

General Instructions

- 1) The age and experience shall be reckoned as on **01.11.2025**
- 2) Self-attested photo copies of the following document should be attached with the application and the original certificates shall be required to be presented. In the event eligibility conditions are not met/certificates not submitted, the application will be rejected and the candidate won't be allowed to sit for the interview.
 - a. Matriculation/school leaving certificate as proof of Date of birth.
 - b. Certificates in support of qualification alongwith marksheet and experience.
 - c. Caste Certificate in format prescribed by Govt. of India, if applicable.
 - d. Service certificate/ retirement order (as proof of retirement)
- 3) In case of variation in name/surname/name spelling mentioned in the application with that in the certificates pertaining to education/professional qualifications/caste/etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect failing which the candidature shall be liable to be cancelled.
- 4) HCL reserves the right to fill the posts or alter the number of posts or cancel the process of contractual engagement in full or part without assigning any reason thereof.
- 5) Candidates coming for walk-in interview shall not be entitled for any TA/DA.
- 6) Selected candidate shall be posted at Taloja Copper Project a unit of Hindustan Copper Limited.
- 7) Any amendment/corrigendum shall be hosted only on the company's website (www.hindustancopper.com)

ELIGIBILITY CRITERIA

Sl No	Name of the Post	No. of post	Experience as on 01.11.2025	Age limit as on 01.11.2025	Prescribed qualification	Scope of Work
1	Shift Incharge – Production	1	Min 20 yrs experience in Metallurgical/CCR Plant.	63 years	ITI	Annexure-2
			Min 15 yrs experience in any process industry/ metallurgical industry		Diploma (Mech/Met)	
2	Shift Incharge – Electrical & Instrumentation	1	Min 20 yrs experience in Metallurgical/CCR Plant	63 years	ITI(Instrument Mechanic)	Annexure-2
3	Shift Incharge – Material movement	1	Min 10 yrs experience in Material handling in an industry. Added experience of working in a metallurgical plant would be preferred.	63 years	B.com/B.Sc	Annexure-2

Shift Incharge (Production):

1. Production planning: To Co-ordinate with production planning team to meet production targets and schedules.
2. Team management: To lead, Supervise, Co-ordinate and schedule the activities of the operations team members during shift duties. Providing guidance and support as and when needed.
3. Process monitoring: To oversee the Processes of Charging, Casting, rolling, coiling and Packing of the CC Rod.
4. Quality Control: To Ensure CC Rod meet dimensional and metallurgical specifications; coordinate with the quality team for inspections and corrective actions.
5. Equipment maintenance: To conduct regular inspections and performing routine and preventative maintenance of equipment's, to prevent the downtime and optimize the production.
6. Communication: To quickly identify and co-ordinate with associate departments for mechanical or electrical issues in casting machines, rolling mills, and auxiliary systems.
7. Shift Handover: To Maintain detailed logs and communicate effectively with incoming shift engineers to ensure continuity.
8. Safety Compliance: To enforce safety protocols and conduct routine checks on equipment like furnaces, cooling systems, and conveyors.
9. Process optimization: To identify opportunities for process improvements, implementing changes to increase efficiency.
10. Production records: To maintain accurate records of production, including output, defects and downtime.
11. Incident reporting: To document and report incidents, including equipment failures and safety issues.
12. Other Jobs: To execute any other jobs, as and when assigned, as per the requirement.

Shift Incharge (Electrical & Instt)

1. Maintenance of DCS, PLC, and Control Systems: - Responsible for the maintenance and troubleshooting of Distributed Control Systems (DCS) and Programmable Logic Controllers (PLC) used in the DC drives, AMPS systems, and new coil conveying systems.

Carried out routine inspection and preventive maintenance of all control systems to minimize unplanned downtime and ensure optimal plant performance.

2. Weighing Scales

Maintained and calibrated industrial weighing scales, ensuring high accuracy for production and inventory management.

3. Assistance in Scheduled Maintenance & Shutdown Activities

Actively participated in scheduled plant shutdowns, preventive maintenance, and emergency troubleshooting of electrical systems.

Supported inter-departmental coordination during critical shutdowns to ensure smooth and safe execution of maintenance tasks.

4. Coil Conveying Systems

Assisted in the operation, maintenance, and shutdown of the new coil conveying system. Conducting periodic checks and maintenance of all sensors and conveyor PLCs.

5. Instrumentation Calibration and Maintenance

Carried out calibration and verification of all process instruments including temperature sensors, pressure gauges and level transmitters.

6. Manpower Management and Shift Supervision

Managed day-to-day electrical and instrumentation workforce, organizing round-the-clock shifts and assigning routine tasks.

Ensuring efficient use of manpower by scheduling work orders, conducting daily tool-box talks, and maintaining a high level of team productivity.

7. Natural Gas System Maintenance

Involved in the maintenance of the Natural Gas System, including: Piping network inspection, Maintenance of Gas Reducing Stations (GRS) and Ensuring system integrity and safe handling of gas in accordance with regulatory norms.

8. Troubleshooting Electrical & Instrumentation Systems

Provided hands-on assistance in identifying and resolving faults in: Electrical panels, Control wiring, Instrumentation loops, Field devices. Working closely with the operations team to ensure minimal disruption during troubleshooting.

9. Wiring modification of the panel as per system requirement.

Involved in modification, development, and upgradation of various electrical and instrumentation applications to improve plant efficiency.

Proposed and implemented control logic improvements and energy-saving measures.

10. EOT Crane Maintenance

Performed maintenance of EOT (Electric Overhead Traveling) cranes, including motor inspections, brake system checks, control panel servicing, and safety mechanism tests.

11. HT 22KV Maintenance and breakdown

Maintained four-pole electrical structures, including mechanical tightening, earthing, insulation checks, and contact resistance tests.

12. Blower and pump heavy duty starter maintenance

Carried out maintenance of starters used in melter and soluble oil systems, including checking contactor operations, overload relays, and thermal protection devices.

13. Maintenance of Melting and holding furnace Electrical and instrumentation equipment's

Responsible for regular maintenance and functionality checks of critical melting furnace and holding

furnace components, including:

Ignition Transformers, Ignition Cables, CO (Carbon Monoxide) Monitoring System and Spark Plugs

14. Intercom System Maintenance

- Wiring checks, fault identification, and repair of handsets and control units
- Maintenance of central intercom console and distribution panel

15. Split AC, Package AC Unit, Kaeser Compressor, RCM and CCM motor maintenance

All necessary preventive and breakdown maintenance and shutdown activities. Any other jobs to be carried out as per requirement of plant.

Shift Incharge (Material Handling):

1. Material Movement and Storage: To execute the receiving, storing, and packing of materials.
2. Inventory Management: To ensure accurate inventory management and timely logistics.
3. Receiving and Dispatch: To coordinate the receipt and dispatch of goods, ensuring accurate documentation and verification of shipments.
4. Stock Control: To monitor stock levels, identify overstock or understock situations, and recommend actions to optimize inventory levels.
5. Documentation and Reporting: To maintain accurate records of material movements, inventory levels, and equipment maintenance.
6. Team Collaboration: To work with other teams, such as logistics, procurement, and production, to ensure smooth operations.
7. Inventory Control: To Verify accuracy of quantity and quality of incoming deliveries, label products, and maintain an updated account of stock and inventory.
8. Production Support: To Supply production lines with necessary materials, manage work production to meet deadlines, and minimize disruptions.
9. Safety and Compliance: To Ensure compliance with health and safety regulations.
10. Documentation and Reporting: To Document material handling data, inventory transactions, and maintenance activities accurately.
11. Inspection: To Inspect and document the materials received.
12. Other jobs: To execute any other jobs, as and when assigned, as per the requirement.