

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

Notification No. Estt./1/2014/2022-23

Date: 31.12.2022

Applications are invited for the post(s) to be filled-up on Deputation basis from the employees holding permanent post in 'Maharatna, Navratna, Miniratna Cat I and Miniratna Cat II Central Public Sector Enterprises'.

Hindustan Copper Limited (HCL) is a vertically integrated, multi-Unit, Schedule-A Miniratna Category – I Central Public Sector Enterprise in the field of Copper Mining & Production with net turnover of Rs.1812 Crores in Financial Year 2021-22. 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 HCL is on a fast track of growth and expansion for its underground metal mines. Its approach is 'People Centric' and provides for elaborate HR processes including well-defined policies to cater to employees' growth and aspirations.

- HCL is looking for committed, result oriented and experienced professionals in the field of HR, Finance and M&C. Therefore, applications in the prescribed proforma is invited from the employees holding permanent post in **'Maharatna, Navratna, Miniratna Cat I and Miniratna Cat II Central Public Sector Enterprises'** for the following positions on deputation basis for a period of 03 years w.e.f. the date of joining:

Table-1

SN	Cadre / Discipline	Grade		Total
		E9	E8	
i.	Human Resources	1	1	2
ii.	Finance	1		1
iii.	Materials & Contracts		1	1
Total		2	2	4

2. Eligibility Criteria

- Cadre/ Discipline wise minimum essential qualification for the posts in the E9 and E8 Grades is as under.

Table-2

Sr. No.	Cadre	Minimum Essential Qualification
1.	HR	Bachelors 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.
2.	Finance	Passed Final Examination of the Institute of Chartered Accountants of India / UK or of the Institute of Cost and Works Accountants of India / UK or MBA (Finance).
3.	Materials & Contracts	Bachelors Degree in Arts / Science / Commerce / Engineering with Post-Graduate Degree / Diploma in Materials Management or MBA with specialization in Materials Management.

Note:

- In case qualification in dual specialization, then applicant shall be considered only in the discipline (functional area of study) of major specialization.
 - Equivalent qualifications shall be considered as per Government / UGC / AIU / AICTE guidelines.
- Grade-wise Scale of Pay of the advertised posts, Post Qualification year of Experience and Maximum Age Limit required to be eligible on the date of reckoning for the above-mentioned posts and immediate below scale of pay of the advertised post are as under.

Table-3

Grade	Post Name	Scale of Pay (Rs) (w.e.f. 01/01/2017)	Minimum Years of Post Qualification Experience	Age Limit (Maximum) In Years	Immediate below Scale of Pay
E-9	Executive Director	150000-300000	23	56	120000-280000
E-8	General Manager	120000-280000	20	55	100000-260000

i. In addition to above, any one of the following needs to be fulfilled by the applicant on the date of reckoning.

- Candidate/s must be working in the parallel scale of pay and grade in the relevant cadre i.e., advertised post's scale of pay and grade and relevant cadre

OR

- Candidate must have completed 2 years of service in the immediate below Scale of Pay in the relevant cadre.

ii. In case of CPSEs with same scale of pay for multiple grades, the candidates applying from these Companies for a specific post should not result in any grade jump. For Ex.: If in a CPSE, the E6, E7 and E8 are in same scale of pay, i.e., ₹120000-280000, the candidate in E-6 grade can apply for E7 grade only. Candidate from such CPSEs will have to necessarily get his scale of pay along with his grade as equivalent to the Grade (E0-E9) 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], certified in his application forwarded by his organization. The onus of working in the immediate lower scale and grade equivalent to the Grade (E0-09) 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.

c) Persons working in higher grade and scale of pay shall not be entitled for deputation to advertised post in lower grade and scale of pay.

d) Cadre / Discipline wise Preferable Experience nature would be as under –

Table-4

Cadre / Discipline	Preferred Experience (Year of experience given below is out of the total minimum years of Post Qualification Experience given in the Table-3)
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.
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.
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.

3. Date of Reckoning –

For computing eligibility with respect to Age, Qualification, Years of Experience, etc., date of reckoning shall be 01.12.2022.

4. 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.

b) Shortlisting Criteria:

The following shortlisting criteria shall be followed for shortlisting of candidates for Interview.

a) Experience:

Candidates shall get 1 mark per completed year of relevant experience beyond the minimum requirement, limited to 5 marks.

b) Working in same grade and scale of pay of the advertised post

Candidates in the same grade and scale of pay of the advertised post shall be given 1 mark.

c) Additional Qualification:

For every additional qualification (degree / PG Diploma) over the minimum essential qualification, only in the relevant discipline (of the advertised post) – 1-mark subject to maximum 2 marks.

5. Benefits

a) Salary

The officer on deputation shall draw the Basic Pay, DA and perks payable as per the parent organization. The payment shall be made by HCL.

b) HRA / Accommodation

The officer on deputation shall be given option either to avail Company quarter or HRA as per the rate applicable for that location, at the pay scale of the parent organization.

c) Deputation Allowance

- i. The Deputation (Duty) Allowance will be payable to the officer at the rate of 5% of the basic pay in case of within the same station subject to a maximum of Rs 4500/- per month and in other cases (outstation candidates), 10 % of the basic pay subject to maximum of Rs. 9000/- per month.
- ii. The Deputation (Duty) Allowance shall only be admissible to the extent that after adding it to the Basic pay of the Deputationist, it doesn't result into exceeding the initial of the scale of pay of CMD of Schedule 'A' CPSE.

d) PRP

PRP shall be paid by HCL as per its PRP Scheme.

e) Medical Benefits

Entitlement for medical benefit for self, spouse and eligible dependents (parents and children) shall be at par with the HCL's employees in the respective grade and shall be borne by HCL.

f) Joining Time and Joining Time Pay

As per rules of HCL and shall be borne by HCL.

g) Transfer T. A. / Reversion From

Travelling Allowance on transfer to HCL and on reversion therefrom will be regulated under HCL's TA Rules.

h) TA & DA during deputation (Official Tour)

TA & DA (Official Tour) during deputation will be regulated under HCL's TA Rules for the applicable level on which he /she is taken in HCL.

It shall be applicable as per HCL's TA Rules.

i) Provident Fund

During the period of deputation, the official will continue to be governed by the PF Scheme in the parent organization and PF contribution in terms of Employees Provident Funds and Miscellaneous Provisions Act, 1952 shall be remitted to the parent organization by HCL.

j) Gratuity

The contribution towards Gratuity contribution shall be remitted to the parent organization by HCL.

k) Leave

Officer on deputation shall be governed by the Leave Rules of the parent organization and Leave salary contribution shall be remitted to the parent organization by HCL.

l) Superannuation Pension / NPS Contribution / Life Term Insurance

Pension contribution shall be paid by the employee himself and the employer share shall be contributed by the parent organization till a pension scheme is in place in HCL.

Life Term Insurance share shall be contributed by the parent organization.

m) Group Insurance

The officer on deputation shall be governed by Group Personal Accident Insurance Scheme of HCL.

n) Over payment

Over payment, if any, made by the Company will be recovered from the official even after the expiry of the term of deputation.

o) Landline / Mobile Bill reimbursement

Landline / Mobile Bill reimbursement will be applicable as per HCL's Rules with ceilings depending upon grade and requirement.

p) Loans and Advances

The recovery of loans and advances shall be effected by HCL and remitted to parent organisation.

q) Such allowances / benefit as are not admissible to regular employees of corresponding status in HCL employees shall not be admissible to the officer on deputation even if they were admissible in the parent organization.

6. Proforma Promotion

During period of deputation, on account of proforma promotion in the parent organization, deputationist shall be entitled to a higher pay scale of the parent organization during the period of deputation.

7. Premature reversion of Deputationists to parent organization

As and when a situation arises for premature reversion to the parent organisation, services of the Deputationist will be returned after giving an advance notice of at least three months to the lending organisation and the employee concerned.

8. Miscellaneous

- a) The appointment shall be subject to Medical fitness to be certified by Company / Government Medical Officer.
- b) The incumbents shall maintain integrity and secrecy in respect of the Company's business and shall not engage with any other business during the period of employment and shall perform the assigned duties with due diligence.
- c) In matters of discipline, they shall be governed by the HCL's Conduct, Discipline & Appeal Rules in vogue.

After the end of tenure, the disciplinary proceedings if initiated during the tenure shall continue till its conclusion as per HCL's Conduct, Discipline & Appeal Rules.

Also, the officer on deputation shall be deemed to be governed by HCL's Conduct, Discipline & Appeal Rules for any misconduct committed during his tenure at HCL but which was noticed after the end of his tenure.

- d) The Appointing Authority may prescribe certain additional conditions relevant to the duties and responsibilities specific to the job / assignment as may be deemed necessary.
- e) The selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- f) A person against whom a disciplinary or criminal proceeding is pending shall not be eligible for appointment.
- g) Personnel appointed shall be at par with the regular employee in the respective grade / scale of pay for all the purpose.
- h) In case there is change in ownership pattern of the parent organization (i.e from Government Enterprise to a Private Entity), the Deputation tenure of the employee shall cease to exist.

9. How to apply –

- a) Candidate may please download the prescribed proforma application enclosed as **Annexure-I**. Typed / neatly written application may be forwarded to HCL by opting any one of the following two options:
 - i. Through proper channel **OR**
 - ii. No Objection Certificate (NOC) at the time of Personal Interview
- b) Following must be ensured by the applicant before sending application.
 - i. Typed / neatly written application duly filled-in (in complete form) shall reach to Corporate Office, Hindustan Copper Ltd., Kolkata on or before the closing date of application.
 - ii. Must enclose all the documents as per the list of documents given in Para [9(f)]. However, in case, the applicant is submitting NOC at the time of Personal Interview, the NOC along with the application is not required.
 - iii. Forwarding letter must be issued by the employer in the prescribed proforma certifying the final appraisal rating for past three years by the appropriate authority (copy of ACR / APAR for that three years is optional).
- c) **Envelope containing prescribed application form with its enclosure shall be superscribed with the name of Post, Cadre and Grade**
- d) The duly filled in **application form shall reach on or before the closing date of receiving application, i.e., 13.02.2023**, through Registered / Speed Post / Courier only to the following address:

General Manager (Op., Law & HR)
Hindustan Copper Limited, Tamra Bhavan, 1,
Ashutosh Chowdhury Avenue, Kolkata – 700019
- e) Application/s liable for rejection shall be as under.
 - i. Incomplete applications.
 - ii. Application/s not received within the stipulated time limit by / through specified mode of application as above.
 - iii. Applicant/s unable to produce the NOC with other details at the time of interview if their applications have not been forwarded through Proper Channel.
 - iv. Applications not in prescribed format or without supporting documents for Age, Qualification, Scale of Pay, Experience etc., or sent through any other modes, viz., e-mail, fax, etc.
- f) List of Document to be attached with the Application Proforma in the order given below.
 - i. Copy of 10th / SSC / Matric Certificate showing Date of Birth

- ii. Copy of Educational Qualification
 - Graduation (Semester-wise Mark Sheet and Final Degree Certificate)
 - Post-Graduation (Semester-wise Mark Sheet and Final Degree Certificate)
 - Professional Courses / Examination Certificate
- iii. Copy of statutory certificates, if any applicable.
- iv. Copy of Experience Certificate
 - Copy of valid document providing details of Present Post / Grade & Scale of Pay with other details.
 - Copy of experience certificate in respect of other organizations (in case worked in multiple organization) in descending order.
- v. Copy of last three ACRs or ACR Ratings of last three years certified by the Forwarding Officer of the organisation.
- vi. 'Certificate of forwarding of application through proper channel / No Objection Certificate' by the Present Employer in the prescribed proforma.
- vii. Caste Certificate, if any applicable.
- viii. All above documents except Sr. No. [9(f)(v)] shall be self-certified.

10. General Conditions

- a) For all the procedural issues including equivalence of Scales of Pay, Appraisal Rating System etc., the decision of the CMD, HCL shall be final. Mere fulfilling the minimum qualifications and experience will not vest any right in candidate/s for being called for Personal Interview. Depending on response and requirement, the management reserves the right to raise / relax / cancel / modify / alter the selection process, if need so arises, without issuing any further notice or assigning any reason whatsoever. Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained.
- b) HCL also reserves the right to change the number of vacancies, cancel / restrict / modify / alter the vacancies or cancel the recruitment process without issuing any further notice or assigning any reason.
- c) While applying the candidates should write their full name as it appears in the matriculation / secondary certificate.
- d) Details with respect to date & venue of Personal Interview and list of shortlisted candidates shall be conveyed through the HCL website and / or through the e-mail id provided in their application form as per the decision of the HCL.
- e) Any amendment / modification / corrigendum in respect of recruitment through this Advertisement shall only be communicated through the HCL'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.
- f) Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- g) HCL shall not be liable for any delay or loss in postal transit for any reason whatsoever.
- h) Candidates actually interviewed shall be reimbursed travelling expenses as per HCL rules.
- i) The candidates shall have the option to opt out of the disclosure scheme under RTI.
- j) 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.
- k) Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- l) Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- m) HCL is an Equal Opportunity Employer and encourages workplace diversity.

-----xxxx-----

FORMAT OF APPLICATION FOR THE POSTS ON DEPUTATION 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 ☐

Affix here passport
size photograph

1.	Name of Post with Cadre / Discipline	
2.	Grade of Post	
3.	Name of Applicant (In Block Letter)	
4.	Father Name	
5.	Date of Birth of Applicant	
6.	Age in Years, Month & days (as on 01/12/2022)	
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) Employer Type [Tick mark (☑) appropriately]	Maharatna/ Navratna/ Miniratna Cat-I/ Miniratna CAT-II
12.	Present Employment Details	
	a) Designation	
	b) Scale of Pay (with Date of entry in the scale of pay)	
	c) Grade & Date of Entry in the Grade	
	d) Place of Posting (Date since when)	
13.	Essential Qualification Details [As per Para [2(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 Post Qualification Experience as on 01/12/2022 (Years, Months & Days)																		
16.	ACR / APAR Final Ratings for the Past three appraisal years			<table border="1"> <tr> <td>Appraisal Year</td> <td>Final Rating</td> <td>Remark</td> </tr> <tr> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </table>				Appraisal Year	Final Rating	Remark	2020-21			2021-22			2022-23		
Appraisal Year	Final Rating	Remark																	
2020-21																			
2021-22																			
2022-23																			
17.	Details of Punishment if any in the last 10 years.																		
18.	Have you ever been convicted, if yes, details?																		
19.	Any criminal case against you, if yes, details.																		
20.	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"/>																		

21. 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:

-----XXXX-----

**CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION
CERTIFICATE**

(certificate by the present employer)

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 for deputation in Hindustan Copper Limited.
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. (2) 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. Final Rating for the last three years (2020-21, 2021-22 & 2022-23).

Appraisal Year	Final Rating	Remark
2020-21		
2021-22		
2022-23		

Rating: Excellent / Outstanding, Very Good, Good, Fair, Poor.

(Signature)

Name, Designation & Contact No. of the forwarding Officer (Office Stamp)

Date:

Place:

List of Enclosure: If any.

Note:

1. If possible copy of the up-to-date ACR / APAR dossier of the applicant (duly attested by an In-charge of the Section / Department) for the last 3 years may be provided by the employer.
2. Para (2) above is applicable for a CPSE's having same scale of pay for multiple grades as enumerated in Para [2(b)] of the notification.