



HINDUSTAN PAPER CORPORATION LIMITED

[A Government of India Enterprise]

75-C Park Street, Kolkata – 700 016

Hindustan Paper Corporation Limited (HPC), a Schedule-A with its Headquarters at Kolkata and 4 manufacturing units – two directly managed mills in Assam and one each in Kerala and Nagaland managed through Subsidiaries – with an annual installed capacity of 2 lakh tones of writing and printing paper and 1 lakh tonne of newsprint .

HPC is setting up a Greenfield large integrated state-of-the-art paper mill namely, **Jagadishpur Paper Mills Limited (JPML)** with a capacity of 300,000 tone per annum of premium grade writing and printing paper at Jagadishpur, District, Amethi, Uttar Pradesh through a subsidiary company.

HPC needs a Liaison Officer at the level of Executive (E-1 grade) for its JPML registered office located at Luknow.

Qualification & Experience : Any Graduate with good Communication Skills with 1-2 years post qualification experience in liaisoning work preferably with Central & State Authorities for implementation of the project.

Upper age limit : 25-30 years as on 01.01.2014

Reservation & Relaxation : Reservation & relaxation to SC/ST/OBC candidates will be provided in accordance with Gol directives

Tenure : The engagement is on fixed tenure basis initially for a period of 2(two) years. The posts are not against any permanent vacancy and the engagement will not confer any right whatsoever on the candidate for future employment in HPC/JPML or any concession of any nature.

Emoluments : The post carries a lump sum amount of Rs.30,500/- per month.

Other benefits : CPF as per Rules, on account of domiciliary treatment for self and family, reimbursement of medical expenses limited to one month's consolidated retainership fee per annum; Conveyance expenses as applicable to the grade.

Candidates, meeting the above specification may submit their bio-data in the prescribed format along with a recent passport size colour photograph, copies of certificates, caste certificate, proof of age etc., within 15 days of publish of this advertisement to In-charge, HR & ES , Hindustan Paper Corporation Limited, 75-C, Park Street, Kolkata – 700 016. The application format can be downloaded from the website www.hindpaper.in and www.hnlonline.com.

Employment Notice No1/1/2014

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Passport size
photograph

APPLICATION FORMAT

Name of the post Applied for _____

1.	Full Name of the Candidate (in capital letters)	
2.	Name of Father/Husband	
3.	Date of Birth	
4.	Place of Birth	
5.	Sex	
6.	Marital status	
7.	Nationality	
8.	Category (if belongs to any of these categories, please attach copy of the certificate issued by the competent authority)	SC /ST / OBC / PwD/Ex. Servicemen
9.	Address: a) <u>Permanent</u> Telephone No.:	b) <u>Present</u> (for correspondence): Telephone No.: Mobile No.: e-mail id :

10	Educational and Professional Qualification (copies of certificates duly attested by gazetted officer is required to be enclosed)				
	Examination Passed	Year	Percentage of Marks	Subject	University/ Institute
11.	Experience –from present to past				
	From	To	Position held	Organization	Salary (Pay & Allowances)
12.	Languages known		Write	Read	Speak
13.	Professional Achievements & Awards			Separate sheets may be attached	
14.	Trainings attended (more than one week duration)				
15.	Details of Demand Draft				

I do hereby declare that the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I shall be bound by the decision of the Hindustan Paper Corporation Limited.

Place:

Date:

Signature: _____

Name: _____