

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

Advertisement No.: Estt./1/2008/2019

Date: 04/10/2019

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.1753.44 Crores in 2018-19. 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, the Company invites self-driven, professionally qualified Indian Nationals with proven capabilities to apply for the following posts.

SN	Grade	Cadre / Post	Total Posts
1.	T-10	Hindi Translator	2 [UR]
2.	C-5	Stenographer	3 [UR]*

\* One seat reserved for PwD [OH – Orthopedically Handicapped].

## 2. Age Limit

The maximum age limit and minimum experience required for the post as on the date of reckoning shall be as under:

Grade	Name of the Post	Scale of Pay (Rs.) w.e.f. 01/11/2012	Eligibility Criteria of Age (Years)
			Maximum Age (below)
T-10	Hindi Translator	18480-3%-45400	35
C-5	Stenographer	18280-3%-38670	32

## 3. Qualification & Required Post Qualification Experience

SN	Cadre / Post	Qualification
1.	Hindi Translator	<p><u>Essential</u> Master Degree of recognized university in Hindi with English as a main subject at Degree level,</p> <p style="text-align: center;"><b>OR</b></p> <p>Master Degree of recognized university in English with Hindi as a main subject at Degree level</p> <p style="text-align: center;"><b>OR</b></p> <p>Master Degree of recognized university in any subject with Hindi and English as main subject at Degree level.</p> <p><u>Additional</u> Diploma/ Certificate course of one year duration from recognized university/ institute in Translation from English to Hindi and vice-versa.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>2 years post qualification experience</b> of translation work from English to Hindi and vice-versa in govt. offices including central and state PSU or other offices.</p> <p><u>Preference</u> Preference shall be given to candidates having knowledge of Hindi typing and Computers (MS Office, Excel and Power Point etc.)</p>
2.	Stenographer	<ul style="list-style-type: none"> <li>▪ Graduate</li> <li>▪ Must possess 120/50 w.p.m. speed in Shorthand &amp; Typing respectively</li> <li>▪ Knowledge of MS Office, i.e. MS Word, MS Power Point &amp; MS Excel</li> <li>▪ <u>Experience: Minimum one year post qualification experience</u></li> </ul>

#### 4. Date of Reckoning

The date of reckoning for computation of eligibility towards age / experience / qualification / etc. shall be 11/12/2019. On the date of reckoning, the applicants should possess the requisite qualifications, experience, etc. and should not have attained the maximum age prescribed.

#### 5. Other Benefits

Besides Basic Pay, the selected candidate shall be entitled to IDA, HRA, CPF, Gratuity, etc. and Medical benefits for self and dependants as per Company's rules.

#### 6. Reservation

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 Disability Certificate issued by the Competent Authority in the online application. The original Certificate/s shall be required to be presented at the time of document verification.

#### 7. Age Relaxation

- a) The relaxation in age for the candidates belonging to PWD categories shall be as under.

Category	Age Relaxation (in years)
PWD - General	10

- 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

#### 8. 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. Candidates should ensure that they fulfill the prescribed eligibility and other conditions mentioned in this advertisement against the post applied. Candidates are advised in their own interest to apply for only one post that best fits with their qualification, experience, etc. vis-à-vis the advertised eligibility criteria. Multiple applications shall not be accepted since the Written Tests where ever required may be conducted simultaneously on the same day in same session.

#### 9. 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 09/10/2019 (10.00 A.M.) to 08/11/2019 (Midnight). Thus, the closing date for online submission of application shall be 08/11/2019.

#### 10. Application Fee

- a) A non-refundable Application Processing Fee of Rs. 500/- (Rupees Five Hundred only) shall be payable by all candidates except SC/ST/PwD candidates.
- 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.

#### 11. Internal Candidates

The serving employees of Hindustan Copper Limited having the requisite qualification & post qualification experience, desirous for applying against the advertised post shall also have to submit their application online. However, they shall also be required to submit their online Application Form along with the acknowledgement slip and other required documents, if any, through proper

channel (Unit/ Office Head) for onward transmission to Corporate Office along with the Vigilance/ Disciplinary status in ONE lot so as to reach Corporate Office within fifteen (15) days from the closing date of submission of applications. NOC shall not be issued to internal candidates if they fail to comply with the aforesaid provisions. They shall be exempted from the payment of Application Processing Fee and the age limit applicable for them shall be 50 years.

## 12. Selection Procedure

**Hindi Translator** : Selection shall be based on Written Test only.

**Stenographer** : Written Test followed by Skill Tests (only shortlisted candidates shall be called for Skill Test).

Hindi Translator				Stenographer			
Description	No. of Qs.	Max. Marks	Durations (Minutes)	Description	No. of Qs.	Max. Marks	Durations (Minutes)
General Knowledge & Current Affairs (Objective)	50	50	90	General Intelligence & Reasoning (Objective)	60	60	120
English Vocabulary and Grammar (Objective)	40	40		General Awareness (Objective)	60	60	
Hindi Vocabulary and Grammar (Objective)	40	40		English Language and Comprehension (Objective)	60	60	
Computer Knowledge (Objective)	20	20		Computer Knowledge (Objective)	20	20	
Translation from Hindi to English (Descriptive).	5	25	30	<b>Skill Test</b> Dictation for 10 minutes in English at the speed of 120 w.p.m in shorthand and Typing of the dictated words @ 50 w.p.m. on computer with formatting.	-	20	-*
Translation from English to Hindi (Descriptive).	5	25		Preparation of Power Points Slides.	2	10	-*
English Essay (Descriptive).	1	10		Preparation of Tables on MS Excel with use of Formulae.	-	10	-*
Hindi Essay (Descriptive).	1	10					

\*Shall be indicated in the call letters of the shortlisted candidates.

- Objective type with multiple choices (Max.4) with distracters and one correct answer.
- 1/4th mark shall be deducted for every wrong answer.

## 13. Call Letters / Admit Card

Call letter for Written Test and Skill Test shall be available for download from HCL's website. All correspondence with the candidate shall be done through e-mail / announcement on the Company's website [www.hindustancopper.com](http://www.hindustancopper.com). It is the responsibility of the candidate to download / print the Admit Card. 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 reasons, whatsoever.

## 14. 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). Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.

## 15. General

- Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.
- Candidates are advised to submit their On-line Application well in advance without waiting for the closing date.

- (c) 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. Candidates may click on the button 'Career' to get the instruction for online application submission.
- (d) Candidate's Passport – size colour photograph (size less than 50 KB) and signature in black-ink (size less than 50 KB) in .jpg format to be uploaded.
- (e) After submitting the online application, candidates should print the Computer generated Online Application and the Acknowledgment Slip and keep a copy for their reference and records.
- (f) No scrutiny of their candidature vis-à-vis the eligibility criteria shall be done before the Written Test. Thus, before applying, candidates are, advised to satisfy themselves fully before applying that they meet all the prescribed eligibility criteria for the concerned post.
- (g) Candidates should note that the details provided by them in their application 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.
- (h) 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 online application.
- (i) 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 judicial magistrate / appropriate authority to this effect along with the respective documents failing which the candidature shall be liable to be cancelled.
- (j) No Travelling Allowance shall be reimbursed for appearing in the Written Test / Skill Tests.
- (k) The candidates employed in Government / Semi-Government / Public Sector Undertaking are also required to submit their applications through online mode. However, they shall also be required to submit a copy of their Online Application to their present employer for forwarding the same 'Through Proper Channel' or, alternatively, submit a 'No Objection Certificate' from their present employer. The application 'Through Proper Channel' or 'No Objection Certificate', as the case may be, must be received at Hindustan Copper Limited, Tamra Bhavan, 1, Ashutosh Chowdhury Avenue, Kolkata - 700019 within 15 days from the Closing Date of Online Application, failing which they shall not be called for Written Test.
- (l) 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.
- (m) 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 therefore.
- (n) The Company reserves the right to shortlist candidates depending upon the number of vacancies and applications received, etc., and also to decide the modalities for recruitment whether through Written Test or Skill Test or both and the venue / schedule thereof.
- (o) Selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- (p) HCL shall not be liable for any delay or loss in email / postal transit for any reasons whatsoever.
- (q) The venue of Written Test / Skill Test / Document verification shall be at Kolkata or any other place in India decided by the Company.
- (r) Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- (s) In case of any doubt or discrepancy or conflict or confusion or ambiguity regarding content of the advertisement, HCL decision on the doubt or discrepancy or conflict or confusion or ambiguity shall be final.
- (t) 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.
- (u) Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- (v) HCL is an Equal Opportunity Employer.

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