



# हिन्दुस्तान कॉपर लिमिटेड Hindustan Copper Limited

Regd. Office : Tamra Bhavan, 1, Ashutosh Chowdhury Avenue,  
Kolkata – 700 019

CIN: L27201WB1967GOI028825, Tel: 033 2283-2226

E-mail: careers@hindustancopper.com, Website: [www.hindustancopper.com](http://www.hindustancopper.com)

Notification No. Estt./1/2022/2023-24

Date: 15/03/2024

**Applications are invited for the post of Deputy General Manager (Company Secretary) on Immediate Absorption basis from Central / State PSE organizations / Government Organizations.**

1. Hindustan Copper Limited (HCL) Miniratna 'Schedule-A' Central Public Sector Enterprise in the field of Copper Mining & Production of refined copper, is inviting application for the post of Deputy General Manager (Company Secretary) on 'immediate absorption basis' as under.

Table-1

| Cadre / Discipline | Post Name              | Grade | Scale of Pay (IDA) in Rs. | Number of Posts |
|--------------------|------------------------|-------|---------------------------|-----------------|
| Company Secretary  | Deputy General Manager | E7    | 100000-260000             | 1               |

2. Candidate fulfilling eligibility criteria and working in '**Central PSE organization including their subsidiary / JV (Govt. Company) / State PSE organization / Government Organization**' may apply against the above referred post.

3. Eligibility Criteria

- a) The minimum essential qualification for the posts is as under.

Table-2

| Cadre             | Minimum Essential Qualification   |
|-------------------|---|
| Company Secretary | Membership of the Institute of the Company Secretaries of India (ICSI). |

- 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-7   | Deputy General Manager | 100000-260000                         | 17                          | 54                           | 90000-240000                 |

Note:

- a) The minimum required number of year of experience should be in the relevant cadre / discipline/ field.
- b) Out of the minimum years of experience, i.e., 17 years, **the applicant should have last 5 years' continuous experience in a Company listed at NSE and / or BSE.**
  - 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 7   | 43200-66000                 | 100000-260000               | 37400-67000<br>(GP 8700)       | 123100-215900<br>(Level-13)    | Not more than three level below the Board  |
| E 6   | 36600-62000                 | 90000-240000                | 15600-39100<br>(GP 7600)       | 78800-209200<br>(Level-12)     | Not more than four level below the Board   |

- d) For the applicants of State PSEs/ Subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA scale of pay, 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) of table-4 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 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 Grade would be as under –

**Table-5**

| Cadre / Discipline | Preferred Experience  |
|--------------------|---|
| 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 liasoning skills and be able to cope up with all responsibility of a Company Secretary in a listed Company.<br><br>Preference will be given to those who have worked in a digital Board environment and possess law degree. |

4. Date of Reckoning –

For computing eligibility with respect to Age, Qualification, Years of Experience, etc., date of reckoning shall be **01/03/2024**.

5. 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.

6. 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 [6(f)]. However, in case, the applicant is submitting NOC at the time of Personal Interview, such application, i.e., without NOC, would be processed provisionally.
- iii. **Forwarding letter must be issued by the employer in the prescribed proforma** on the letter head of the organization, 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., **29/04/2024**, through Registered / Speed Post / Courier only to the following address:

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 on the letter head of the organization.
  - 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.

## **7. 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.

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**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<br>(In Block Letter)                                |  |
| 4.  | Father Name   |  |
| 5.  | Date of Birth of Applicant  |  |
| 6.  | Age in Years, Month & days<br>(as on 01/03/2024)                      |  |
| 7.  | Sex (Male / Female)   |  |
| 8.  | Marital Status<br>(Married / Single)                                  |  |
| 9.  | Whether SC/ST/OBC/EWS/ General / Minority (Enclose Caste Certificate) |  |
| 10. | Contact Details   |  |
|     | a) Communication Address<br>(In detailed with PIN code)               |  |
|     | b) Permanent Address<br>(In detailed with PIN code)                   |  |
|     | c) Mobile No.   |  |
|     | d) Email Address<br>(In Block letter)                                 |  |
| 11. | a) Present Employer Name and Address with contact details             |  |
|     | b) Present Employer Type<br>[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<br>(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<br>[As per Para [3(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><br>(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 –<br>(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><br>(Years, Month & Days)   |                |              |        |         |  |  |         |  |  |         |  |  |
|                |   | <b>Nature of Work With notable contributions if any.</b>   |                |              |        |         |  |  |         |  |  |         |  |  |
|                |   |  |                |              |        |         |  |  |         |  |  |         |  |  |
|                |   |  |                |              |        |         |  |  |         |  |  |         |  |  |
|                |   |  |                |              |        |         |  |  |         |  |  |         |  |  |
|                | <b>Total Experience as on 01/03/2024<br/>(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').   | <table border="1"> <thead> <tr> <th>Appraisal Year</th> <th>Final Rating</th> <th>Remark</th> </tr> </thead> <tbody> <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> </tbody> </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 –<br>I hereby opt out the option of disclosure of information under Right to Information Act, 2005.<br><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 under Para [3(c)] of the notification. 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:

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

(Certificate / NOC to be issued on the letter head of the organization 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 under Para (3)(b) 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 (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.

7. We do not have any objection for his / her candidature for the applied post on  
immediate absorption basis as per advertisement No. Estt./1/2022/2023-24 dated  
15.03.2024.

(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 [3(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.