



Advertisement No.: HCL/MCP/HR/Recruitment/2023/02

Dated: 09.09.2023

Recruitment of Non-executive posts at Malanjkhand Copper Project

Hindustan Copper Limited (HCL) is a vertically integrated, multi-Unit, Schedule-A Miniratna Central Public Sector Enterprise in the field of Copper production. 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. **Malanjkhand Copper Project (MCP)**, one of the units of Hindustan Copper Ltd, located in Balaghat District of Madhya Pradesh involved in mining and beneficiation. The Company is on a fast track of growth and aspirations.

The development of underground mines of Malanjkhand Copper Project is in full swing, for which we intend to recruit experienced manpower who have the requisite experience in the field of underground mining. Applications are invited in the prescribed format (appended herewith) from eligible Candidates for following posts:

1. Qualifications, Experience, Age Limit, Scale of pay etc:

Name of post/Grade	No. of posts	Educational Qualification	Experience	Statutory certifications	Maximum Age Limit	Scale of pay	Personal Qualities
Assistant Foreman (Mining) (T-10)	10 (UR-3, OBC-3, SC-2, ST-1 EWS-1)	Diploma in Mining Engineering	3 years experience in large underground metalliferous mines	Valid Mines Foreman Certificate of Competency for metalliferous mines (unrestricted) and Valid First Aid certificate	35 years	Rs. 28740-3%-72110/-	Planning and co-ordinating abilities, initiative, leadership and good control over essentials.
		Matric	6 years experience in large underground metalliferous mines out of which atleast one year in supervisory capacity.				
Mining Mate Grade-I (T-08)	16 (UR-6, OBC-5, SC-2, ST-1, EWS-2)	Diploma in Mining Engineering	3 years experience in large underground metalliferous mines	Valid Mining Mate Certificate of Competency for metalliferous mines (unrestricted) and Valid First Aid certificate	35 years	Rs. 28430-3%-59700/-	Good leadership & control over labour, good physique & capacity for sustained work essential.
		Matric	5 years experience in large underground metalliferous mines				

NOTE:

The required years of experience shall be reckoned from the date of attaining Mining Mate / Mine Foreman certificate of competency for metalliferous Mines (Un-Restricted) issued by DGMS.

2. Date of Reckoning:

The date of reckoning for computation of eligibility criteria towards age, qualification, experience etc. shall be **01.09.2023**.

3. **Age** : Maximum 35 years as on **01.09.2023**.

- (i) The maximum age limit is 35 years as on **01.09.2023** for General & EWS Candidates.
- (ii) The maximum age limit is relaxable by 5 years for SC/ST candidate & 3 years for OBC (Non-creamy layer) candidates.

4. **Reservation:**

- (i) Reservation of posts for SC/ST/OBC (Non-Creamy Layer)/Ex-Serviceman/Economically Weaker Section (EWS) candidates shall be as per the Govt. of India Directives.
- (ii) As the post of Assistant Foreman (Mining) and Mining Mate Grade-I are specifically for underground mines, therefore, no post is identified for Persons with Disabilities (PwD) for employment in the category.
- (iii) Candidates seeking reservation under EWS will have to submit an Income & Asset certificate issued by the Government Authorities. The prescribed format and the Competent Authority have been mentioned in DoPT office memorandum no.: 36039/1/2019.
- (iv) Wherein in any recruitment year, any vacancy earmarked for EWS category cannot be filled up due to non-availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog and the vacancy will be filled by other than EWS candidate.

5. **Mode of Selection**

- (i) Mode of selection shall be through written test followed by Trade Test. Written Test shall be held in the form of multiple choice questions. Successful candidates in written test shall further go for Trade Test.
- (ii) The candidates, who secure minimum pass marks of 35% for SC/ST candidates and 40% for others in written test, shall undergo for trade test in the ratio of 1:3 of the vacancies.
- (iii) The weightage of the written test and trade test will be 80% and 20% respectively. Final merit list will be made based on aggregate of written test and trade test marks.
- (iv) The Trade Test shall be conducted on the same day for the successful candidates in written test.

6. **Centre for written Test**

The likely date of written test and venue will be communicated through company's website. Candidates are advised to visit company's website www.hindustancopper.com from time to time for any change/update.

7. **Issue of Admit Card**

- (i) Admit card for written test shall be sent through email only. Hence candidates are advised to ensure that they provide correct active email id in the online application form. All correspondence with the candidate shall be done through e-mail & Company's website only.
- (ii) Candidates are therefore advised to visit regularly on our website for latest updates. The Company shall not be responsible for any loss of email sent due to invalid/ wrong email ID provided by the candidate.

8. **Application Fee**

- (i) The General, OBC & EWS Candidates are required to pay non-refundable application processing fee of Rs.500/- (**Five Hundred Only**) and all other candidates are exempted from paying fees.
- (ii) 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.

9. Emoluments

- (i) Candidates selected as Assistant Foreman (Mining) will be placed in the pay scale of Rs. 28740–3% - 72110/- (T-10 grade) and those selected as Mining Mate Grade-I will be placed in the pay scale of Rs. 28430-3%-59700/- (T-08 grade).
- (ii) Besides Basic Pay, Dearness Allowance (IDA pattern), Allowances, Company accommodation(subject to availability), LTC, Medical facilities, Reimbursement of conveyance expenses, Contributory Provident Fund, Gratuity, etc. will be admissible as per Company rules in force from time to time.

10. Probation

Candidates selected as Assistant Foreman (Mining) and Mining Mate Grade-I will be on probation for a period of Six months. On successful completion of probation period, they will be confirmed to the post.

11. Last date of submission and receipt of applications

Opening date for submission of online application	Last date of submission of online application	Last date of receipt of hard copy alongwith documents
09.09.2023 (11:00 AM onwards)	30.09.2023 (Till Midnight)	14.10.2023 (Till 05:00 PM)

- (i) The candidates are required to send the hard copy of online generated application form alongwith requisite documents as mentioned in point no. 12 below of the advertisement to the following address by superscribing the envelope with "NAME OF THE POST APPLIED" through Ordinary Post/Speed Post / Courier/Registered Post on or before **14.10.2023 upto 05:00 PM**.

**DGM (Administration)-HR
Hindustan Copper Limited
Malanjkhand Copper Project
Tehsil: Birsa, P.O- Malanjkhand
District-Balaghat
Madhya Pradesh-481116**

- (ii) The company shall not be responsible for any postal delay or loss of application during transit.

12. Documents

- (i) Self-attested photocopies of the following documents should be attached with the online generated application form.
 - (a) Matriculation / Secondary Certificate as proof of Date of Birth.
 - (b) Marks Sheet OR Certificate of: Matriculation / 10th / Secondary / Diploma in Mining, as applicable, in support of qualification.
 - (c) Mine Foreman/Mining Mate Certificate of competency (unrestricted) issued by DGMS for metalliferous mines.
 - (d) Valid First Aid Certificate issued by the Competent Authority.
 - (e) Experience certificate as applicable.
 - (f) Caste Certificate in the prescribed format issued by the Government Authorities, if applicable.
- (ii) **If the above documents are not received within the due date, the candidature of the applicant shall not be considered.**

13. Internal Candidates

- (i) The existing serving employees of Hindustan Copper Limited who are fulfilling the requisite eligibility criteria and desirous of applying against the advertised posts shall also have to submit their application through proper channel.
- (ii) No application fee shall be charged from the employees of the company.
- (iii) The prescribed age limits will not apply in such cases.
- (iv) Company employees appearing for Written/Trade test shall be treated as on tour/duty and their travelling allowance/attendance as the case may be, will be regulated as per rules of the company.

14. Medical Fitness

The final placement of the candidate in the Company will be subject to the selected candidates being found medically fit by the Company's Medical Officer/Board for the post(s) for which they have been selected. Where there is no Company's Medical Officer, medical examination will be conducted by an approved Government Hospital/Medical Board. The decision of Medical Board constituted by the Company will be final and binding.

15. How to Apply

- (i) Eligible and interested candidates only need to apply. Candidates should apply only through online registration from HCL website (www.hindustancopper.com) under the link "Careers". No other means / mode of application shall be accepted.
- (ii) 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.
- (iii) Interested Candidates can apply more than one post, subject to the fulfillment of eligibility criteria as mentioned at point No 1. Candidates have to pay separate application fee as per details mentioned at point no 8 if the individual candidate decides to fill application for more than one posts.
- (iv) The written test / trade test for posts of Assistant Foreman (Mining) and Mining Mate will be held separately, if required depending upon the applications received.
- (v) To complete the online application process and get the Application number, it is mandatory to put in all the relevant information such as qualifying degree details, percentage of marks, email address and mobile no., address for correspondence, soft copy of scanned photograph and signature (JPEG). Therefore, applicants are advised to keep such information ready before applying online.
- (vi) Exact percentage of marks should be mentioned in qualification table and rounding off of marks should not be done.
- (vii) 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.
- (viii) Screening of applications shall be done on the basis of data furnished in the online application and the documents submitted. The candidate should ensure that they meet all the prescribed eligibility criteria and other conditions as mentioned in this advertisement and furnish the correct information in online application as per the supporting documents.
- (ix) Category of SC/ST/OBC/PWD/Ex-servicemen/EWS once filled in the online application form will not be changed.

16. General Conditions

- (i) Only Indian Nationals are eligible to apply.
- (ii) The candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement.
- (iii) Candidates are advised to submit their applications well in advance without waiting for the closing date.
- (iv) All qualifications should be recognized by State Govt. / Board / Govt. of India / appropriate statutory authority.
- (v) Request for change of mailing address, category, discipline as declared in the application form will not be entertained.
- (vi) Candidates are advised to keep their E-mail ID (mentioned in the application form) active for atleast one year. No change in the E-mail ID will be allowed once declared. **All correspondence with candidates shall be done through E-mail only.**
- (vii) Mere submission of application form or admission into Written Test, etc. does not imply that the Company (MCP) has been satisfied about the candidate's eligibility. Candidature 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.
- (viii) Candidates should note that the details provided in online application are taken on their face value and the onus of providing the correctness and authenticity of the same as and when required lies with the applicant.

- (ix) The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General".
- (x) If the SC/ST/OBC certificate has been issued in a language other than English / Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- (xi) No TA will be paid to any candidate for appearing in the written examination except internal candidates.
- (xii) Candidates employed with Government Departments / PSUs / Autonomous Bodies have to produce No Objection Certificate (NOC) at the time of document verification. If the candidate fails to provide the NOC at the time of document verification, he / she will not be allowed to appear for the selection process.
- (xiii) HCL/MCP reserves the right to cancel / restrict / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reasons thereof.
- (xiv) HCL/MCP reserves the right to change the number of vacancies and/ or restrict, if required, without issuing any further notice or assigning any reason thereof.
- (xv) Any canvassing directly or indirectly by the applicant shall disqualify his/her candidature.
- (xvi) Any modifications / amendments in the advertisement will be given in HCL's website www.hindustancopper.com. **Candidates are advised to visit HCL's website regularly for updates in this regard.**
- (xvii) Legal jurisdiction will be at Balaghat in case of any cause / dispute arising out of this recruitment.

**Sd/-
DGM (Administration)-HR**
