1 st January 2016.
6.	Last date of receiving duly filled in applications	15 days from the date of publication in Employment News/Rozgar Samachar.

Mode of Selection:

1. Jr. Manager (Fin. /HR) Trainee – Written Test and Interview of only short-listed candidates on the basis of written test.
2. Trainee Gr. II and Trainee Gr.I/ Mazdoor (Trainee) – On the basis of result of written test based on merit.

Centre for Selection Tests: Written test and/ or interview (as applicable) will be conducted at one centre only, either at Delhi (NCR) or at Jaipur. Candidates will be required to appear at the Written Test at their own cost.

Submission of Application:

The candidates shall be required to submit their application as per the prescribed application format. No other means/mode of application shall be accepted. One candidate can apply for only one post, as the written tests for all the posts shall be conducted on the same day in the same session.

Internal Candidates:

The 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.

Admit Card / Call Letters:

Admit cards for written test and call letters for interview (wherever applicable) shall be sent through email only. Hence candidates are advised to ensure that they provide correct active email id in the application forms.

All correspondence with the candidate shall be done through e-mail / announcement on the Company's website only. Candidates are, therefore, advised to visit 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 or due to any other reasons.

Amendments/ Corrigendum:

Any amendment/ corrigendum in respect of the 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.

General:

- i) Before filling in the application, candidates are advised to carefully read the General Instructions.
- ii) Candidates should ensure that they fulfill all the prescribed eligibility criteria mentioned in this advertisement against the post applied.
- iii) Candidates are advised to send their applications well in advance without waiting for the closing date.
- iv) Candidates employed in Government/ Semi-Government/ Public Sector Undertaking are required to send their applications through proper channel. However, they may send advance copy of the application directly.

- v) The age relaxation for Ex-servicemen PWD shall be as per rules applicable.
- vi) The age relaxation in case of PwD Widows, Divorced Women and Women judicially separated from their husbands and not re-married shall be followed as per Govt. guidelines.
- vii) HCL shall have right to reject any application/ candidature at any stage of the recruitment process if the candidate is found ineligible for the applied post.
- viii) HCL reserves the right to change the number of vacancies and/ or restrict /modify the recruitment process, if required, without issuing any further notice or assigning any reason thereof.
- ix) Selected candidate shall be liable to serve the Company anywhere in India as per discretion of the company.
- x) If number of applications is more, the company, reserves its right to apply short-listing criteria to restrict number of candidates for written test. The criteria for such short-listing shall be percentage of marks obtained in the eligibility criteria examination of the technical/ professional qualification e.g. Intermediate ICWA/CA, PG Diploma, Technical Diploma & ITI etc.
- xi) Disability of the candidates shall be based on Govt. directives and based on the certificate issued by the Competent Authority as prescribed by the Govt.
- xii) HCL is an Equal Opportunity Employer.
- xiii) Reservation of Posts will be as per directives of Govt. from time to time.
- xiv) Legal jurisdiction in case of any dispute arising out of this recruitment shall be Khatri only.

How to apply:

- 1) Neatly printed application in prescribed format on A4 size paper (as per sample prescribed format given in the website) only to be used. All pages of the application should be signed with full signature.
- 2) Self attested photocopies of the following documents should be attached with the application.
 - a) Disability Certificate issued by Competent Authority.
 - b) Matriculation / Secondary Certificate as proof of Date of Birth.
 - c) Marks Sheet / Certificate of Higher Secondary, Graduation, Inter CA, Inter ICWA, PG Diploma in HR etc, Diploma, ITI, as applicable, in support of qualification.
 - d) Caste Certificate in format prescribed by the Govt. of India, if applicable.
 - e) Valid OBC(Non-creamy Layer) Certificate issued not more than 6 months prior to the cut-off date of 1-1-2016.
- 3) Total 3 identical or same passport size colour recent photographs with front pose of the face are required. Out of which one to be pasted on the prescribed proforma in the space provided for the same. Other two additional identical copies of color pass port 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 after.*
- 4) Duly filled-in application, complete in all respect, along with all required documents should be sent through **SPEED POST OR COURIER, OR DELIVERED IN PERSON,OR BY REGISTERED**

POST to the following address & on the cover of the envelope **“NAME OF THE POST APPLIED”** should be written/superscribed compulsorily failing which the application will be rejected :

Chief Manager (HR)
Khetri Copper Complex,
Hindustan Copper Limited,
Khetri Nagar, Distt.: Jhunjhunu, Rajasthan
Pin Code – 333504

- 5) Last Date of accepting the application shall be 15 days from the date of publication in the Employment News/ Rozgar Samachar in which the advertisement is published. In case the last date happens to be Sunday or Holiday at KCC, then the next working day will be the last date. HCL shall not be liable for any delay or loss in postal transit for any reasons whatsoever.

Note : Please see the next page for Proforma of Application

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Hindustan Copper Limited
Khetri Copper Complex
Khetri Nagar - 333504

Employment Application Form

Ref: Advt. No: HCL/KCC/Rectt.-1/ 2016 dated 14.01.2016

Please fill in BLOCK Letters. Incomplete application shall be rejected.

Name of the post Applied for: _____

Please paste a recent passport size colored photograph (do not staple /do not pin up)

1. Name: _____

2. Father's Full name: _____

3. Date of Birth (dd/mm/yyyy) _____

4. Sex (Male/ Female) : _____

5. Marital Status : _____

6. Correspondence Address : _____

7. Mobile : _____ Landline Telephone : _____

8. E-mail : _____

9. Domicile State: _____

10. Category(please Tick () the appropriate category): SC ST OBC UR Ex-SM

11. PWD [(40%) or more disability]: Yes / No
(If yes, indicate the % age of disability): _____

Type of disability: _____

(Persons with more than 40% disability in vision and locomotor disability and loss of 60 decibels or more in the better ear for hearing impairment are eligible to apply.)

12. Academic / Professional Qualification :

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

13. Experience, if any : (Recent First)

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

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

15. 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 recruitment shall be liable to be terminated forthwith without prejudice to any other 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:

SL	Check List (Pl enclose self attested copies of following documents, as applicable)	Tick mark
1.	School Final / Matriculation certificate for proof of Date of Birth	
2.	Disability Certificate	
3.	Caste Certificate	
4.	Higher Secondary or equivalent examination certificate and marks sheet	
5.	ITI Pass certificate and marks sheet	
6.	Technical Diploma Pass certificate and marks sheet	
7.	Inter CA/ ICWA Pass Certificate and marks sheet	
8.	Graduation certificate and Marks sheet	
9.	PG Diploma in HR/IR/PM or equivalent Pass certificate and marks sheet	
10.	Two additional identical copies of color pass port size recent photograph should be attached with this application form which are identical to the photograph pasted on application.	

NB: Please use extra sheet if space is inadequate for filling Sl. 12 & 13. The format must be same. Please sign on each page of the application form.