

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

**Notification No. Estt./1/2017/2023-24**

**Date: 21.04.2023**

**Applications are invited for the post(s) to be filled-up on Immediate Absorption basis from the employees holding permanent post in (a) Central Public Sector Enterprises including their subsidiaries / Joint Ventures (Government Company only) belonging to Mining & Metal Sector, (b) Central Government Organizations belonging to Mining & Metal Sector, (c) State Public Sector Enterprises belonging to Mining & Metal sector and (d) Organizations (CPSE/State PSE/Central Govt) who are engaged in mining related activities but may not belong to Mining & Metal Sector.**

- 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 mining and metal sector. Therefore, applications in the prescribed proforma is invited from the employees holding permanent post in (a) Central Public Sector Enterprises including their subsidiaries / Joint Ventures (Government Company only) belonging to Mining & Metal Sector, (b) Central Government Organizations belonging to Mining & Metal Sector, (c) State Public Sector Enterprises belonging to Mining & Metal sector and (d) Organizations (CPSE/State PSE/Central Govt) who are engaged in mining related activities but may not belong to Mining & Metal Sector, on 'immediate absorption basis' for the following positions:

Table-1

SN	Cadre / Discipline	Grade					Total
		E9	E8	E7	E6	E2	
i.	Mining	3	1				4
ii.	Engineering Services		1				1
iii.	Survey				1		1
iv.	Human Resources	1				6	7
v.	Finance		1			5	6
vi.	Materials & Contracts		1		1	5	7
vii.	Company Secretary			1			1
viii.	Law				1		1
<b>Total</b>		<b>4</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>16</b>	<b>28</b>

- List of eligible organization/s belonging to mining & metal sector, viz., CPSEs including subsidiaries / Joint Ventures (Govt. Company only), Central Govt. Organizations and State PSEs is attached at Annexure-I. Applications of Organizations (CPSE/State PSE/Central Govt) who are engaged in mining related activities but may not belong to Mining & Metal Sector will also be considered and the onus to prove that the organization is engaged in Mining related activities shall lie with the applicant and the decision of HCL shall be final.

**4. Eligibility Criteria**

- Cadre / Discipline wise minimum essential qualification for the posts in the E9, E8, E7, E6 and E-2 Grades is as under.

Table-2

Sr. No.	Cadre	Minimum Essential Qualification
1.	Mining	Bachelor Degree in Mining Engineering with First Class Mine Manager's Certificate of Competency.
2.	Survey	Bachelor Degree in Mining / Civil Engineering with Surveyor Certificate of Competency or M. Tech (Geomatics).

3.	Engineering Services	Bachelor Degree in Engineering / Technology (Mechanical / Mining Machinery / Electrical / Electronics & Communication / Instrumentation / Electronic & Telecommunication / Civil / Architecture / Ceramic).
4.	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.
5.	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).
6.	Law	Bachelors Degree in Arts / Commerce / Science / Engineering / Professional Studies [BBA / BCA etc.] with Bachelor Degree in Law including five years integrated BA / B.Sc. / B. Com. / BBA LLB. Preferred: LLM
7.	Materials & Contracts	Bachelors Degree in Arts / Science / Commerce / Engineering with Post-Graduate Degree / Diploma in Materials Management or MBA with specialization in Materials Management.
8.	Company Secretary	Passed Final Examination of the Institute of Company Secretaries of India / UK.

Note:

1. In case qualification in dual specialization, i.e., one in major discipline and one minor discipline, then applicant shall be considered only in the discipline (functional area of study) of major specialization.
2. Equivalent qualifications shall be considered as per Government / UGC / AIU / AICTE guidelines.

b) Grade-wise Scale of Pay of the advertised posts, 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 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
E-7	Deputy General Manager	100000-260000	17	54	90000-240000
E-6	Assistant General Manager	90000-240000	14	52	80000-220000
E-2	Deputy Manager	50000-160000	3	40	40000-140000

**Note:** The minimum required number of year of experience should be in the relevant cadre / discipline/ field.

- 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, i.e., advertised post scale of pay
- OR**
- Candidate must have completed 1 year of service in the immediate below Scale of Pay of the advertised post scale of pay (as per DPE pay revision orders from time to time on the matter) on the date of reckoning.

- ii. Candidate/s last three years ACRs shall not be rated below 'Good'.

c) Equivalence of IDA, CDA and scale of pay other than IDA/CDA

The equivalence of IDA Scale of Pay with the CDA scale of pay and also the equivalence for the candidates belonging to the State PSEs/ Subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA scale of pay vis-à-vis the IDA/CDA scale of pay shall be as detailed in table-4 below. However, for eligibility, above guidelines stands.

Table-4: Scale of Pay Equivalence Table

Grade	IDA Scale of Pay (2007) Rs.	IDA Scale of Pay (2017) Rs.	CDA Scale of Pay (6th Pay) Rs.	CDA Scale of Pay (7th Pay) Rs.	For State PSEs/ Subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA scale of pay
(a)	(b)	(c)	(d)	(e)	(f)
E 9	62000-80000	150000-300000	67000-79000	182200-224100 (Level 15)	Immediately below the Board

E 8	51300-73000	120000-280000	37400-67000 (GP 10000)	144200-218200 (Level 14)	Not more than two level below the Board
E 7	43200-66000	100000-260000	37400-67000 (GP 8700)	123100-215900 (Level-13)	Not more than three level below the Board
E 6	36600-62000	90000-240000	15600-39100 (GP 7600)	78800-209200 (Level-12)	Not more than four level below the Board
E 5	32900-58000	80000-220000	15600-39100 (GP 6600)	67700-208700 (Level-11)	Not more than five level below the Board
E 2	20600-46500	50000-160000	9300-34800 (GP 4800)	47600-151100 (Level -08)	#
E 1	16400-40500	40000-140000	9300-34800 (GP 4600)	44900-142400 (Level-07)	#

# Applicants will have to submit the documents regarding scale of pay and certified organogram of the organization depicting the position of the respective applicant and decision of the HCL regarding equivalence w.r.t. IDA/CDA scale of pay for such organization would be final.

d) For the applicants of State PSEs/ Subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA scale of pay (For E5-E9 Grade), has to submit the documents regarding scale of pay and certified organogram of the organization depicting the position of the respective applicant, so that equivalence as noted under column (f) would be established, however, decision of the HCL regarding equivalence w.r.t. IDA/CDA scale of pay for such organization would be final.

e) In case of CPSEs with same scale of pay for multiple grades, the candidates applying 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 in the prescribed proforma enclosed as 'Certificate of Forwarding through Proper Channel / No Objection Certificate'. The onus to establish that working in the parallel or immediate lower scale and grade equivalent to the Grade (E0-E9) 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.

f) Cadre / Discipline wise Preferable Experience nature for posts in E5-E9 Grade would be as under –

Table-5

Cadre / Discipline	Preferred Experience (Years of experience given below is out of the total minimum years of Experience given in the Table-3)
Mining	Experience of 5 years in underground mining. Sound Competency in underground project management / execution including various regulatory compliances for execution of underground mining project.
Engineering Services	Experience of 5 years in projects, expansion schemes including feasibility studies, techno-economical evaluation, planning and implementation of the projects and CAPEX. He will also be responsible for all the technical and engineering services required for the satisfactory performance of the various Units of the Company and having experience of preparing Contracts and their Implementation.
Geology	Knowledge of computerized software based on ore body modelling, resource estimation and mine planning. Experience of 5 years of mapping, logging and sampling of underground mine.
Survey	Experience of 5 years of working in the field of Mine Survey, fully conversant with modern mine survey equipment like DGPS, Total Station Instrument, etc. for accurate survey and levelling. Preparation and Maintenance of Mine Plans, Sections, Tracing and Statutory requirements and submission of Statutory Reports, etc.
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.
Company Secretary	5 years' experience in listed company working as a Company Secretary. Knowledge of matters pertaining to Institutional Finance, Company Law, Corporate and Secretarial functions and be well versed with the provisions and regulations of Companies Act and SEBI Rules & Regulations. Experience of handling Board matters such as organizing Board meeting, preparation of Board agenda, minutes and handling these matters independently. Having good administrative and liaisoning skills and be able to cope up with all responsibility of a Company Secretary in a listed Company. Preference will be given to those who have worked in a digital Board environment and possess law degree.
Law	Candidate having 5 years' experience in appearing/attending and conducting/handling of cases matters of different nature before various courts, tribunals, quasi-judicial bodies and other forums. Experience of handling arbitration cases and be well versed with the provisions of Arbitration and Conciliation Act and new amendments therein. Drafting/interpreting commercial documents, agreements, contracts, pleadings, replies, notices, affidavits, deeds, claims, letters etc. Providing legal opinions & vetting of all type of documents relating to company's day to day business. Knowledge of all applicable rules, laws and regulation etc.

5. Date of Reckoning –

For computing eligibility with respect to Age, Qualification, Years of Experience, etc., date of reckoning shall be **01.04.2023**.

6. 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:

- For every completed year of relevant experience beyond the minimum requirement: 1 Mark
- For every additional degree over the minimum essential qualification, only in the relevant cadre/discipline: 1-mark subject to maximum 2 Marks.
- In case of tie in shortlisting of candidates during scrutiny, to maintain the limit of the zone of consideration, HCL Rule in this regard shall be applied.

7. How to apply –

- Candidate may please download the prescribed proforma application enclosed as **Annexure-II**. Typed / Neatly Written application may be forwarded to HCL by opting any one of the following two options:
  - Through proper channel **OR**
  - No Objection Certificate (NOC) at the time of Personal Interview
- Following must be ensured by the applicant before sending application.
  - 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 [6(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., **22.05.2023**, through Registered / Speed Post / Courier only to the following address:
 

Deputy General Manager (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 10<sup>th</sup> / 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. 'Certificate of forwarding of application through proper channel / No Objection Certificate' by the Present Employer in the prescribed proforma.
  - vi. Caste Certificate, if any applicable.
  - vii. All above documents except Sr. No. [6(f)(v)] shall be self-certified.
- g) Original Document/s listed in above para need to be shown / presented by the candidate/s shortlisted for Personal Interview during the process of document verification, i.e., on the date of Personal Interview.

## 8. 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) Candidates shall be provided pay protection (Basic Pay + DA) as per rule of the HCL.
- d) Candidates working in the parallel scale of pay shall be eligible for carry forward of notional seniority.
- e) The appointed candidates on immediate absorption basis shall be considered for promotion to higher grade scale of pay from the inducted grade scale of pay as per HCL rules, in vogue at the time of DPC.
- f) The candidates appointed shall be entitled for transfer benefits as applicable in case of new appointees as per rules of HCL.
- g) While applying the candidates should write their full name as it appears in the matriculation / secondary certificate.
- h) Apart from Pay and Allowances, other benefits viz., PRP, HRA, CPF, Gratuity, Medical Facility, etc., as per rules of the HCL shall be admissible.
- i) Details with respect to date & venue of Personal Interview and list of shortlisted candidates shall be conveyed through the HCL website and / or thorough the e-mail id provided in their application form as per the decision of the HCL.
- j) Any amendment / modification / corrigendum in respect of recruitment through this Advertisement shall only be communicated through the HCL'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.
- k) Appointment shall be subject to Medical fitness to be certified by HCL / Govt. Medical Officer as per guidelines of HCL.
- l) The Selected candidate shall be liable to serve the HCL anywhere in India / Abroad where it may have business interest.
- m) A person against whom a disciplinary or criminal proceeding is pending shall not be eligible for appointment.
- n) In matters of discipline, incumbent appointed shall be governed by the HCL's Conduct, Discipline & Appeal Rules.
- o) 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.
- p) HCL shall not be liable for any delay or loss in postal transit for any reason whatsoever.
- q) Candidates actually interviewed shall be reimbursed travelling expenses as per HCL rules.
- r) The candidates shall have the option to opt out of the disclosure scheme under RTI.
- s) 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.
- t) Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- u) Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- v) HCL is an Equal Opportunity Employer and encourages workplace diversity.

-----xxxx-----

## List of eligible Organisations / पात्र संगठनों की सूची

SN	Name of CPSE - SPSEs & Others	TYPE
1	Bharat Coking Coal Ltd.	CPSEs
2	Central Coalfields Ltd.	CPSEs
3	Coal India Ltd.	CPSEs
4	Eastern Coalfields Ltd.	CPSEs
5	Mahanadi Coalfields Ltd.	CPSEs
6	Northern Coalfields Ltd.	CPSEs
7	South Eastern Coalfields Ltd.	CPSEs
8	Western Coalfields Ltd.	CPSEs
9	Bharat Petro Resources Ltd.	CPSEs
10	Oil & Natural Gas Corporation Ltd.	CPSEs
11	Oil India Ltd.	CPSEs
12	ONGC Videsh Ltd.	CPSEs
13	Prize Petroleum Company Ltd.	CPSEs
14	FCI Aravali Gypsum & Minerals (India) Ltd.	CPSEs
15	IREL (India) Ltd.	CPSEs
16	J & K Mineral Development Corpn. Ltd.	CPSEs
17	KIOCL Ltd.	CPSEs
18	MOIL Ltd.	CPSEs
19	National Aluminium Company Ltd.	CPSEs
20	NMDC Ltd.	CPSEs
21	Orissa Mineral Development Company Ltd.	CPSEs
22	The Bisra Stone Lime Company Ltd.	CPSEs
23	Uranium Corporation Of India Ltd.	CPSEs
24	Ferro Scrap Nigam Ltd.	CPSEs
25	Mishra Dhatu Nigam Ltd.	CPSEs
26	Rashtriya Ispat Nigam Ltd.	CPSEs
27	Steel Authority of India Ltd.	CPSEs
28	NTPC Limited	CPSEs
29	NLC India Limited	CPSEs
30	Mineral Exploration and Consultancy Limited	CPSEs
31	Central Mine Planning & Design Institute Limited	CPSEs
32	Indian Bureau of Mines	Central Govt. Organisation
33	National Institute of Rock Mechanics	Central Govt. Organisation
34	Jawaharlal Nehru Aluminium Research Development & Design Centre	Central Govt. Organisation
35	Coal Controllers Organisation	Central Govt. Organisation
36	Science & Technology Research in Coal Lignite Sector	Central Govt. Organisation
37	Geological Survey of India	Central Govt. Organisation
38	Assam Mineral Development Corporation Ltd.	SPSEs

SN	Name of CPSE - SPSEs & Others	TYPE
39	Chhattisgarh Mineral Development Corporation Ltd.	SPSEs
40	Gujarat State Petroleum Corporation Ltd.	SPSEs
41	Gujarat Mineral Development Corporation Ltd.	SPSEs
42	Jammu & Kashmir Minerals Ltd.	SPSEs
43	Jharkhand State Mineral Development Corporation Ltd.	SPSEs
44	Karnataka State Mineral Corporation Ltd.	SPSEs
45	Hutti Gold Mines Company Ltd.	SPSEs
46	Travancore Titanium Products Ltd.	SPSEs
47	The Kerala Minerals & Metals Ltd.	SPSEs
48	Steel Industrials Kerala Ltd	SPSEs
49	Steel & Industrial Forgings Ltd.	SPSEs
50	Autokast Ltd.	SPSEs
51	MP State Mining Corporation Ltd.	SPSEs
52	Maharashtra State Mining Corporation Ltd.	SPSEs
53	The Odisha Mining Corporation Ltd.	SPSEs
54	IDCOL Kalinga Iron Works Ltd.	SPSEs
55	IDCOL Ferro Chrome & Alloys Ltd.	SPSEs
56	Rajasthan State Mines & Minerals Ltd.	SPSEs
57	Barmer Lignite Mining Company Ltd.	SPSEs
58	Tamilnadu Minerals Ltd.	SPSEs
59	Tamilnadu Magnesite Ltd.	SPSEs
60	The Singareni Collieries Company Ltd.	SPSEs
61	The Andhra Pradesh Mineral Development Corporation Ltd.	SPSEs
62	Telangana State Mineral Development Corporation Ltd.	SPSEs
63	West Bengal Mineral Development & Trading Corp Ltd.	SPSEs

**Note: Applications from CPSEs / State PSEs/ Central Government organizations engaged in Mining activities, but not included in the above list shall also be considered as per Para (3) of the advertisement. However, the state PSEs who are engaged in mining activities but not included in the above list should have the annual turnover of Rs.10 Cr.**

नोट: खनन गतिविधियों में लगे सीपीएसई / राज्य पीएसई / केंद्र सरकार के संगठनों से प्राप्त आवेदन, लेकिन उपरोक्त सूची में शामिल नहीं हैं, ऐसे संगठनों के आवेदनों पर भी विज्ञापन के पैरा (3) के अनुसार विचार किया जाएगा। हालाँकि, राज्य के पीएसई जो खनन गतिविधियों में लगे हुए हैं लेकिन उपरोक्त सूची में शामिल नहीं हैं, उनका वार्षिक कारोबार 10 करोड़ रुपये होना चाहिए।



## FORMAT OF APPLICATION FOR THE POSTS ON IMMEDIATE ABSORPTION 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.	Applied Post Name with Cadre / Discipline	
2.	Applied Post Grade	
3.	Name of Applicant (In Block Letter)	
4.	Father Name	
5.	Date of Birth of Applicant	
6.	Age in Years, Month & days (as on 01/04/2023)	
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) Present Employer Type [Tick mark (☑) appropriately]	CPSE : <input type="checkbox"/> CPSE Subsidiary : <input type="checkbox"/> CPSE JV : <input type="checkbox"/> Central Government Organization : <input type="checkbox"/> State PSE : <input type="checkbox"/>
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)	
	e) Level of working*	
13.	Essential Qualification Details [As per Para 4(a)] of the Notification with Date of Passing]	
14.	Educational Qualification Details (Enclose the copy of the Mark Statement and Certificate)	
	<b>Name of Examination</b>	<b>Name of Board / University</b>
		<b>Date of Passing</b> (dd/mm/yyyy)
		<b>Specialization / Subjects</b>
		<b>% of Marks</b>
		<b>Remark</b>
	SSC / Matric / 10 <sup>th</sup>	
	HSC / 12 <sup>th</sup>	
	Graduation	
	Post-Graduation	
	Professional / Other Courses / Certificate	
15.	Experience Details – (Start from Recent) (Enclose separate Sheet if required for nature of work)	
	<b>Name of Organization</b>	<b>Designation</b>
		<b>Scale of Pay</b>
		<b>From</b>
		<b>To</b>
		<b>Duration</b> (Years, Month & Days)
		<b>Nature of Work</b> <b>With notable contributions if any.</b>
	<b>Total Experience as on 01/04/2023</b> <b>(Years, Months &amp; Days)</b>	
16.	ACR / APAR Final Ratings for the Past three appraisal years (Candidate/s last three years ACRs should not be rated below 'Good').	
	<b>Appraisal Year</b>	<b>Final Rating</b>
	2019-20	
	2020-21	
	2021-22	
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. <b>Yes, Disclose</b> <input type="checkbox"/> <b>No Disclosure</b> <input type="checkbox"/>	

\* For applicants working in State PSEs / subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA Scale of pay must indicate their equivalent level as per the table-4 of the notification. For example, immediate below board / Not more than two level below the board, etc., and enclose the appropriate documents establishing the level of the applicant in the organization.

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.
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. This is certified that Mr./ Mrs./ Ms.\_\_\_\_\_ is working in the level  
\_\_\_\_\_[as defined in column (f) of the table-4 of HCL's notification]  
and appropriate documents indicating the level in our organization is enclosed *(kindly  
read note no. (3) given below)*.
4. Certified that no vigilance / Disciplinary case is either pending or contemplated against  
the applicant.
5. It is certified that no major / minor penalties have been imposed on the applicant during  
the last 10 years.
6. Final Rating for the last three years (2019-20, 2020-21 & 2021-22).

Appraisal Year	Final Rating	Remark
2019-20		
2020-21		
2021-22		

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

7. We do not have any objection for his / her candidature for the applied post on  
immediate absorption basis as per advertisement No. Estt./1/2017/2023-24 dated  
21.04.2023.

(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 [4(e)] of the notification.

3. Para (3) above is applicable for State PSEs / subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA Scale of pay.