

**HINDUSTAN NEWSPRINT LIMITED**

**(A Subsidiary of Hindustan Paper Corpn. Ltd.,)**

**Newsprint Nagar P.O, Kottayam – 686 616**

**(An ISO 9001 & 14001 and OHSAS-18001 certified Company)**

**Requires**

**EXECUTIVE (Customer Relations) on Fixed Tenure Basis**

**1. No. of posts – 3 ( 2-UR; 1 – OBC )**

**2. Qualification and Experience - BTech/BE from Recognised**

Institute/University having scored minimum 60% marks and two year full time MBA with Marketing as a specialization from a Recognised Institute/University having scored minimum 60% marks in the aggregate.

**Post MBA experience of minimum two years in Sales / Marketing.**

Preference will be given to experience from any Paper making Industry.

Candidates should be conversant in any one **South Indian language**

**3. Maximum Age Limit** : 37 years as on 1<sup>st</sup> January, 2014. Relaxable by 3 years for OBC (Non Creamy Layer) candidates. Relaxation for Ex-servicemen as per govt.guidelines.

**4. Remuneration:**

Selected candidates will be appointed on Fixed Tenure Basis initially for a period of Three years which shall further be renewable for a maximum spell of two spells of one year each depending on the requirement of the Company.

The selected candidates will be paid an all inclusive monthly consolidated remuneration of Rs 23500/- which will be enhanced annually.

**5. Other benefits:-**

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

### **Mode of Selection:-**

Written Test. Short listed candidates will have to attend a Group Discussion and Interview.

### **General Informations and Conditions:**

1. Persons employed with Government or Semi-government Organisation /Public Sector Undertakings should submit their application through proper channel.
2. Candidates desiring to be considered against the quota reserved for OBC should have in their possession a recent certificate from the Tahsildar or other competent authority approved by the Govt. Of India certifying that they do not belong to the “creamy layer” of the OBC community.
3. Candidates **should** enclose copies of certificates in proof of age, qualification, experience and caste. Application with **incomplete information** and/or not accompanied with true copies of all certificates/mark sheets/ testimonials regarding age, qualifications, experience, and caste/community certificates or unsigned **are liable to be rejected**. No correspondence regarding the rejection of application in case of ineligibility will be entertained.
4. **Applicants should invariably enclose a write-up on the organization where they have worked and furnish reference of their experience. To substantiate the specific requirement of their experience, they shall also furnish the names of two senior officials of the organization they have worked with, details of phone no. and address for verifying the credentials of the applicant.**
5. Candidates who are not having **the prescribed qualification or experience** as indicated above, **need not apply**.
6. **All correspondence with the candidates shall be done through email, or announcement on the HNL website only. Candidates should mention their e-mail address in the application.**
7. **Appearing for written test / Group Discussion or interview alone will not give right to the candidates for selection.**

Candidates fulfilling the prescribed qualifications may send their resume in the following format along with true copies of certificates, mark lists, recent passport size photograph (to be pasted on the application) which should be sent in an envelope superscribed with **“Application for the Post of Executive ( Customer Relations)”** to the **Sr. Manager(HR&ES)** with a demand draft or Indian Postal Order for Rs.100/- in favour of **Hindustan Newsprint Ltd.**, payable at Ernakulam/ Mevelloor so as to reach on or before **30<sup>th</sup> January 2014.**

**“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”**

**Sr. Manager (HR&ES)**

(Type/write neatly in capital letters)

**HINDUSTAN NEWSPRINT LIMITED**

[A Government of India Undertaking]  
(A Subsidiary of Hindustan Paper Corporation Limited)

**APPLICATION FORMAT**

Passport size  
photograph

DISCIPLINE :

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-service

9.	<b>Address : (PI specify PIN CODE)</b>  Permanent	Present <b>(for correspondence)</b>
	Telephone No. :	<b>Telephone No. :</b>  <b>Mobile</b>  <b>e-mail id</b>

10	Educational and Professional Qualification (attested copies of certificates may please be enclosed)			
Examination Passed	Year	Percentage of marks	Subject	University / Institute

11. Experience particulars of all previous and present employment are to be furnished including training/apprenticeship undergone.

Post held	Period		Name of the Employer with full address	Nature of duties/work	Reasons of leaving
	From	To			

12. Details of the organization worked and the nature of work experience ( Pl. see the experience requirement in the notification). Please enclose as annexure if space is not sufficient.

13	Languages known	Write	Read	Speak

14	Details of D.D /IPO	
	Name of Bank drawn on	
	Date	

I do hereby declare that the statement made in the application are true, complete and correct to the best of 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 Newsprint Limited.

**Signature of Candidate**