



# हिन्दुस्तान कॉपर लिमिटेड

## Hindustan Copper Limited

Regd. Office : Tamra Bhavan, 1, Ashutosh Chowdhury Avenue,  
Kolkata – 700 019

CIN: L27201WB1967GOI028825, Tel: 033 2283-2226

E-mail: [careers@hindustancopper.com](mailto:careers@hindustancopper.com), Website: [www.hindustancopper.com](http://www.hindustancopper.com)

Advt. No. Estt. /1/2023/2024-25

Date: 03/10/2024

1. Hindustan Copper Limited (HCL) a vertically integrated, multi-Unit, Schedule-A Miniratna Category – I Central Public Sector Enterprise, is inviting applications from Indian Nationals for appointment to the following posts.

| Sl No. | Post/ Grade/ Scale of Pay                                     | Discipline        | Number of Posts with Reservation | Total     |
|--------|---|-------------------|----------------------------------|-----------|
| i.     | Deputy General Manager<br>Grade- E7 / (Rs 100000-260000, IDA) | Company Secretary | 1<br>(OBC)                       | 1         |
| ii.    | Deputy Manager<br>Grade – E2 / (Rs 50000-160000, IDA)         | Survey            | 1<br>(OBC – BL)                  | 1         |
|        |   | R&D               | 1<br>(ST – BL)                   | 1         |
|        |   | M&C               | 1<br>(ST – BL)                   | 1         |
| iii.   | Assistant Manager<br>Grade- E1 / (Rs 40000-140000, IDA)       | Official Language | 4<br>(SC-1; OBC-1; UR-2)         | 4         |
| iv.    | Management Trainee<br>(Rs 40000-140000, IDA)                  | Human Resource    | 4<br>(SC-1; OBC-1; EWS-1; UR-1)  | 4         |
|        |   | Finance           | 4<br>(ST-1[BL]; OBC-1; UR-2)     | 4         |
|        |   | Law               | 2<br>(UR)                        | 2         |
|        |   | M&C               | 1<br>(OBC-BL)                    | 1         |
|        |   |                   | <b>Total</b>                     | <b>19</b> |

Abbreviations: UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Classes; EWS – Economically Weaker Section; BL – Backlog vacancy.

2. Eligible & Interested candidates are required to **apply online on HCL's website**. Schedule of the opening & closing date for submitting online application is as under.

| Opening date for submission of online application | Last date of submission of online application |
|---|---|
| <b>14/10/2024 (11.00 AM Onwards)</b>              | <b>04/11/2024 (Till Midnight)</b>             |

**Applicant** for the post of Deputy General Manager (Company Secretary) and Deputy Manager (Survey / R&D / M&C) **must send the copy of their online application, acknowledgement and testimonials** establishing eligibility of the candidate for the applied post [copy of educational & experience certificate as detailed at Para 10(iv)], at [careers@hindustancopper.com](mailto:careers@hindustancopper.com) on or before the closing date of online application.

3. Discipline / Cadre wise reservation for Persons with Benchmark Disabilities (PwBDs)
- i. Disablement categories identified for appointment in various disciplines / cadres are as under.

| Cadre/Discipline  | Identified Categories of PwBD   |
|-------------------|---|
| Human Resource    | a) B, LV; b) HH; c) OL, BL, OA, OAL, SD/SI (Without), SD/SI (With)- OL/BL/OA/OAL, LC, Dw, AAV, MD; d) ASD, SLD, MI; e) Multiple disabilities amongst above. |
| Official Language | a) B, LV; b) HH; c) OL, BL, OA; d) SD/SI (Without), SD/SI (With)- OL/BL/OA/OAL, LC, Dw, AAV, MD; e) ASD, SLD, MI; f) Multiple disabilities amongst above.   |
| Finance           | a) HH; b) OA, OL, BL, OAL, SD/SI (Without), SD/SI (With)- OA/OL/BL/OAL, LC, Dw, AAV, MD; c) ASD, SLD, MI; d) Multiple disabilities amongst above.           |
| M&C               | a) LV; b) HH; c) OA, OL, BL, SD/SI (Without), SD/SI (With)- OA/OL/BL, LC, Dw, AAV, MD; d) ASD, SLD, MI; e) Multiple disabilities amongst above              |
| Survey            | a) OA, SD/SI (Without), SD/SI (With)- OA, LC, Dw, AAV, MD   |
| R&D               | a) LV; b) HH; c) OA, OL, BL, SD/SI (Without), SD/SI (With)- OA/OL/BL, LC, Dw, AAV, MD; d) ASD, SLD, MI; e) Multiple disabilities amongst above              |
| Law               | a) B, LV; b) OA, BL, OAL, SD/SI (Without), SD/SI (With)- OA/BL/OAL, LC, Dw, AAV, MD; c) ASD, SLD, MI; d) Multiple disabilities amongst above.               |

**Abbreviations used:** B – Blind; LV – Low Vision; HH – Hard of Hearing; OA – One Arm; OL – One Leg; OAL – One Arm and One Leg; LC – Leprosy cured; Dw – Dwarfism; AAV – Acid Attack Victims; SD/SI (Without)-Spinal Deformity/ Spinal Injury without any associated neurological/ limb dysfunction; SD/SI (With)-Spinal Deformity/ Spinal Injury with associated neurological/ limb dysfunction of; ASD-Autism Spectrum Disorder ; SLD-Specific Learning Disabilities; MI – Mental Illness and ; MD- Muscular Dystrophy

ii. Vacancies reserved for PwBDs are as under.

| PwBDs Category | Number of Posts | Remark  |
|----------------|-----------------|---|
| VH             | 01              | -   |
| HH             | 02              | If candidate/s not available to fill-up the post by identified category, the Post/s could be filled-up initially by interchanging among the other identified PWD categories. Thereafter if no suitable candidate is available, then the posts could be filled-up by a person other than a person with benchmark disability. |
| OH             | 01              |   |
| MD             | 02              | If candidate/s not available, one post could be filled-up by interchanging among the other identified PWD categories. Thereafter, if no suitable candidate is available, then the posts could be filled-up by a person other than a person with benchmark disability.   |

iii. The PwBDs appointed will be adjusted against the vacancy of respective categories, viz., UR/SC/ST/OBC/EWS. However, for backlog vacancies, only such PWD candidates would be eligible who are belonging to the category in which post has been advertised.

iv. Only such persons, who suffer from not less than 40% of relevant disability will be eligible to be considered under PwBDs.

#### 4. Eligibility Criteria:

##### 4.1 Qualification –

| SN | Post                                       | Essential Qualification   |
|----|--|---|
| 1  | Deputy General Manager (Company Secretary) | Membership of the Institute of the Company Secretaries of India (ICSI).<br>Out of total experience required, the applicant should have 3 years' experience in a Company listed at NSE and / or BSE. |
| 2  | Deputy Manager (Survey)                    | Bachelor Degree in Mining / Civil Engineering with Surveyors Certificate of Competency or M. Tech (Geomatics)   |

|   |                                       |   |
|---|---------------------------------------|---|
| 3 | Deputy Manager (R&D)                  | Bachelor Degree in Chemical Engineering / Technology or Post-Graduate qualification in Chemistry (Preferably with specialization in Inorganic Chemistry / Analytical Chemistry)   |
| 4 | Deputy Manager (M&C)                  | Bachelor Degree in Arts / Science / Commerce / Engineering with Post-Graduate Degree/Diploma in Materials Management or MBA with specialization in Materials Management   |
| 5 | Assistant Manager (Official Language) | <p>Master's degree of a recognized University in Hindi with English as a subject at a degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in English with Hindi as a subject at a degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject with Hindi and English as subjects at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject with Hindi Medium and English as a subject at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree of a recognized University in any subject with English Medium and Hindi as a subject at the degree level.</p> <p><b>Experience:</b></p> <p>The experience should be in the area of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably for technical or scientific literature.</p> |
| 6 | Management Trainee – Human Resource   | Two years full time Post Graduation Degree or Diploma from recognized Institution in HR / Personnel with minimum 60% marks (55% for SC/ST) in aggregate.  |
| 7 | Management Trainee – Finance          | Pass in Final Examination of CA / ICWA <b>OR</b><br>Two years full time MBA (Finance) with minimum 60% marks (55% for SC/ST) in aggregate, from recognized University / Institution.  |
| 8 | Management Trainee – Law              | Bachelor Degree in Law including five years integrated LLB with minimum 60% marks (55% for SC/ST) in aggregate.   |
| 9 | Management Trainee – M&C              | Two years full time Post Graduate Degree or Diploma from recognized Institution in Materials with minimum 60% marks (55% for SC/ST) in aggregate.   |

4.2 Final year students may apply for the post of Management Trainee as per the above-mentioned qualifying degree for each cadre / discipline, whose results are awaited, but otherwise eligible (fulfilling all eligibility criteria). However, Candidate should not have any backlog papers at the end of prescribed period of course and must submit the qualifying degree result/ marksheet before 30/06/2025.

#### 4.3 Date of Reckoning

Date of reckoning for computation of eligibility towards age, experience, qualification etc., shall be 01/10/2024.

#### 4.4 Age Limit, Post Qualification Experience, Lower Grade Scale of Pay & Monthly Gross Salary -

- a) Applicants from PSU / Government organizations for the posts, in “E7 and E2 grade should have completed at least two years’ service” and for “E1 grade should have completed at least one-year service”, in the next below grade on the date of reckoning.

- b) The maximum age limit, required years of Post-qualification experience, next below grade scale of pay and monthly gross salary requirement for each post is as under.

| Advertised Post Grade | Advertised Post Name & Scale of Pay (IDA)      | Maximum Age Limit (Years) | Post Qualification Experience (Years) | Next below Grade (IDA) / Level (CDA) & its Scale of Pay of the advertised Post |                   | Monthly Gross Salary* |
|-----------------------|--|---------------------------|---------------------------------------|--|-------------------|-----------------------|
|                       |  |                           |                                       |  |                   |                       |
| E7                    | Deputy General Manager<br>Rs 100000 - 260000/- | 55                        | 17                                    | E6   | Rs 90000-240000/- | Rs 1,61,820/-         |
|                       |  |                           |                                       | L-12   | 78800-209200      |                       |
| E2                    | Deputy Manager<br>Rs 50000 – 160000/-          | 40                        | 3                                     | E1   | Rs 40000-140000/- | Rs 71,920/-           |
|                       |  |                           |                                       | L-7  | 44900-142400      |                       |
| E1                    | Assistant Manager<br>Rs 40000 - 140000/-       | 35                        | 1                                     | E0   | Rs 30000-120000/- | Rs 53,940/-           |
|                       |  |                           |                                       | L-6  | 35400-112400      |                       |
| Trainee               | Management Trainee<br>Rs 40000 - 140000/-      | 28                        | Not Applicable                        |  |                   |                       |

\* Candidate belonging to Private Organizations / Bank Employees and Government Organizations having the pay pattern other than IDA/CDA Scale of Pay, should have monthly gross salary as mentioned in above table (Pay Slip, Form-16 and Banks statement as documentary evidence to be submitted). Private Organizations includes only those organizations having turnover of Rs 250/- Crores or more.

- c) Experience shall be reckoned only from the date of obtaining the basic qualification prescribed for the post. For this purpose, the relevant date shall be the date of publication of the result of the said prescribed basic qualification.
- d) Experience shall be considered provided the same is in relevant field.
- e) Teaching experience as a faculty member or research experience as part of a research curriculum (Research Fellowship, etc.) shall not be considered experience for the purpose.
- f) Internal candidates of HCL should have completed at least one year of service in the next below scale of pay as applicable in HCL.

#### 4.5 Age Relaxation -

**Maximum Age defined at Para (4.4) shall be** required as on 01/10/2024. However, relaxation in age for the candidates belonging to SC / ST / OBC / PWD / Ex-servicemen categories shall be as under.

| Category                     | Age Relaxation (in years) |
|------------------------------|---------------------------|
| SC / ST                      | 5                         |
| OBC (Non-Creamy Layer)       | 3                         |
| PWD – General / EWS          | 10                        |
| PWD – OBC (Non-Creamy Layer) | 13                        |
| PWD – SC / ST                | 15                        |
| Ex. Servicemen               | As per Govt. Guideline    |

#### 5. Selection Process

The selection process to the post of Deputy General Manager and Deputy Manager shall be on the basis of Performance in the Personal Interview (100% Weightage), whereas, for the Post of Assistant Manager and Management Trainee, shall be two- step process with the weightage assigned to each step as under.

| Steps                            | Weightage in % for Assistant Manager | Weightage in % for Management Trainee |
|----------------------------------|--------------------------------------|---------------------------------------|
| Computer Based Online Test (CBT) | 80%                                  | 70%                                   |
| Personal Interview               | 20%                                  | 30%                                   |

## 6. Qualifying Marks

The minimum qualifying marks out of aggregate marks prescribed in CBT for short-listing candidates for Personal Interview shall be 30% for candidates belonging to General (Unreserved) / OBC categories and 20% for those belonging to SC / ST / PwD categories.

## 7. Zone of Consideration

- a) Candidates will be called for Personal Interview in the ratio of 1:5; i.e., for each advertised vacancy, 05 candidates will be called for Personal Interview. In case there is single vacancy, then 10 candidates will be shortlisted for Personal Interview.
- b) In case two or more candidates have secured same marks in same discipline and category which eventually would result in the increase of 1:5 ratio, then all such candidates will be called for Personal Interview irrespective of the above-mentioned ratio.
- c) Further, in case, candidates are not available in the mentioned ratio for conducting Personal Interview, HCL may conduct personal interview with the less number of candidates or in case, candidates are not available in the mentioned ratio for conducting Personal Interview due to less turn-up in the Interview or Non-availability of candidates in the Merit list for issuing Offer of Appointment, HCL may further shortlist the candidate in order of merit to call for interview to fill-up the post/s.
- d) Shortlisting Criteria – If the Applications received are more than the zone of consideration for the post of Deputy General Manager (Company Secretary) and Deputy Manager (Survey / R&D / M&C) then for conducting Personal Interview, shortlisting of candidates shall be done as under.
  - i. For every completed year of relevant experience beyond the minimum requirement: 1 Mark.
  - ii. For every additional higher qualification over the minimum essential qualification, only in the relevant cadre / discipline: 1 Mark subject to maximum 2 Marks.
  - iii. In case of tie after applying [d (i) & d(ii)] above, then higher the Company turnover, higher the rank in the shortlisting list for such cases.
  - iv. If required, additional criteria may be inserted.

## 8. Compensation Package -

Selected candidates for the posts of Deputy General Manager (Company Secretary), Deputy Manager (Survey / R&D / M&C) and Assistant Manager (Official Language) / Management Trainee shall be placed in the initial of basic pay in the scale of Rs 100000-3%-260000/- and Rs.50000-3%-160000/- and Rs.40000-3%-140000/- respectively. Candidates working in Government/ CPSEs will be provided with pay protection (Last drawn Basic pay and DA only), except candidate appointed as Management Trainee.

## 9. Service Agreement Bond

Appointed candidates are required to serve the company for a minimum period of 03 years from the date of joining the company. The candidates will be required to execute a service agreement bond of Rs.3 Lakhs (Rupees Three Lakhs) at the time of joining.

In the event of failure to serve the Company by the Employee / Trainee for the minimum period of 03 years, he / she would be liable to deposit the bond amount.

## 10. Document Verification

- i. Intimation of CBT and / or Personal Interview, as the case may be, shall be communicated through e-mail. Call letter for appearing in CBT/Interview shall be made available to candidates for downloading through their registered account on HCL website.
- ii. Once information in respect of CBT/interview date, time & venue is shared with the candidates through their call letter request for change in date, time and venue shall not be entertained by HCL.
- iii. Candidates has to appear at the venue of CBT/PI on the date specified in their call letter with any one of the Original ID Card ( Aadhar, Driving License, VoterID)
- iv. Following original documents will be verified at the time of interview. Non-production of original documents will debar the candidates from appearing for the interview.
  - a) Date of Birth proof –
    - X<sup>th</sup> Standard Passing Certificate indicating Date of Birth **OR**
    - School Leaving Certificate
  - b) XII<sup>th</sup> Standard Passing Certificate
  - c) Mark Sheet of Graduate Degree and / or Post Graduate Degree and / or Professional Qualification as applicable.
  - d) Graduate Degree and / or Post Graduate Degree and / or Professional Qualification Certificate as applicable (Provisional in case Final Degree Certificate is not available).
  - e) Experience certificate (establishing fulfilling eligibility criteria) for each organization as declared in the online application.
  - f) If presently working in PSU/Govt. Organization documentary evidence regarding working in next below grade.
  - g) No Objection Certificate duly issued by the Present Employer, if Working in PSUs (CPSEs / State PSUs) / Government Organizations.
  - h) Salary Slip & Bank Statement for Last 3 Months and Latest Form-16, if working in Private Organizations / Banks / Government organizations having the pay patten other than IDA/CDA Scale of Pay.
  - i) Certificate of Membership of the Institute of the Company Secretaries of India, for candidates to the post of Deputy General Manager (Company Secretary).
  - j) Applicants, who have awarded CGPA / GPA / SGPA or letter grades, should provide the documentary evidence of converting CGPA / GPA / SGPA to percentage duly issued by the University / Institute.
  - k) Caste Category Certificates –
    - SC/ST/OBC (Non-Creamy Layer) candidates must produce caste/category

certificate, as per the format prescribed by the Government of India.

- The EWS applicants are required to submit requisite certificate in the format prescribed by Government of India valid for the year 2023-24, from a competent authority.
- The OBC applicants have to indicate their status as “Creamy Layer” or “Non-Creamy Layer” as the case may be while filling online application. The applicants who belong to “Creamy Layer” are not entitled for relaxations & concessions admissible to OBC Category (Non-Creamy Layer). The OBC (Non-Creamy Layer) applicants are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued on or after 01.04.2024. Further, OBC applicants, if called for interview will have to give an undertaking indicating that they belong to OBC (Non-Creamy Layer) Category at the time of reporting for interview.
- PwBD candidates are required to submit Disability Certificate issued by an authority as prescribed in the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidate will not be considered.
- If the EWS/SC/ST/OBC/PwBD certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.

- l) **Candidate applied** for the post of Deputy General Manager (Company Secretary) and Deputy Manager (Survey / R&D / M&C) **shall send the copy of online application, acknowledgement and testimonials** as listed above, at [careers@hindustancopper.com](mailto:careers@hindustancopper.com) on or before the closing date of online application.

## 11. Medical Fitness

Applicants appointment to the post is subject to being found medically fit by such Medical Authority as may be prescribed by the HCL Management.

## 12. Application Fee

The General, OBC & EWS Candidates are required to pay non-refundable application processing fee of Rs.500/- (**Five Hundred Only**) and all other candidates are exempted from paying fees including PwBDs.

Internal candidates are not required to pay the application fee.

The application processing fee plus applicable Bank charges shall be paid by the applicant using the Payment Gateway / NEFT On-line Transfer through HCL’s website only. No other form of remittance shall be accepted.

## 13. 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](http://www.hindustancopper.com)) and not through publication in newspaper. Hence, candidates are advised to keep themselves updated by visiting the website from time-to- time for updates, etc.

## 14. How to Apply

- To apply for the posts, candidates fulfilling eligibility criteria must register themselves on HCL website ([www.hindustancopper.com](http://www.hindustancopper.com)) under career section (on the link

provided for online application on the page).

- 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. They may click on the ‘Career’ button to get the instruction for online application submission.
- iii. It is mandatory to put in all the relevant information such as qualifying degree details, percentage of marks, email address and mobile no., address for correspondence, soft copy of scanned photograph and signature (JPEG) to complete the online application process and get the Application number. Therefore, applicants are advised to keep such information ready before applying online.
- iv. Exact percentage of marks should be mentioned in qualification table and rounding off of marks should not be done.
- v. **After submitting the online application, the candidates should print the Computer-Generated Online Application and the Acknowledgement Slip and keep a copy for reference and records.**
- vi. Since all the applications will be screened based on the data furnished in the online application and without any documentary evidence / proof, the candidate should ensure that they meet all the prescribed eligibility criteria and other conditions as mentioned in this advertisement.
- vii. Candidates should note that the details provided by them in their application forms 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.

## 15. General Instructions

- i. Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.
- ii. The candidates are advised to **submit the Online Recruitment Applications** well in advance without waiting for the closing date. No manual / paper application will be entertained.
- iii. Candidates working in Central Government/State Government/ CPSEs/State PSEs/ other Govt. bodies should forward a copy of online application with acknowledgement slip routed through proper channel or produce ‘No Objection Certificate’ (NOC) at the time of interview.
- iv. The internal candidates are eligible to apply as per HCL Rules
- v. No reimbursement shall be paid for attending the CBT.
- vi. Travelling Allowance shall be reimbursed only for those candidates who are actually interviewed.
- vii. The candidates will have the option to opt out of the disclosure scheme provided under Right to Information Act, 2005. The option of opting out shall be taken at the time of filling the application.
- viii. 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 a First-Class Judicial Magistrate / appropriate authority to this effect along with the respective documents at the time of interview failing which the candidature shall be cancelled.
- ix. HCL shall be free to reject any application at any stage of the recruitment process or candidature after selection process, if the candidate is found ineligible for the applied post.
- x. HCL reserves the right to fill or not fill or partly fill any of the above positions without assigning any reason whatsoever. HCL also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or



assigning any reason whatsoever. 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.

- xi. The selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- xii. Appointment of the candidate in HCL is provisional and subject to verification of Character & Antecedents by the prescribed authorities.
- xiii. The candidate's appointment will remain provisional subject to caste/category certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to EWS/SC/ST/OBC(NCL)/PwBD category and other testimonials is found false. HCL also reserves its right to take such further action against the candidate as it may deem proper, for production of such a false caste certificate/testimonial.
- xiv. Category [SC/ST/OBC(NCL)/EWS/PwBD] once filled in the online application form will not be changed and no benefit of other category will be admissible during the process of recruitment / selection.
- xv. Original documents (for verification) and self-attested copies as detailed in the advertisement along with duly signed hard copy of the Online Application are required to be produced at the time of Personal Interview.
- xvi. Mere fulfilling the minimum eligibility criteria will not entitle any applicant to be called for interview/appointment.
- xvii. **The email id and mobile number entered in the online application form should remain active till the process of recruitment is complete. No change in the email id will be allowed once entered. All future correspondence would be sent via email.**
- xviii. HCL shall not be liable for any delay or loss in postal transit for any reason whatsoever or non-receipt of HCL's communication due to wrong email address provided by the applicant / any other reason.
- xix. In case of any doubt or discrepancy or conflict or confusion or ambiguity that may arise in Hindi version the content of English version shall prevail.
- xx. Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- xxi. Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- xxii. HCL is an Equal Opportunity Employer and encourages workplace diversity.

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