



**HINDUSTAN COPPER LIMITED**  
**(A Govt. of India Enterprise)**  
**MALANJKHAND COPPER PROJECT**  
**Post: Malanjkhanda Pin: 481116**  
**Tehsil: Baihar**  
**District: Balaghat – M.P.**

Adv No: HCL/MCP/HR/R&P/ Contractual Appointment/2014

REF: Office order no – HCL/HR/17/6 dt 30-08-2011

Applications are invited in the prescribed application form (appended to this advertisement) from the eligible Candidates retired/Voluntary retired from the services of PSUs including Hindustan Copper Limited or Govt/ Semi-Govt organizations including defence service or Private organizations of repute, for following posts at Malanjkhanda Copper Project, a Unit of Hindustan Copper Limited ( A Govt. of India Enterprise).

1	Name of Post	:	Accounts Officer
2	No. of post	:	01 (one)
3	Type of Employment	:	Contract
4	Method of Recruitment	:	Walk-in-Interview on <b>17/02/2014</b> from <b>10.30 AM to 5 PM</b> at Malanjkhanda Copper Project, Administration Building, District-Balaghat (M.P)-481116.
5	Tenure	:	Initially contract will be for a period of one year & can be extended based on the needs of the organization & on satisfactory performance upto the age of 65 years.
6	Eligibility Criteria	:	
	i) Category	:	Superannuated/Retired/Voluntary Retired persons from a) PSUs including Hindustan Copper Limited b) Government or semi-government organization c) Any Private sector
	ii) Qualification	:	Essential:- Matriculate Preferred: Graduate
	iii) Experience	:	Minimum 20 years of experience in line
	iv) Age	:	Should be less than 63 years
7	Date of reckoning	:	The cut off date for reckoning eligibility shall be <b>17/02/2014</b> .
8	Emoluments	:	Rs. 13000/- per month <b>OR</b> last drawn basic pay whichever is higher subject to clause 14(a) of the company's policy (see website for details).
9	Benefits	:	(i) The reimbursement of conveyance expenses for local travel for official purposes shall be paid @ 15% of the monthly emolument. (ii) Unfurnished Company's accommodation at normal rent and electricity, subject to availability. House Rent Allowance @ 10% of the Monthly Emolument shall be payable where housing accommodation is not provided by HCL/MCP.
10.	Requirement for Walk In Interview	:	Candidates are required to bring their Original certificates in Interview in support of their claim for possessing 20 yrs experience, age, qualification, statutory requirements and photocopies of the same duly self attested.

# **APPLICATION BLANK**

*Please fill in BLOCK LETTERS. Incomplete applications shall be rejected.*

To

Name of the post Applied for:

\_\_\_\_\_

Discipline :

\_\_\_\_\_

Please paste(not pin) a  
recent passport size  
coloured photograph

1. Name:

\_\_\_\_\_

2. Date of Birth (dd/mm/yy)

\_\_\_\_\_

3. Father's name:

\_\_\_\_\_

4. Correspondence Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PIN \_\_\_\_\_

5. Mobile: \_\_\_\_\_

Landline Telephone

\_\_\_\_\_

6. Sex: \_\_\_\_\_

7. E-mail: \_\_\_\_\_

8. Domicile State: \_\_\_\_\_

*Signature of candidate: .....*

9. Category (please tick [✓] the appropriate category) :

SC  ST  OBC  UR

10. PWD (40% or more disability):

(If Yes, indicate the %age of disability): ( )

11. Marital Status: \_\_\_\_\_

12. Academic/ Professional Qualification:

Examination Passed	Board/Univ. /Institute	Year of Passing	Duration of Course	Div./ Grade	Marks obtained (%)

13. Experience: (Recent first)

Name of Organization*	Position Held	Period		Scale of Pay/ Grade	Reasons for Leaving
		From	To		

• Please specify whether Govt. or otherwise

14. Publications/ Awards/ Scholarship/ any other relevant details:

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Signature of candidate: .....

Undertaking:

I, hereby, certify that the information provided above is true to the best of my knowledge and in case it is found to be false or incorrect or suppressed, the contractual engagement shall be liable to be terminated forthwith without prejudice to any legal/ disciplinary action as deemed fit by the Management. I have gone through the full text of the advertisement and agree to all the conditions detailed therein.

(Signature of candidate)

Place:

Date:

Enclosures:

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NB: Please use separate sheet if space is inadequate for filling SI No 12 & 13. The format must be same. Please sign on each page of the application form.

## **General Instructions**

- 1) The age and experience shall be reckoned as on **17<sup>th</sup> Feb 2014**.
- 2) Self-attested photo copies of the following document should be attached with the application and the original certificates shall be required to be presented at the time of interview.
  - a. Matriculation/Secondary Certificate as proof of Date of birth.
  - b. Mark sheet/ Certificate in support of qualification and experience.
- 3) In case of variation in name/surname/name spelling mentioned in the application with that in the certificates pertaining to education/professional qualifications/caste/etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect failing which the candidature shall be liable to be cancelled.
- 4) HCL reserves the right to fill the posts or alter the number of posts or cancel the process of contractual engagement in full or part without assigning any reason therefore.
- 5) Candidates called for interview shall not be entitled for any TA/DA.
- 6) Selected candidate shall be posted at Malanjkhand Copper Project a unit of Hindustan Copper Limited.
- 7) Any amendment/corrigendum shall be hosted only on the company's website ([www.hindustancopper.com](http://www.hindustancopper.com))