

**Hindustan Copper Limited**  
(A Govt. of India Enterprise)  
Tamra Bhawan, 1, Ashutosh Chowdhury Avenue, Kolkata – 700019

Hindustan Copper Limited (HCL) is a listed profit making vertically integrated, multi-Unit, Schedule-A Miniratna Central Public Sector Enterprise in the field of Copper production with gross turnover of Rs.1647.90 Crores in 2017-18. Its activities include mining, beneficiation, smelting, refining and production of finished Copper products at Units located in picturesque surroundings in the states of Jharkhand, Madhya Pradesh, Rajasthan, Maharashtra and Gujarat with the Corporate Office at Kolkata. Most of the Units have well-developed Townships with modern facilities. The Company is on a fast track of growth and expansion. Its approach is 'People Centric' and provides for elaborate HR processes including well-defined policies to cater to employees' growth and aspirations. To partner its growth process and man key-positions, the Company invites self-driven, professionally qualified and experienced Indian Nationals with proven capabilities to apply for the following posts.

**1. (a) The vacancies proposed to be filled are detailed below.**

SN	Cadre/ Discipline	Grade / No. of Vacancies / Reservations									Total Post
		E-9	E-8	E-7	E-6	E-5	E-4	E-3	E-2	E-1	
1.	Mining			2 (UR-1, SC-1)		3 (UR-2, OBC-1)		3 (UR-3)	7 (UR-4, ST-1, OBC-2)	7 (UR-3, SC-2, OBC-2)	22
2.	Geology						3 (UR-2, SC-1)	2 (UR-1, OBC-1)			5
3.	Survey								3 (UR-1, SC-1, OBC-1)	5 (SC-1, OBC-4)	8
4.	Concentrator								1 (OBC-1)	3 (UR-1, SC-1, OBC-1)	4
5.	Metallurgy			1 (UR-1)						3 (SC-1, OBC-2)	4
6.	Refractory				1 (UR-1)						1
7.	Chemical				1 (SC-1)					1 (ST-1)	2
8.	Electrical (Including Instrumentation)		2 (UR-1, OBC-1)			2 (SC-1, OBC-1)			10 (UR-4, ST-1, SC-1, OBC-4)	10 (UR-8, OBC-2)	24
9.	Mechanical	1 (UR-1)			2 (UR-1, OBC-1)		4 (UR-2, OBC-2)		4 (UR-2, ST-1, OBC-1)	10 (UR-5, SC-2, ST-1, OBC-2) (HH-1)	21
10.	Civil						2 (UR-2)		4 (UR-2, SC-1, ST-1)	4 (UR-3, OBC-1)	10
11.	Systems					2 (UR-2)				5 (UR-3, OBC-2) (VH-1 <sup>*</sup> )	7
12.	Research & Development								6 (UR-3, ST-1, OBC-2)		6
13.	Safety & Fire Services								3 (UR-1, OBC-2)		3
14.	Environment Management						1 (ST-1)		2 (SC-1, OBC-1)	1 (UR-1) (HH-1 <sup>*</sup> )	4
15.	HR		1 (UR-1)	2 (UR-1, SC-1)	3 (UR-3)			3 (SC-2, OBC-1) (VH-1)	3 (UR-2, OBC-1)	6 (UR-5, OBC-1) (OH-1)	18
16.	Administration			1 (UR-1)			2 (UR-1, SC-1)				3
17.	Law			1 (UR-1)		1 (UR-1)		1 (UR-1)		3 (UR-3)	6
18.	Finance				3 (UR-1, SC-1, OBC-1)			2 (UR-2)	1 (SC-1)	4 (UR-2, SC-1, OBC-1) (OTH-1)	10
19.	Material & Contracts			1 (OBC-1)		6 (UR-3, SC-1, OBC-2)	1 (OBC-1)		1 (ST-1)		9
20.	Marketing							2 (UR-2)	3 (UR-2, OBC-1)	2 (SC-1, OBC-1)	7
21.	Official Language						1 (UR-1)		2 (SC-1, OBC-1)		3
Total		1	3	8	10	14	14	13	50	64	177

Abbreviations: SC – Scheduled Caste. ST – Scheduled Tribe. OBC- Other Backward Class. VH- Visually Handicapped.  
OH-Orthopedically Handicapped. HH-Hearing Impairment. OTH-Other Handicapped.

**Notes:**

1. Reserved vacancies include backlog vacancies.
2. PwD vacancies are within the total vacancies.
3. Other Handicapped (OTH) includes autism, intellectual disability, specific learning disability and mental illness and multiple disabilities from amongst persons under VH, OH, HH and OTH including deaf-blindness.
4. \*In case indicated reserved category of PwD is not available, reserved PwD post shall be interchanged among the other available categories of PwD.

**(b) Freshers as Management Trainee (MT)**

- (i) Freshers may also apply for posts in E-1 Grade in the scale of pay of Rs.40000-3%-140000 as Management Trainee (MT) [except Law].
- (ii) The applicants should possess the requisite essential qualifications on the date of reckoning.

**2. Date of Reckoning**

- a) The date of reckoning for computation of eligibility towards age / experience / qualification / etc. shall be 14/11/2018.
- b) On the date of reckoning, the applicants should possess the requisite essential qualifications, experience, etc. and should not have attained the maximum age prescribed.

**3. Age Limit & Post Qualification Experience**

- (a) The maximum age limit and minimum post qualification experience required for the various posts as on the date of reckoning shall be as under.

Grade	Name of the Post	Scale of Pay (Rs.) w.e.f. 01/01/2017	Age Limit & Post Qualification Experience Requirement (Years)	
			Maximum Age (below)	Minimum Post Qualification Experience Required
E-9	Executive Director	150000-3%-300000	57	23
E-8	General Manager	120000-3%-280000	56	20
E-7	Deputy General Manager	100000-3%-260000	55	17
E-6	Assistant General Manager	90000-3%-240000	52	14
E-5	Chief Manager	80000-3%-220000	50	11
E-4	Senior Manager	70000-3%-200000	47	9
E-3	Manager	60000-3%-180000	42	6
E-2	Deputy Manager	50000-3%-160000	40	3
E-1	Assistant Manager	40000-3%-140000	35	1

For Freshers applying for the post of MT in E-1 grade, the maximum age limit shall be 30 years on the date of reckoning and no prior experience is required.

- (b) Candidates currently employed in PSU / Government / Semi-Government should have rendered minimum Two Years service on the date of reckoning in the corresponding next below scale of pay / grade as detailed below.

For Post in Grade	Required Scale of Pay in Lower Grade w.e.f. 01/01/2017 (Rs.)
E-9	120000-3%-280000
E-8	100000-3%-260000
E-7	90000-3%-240000
E-6	80000-3%-220000
E-5	70000-3%-200000
E-4	60000-3%-180000
E-3	50000-3%-160000
E-2	40000-3%-140000
E-1	30000-3%-120000

- (c) Candidates from PSU / Government / Semi-Government shall have the onus to establish that their Scale of Pay in the present employment corresponds to the next below Scale of Pay of the grade applying for.
- (d) Wherever the Scale of Pay has not been revised on 01/01/2017, the equivalent DPE Scale of Pay of 1992/1997/2007 shall be acceptable. Corresponding Scales of Pay of earlier wage structure (Pay Scales effective from 01/01/2007 to 01/01/1997) shall be considered in accordance with DPE guidelines and as applicable in HCL.

#### 4. Qualification

(a) Essential qualification for posts in different Cadres / Disciplines is given below.

SN	Cadre/Discipline	Essential Qualification
i.	Mining	For E-1 to E-3 grades: Bachelors Degree in Mining Engineering. For E-4 & above: Bachelors Degree in Mining Engineering with First Class Mine Manager's Certificate of Competency (Unrestricted).
ii.	Geology	Post-Graduate Degree in Geology.
iii.	Survey	Bachelors Degree in Mining / Civil Engineering with Surveyor Certificate of Competency or M. Tech (Geomatics).
iv.	Metallurgy	Bachelors Degree in Engineering / Technology (Metallurgy / Material Science / Chemical).
v.	Chemical	
vi.	Concentrator	Bachelors Degree in Ore Dressing / Engineering / Technology (Mineral Engineering / Metallurgy / Material Science / Chemical).
vii.	Mechanical	Bachelors Degree in Mechanical Engineering / Mining Machinery.
viii.	Electrical (Including Instrumentation)	Bachelors Degree in Engineering / Technology (Electrical / Instrumentation / Electronics & Telecommunication / Electronics & Communication).
ix.	Civil	Bachelors Degree in Civil Engineering / Architecture.
x.	Refractory	Bachelors Degree in Engineering / Technology (Ceramic).
xi.	Research & Development	Bachelors Degree in Chemical Engineering / Technology or Post-Graduate qualification in Chemistry (Preferably with specialization in Inorganic Chemistry / Analytical Chemistry).
xii.	Systems	Bachelors Degree in Mathematics / Statistics / Physics / Chemistry or Bachelors Degree in Engineering / Technology (Information Technology / Computer Science) or MBA with specialization in Systems / IT or MCA or Post Graduate Diploma in Operations Research.
xiii.	Environment Management	Bachelors Degree in Environmental Engineering / Technology or Bachelors Degree in Engineering / Technology with Post Graduate Degree / Diploma in Environmental Engineering / Environmental Management / Environmental Science.
xiv.	Safety & Fire Services	Bachelors Degree in Engineering / Technology with Post Graduate Degree / Diploma in Safety Engineering Mgt. or B. Tech in Safety / Fire Engineering.
xv.	Finance	Passed Final Examination of the Institute of Chartered Accountants of India / UK or Institute of Cost & Works Accountants of India / UK or MBA Finance.
xvi.	Human Resource Management	Bachelors Degree in Arts / Commerce / Science / Engineering / Professional Studies [BBA / BCA etc.] with MBA in Personnel Management or Post-Graduate Degree / Diploma in Personnel Management / Social Work as acceptable under various Labour Legislations for working as Welfare Officer.
xvii.	Administration	Bachelors Degree in Arts / Commerce / Science / Engineering / Professional Studies [BBA / BCA etc.] with Post Graduate Degree / Diploma in any discipline / Management.
xviii.	Law	Bachelors Degree in Arts / Commerce / Science / Engineering / Professional Studies [BBA / BCA etc.] with Bachelors Degree in Law including five years integrated BA / BSc. / BCom / BBA LLB.
xix.	Materials & Contracts	Bachelors Degree in Arts / Science / Commerce / Engineering with Post-Graduate Degree / Diploma in Materials Management or MBA with specialization in Materials Management.
xx.	Marketing	Bachelors Degree in Arts / Science / Commerce / Engineering with Post-Graduate Degree/Diploma in Marketing Management / MBA with specialization in Marketing.
xxi.	Official Language	MA (Hindi) with English as a subject in Graduation.

(b) Essential Qualification for Management Trainees (MT) in different Cadre / Discipline shall be as under.

Cadre / Discipline	Essential Qualification
1. Mining, Concentrator, Metallurgy, Chemical, Electrical (including Instrumentation), Mechanical, Civil, Environment Management.	Full time Degree in Engineering from recognized Indian University / Institution in Mining, Mineral Processing, Metallurgy, Chemical, Electrical / Instrumentation / Electronics & Telecommunication, Mechanical, Civil, Environment with minimum 60% marks in aggregate in Graduation (55% for SC/ST) or equivalent from recognized Institution.
2. Survey	Bachelors Degree in Mining / Civil Engineering or M. Tech (Geomatics) with minimum 60% marks in aggregate in Graduation / M. Tech (Geomatics) (55% for SC/ST) or equivalent from recognized Institution.
3. Systems	Full time Degree in Engineering from recognized Indian University / Institution in Computer Science / Information Technology or MCA with minimum 60% marks in aggregate in Graduation as well as Post Graduation (55% for SC/ST) or equivalent from recognized Institution.
4. Human Resource, Materials & Contracts, Marketing	Bachelors Degree in Arts / Commerce / Science / Engineering / Professional Studies [BBA / BCA etc.] with full time Post Graduate Degree or Diploma from Recognized Institution in respective Discipline with minimum 60% marks in aggregate in Graduation as well as Post Graduation (55% for SC/ST) or equivalent from recognized Institution.
5. Finance	CA / ICWA from recognized Institution or MBA (Finance) with minimum 60% marks in aggregate in Graduation as well as Post Graduation (55% for SC/ST) or equivalent from recognized Institution.

(c) In case a course of study offers dual specialization in two functional areas, i.e., in one major discipline (functional area) and one minor discipline, the applicant shall be considered only in the discipline (functional area of study) of major specialization. However, in case where no such differentiation exists of major and minor specializations in dual specialization areas, applicant can be considered in either.

(d) Equivalent qualifications shall also be considered as per Government / UGC / AIU / AICTE guidelines.

(e) Additional Desired Qualification

In addition to the Essential Qualification detailed in Para [4(a)], the following is desirable.

Cadre	Additional Desired Qualification
Mining	➤ 1st Class Mine Manager's Certificate of Competency under the Metalliferous Mines Regulation (Unrestricted) for posts in E-1 to E-3 grades
Geology	➤ Knowledge of Computerized Software Based Mines Planning
Survey	➤ Knowledge of working on Surveying Software, GIS & Remote Sensing Software for preparation of Plans, Sections & Earth Work Calculation
Human Resource	➤ Bachelors Degree in Law
Law	➤ Masters Degree in Law
Materials & Contracts	➤ Knowledge of Import / Export procedure; EXIM Laws, Policy and Rules
All Grades/Cadres	<ul style="list-style-type: none"> <li>➤ Additional / Higher Qualification in the respective field / discipline</li> <li>➤ Updated knowledge of latest techniques, practices, etc.</li> <li>➤ Experience of working in ERP environment</li> <li>➤ Proficiency in MS Word / Excel, Internet based research</li> <li>➤ Bachelors Degree in Law / MBA / Knowledge of Finance</li> </ul>

## 5. Experience

(a) The minimum experience required for posts in different Grades have been detailed in Para [3].

(b) Experience of working in the respective field / discipline in a large Project / Organisation in the Metal / Mining Industry (Ferrous / Non-Ferrous) will be preferred.

(c) The nature of experience preferred for posts in different Cadres / Disciplines is given below.

S/N	Cadre/Discipline	Should have experience of
i.	Mining*	Should have experience in Underground Mining. Experience of Project Execution preferably in Metal Mines.
ii.	Geology	Conversant in computer based application of Geology. Underground Mapping, logging and sampling.
iii.	Survey	Working in the field of Mine Survey, fully conversant with modern equipments like DGPS, Total Station Instrument, etc. for accurate survey and leveling. Preparation and Maintenance of Mine Plans, Sections, Tracing and Statutory requirements and submission of Statutory Reports, etc.
iv.	Concentrator	Working in Mineral / Ore dressing / Processing of a non-ferrous Metal Industry.
v.	Metallurgy*	Operation & Maintenance of Smelter / Refinery of a non-ferrous Metal Industry Experience in Non-ferrous / Copper Metal Industry.
vi.	Chemical	Working in Process Plant.
vii.	Electrical*	Maintenance of Electrical systems and equipments Met. / Mining Industry. Experience of Project execution, co-ordination, EPC Contracts etc.
viii.	Mechanical*	Experience of Metallurgical / Mining Industry, Consultancy, Project Management and Project Execution. Experience of working with Mining Machinery & Installations. Commercial Exposure. Engineering & Project Skill from Conceptualisation to Commissioning. Project Co-ordination. EPC experience etc.
ix.	Civil	Working in Infrastructure Development and Maintenance.
x.	Systems	Working in ERP environment. Mining Software i.e., Datamine, Surpac Operations.
xi.	Research & Development	Working and familiar with Instrumentation and R&D with analysis activities in Process Plant.
xii.	Finance	Finalization of Accounts, Cost Accounting, Budgeting, MIS, Mergers and Acquisition.
xiii.	Human Resources	All facets of Human Resource Management.
xiv.	Law	Familiar with Court procedures and arbitration rules. Experience in Contract Management, Corporate Law, Mining Regulations and Service Matters with latest updates including Insolvency and Bankruptcy Code.
xv.	Materials & Contracts	Procurement of Spare Parts / Replacements, Quality Control of purchasing and ordering such parts, processes involved in ordering, Shipping, Warehousing & Inventory Control, sound knowledge of Contract Management or Procurement of Raw Materials for a large Copper Processing Plant preferably a secondary Smelter with experience of import and export of copper metal bearing materials, should be familiar with Indian Customs and Excise laws and involvement in clearing Copper bearing goods through import and Copper Cathodes to Export. Should be familiar with procedures including deemed Export and should be familiar with all Analytical techniques for Copper, Silver and Gold.
xvi.	Marketing	From development of market strategy to tactics to Program delivery leading to increased sales and Market Research for delivering on competition.
xvii.	Safety	Working in compliance with Safety Regulations under the Factories / Mines Act. Developing, auditing and improving safety Systems. Promotion of Safety consciousness amongst employees and examination of machinery, equipment and building from the safety angle. Experience in organizing Safety Training and Fire Fighting.
xviii.	Environment Management	Working in compliance with Environmental activities including evaluation of existing and upcoming environment friendly technologies, current & upcoming environmental rules related to air, water, etc. Waste Management and recycling activities etc. at Processing Plant and or Mines.

\* Nature of Experience preferred in E-9, E-8 and E-7 grade.

- (d) Only that experience shall be reckoned which is obtained after the date of publication of the result of the basic qualification, i.e., essential qualification.
- (e) Experience shall be considered provided the same is in the relevant field.
- (f) 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.

## 6. Cost To Company (CTC)

The approximate CTC in various Grades corresponding to the minimum / maximum of the Scale of Pay is given below.

SN	Designation	Grade	Approx. CTC (In Rs. Lacs)	
			Minimum	Maximum
1.	Executive Director	E-9	35.52	70.90
2.	General Manager	E-8	28.59	66.18
3.	Deputy General Manager	E-7	24.00	61.59
4.	Assistant General Manager	E-6	21.65	56.86
5.	Chief Manager	E-5	19.31	52.18
6.	Senior Manager	E-4	16.96	47.45
7.	Manager	E-3	14.62	42.76
8.	Deputy Manager	E-2	12.27	38.07
9.	Assistant Manager	E-1	9.93	33.36

## 7. Other Benefits

Besides Basic Pay, the selected candidates shall be entitled to IDA, HRA / Company's accommodation (subject to availability), Perks & Allowances, PRP, CPF, Gratuity, etc. and medical benefits for self and dependants as per Company's rules.

## 8. Reservation

a) The reservation of posts for candidates belonging to SC / ST / OBC (Non-Creamy Layer) communities / Ex-Servicemen / Persons with Disabilities (PwD) shall be as per Government directives. The candidate claiming reservation benefit shall be required to submit the requisite detail of Caste / Disability Certificate / Service Certificate issued by the Competent Authority in the online application. The original Certificate/s shall be required to be presented at the time of interview.

b) Categories of Persons with Disabilities shall include as under.

SN	Categories	Description
i.	Visual Handicap (VH)	Blindness and low vision
ii.	Hearing Impairment (HH)	Deaf and hard of hearing
iii.	Orthopedically Handicap (OH)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
iv.	Other Handicap (OTH)	Autism, intellectual disability, specific learning disability and mental illness; Multiple disabilities from amongst persons under clauses (i) to (iv) including deaf-blindness.

c) Transgender persons shall also be allowed reservation as OBC (Non-Creamy Layer).

## 9. Age Relaxation

a) The 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	10
PWD – OBC (Non-Creamy Layer)	13
PWD – SC / ST	15
Ex – Servicemen (ESM)	By the length of military service increased by three years in case of ex-servicemen and commissioned officers including ECOs/SSCOs for appointment by Direct Recruitment, subject to the condition that (i) the continuous service rendered in the Armed Forces by an ex-serviceman is not less than six months after attestation and (ii) that resultant age after deducting his period of service from his actual age does not exceed the

prescribed age-limit by more than three years and also subject to usual conditions which have been prescribed in respect of appointment of ex-servicemen in Group 'C' and Group 'D' posts vide this Department's Notification No.39016/10/79-Estt.(C), dated 15.12.1979.

- b) This shall however, be subject to production of relevant Certificate from the prescribed authority.
- c) The upper age limit in the case of female candidates who are widows, divorcees or judicially separated from husband and not remarried shall be as under, as per the prevailing Government guidelines.

Category	Age Relaxation up to the age
Gen	35 years
SC/ST	40 years

## 10. On-line Submission of Application

The candidates shall be required to submit their application online through the Company's Website ([www.hindustancopper.com](http://www.hindustancopper.com)). No other means / mode of application shall be accepted. 'One Applicant - One Application' system shall be followed, i.e., only one application shall be accepted from one candidate corresponding to one Login-ID. The candidates should ensure that they fulfill the prescribed eligibility and other conditions mentioned in this advertisement against the post applied for. They are advised in their own interest to apply for only one post that best fits with the candidate's qualification, experience, etc., vis-à-vis the advertised eligibility criteria. Multiple applications received, if any, in contravention to the 'One Applicant – One Application' condition shall not be accepted. In such cases only the first submitted application shall be considered. The Written Tests shall be conducted simultaneously on the same day for all the posts, in the required grades.

## 11. Opening and Closing Dates for Online Application

A Link through website ([www.hindustancopper.com](http://www.hindustancopper.com)) for online submission of application shall remain open from 15/09/2018 (10 A.M.) to 06/10/2018 (Midnight). Thus, the closing date for online submission of application shall be 06/10/2018.

## 12. Application Fee

- a) A non-refundable Application Processing Fee shall be payable by all candidates except PwD candidates. The details are as under.
- (i) For General and OBC Candidates : **Rs.1,000/-** (Rupees One Thousand only)
- (ii) For SC and ST Candidates : **Rs. 500/-** (Rupees Five Hundred only)
- b) 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.
- c) Only one fee payment shall be admissible against one log in-ID. Against one fee paid, only one application shall be accepted. In case of multiple applications against one fee payment details, the first application received on-line shall only be considered, subject to verification of the fee deposited in the Bank.

## 13. Internal Candidates

The serving employees of Hindustan Copper Limited desirous of applying against the advertised posts shall also have to submit their applications Online. They shall be exempted from the payment of Application Processing Fee and there shall be no age limit for them. They shall, however, be required to fulfill on the date of reckoning the prescribed qualification and must have completed at least one year of service in the immediate next below grade, i.e., the immediate next below level of scale of pay as applicable in HCL. They shall submit their Online Application along with the Acknowledgement Slip and other required documents, if any, through proper channel to Unit HR Department for onward transmission to Corporate Office along with the Vigilance/Disciplinary status in ONE lot so as to reach Corporate Office within ten (10) days from the closing date of online submission of applications. NOC shall not be issued to internal candidates at the time of Interview if they fail to comply with the aforesaid provisions. The eligible applications so received shall be considered along with those received from all the other candidates for the respective posts.

#### 14. Selection Procedure

- (a) The selection procedure for the posts in the grades E-1 to E-4 shall be Written Test followed by Personal Interview of the short-listed candidates based on the results of the Written Test.
- (b) The selection to posts in E-5 and above grades shall be based on Personal Interview of the screened and short-listed candidates only.

#### 15. Call Letters / Admit Card

The Call Letter for Written Examination / Personal Interview shall be available for download from HCL's website [www.hindustancopper.com](http://www.hindustancopper.com). All correspondence with the candidate shall be through e-mail and announcements on the Company's website. It shall be the responsibility of the candidate to download and print the Admit Card as well as the Interview Call Letter. Information in this regard shall also be displayed on Company's Website. The Company shall not be responsible for any loss of email sent due to invalid / wrong email ID provided by the candidate or due to any other reason whatsoever.

#### 16. 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.

#### 17. General

- 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.
- iii. 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.
- iv. The candidate's passport - size colour photograph (size less than 50 KB) and signature in black-ink (size less than 50 KB) in .jpg format should be uploaded.
- v. After submitting the online application, the candidates should print the Computer Generated Online Application and the Acknowledgement Slip and keep a copy for their reference and records.
- vi. No scrutiny of their candidature vis-à-vis the eligibility criteria shall be done before the Written Test. Thus, before applying, the candidates are, advised to satisfy themselves fully that they meet all the prescribed eligibility criteria for the concerned post.
- 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.
- viii. No Travelling Allowance shall be reimbursed for appearing in the Written Test.
- ix. 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.
- x. 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.
- xi. Candidates called for interview and actually interviewed shall be reimbursed to and fro fare by shortest route as per rules from the address of correspondence in India to the place of interview on submission of proof of journey as per rules subject to actuals, limited to the details as under.

SN	Post and Grade	Details
1	AGM & above [E6 – E8]	Rail AC I / Exe CC or Air Apex / Lowest Class
2	SM [E4] and CM [E5]	Rail AC II Tier / ACC
3	upto M [E-3]	Rail AC III Tier / ACC



Bus fare for road journey from / to a place not connected by Rail shall be admissible, subject to production of proof of journey.

- xii. Candidates employed in Government / Semi-Government / Public Sector Undertaking are also required to submit their applications only through Online mode. They may, however, submit a copy of their Online Application to their present employer for forwarding the same through Proper Channel or alternatively, produce a **No Objection Certificate (NOC)** from their present employer at the time of Interview failing which they shall not be interviewed and no claim for reimbursement of travel expenses shall be entertained. However, this shall not apply to internal candidates whose cases shall be regulated in terms of the provisions in Para 13 of the advertisement.
- xiii. HCL shall be free to reject any application at any stage of the recruitment process if the candidate is found ineligible for the applied post.
- xiv. HCL reserves the right to change the number of vacancies and / or cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason.
- xv. 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 whether through Interview or Written Test or both and the venue / schedule thereof.
- xvi. The selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- xvii. Other factors remaining the same, preference shall be given to candidates with experience in Metal Mining Industry.
- xviii. HCL shall not be liable for any delay or loss in postal transit for any reason whatsoever.
- 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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