

FORMAT OF APPLICATION FOR THE POSTS ON IMMEDIATE ABSORPTION BASIS IN HINDUSTAN COPPER LIMITED

Select the suitable / appropriate option of mode of application (☑)

- Applying through Proper Channel ☐
- Producing NOC at the time of Interview ☐
- Not Applicable (as in Private Organization) ☐

Affix here passport
size photograph

1.	Applied Post Name with Cadre / Discipline	
2.	Applied Post Grade	
3.	Name of Applicant (In Block Letter)	
4.	Father Name	
5.	Date of Birth of Applicant	
6.	Age in Years, Month & days (as on 01/10/2025)	
7.	Sex (Male / Female)	
8.	Marital Status (Married / Single)	
9.	Whether SC/ST/OBC/EWS/ General / Minority (Enclose Caste Certificate)	
10.	Contact Details	
	a) Communication Address (In detailed with PIN code)	
	b) Permanent Address (In detailed with PIN code)	
	c) Mobile No.	
	d) Email Address (In Block letter)	
11.	a) Present Employer Name and Address with contact details	
	b) Present Employer Type [Tick mark (☑) appropriately]	<div>CPSE : <input type="checkbox"/></div> <div>CPSE Subsidiary : <input type="checkbox"/></div> <div>CPSE JV : <input type="checkbox"/></div> <div>Central Government Organization : <input type="checkbox"/></div> <div>State PSE : <input type="checkbox"/></div> <div>Private Organization : <input type="checkbox"/></div>

12.	Present Employment Details					
	a) Designation					
	b) Scale of Pay with Pay level (with Date of entry in the scale of pay)					
	c) Grade & Date of Entry in the Grade					
	d) Place of Posting (Date since when)					
	e) Monthly Gross Salary (For working in Bank / Private Organization, etc. – Copy of Pay Slip for last 3 months to be enclosed)					
13.	Essential Qualification Details [As per Para [3(a)] of the Notification with Date of Passing]					
14.	Educational Qualification Details (Enclose the copy of the Mark Statement and Certificate)					
	Name of Examination	Name of Board / University	Date of Passing (dd/mm/yyyy)	Specialization / Subjects	% of Marks	Remark
	SSC / Matric / 10 th					
	HSC / 12 th					
	Graduation					
	Post-Graduation					
	Professional / Other Courses / Certificate					
15.	Experience Details – (Start from Recent) (Enclose separate Sheet if required for nature of work)					
	Name of Organization	Designation	Scale of Pay	From	To	Duration (Years, Month & Days)
						Nature of Work With notable contributions if any.
	Total Experience as on 01/10/2025 (Years, Months & Days)					
16.	Details of Punishment if any in the last 10 years.					
17.	Have you ever been convicted, if yes, details?					
18.	Any criminal case against you, if yes, details.					
19.	Disclosure of Information under Right to Information Act, 2005 – I hereby opt out the option of disclosure of information under Right to Information Act, 2005. Yes, Disclose <input type="checkbox"/> No Disclosure <input type="checkbox"/>					

20. Declaration (Tick mark ☒):

- ☐ I hereby solemnly affirm that the statement made and information furnished by me in the above proforma is true and correct.
- ☐ I hereby solemnly affirm and declare that I am free from Disciplinary / Vigilance angle and no proceedings have been contemplated or pending against me in the present organization. In case any information comes to my notice, I will inform HCL of the same immediately.
- ☐ I have not concealed any information.
- ☐ However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.
- ☐ I agree to abide by the rules and regulations of HCL.

(Signature of Candidate)
(Name of Applicant)

Place:

Date:

-----xxxxx-----

**CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION
CERTIFICATE**

(certificate by the present employer to be issued on the letter head of the organization)

1. Certified that the particulars furnished by Mr. / Mrs. / Ms._____,
Designation:_____, Scale of
Pay_____ (Grade:_____) have been checked from available
records and found correct. He / She possesses the educational qualification and year
of experience mentioned in the notification.
2. This is also certified that his above mentioned scale of pay and grade is equivalent to
the DPE's scale of pay of Rs._____ and Grade:_____ and his
selection to the applied post shall not result in any grade jump (as per DPE's OM No.
W-02/0028/2017-DPE (WC)-GL-XIII/17 dated 03.08.2017 [in case of pre-revised scale of
pay the relevant DPE OM(s) for pay revision] *(kindly read note no. (1) given below)*.
3. Certified that no vigilance / Disciplinary case is either pending or contemplated against
the applicant.
4. It is certified that no major / minor penalties have been imposed on the applicant during
the last 10 years.
5. We do not have any objection for his / her candidature for the applied post as per
advertisement No. Estt./1/2028/2025-26 dated 03/10/2025.

(Signature)

Name, Designation & Contact No. of the forwarding Officer (Office Stamp)

Date:

Place:

List of Enclosure: If any.

Note:

1. Para (2) above is applicable for a CPSE's having same scale of pay for multiple grades as
enumerated in Para [3(d)(ii)] of the notification.