



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./1/2035/2026-27

Date: 09/09/2026

- Hindustan Copper Limited (HCL) Miniratna 'Schedule-A' Central Public Sector Enterprise in the field of Copper Mining & Production of refined copper, is inviting applications for the post of Deputy General Manager and General Manager in various disciplines. Details of Posts, Grade, Discipline and Reservation is as under.

Table-1

Cadre Discipline /	Post Name	Grade	Scale of Pay (IDA) in Rs.	Number of Posts
Mining	General Manager	E8	₹1,20,000-2,80,000/-	3 (UR:1; OBC:1; SC:1)
HR				1 (UR:1)
Mining	Deputy General Manager	E7	₹1,00,000-2,60,000/-	2 (UR:1; SC:1)
Finance				2 (UR:1; SC:1)
HR				1 (OBC:1)
Materials & Contracts (M&C)				1 (UR:1)

Note: One (01) post is reserved for VH category disability.

- 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., 08/10/2026** to HCL.
- (i) Disablement categories identified for appointment in various disciplines / cadres are as under.

Table-2

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.
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.
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

Mining discipline / cadre is not identified suitable for PwBDs.

Abbreviations used: B – Blind; LV – Low Vision; HH – Hard of Hearing; OA – One Arm; OL – One Leg; OAL – One Arm and One Leg; BL: Both 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) The Person with Benchmark Disabilities (PwBDs) appointed will be adjusted against the vacancy of respective categories, viz., UR/SC/ST/OBC.

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

4. Eligibility Criteria

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

Table-3

SN	Post in Cadre	Essential Qualification
i.	Mining	Bachelor's Degree in Mining Engineering with First Class Mine Manager's Certificate of Competency (Unrestricted) under the Metalliferous Mines Regulations. Requirement of First Class Mine Manager's Certificate of Competency (Unrestricted) is qualifying in nature, therefore, the Post Qualification years of experience towards the eligibility shall be countable after acquiring the Bachelor's Degree in Mining Engineering.
ii.	HR	Bachelor's Degree in Arts / Commerce / Science / Engineering / Professional Studies [BBA / BCA etc.] with MBA with specialization in Personnel Management or Post-Graduate 'Degree / Diploma' in Personnel Management / Social Work as acceptable under various Labour Legislation for working as Welfare Officer. Preference: Along with the essential qualification, preference will be given to candidates holding an LLB (law degree).
iii.	Finance	Passed Final Examination of the 'Institute of Chartered Accountants of India' or 'The Institute of Cost Accountants of India'.
iv.	Materials & Contracts	Bachelor's Degree in Arts / Science / Commerce / Engineering with Post-Graduate 'Degree / Diploma' in Materials Management / Supply Chain Management / Logistics & Supply Chain Management. OR Bachelor's Degree in Arts / Science / Commerce / Engineering with MBA with specialization in Materials Management / Supply Chain Management / Logistics & Supply Chain Management'.

- b) Equivalent qualifications shall be considered as per Government / UGC / AIU / AICTE guidelines.
- c) Specialization Certificate for the above referred qualification –
For Graduate Degree / Post Graduate 'Degree or Diploma' Certificate shall have the details of specialization. In case, specialization is not mentioned by respective University / Board in that certificate then Certificate of Specialization duly issued by institute shall be submitted by the Candidate at the time of submitting application.
- d) Candidates with dual specialization shall submit a certificate of major or minor subject duly issued by the Institute. Where the specialization has not been described as major or minor and having equal weightage for both subjects, in all such case equal weightage certificate be submitted.
- e) Certificate of Equivalence, in case nomenclature variation with respect to essential qualification prescribed in above table vis-à-vis with the qualification acquired by

applicant, would be required, which shall be duly issued by respective applicant's Institute or University.

For the purpose of the qualification requirements specified above, 'Diploma' denotes a Post Graduate level course. Applicants must submit a diploma certificate explicitly reflecting its 'Post Graduate' status, failing which a formal Certificate of Equivalence from the respective issuing institute—attesting that the course is equivalent to a Post Graduate program—is mandatory. Therefore, before submitting application, applicant must check and satisfy that the Diploma course acquired is equivalent to Post Graduate Program.

5. Age Limit, Post Qualification Experience, Lower Grade Scale of Pay & other Criterias -

- a) Applicants from PSU / Government organizations should have completed at least two years' service" in immediate below Scale of Pay on the date of reckoning and must have Post Qualification years of experience as detailed in table-4 below.
- b) The maximum age limit, required years of Post-qualification experience, next below grade with scale of pay and monthly gross salary requirement for each post is as under.

Table-4

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*
E8	General Manager ₹1,20,000-2,80,000/-	56	20	E7	₹1,00,000-2,60,000/- (IDA)	₹1,90,700/-
				L-13	1,23,100-2,15,900 (CDA)	
E7	Deputy General Manager ₹1,00,000-2,60,000/-	55	17	E6	₹90,000-2,40,000/- (IDA)	₹1,71,630/-
				L-12	78,800-2,09,200 (CDA)	

* 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 table [Pay Slip, Form-16 and Banks statement (relevant page/s of salary credit) as documentary evidence to be submitted). Private Organizations includes only those organizations having turnover of ₹ 250/- Crores or more.

- c) Experience shall be reckoned only from the date of obtaining the essential qualification prescribed for the post. For this purpose, the relevant date shall be the date of publication of the result of the said prescribed essential qualification. For Mining discipline, experience shall be reckoned from the date of obtaining the Bachelor's Degree in Mining Engineering.
- d) Experience shall be considered provided the same is in the relevant field.

Experience in the relevant field, refers to working experience (full time job after acquiring prescribed minimum essential education qualification) in advertised cadre / discipline, in a Mining / Metal / Manufacturing industry or candidate working in any other industry would be considered subject to submission of Experience Certificate duly issued by respective organization which shall include the details such as Name of Applicant, Designation, Department, Date of Joining and Date of Leaving, etc.

Further, applicant shall have to submit any other document duly issued by respective organization towards job performed during the tenure of that organization, example, job description / job responsibility during entire tenure and shall match with the domain requirement of HCL, which shall be assessed during document verification. In case of any ambiguity, HCL decision on the matter of relevant field experience shall be final.

Applicant necessarily must submit the record as detailed above for each declared employment towards working 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 as experience for the purpose. Experience acquired in Training (Internship/ Apprenticeship) / Consultancy Services Experience / Teaching / Fellowship / Academic Project shall not be taken in to consideration as Experience.
- f) **Age relaxation to SC/ST (5 Years), OBC (3 Years), PwDs (as per Govt. of India guideline) and Ex. Servicemen (5 Years) shall be admissible for external applicant (not working on HCL payroll) up to the extent that leaves the candidate with a minimum residual service of 3 years prior to superannuation as on the date of reckoning.**
- g) Internal candidates who are currently working in HCL on regular basis should have completed at least one year of service in the next below scale of pay as applicable in HCL on the reckoning date and must have Post Qualification years of experience as detailed in table-4 and for such employee/s there shall not be any maximum age limit.
- h) **In case of Applicants of CPSEs where same scale of pay for multiple grades are paid, such candidates candidature for the advertised post should not result in any grade jump.** For Example, if in a CPSE, the E6, E7 and E8 Grade or any other nomenclature, is having same scale of pay, i.e., ₹1,20,000-2,80,000/-, the applicant presently working in E-7 Grade (who has completed two years' service) or in E-8 grade shall be eligible to apply for the advertised post (subject to fulfilling condition of qualification and post qualification years of service) in E8 Grade. Applicant presently working in E6 Grade in the scale of pay of ₹1,20,000-2,80,000/- shall not be eligible to apply to the advertised post in E8 Grade.

Candidate from such CPSEs / Government Organization / Autonomous Organization / State PSUs / PSBs will have to necessarily submit the No Objection Certificate (NOC) duly issued by his employer, [as per applicability, 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.

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

Table-5

Cadre / Discipline	Preferred Experience
Mining	Experience of 5 years in underground mining. Sound Competency in underground project management / execution including various regulatory compliances for execution of underground mining project.
Finance	Experience of 5 years of Finalization of Accounts, Cost Accounting, Budgeting, MIS, Mergers and Acquisition, Banking, Fund Management, Taxation, Audits, Concurrence of Proposals etc.

HR	05 years' experience to deal with all contract Labour matters in a Project / Unit having large number of Contract Labourers. 05 years' experience to deal with all compliance including Labour Laws. Experience in Long-Term wage Settlement for workers in a multi-unit organization, especially in a CPSU. Exposure in Bi-Partite and Tri-Partite Settlements with the Recognized Trade Unions. Experience in dealing with Board of Directors level matters viz, putting agenda note and presenting the same before the various committees of the Board and Board of Directors. Formulating policy matters and getting their implementation, exposure in manpower planning, exposure in public hearing matters related to mining lease, renewal / consent to operate which are based on Environment Clearance. Well-conversant with Service Matters for dealing before various legal fora viz., Dy CLC / RLC/ALC/LEO, CGIT, CAT, High Court / Supreme Court of India.
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.

6. Date of Reckoning –

For computing eligibility with respect to Age, Qualification, Years of Experience, etc., the date of reckoning shall be **01/09/2026**.

7. 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.
- HCL also reserves the right to shortlist the candidate more than the prescribed ratio if required.

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.

8. Compensation Package -

Selected candidates shall be entitled for Basic (initial of the scale of pay), Industrial Dearness Allowance (IDA) (as declared by Government from time to time), Perks & Allowances, UG Allowance, NPS Employer Contribution, Employer PF Contribution, etc., as per Company's rules from time to time.

Thereafter, annually shall be entitled for PRP (as per DPE Guidelines) and Gratuity, Medical Benefit, Leave encashment, etc., shall be payable as per Company's rules.

Selected candidates shall also be eligible for benefits provided under welfare schemes, such as Furniture & Fixtures, Mobile, Laptop, etc., as per respective schemes of HCL.

Candidates working in Government/ CPSEs will be provided with pay protection (Last drawn Basic pay and DA only) subject to receipt of their application through proper channel or providing NOC at the time of Interview.

9. Cost to Company

Table-6

SN	Designation	Grade	Approx. CTC PA (In ₹ lacs)	
			Minimum	Maximum
i.	General Manager	E-8	37.94	102.40
ii.	Deputy General Manager	E-7	31.79	93.77

10. Document Verification

- i. Intimation of Personal Interview, shall be communicated through HCL website (career page) / e-mail.
- ii. Once information in respect of interview date, time & venue is shared, 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 / Mark Statement
 - 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 and relevance of worked/working in relevant field) for each organization as declared in the application. For establishing genuineness also attach Appointment Letter, Release Letter, PF Statement, Form-16, Pay Slip, Bank Statement (relevant pages of the salary credit) for each employment (as many records are available from the list to be attached).
 - f) If presently working in PSU/Govt. Organization documentary evidence regarding working in 'parallel / next below' grade / Scale of Pay.

- g) No Objection Certificate duly issued by the Present Employer, if Working in PSUs (CPSEs / State PSUs) / Government Organizations / PSBs, as per prescribed proforma with Profit & Loss statement of FY2025-26 (relevant page) towards the turnover of current organization.
- h) Salary Slip & Bank Statement for Last 3 Months and Latest Form-16, if working in Private Organizations (having Turnover of ₹250/- Crores or more) / Banks / Government organizations having the pay patten other than IDA/CDA Scale of Pay for all employment / experiences.
- i) Profit & Loss statement (relevant page) of FY 2025-26 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 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 01.04.2026. 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. In case OBC (Non-Creamy Layer) certificate is not readily available, Certificate duly issued by Competent Authority in earlier date shall be attached with the enclosed Performa and such candidate shall submit the OBC Certificate (issued after 01/04/2026) at the time of Document Verification.
 - 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 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).

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. Amendments / Modification / Corrigendum

Any amendment / modification / corrigendum or Notice [update in respect of recruitment] shall only be communicated through the Company's website (www.hindustancopper.com / career page) 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.

13. How to Apply

- a) 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 hand written **application duly filled-in (in complete form) for each advertised post shall reach** to Corporate Office, Hindustan Copper Ltd., Kolkata **on or before 08/10/2026**.
 - Must enclose all the documents as per the list of documents given in Para [10(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.
- b) **Envelope containing prescribed application form with its enclosure shall be superscribed with the name of Post, Cadre and Grade.**
- c) The duly filled in **application form shall reach on or before the closing date of receiving application**, i.e., **08/10/2026**, through Registered / Speed Post / Courier only to the following address:
- Executive Director (HR)
Hindustan Copper Limited,
Tamra Bhavan, 1, Ashutosh Chowdhury Avenue, Kolkata – 700019
- d) 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.
- e) 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.

14. General Instructions

- Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.
- 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.
- 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. Applicants forwarding their application through 'Proper Channel' must submit 'Advance Copy' of the application with all the supporting document within prescribed due date.

Applicant/s submitting NOC at the time of Personal Interview must submit their application with all other supporting documents within prescribed time due date.
- The internal candidates are eligible to apply as per HCL Rules.
- Travelling Ticket Fare shall be reimbursed, from the place of correspondence / communication address given in application to the Interview Venue, 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 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)/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

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 01/09/2026)																			
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]	<table border="0"> <tr> <td>CPSE</td> <td>:</td> <td>☐</td> </tr> <tr> <td>CPSE Subsidiary</td> <td>:</td> <td>☐</td> </tr> <tr> <td>CPSE JV</td> <td>:</td> <td>☐</td> </tr> <tr> <td>Central Government Organization</td> <td>:</td> <td>☐</td> </tr> <tr> <td>State PSE</td> <td>:</td> <td>☐</td> </tr> <tr> <td>Private Organization</td> <td>:</td> <td>☐</td> </tr> </table>	CPSE	:	☐	CPSE Subsidiary	:	☐	CPSE JV	:	☐	Central Government Organization	:	☐	State PSE	:	☐	Private Organization	:	☐
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CPSE JV	:	☐																		
Central Government Organization	:	☐																		
State PSE	:	☐																		
Private Organization	:	☐																		

12.	Present Employment Details				
	a) Designation				
	b) Scale of Pay				
	c) Date of Entry in the Scale of Pay				
	d) Grade / Level				
	e) Date of Entry in the Grade				
	f) Place of Posting (Date since when)				
	g) Monthly Gross Salary (For applicant/s, as per note below Table-4 of Notification. Copy of Pay Slip for last 3 months with bank statement to be attached)				
	h) Turnover of the Organization - (Attach copy of Profit & Loss Statement for FY 2025-26)				
13.	Essential Qualification Details [As per Para [4(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	Specialization	Date of Passing (dd/mm/yyyy)	Remark
	SSC / Matric / 10 th		NA		
	HSC / 12 th				
	Graduation				
	Post-Graduation				
	Professional / Other Courses / Certificate				
	Other Qualification				
	Other Qualification				
15.	Experience Details – (Start from Recent) (Enclose separate Sheet if required for nature of work / Job Description)				
	Name of Organization	Designation	From	To	Duration (Years, Month & Days)
					Nature of Work With notable contributions if any.
	Total Experience as on 01/09/2026 (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 ☐ No Disclosure ☐	

CHECK-LIST OF DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

(Applicant must state the status of document attached in column 'C' of table below)

SN	Record Description	Status of Attachment	Office Use (To be verified by HCL)	
		Yes / No / NA	Document Attached.	Remark
A	B	C	D	E
i.	Annexure-I (Application Form)			
ii.	Caste Certificate			
iii.	Disability Certificate			
iv.	Copy of 10 th Class Certificate / School Leaving Certificate.			
v.	Copy of 12 th Class / Diploma Certificate and Mark-sheet.			
vi.	Graduation Mark-sheet and Certificate (All Semester / Consolidated)			
vii.	Post Graduate Degree / Diploma Mark-sheets and Certificate			
viii.	Professional / Other Qualification Certificate and Mark-sheets			
ix.	PhD Degree in relevant discipline			
x.	Certificate of Competency (Statutory Certificate for Mining)			
xi.	Certificate of Equivalence (For essential qualification)			
xii.	NOC			
xiii.	Record of existing Scale of Pay			
xiv.	Record of Company Turnover for current Employer (P&L Statement for FY 2025-26 – Relevant Page)			
xv.	Experience Certificate-1			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xvi.	Experience Certificate-2			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xvii.	Experience Certificate-3			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xviii.	Experience Certificate-4			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			

SN	Record Description	Status of Attachment (Yes / No / NA)	Office Use (To be verified by HCL)	
			Document Attached.	Remark
A	B	C	D	E
xix.	Experience Certificate-5			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xx.	Experience Certificate-6			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xxi.	Experience Certificate-7			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xxii.	Experience Certificate-8			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xxiii.	Experience Certificate-9			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			
xxiv.	Experience Certificate-10			
	Record as per Para [10(iv) (e) and 10(iv) (h)] of Advertisement.			

20. Declaration:

- 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 confirm that all required documents validating my education and experience are attached per Para 10(iv) of the advertisement. I acknowledge that submitting incomplete information or missing proof of eligibility can result in the rejection of my application.
- I agree to abide by the rules and regulations of HCL.

(Signature of Candidate)
(Name of Applicant)

Place:

Date:

-----XXXX-----

**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./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./1/2035/2026-27 dated 09/09/2026.

(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 [5(f)] of the notification.

परफॉर्मा / Performa

Form of declaration to be submitted by the candidate of OBC Category (in addition to the community certificate)

I.....son/daughter of
Shri.....resident of
village/town/city.....district.....
State.....hereby declare that I belong to the
..... community which is recognized as a
backward class by the Government of India for the purpose of reservation
in services as per orders contained in Department of Personnel and
Training Office Memorandum No. 36102/22/93- Estt(SCT) dated
8.09.1993. It is also declared that I have read and understood the
instructions contained in the said DoP&T OM dated 8.09.1993, and OM No.
36033/1/2013-Estt.(Res.) dated 13.09.2017 and I have reasons to declare
that I do not fall under OBC (Creamy Layer) category on the basis of income
for the immediate preceding three financial years.

Signature.....

Full Name.....

Place.....

Date.....