



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, Website: www.hindustancopper.com

Notification No. Estt./1/2028/2025-26

Date: 03/10/2025

1. Hindustan Copper Limited (HCL) Miniratna 'Schedule-A' Central Public Sector Enterprise in the field of Copper Mining & Production of refined copper, is inviting application for the post of General Manager (Materials & Contracts) as under.

Table-1

Cadre Discipline /	Post Name	Grade	Scale of Pay (IDA) in Rs.	Number of Posts
Materials & Contracts (M&C)	General Manager	E8	120000-280000	1

2. Eligible & Interested candidates are required to **apply in the prescribed proforma (Annexure-I)**. Filled-in application along with documents establishing eligibility (educational and experience certificate/s) **must reach on or before closing date, viz., 02/11/2025** to HCL.

3. Eligibility Criteria

- a) The minimum essential qualification, age limit and Post Qualification Year of Experience for the post is as under.

Table-2

Minimum Essential Qualification	Bachelor Degree in Arts / Science / Commerce / Engineering with 'Post-Graduate Degree / Diploma in Materials Management / Supply Chain Management / Logistics Management / Logistics & Supply Chain Management OR MBA with specialization in Materials Management / Supply Chain Management / Logistics Management / Logistics & Supply Chain Management'.
Age Limit in Years (Maximum)	56 Years.
Minimum Years of Post Qualification Experience	20 Years.

- 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.
- Experience shall be considered provided the same is in the relevant field.
- Teaching experience as a faculty member or research experience as part of a research curriculum (Research Fellowship, etc.) shall not be considered as experience for the purpose.
- Internal candidates of HCL should have completed at least one year of service in the next below scale of pay of the advertised post as applicable in HCL.

- b) Applicants from Central Government/State Government/ CPSEs/State PSEs/ other Govt. bodies should have completed at least two years' service", in the next below grade and scale of pay, on the date of reckoning.
- c) Applicant working in Private Organization / Bank Employees and Government Organizations having the pay pattern other than IDA/CDA Scale of Pay, should have monthly gross salary of Rs.1,84,000/- and all such applicants must submit Pay Slip, Form-16 and Banks statement as documentary evidence. Private Organizations includes only those organizations having turnover of Rs 250/- Crores or more.
- d) Eligible Grade and Scale of Pay (IDA and CDA Pay Pattern):
- i. Details of Grade and Scale of Pay eligible for applying to the advertised post for applicants working in Central / State Government / CPSEs / State PSEs / Other Govt. Bodies and having pay pattern IDA/CDA.

Table-3

Grade	IDA Scale of Pay (2007) Rs.	IDA Scale of Pay (2017) Rs.	CDA Scale of Pay (6th Pay) Rs.	CDA Scale of Pay (7th Pay) Rs.	Equivalence with the Advertised Grade & Scale of Pay as
(a)	(b)	(c)	(d)	(e)	(f)
E 8	51300-73000	120000-280000	37400-67000 (GP 10000)	144200-218200 (Level 14)	Equivalent Grade & Scale of Pay
E 7	43200-66000	100000-260000	37400-67000 (GP 8700)	123100-215900 (Level-13)	Next Below Grade and Scale of Pay with respect to advertised post

- ii. In case of CPSEs with same scale of pay for multiple grades, the candidates applying for the advertised post should not result in any grade jump. For Ex.: If in a CPSE, the E6, E7 and E8 Grade or any other nomenclature, is having same scale of pay, i.e., ₹120000-280000, the candidate in E-7 and E-8 grade shall be eligible to apply for the advertised post (subject to fulfilling condition at Para [3(a & b)]).

Candidate from such CPSEs will have to necessarily submit the No Objection Certificate (NOC) duly issued by his employer, by certifying his/her Grade and Scale of Pay is equivalent to the Grade E7 / E8 specified in 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]. The proforma enclosed as 'Certificate of Forwarding through Proper Channel / No Objection Certificate'. The onus to establish that working in the parallel or immediate lower scale and grade equivalent to the Grade specified in DPE's OM dated 03.08.2017 [in case of pre-revised scale of pay the relevant DPE OM(s) for pay revision] shall lie with the candidate.

- e) Preferable Experience nature for post is as under –

Table-4

Cadre / Discipline	Preferred Experience
Materials & Contracts	Candidate having 5 years of experience in a Senior Managerial position in a large reputed Organization. The candidate having adequate and in-depth experience in materials planning, inventory control, vendor analysis and development, supply chain & logistics management along with working experience in Enterprise Resource Planning (ERP) will be preferred. Conversant with E-Tendering (GeM, CPPP) preferably in Mining/Metal Industry.

- f) Details of identified categories of Persons with Disabilities for the post – The Person with following identified categories of disabilities shall be eligible to apply without any relaxation.

Table-5

Cadre/Discipline	Identified Categories of PwBD
Materials & Contracts	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

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

4. Date of Reckoning –

For computing eligibility with respect to Age, Qualification, Years of Experience, etc., the date of reckoning shall be **01/10/2025**.

5. Selection Process and Shortlisting Criteria

a) Selection Process

- Selection shall be made based on the performance of the candidate in the Personal Interview.
- Candidates shall be shortlisted for Personal Interview (PI) in the ratio of 1:5 subject to minimum of 10 or as per decision of the HCL.
- 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 to call for interview to fill-up the post/s.

b) Shortlisting Criteria:

If the Applications received are more than the zone of consideration for the post then for conducting Personal Interview, shortlisting of candidates shall be done as under.

- For every completed year of relevant experience beyond the minimum requirement: 1 Mark.
- For every additional higher qualification over the minimum essential qualification, only in the relevant cadre / discipline: 1 Mark subject to maximum 2 Marks.
- In case of tie after applying [b (i) & b(ii)] above, then higher the Company turnover, higher the rank in the shortlisting list for such cases.
- If required, additional criteria may be inserted.

6. **Compensation Package -**

Selected candidates for the posts of General Manager (M&C) shall be placed in the initial of basic pay in the scale of Rs 120000-3%-280000/-. Candidates working in Government/ CPSEs will be provided with pay protection (Last drawn Basic pay and DA only), subject to receiving of application through proper channel or submission of NOC at the time of Personal Interview (PI).

7. **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 for the minimum period of 03 years, he / she would be liable to deposit the bond amount.

8. Document Verification

- i. Intimation of Personal Interview, shall be communicated through e-mail.
- ii. Once information in respect of interview date, time & venue is shared with the candidates through their call letter, the request for change in date, time and venue shall not be entertained by HCL.
- iii. Candidates has to appear at the venue 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 –
 - Xth Standard Passing Certificate indicating Date of Birth **OR**
 - School Leaving Certificate
 - b) XIIth 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 application.
 - f) If presently working in PSU/Govt. Organization documentary evidence regarding working in 'parallel / next below' grade.
 - g) No Objection Certificate duly issued by the Present Employer, if Working in PSUs (CPSEs / State PSUs) / Government Organizations / PSBs, as per prescribed proforma.
 - 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) Profit & Loss statement of FY 2024-25 for applicants working in Private Organizations having turnover of that organization of Rs. 250/- Crores or more.
 - j) 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 2025-26, 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 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 01.04.2025. 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.

k) Copy of valid ID Card (Aadhar, Driving License, Voter ID, Passport).

9. 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.

10. 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) 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.

11. How to Apply

- Candidate may please download the prescribed proforma application enclosed as **Annexure-I** and following must be ensured by the applicant before sending application.
 - Typed / Neatly written **application duly filled-in (in complete form) shall reach** to Corporate Office, Hindustan Copper Ltd., Kolkata **on or before 02/11/2025**.
 - Must enclose all the documents as per the list of documents given in Para [8(iv)]. However, candidate desired to provide NOC at the time of Personal Interview, such applications would be considered without NOC on provisional basis and shall be subject to submission of NOC at the time of Personal Interview.
- Envelope containing prescribed application form with its enclosure shall be superscribed with the name of Post, Cadre and Grade.**
- The duly filled in **application form shall reach on or before the closing date of receiving application**, i.e., **02/11/2025**, through Registered / Speed Post / Courier only to the following address:

General Manager (HR)
Hindustan Copper Limited, Tamra Bhavan, 1,
Ashutosh Chowdhury Avenue, Kolkata – 700019

- Since all the applications will be screened based on the data furnished in the application, the candidate should ensure that they meet all the prescribed eligibility criteria and other conditions as mentioned in this advertisement.
- Candidates should note that the details provided by them in their application form 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.

12. General Instructions

- Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.

- ii. The candidates are advised to **submit their Application** well in advance in the prescribed proforma without waiting for the closing date. Incomplete application, not in prescribed proforma, Application not received within stipulated time limit by / through specified mode of application, applicant not able to produce NOC before Interview, if application is not forwarded through proper channel (if working in Govt. organizations / PSUs / Autonomous Organization of Govt.) and without supporting documents towards eligibility or sent through any other mode, viz., email, fax, etc., all such applications would be liable for rejection.
- iii. Candidates working in Central Government/State Government/ CPSEs/State PSEs/ other Govt. bodies should forward a copy of application 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. Travelling Allowance shall be reimbursed only for those candidates who are actually interviewed. Candidate found ineligible during document verification shall not be eligible for reimbursement of travel expenses.
- vi. 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.
- vii. 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.
- viii. 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.
- ix. HCL reserves the right to fill or not fill above post 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.
- x. The selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- xi. Appointment shall be subject to Medical fitness to be certified by HCL / Govt. Medical Officer as per guidelines of HCL.
- 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. In matters of discipline, incumbent appointed shall be governed by HCL's Conduct, Discipline & Appeal Rules.

- xv. Category [SC/ST/OBC(NCL)/EWS/PwBD] declared in application form will not be changed and no benefit of other category will be admissible during the process of recruitment / selection.
- xvi. Original documents (for verification) and self-attested copies as detailed in the advertisement along with duly signed hard copy of the Application are required to be produced at the time of Personal Interview.
- xvii. Mere fulfilling the minimum eligibility criteria will not entitle any applicant to be called for interview/appointment.
- xviii. **The email id and mobile number provided in application form should remain active till the process of recruitment is complete. All future correspondence would be sent via email.**
- xix. 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.
- xx. 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.
- xxi. Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature for the post.
- xxii. Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- xxiii. HCL is an Equal Opportunity Employer and encourages workplace diversity.

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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:

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**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.