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(भारत सरकार का उपक्रम)
(A Govt. of India Enterprise)

हिन्दुस्तान कॉपर लिमिटेड
खेतड़ी कॉपर कॉम्पलैक्स
HINDUSTAN COPPER LIMITED
KHETRI COPPER COMPLEX

पो. ऑ. : खेतड़ी नगर-333504
P.O. Khetri Nagar-333504
जिला : झुन्झुनू (राज.) भारत
Distt. Jhunjhunu (Raj.) INDIA
Tel. No. : 01593-220001
CIN No. : L27201WB1967GOI028825
GSTIN : 08AAACH7409R1Z1

Advertisement No.HCL/KCC/HR/Rectt/24 Date: - 18/01/2025

RECRUITMENT FOR WORKMEN POSTS IN KHETRI COPPER COMPLEX

Hindustan Copper Limited (HCL) is a listed profit making vertically integrated, multi-Unit, Schedule 'A' Miniratna Central Public Sector Enterprise in the field of Copper Mining & Production with net turnover of Rs.1686.51 Crores in 2023-24. 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 Company is on a fast track of growth and expansion. Its approach is 'People Centric' and provides for elaborate HR processes including well-defined policies to cater to employees' growth and aspirations. **To partner its growth process and man key-positions, the Company invites self-driven, professionally qualified Indian Nationals with proven capabilities to apply online on HCL's website for the following posts for Khetri Copper Complex in Rajasthan State.**

1. **Post wise vacancy break up with reservation: -**

Sl. No.	Post	UR	SC	ST	OBC (NCL)	EWS	Total
1	Chargeman (Electrical)	12	03	02	05	02	**24**
2	Electrician 'A'	17	05	04	07	03	**36**
3	Electrician 'B'	16	06	04	07	03	**36**
4	WED 'B'	02	01	00	03	01	**07**
Total Vacancies		**47**	**15**	**10**	**22**	**09**	**103**

2. **Educational Qualification & Post Qualification Experience: -**

Sl. No. (A)	Name of Post (B)	Scale of Pay (C)	Educational Qualification (EQ) and Post Qualification Experience. (D)	Statutory Certificate (SC) (E)
1	Chargeman (Electrical)	T – 10 Scale of Pay (Rs. 28740 – 3% – Rs.72110)	Diploma in Electrical Engineering with one year experience in mining installations as supervisor after acquiring Supervisory Certificate of competency, covering mining installations issued by the appropriate government. OR	Valid Supervisory Certificate of competency, covering mining installations issued by appropriate government.

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			ITI (Electrical) with three years experience in mining installations as supervisor after acquiring Supervisory Certificate of competency, covering mining installations issued by the appropriate government. OR Class 10th with five years experience in mining installations as supervisor after acquiring Supervisory Certificate of competency, covering mining installations issued by the appropriate government.	
2	Electrician 'A'	T – 08 Scale of Pay (Rs. 28430 – 3% – Rs. 59700)	ITI (Electrical) with four years experience as Electrician OR Class 10th with seven year experience, as Electrician.	Should possess valid wiremen permit from Government Electrical Inspector.
3	Electrician 'B'	T – 07 Scale of Pay (Rs. 28280 – 3% – Rs. 57640)	ITI (Electrical) with three year experience as electrician OR Class 10th with six years experience as electrician.	Should possess valid wiremen permit from Government Electrical Inspector.
4	WED 'B'	T – 07 Scale of Pay (Rs. 28280 – 3% – Rs. 57640)	Diploma with 1 year experience in the relevant field OR Graduate (BA/B.Sc./B. Com/BBA) with 1 years of experience in the relevant field. OR Apprenticeship with 3 Years of Experience in the relevant field OR Class 10th pass with 6 years of experience in the relevant field.	Valid 1st Class Winding Engine Driver's Certificate

Note: - Candidates having higher qualification shall be allowed for applying against the posts of Chargeman (Electrical), Electrician 'A' & Electrician 'B' only. However, they have to fulfill following experience & statutory qualifications: -

i. Graduate in Electrical Engineering for the post of Chargeman (Electrical) having experience & statutory certificate as required for Diploma (Electrical Engineering) candidates, specified at column no (D) & (E) of para 2 above.

ii. Diploma in Electrical Engineering for the post of Electrician 'A' & Electrician 'B' having experience & statutory certificate as required for ITI (Electrical) candidates, specified at column no (D) & (E) of para 2 above.

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2.1 **Opening & Closing date of online application: -**

Opening date for submission of online application	Last date of submission of online application
27.01.2025 (From: - 11:00 AM onwards)	**25.02.2025 (Till Midnight)**

2.2 The experience shall be considered after acquiring of the relevant statutory certificate (SC) as mentioned at Column No (E) of table mentioned at para no 2.

2.3 The period/ duration of Apprenticeship/ Training/ Internship/ Articleship/ etc which is attained during academic course curriculum will not be considered as experience.

2.4 As the above technical posts demanding strenuous labour in mines, shop floor, no post is identified for persons with disabilities for employment in the category of Chargeman (Electrical), Electrician 'A', Electrician 'B' & WED 'B'.

2.5 Abbreviations used above stands for **UR**-Un-reserved; **SC**-Schedule Caste; **ST**-Schedule Tribe, **OBC (NCL)**-Other Backward Class (Non-Creamy Layer); **ESM**-Ex-Serviceman, **EWS**-Economically Weaker Section.

2.6 Qualification must be from Universities or Institutes recognized / accredited by council / bodies like UGC/ AICTE /NCTVT / SCTE&VT set up by Central/State Government (wherever applicable). Only full time Regular courses will be considered. This shall include Matriculation, Class 12th, ITI (Electrical), Diploma, Diploma (Electrical) and Graduation as the case may be.

Example: - If any candidate is applying against the post of WED 'B' by selecting Graduate (BA/B.Sc./B. Com/BBA) with 1 years of experience in the relevant field. Then the said candidate shall have passed Class 10th, 12th & Graduation Course as a regular candidate.

2.7 The cut – off date for reckoning eligibility for educational qualification & post qualification experience and maximum age will be 01.01.2025.

2.8 Candidates who have not acquired the prescribed age, educational qualification & experience after acquiring of the relevant statutory certificate etc, as mentioned above, before the cut – off date i.e., 01.01.2025, need not to apply.

3. **Prescribed maximum age limit as on 01.01.2025: -**

Maximum Age required as on 01.01.2025 for the above posts is 40 Years. However, relaxation in age for candidates belonging to SC/ST/OBC (NCL)/Ex – Servicemen/Meritorious sports person shall be as under: -

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Sl. No.	Category	Age Relaxation (In Years)
1	SC/ST	05
2	OBC (Non – Creamy Layer)	03
3	Meritorious Sports person	05 (10 years in the case of those belonging to SC/ST)
4	Ex – Servicemen (ESM)	Relaxation as per directives of Government of India

3.1 **Guidelines for Ex – Servicemen: -**

(a) Upper age will be relaxed for Ex – Servicemen as per rules.

(b) An Ex – Servicemen who have once joined a Government job on civil side after availing of the benefits given to him/her as an Ex – Servicemen for his/her re-employment, his/her Ex – Servicemen status for the purpose of the re-employment in Government job ceases.

(c) Reservation for Ex – Servicemen will be across the posts on horizontal/interlocking basis.

3.2 **Reservation for candidates belonging to SC/ST/OBC(NCL) & EWS Category:**

(a) Candidates belonging to OBC category but not covered under 'Non-Creamy Layer' and thus, not entitled to OBC reservation, should indicate their category as 'GENERAL'. OBC (non-creamy layer) candidates are required to submit the recent certificate issued by the competent authority in line with the Govt. of India guidelines issued time to time.

(b) For claiming the benefit of OBC category, the candidate should submit a latest caste certificate (issued on or after 01.04.2024) in the format prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No. 36012/22/93-Estt.(SCT) dated 08-09-1993 and modifications issued vide OM No. 36033/1/2013-Estt.(Res.) dated 13-09-2017.

(c) SC/ST candidates are required to submit caste certificate issued by Competent Authority as format prescribed by Government of India. The ST candidates may apply under unreserved category at par with general candidates for WED 'B'.

(d) Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no.5 of department of Personnel and Training's O.M No. 36039/1/2019-Estt. (Res) dated 31.01.2019.

4. **Remuneration: -**

(a) Besides Basic Pay and Industrial Dearness Allowance, Perk & Allowance @ 23% of Basic pay, Annual Ex – Gratia, Leaves, Encashment of Earned Leaves, Contributory Provident Fund, Gratuity, NPS etc.

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(b) In addition to the above, the company offers free medical treatment for self, family and dependent parents as per rules. Candidates would be allotted company's accommodation subject to its availability and no HRA would be allowed, if they do not occupy the allotted Company's accommodation.

5. **Application Fee: -**

The General, OBC & EWS Candidates are required to pay non-refundable application processing fee of Rs.**500/- (Five Hundred Only)** and all other candidates are exempted from paying fees.

The application processing fee plus applicable Bank charges shall be paid by the applicant using the Payment Gateway / NEFT On-line Transfer through HCL's website only. No other form of remittance shall be accepted.

6. **Selection Procedure: -**

The mode of selection consists of (1) Written Test and (2) Trade Test & Writing Ability Test for post at Sl. no 01 to 04 of para no 2. The maximum marks for written test will be 100 marks and the second level test (Trade Test & Writing Ability Test) will be of qualifying in nature.

Sl. No.	Name of Post	First Level Test	Second Level Test
1	Chargeman (Electrical)	Written Test	Trade Test & Writing Ability Test
2	Electrician 'A'		
3	Electrician 'B'		
4	WED 'B'		

6.1 Question paper booklet for written test will be in English & Hindi which consists of objective type multiple choice questions. For answering the questions Optical Mark Reader/Optical Mark Recognition (OMR) sheet will be provided or any other mode as decided by HCL.

6.2 HCL reserves the right to cancel / withdraw any question/questions from the written test even at the time of evaluation if required under any circumstances.

6.3 (a) The Written Test question paper for the post mentioned at para-No. 2 shall consists of following: -

Sl. No.	Subject	Marks
1	Subject Knowledge (On Specific Trade)	80
2	General Knowledge	20

6.4 (b) The subject knowledge paper of Written Test will be on specific trade / Job.

6.5 The candidates will be called for 2nd level test on the basis of performance in written test by following reservation policy. However, the candidate should secure minimum marks in written test which is as follows: -

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"SC/ST – 35 Marks, OBC (NCL) – 38 Marks and UR/EWS – 40 Marks"

6.6 The candidates for the post of Chargeman (Electrical), Electrician 'A', Electrician 'B' & WED 'B' will be called for 2nd level test i.e., Trade & Writing Ability Test in the ratio of 1:3 based on marks obtained in the written test. In case, two or more candidates in the same trade/discipline secured equal marks in the written test and the ratio of 1:3 is increasing, in such case all those candidates secured equal marks will be called for 2nd level test irrespective of the above ratio. Candidates have to secure minimum qualifying marks in the written test as per point no. 6.4 to be called for 2nd level test.

6.7 **Trade Test & Writing Ability Test / 2nd Level Test: -** There will be 2nd level test i.e., Trade Test & Writing Ability Test for post i.e., Chargeman (Electrical), Electrician 'A', Electrician 'B' & WED 'B' which is qualifying in nature. The minimum qualifying marks in Trade Test / 2nd Level Test (out of total of 100 marks) will be as under: -

"SC/ST – 35 Marks, OBC (NCL) – 38 Marks and UR/EWS – 40 Marks"

6.8 The candidates who have attended for 2nd level test and failed to secure minimum qualifying marks stand disqualified for considering their candidature in final merit list.

6.9 Procedure for 2nd Level Test (i.e., Trade Test & Writing Ability Test): - The Trade Test & Writing Ability Test will be conducted in the respective trade of for the posts mentioned at para no. 2 which is mandatory. The Trade Test & Writing Ability Test is qualifying in nature and its marks will not be included in written test subject to qualifying in 2nd level test and further subject to point 6.6 above.

6.10 The merit list of the candidates for 2nd level test and also for final selection will be prepared trade/discipline wise on the basis of performance in the written test only

6.11 In the event of a tie in two or more than two candidates in the final merit list, following criteria will be adopted for deciding position in merit list.

6.11 (a) 10th Marks (Higher the percentage, higher the rank in the merit), if tie not broken then

6.11 (b) Age (Older the age, higher the rank in the merit)

7. **Verification of Documents with Originals: -**

The candidates are required to produce original documents/ testimonials, along with self-attested photo copies, in support of Age, Qualification, Experience, Caste, No Objection Certificate {duly issued by the Present Employer, if Working in PSUs (CPSEs / State PSUs) / Government Organizations}, etc. for verification of their eligibility as per notification prior to conducting written test.

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In support to their experience letters from previous/current employer, candidates are required to submit evidences i.e., Appointment letters by their previous/current employers (as the case may), Salary Slips, Bank Statement (proof towards receipt of salary), UAN Member Passbook / UAN portal Service history / PF Statement / PF Trust certified copy. Those who are not having PF Registration, in such cases, Exemption Certificate of Employer is to be submitted through which relationship of employer & employee can be established.

In case the candidate(s) do not produce / submit the required documents before attending the written test, the candidate(s) will not be permitted to attend the written test. Candidates must produce caste certificates in the prescribed format as mentioned at point no. 3.2 (b) (c) & (d). The decision of HCL Management will be final in this regard.

8. **How to Apply: -**

Eligible and interested candidates only need to apply. Candidates should apply only through online registration from HCL website (www.hindustancopper.com) under the link "Careers". No other means / mode of application shall be accepted.

8.1 Before filling the online application, candidates are advised to carefully read the instructions contained in "How to fill the Online Application form" provided on the website. They may click on the 'Career' button to get the instruction for online application submission.

8.2 **Interested Candidates can apply against multiple posts, subject to the fulfillment of eligibility criteria as mentioned at column no (D) & (E) of para no 2. Candidates have to pay separate application fee as per details mentioned at para no 5 if the individual candidate decides to fill application for more than one posts.**

8.3 **The written test for posts mentioned at para no 2 shall be conducted in two different shifts on a same day. Written test for the post of Chargeman (Electrical) & Electrician 'A' will be conducted in Forenoon session and for the Electrician 'C' & WED 'B' in Afternoon session. Candidates interested to apply for more than one most have to apply accordingly as they will be allowed to appear in written test in one paper only in each session (Forenoon Session & Afternoon Session)**.

8.4 To complete the online application process and get the Application number, it is mandatory to put in all the relevant information such as qualifying degree details, percentage of marks, email address and mobile no., address for correspondence, soft copy of scanned photograph and signature (JPEG). Therefore, applicants are advised to keep such information ready before applying online.

8.5 Candidates have to upload documents in the online portal. The details of the documents needed to be uploaded on online portal are given below: -

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Sl. No. (A)	Name of Post (B)	Educational Qualification (EQ) and Post Qualification Experience. (D)	List of Documents need to be uploaded online
1	Chargeman (Electrical)	Diploma in Electrical Engineering with one year experience in mining installations as supervisor after acquiring Supervisory Certificate of competency, covering mining installations issued by the appropriate government.	1. Class 10th Mark Sheet & Certificate. 2. Class 12th Mark Sheet & Certificate (If applicable). 3. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 4. Consolidate Marksheet & Certificate of Diploma in Electrical Engineering/ Graduation in Electrical Engineering (If applicable) 5. Experience Certificate from employer specifying the work performed in mining installations as supervisor after acquiring Supervisory Certificate of competency 6. Supervisory Certificate of competency, covering mining installations issued by appropriate government.
		ITI (Electrical) with three years experience in mining installations as supervisor after acquiring Supervisory Certificate of competency, covering mining installations issued by the appropriate government.	1. Class 10th Mark Sheet & Certificate. 2. Class 12th Mark Sheet & Certificate (If applicable). 3. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 4. Consolidate Mark sheet & Certificate of ITI (Electrical) from NCVT/SCVT. 5. Consolidate Mark sheet & Certificate of Diploma in Electrical Engineering (If applicable) 6. Experience Certificate from employer specifying the work performed in mining installations as supervisor after acquiring Supervisory Certificate of competency. 7. Supervisory Certificate of competency, covering mining installations issued by appropriate government.

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		Class 10th with five years experience in mining installations as supervisor after acquiring Supervisory Certificate of competency, covering mining installations issued by the appropriate government.	1. Class 10th Mark Sheet & Certificate. 2. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 3. Experience Certificate from employer specifying the work performed in mining installations as supervisor after acquiring Supervisory Certificate of competency. 4. Supervisory Certificate of competency, covering mining installations issued by appropriate government.
2	Electrician 'A'	ITI (Electrical) with four years experience as Electrician	1. Class 10th Mark Sheet & Certificate. 2. Class 12th Mark Sheet & Certificate (If applicable). 3. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 4. Consolidate Mark sheet & Certificate of ITI (Electrical) from NCVT/SCVT. 5. Consolidate Mark sheet & Certificate of Diploma in Electrical Engineering (If applicable) 6. Experience Certificate from employer specifying the work performed as electrician. 7. Valid wiremen permit issued from Government Electrical Inspector.
		Class 10th with seven years experience, as Electrician.	1. Class 10th Mark Sheet & Certificate. 2. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 3. Experience Certificate from employer specifying the work performed as electrician. 4. Valid wiremen permit issued from Government Electrical Inspector.
3	Electrician 'B'	ITI (Electrical) with three years experience as Electrician	1. Class 10th Mark Sheet & Certificate. 2. Class 12th Mark Sheet & Certificate (If applicable).

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			3. Caste Certificate (SC/ST/OBC (NCL)/ EWS) as the case may be (if applicable) 4. Consolidate Mark sheet & Certificate of ITI (Electrical) from NCVT/SCVT. 5. Consolidate Mark sheet & Certificate of Diploma in Electrical Engineering (If applicable) 6. Experience Certificate from employer specifying the work performed as electrician. 7. Valid wiremen permit issued from Government Electrical Inspector.
		Class 10th with six years experience as Electrician.	1. Class 10th Mark Sheet & Certificate. 2. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 3. Experience Certificate from employer specifying the work performed as electrician. 4. Valid wiremen permit issued from Government Electrical Inspector.
4	WED 'B'	Diploma with 1 year experience in the relevant field	1. Class 10th Mark Sheet & Certificate. 2. Class 12th Mark Sheet & Certificate (If applicable). 3. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 4. Consolidate Mark sheet & Certificate of Diploma in any field. 5. Experience Certificate from employer specifying the work performed as winding engine driver. 6. Valid 1st Class Winding Engine Driver's Certificate
		Graduate (BA/B.Sc./B.Com/BBA) with 1 years of experience in the relevant field.	1. Class 10th Mark Sheet & Certificate. 2. Class 12th Mark Sheet & Certificate. 3. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable)

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			4. Consolidate graduation mark sheet & Certificate of graduate degree in BA/B.Sc./B. Com/BBA (as the case may be) 5. Experience Certificate from employer specifying the work performed as winding engine driver. 6. Valid 1st Class Winding Engine Driver's Certificate
		Apprenticeship with 3 Years of Experience in the relevant field	1. Class 10th Mark Sheet & Certificate. 2. Apprenticeship Certificate 3. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 4. Experience Certificate from employer specifying the work performed as winding engine driver. 5. Valid 1st Class Winding Engine Driver's Certificate
		Class 10th pass with 6 years of experience in the relevant field.	1. Class 10th Mark Sheet & Certificate. 2. Caste Certificate (SC/ST/OBC (NCL)/EWS) as the case may be (if applicable) 3. Experience Certificate from employer specifying the work performed as winding engine driver. 4. Valid 1st Class Winding Engine Driver's Certificate

8.6 Exact percentage of marks should be mentioned in qualification table and rounding off of marks should not be done.

8.7 **After submitting the online application, the candidates should print the Computer-Generated Online Application and the Acknowledgement Slip and keep a copy for their reference and records.**

8.8 Since all the applications will be screened based on the data furnished in the online application, the candidate should ensure that they meet all the prescribed eligibility criteria and other conditions as mentioned in this advertisement.

8.9 Candidates should note that the details provided by them in their application forms are taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant.

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8.10 Category of SC/ST/OBC/Ex-servicemen/EWS once filled in the online application form will not be changed.

9. **Probation & Confirmation: -**

(a) Selected candidates will be on probation for a period of six (06) months in that post from the date of appointment.

(b) The selected candidates may be assigned jobs/ functions/ assignments related to their area as per the requirements of the Company including shift operation.

(c) If the performance of the selected candidate is not found satisfactory during probation, the period of probation may be extended for three months at a time, up to two times by the appointing authority.

(d) If the performance of the selected candidate on extended probation period is not found to be satisfactory, then his/her services will be terminated.

(e) On successful completion of probation, selected candidate will be regularized in the scale of pay as mentioned at column no (C) of para no 2.

10. **Written Test Venue & Issuance of Admit Card: -**

(a) The likely date of document verification, date of written test and venue will be communicated through company's website. Candidates are advised to visit company's website www.hindustancopper.com from time to time for any changes/ updates.

(b) Admit card for appearing in Written Test will be made available for shortlisted candidates for downloading through their registered account on HCL website.

11. **Action against applicants found guilty of misconduct/use of unfair means: -**

Applicants are advised in their own interest that they should refrain from furnishing any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting the online application form. At the time of written examination/document verification/trade test or in subsequent selection procedure, is an applicant is (or has been) found guilty of using unfair means or impersonating or procuring impersonation by any person or misbehaving in the written examination/document verification/trade test & writing ability test or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein, in whole or in part thereof, in any form or by means, verbal or online, electronically or mechanically, for any purpose or resorting to any irregular or improper means in connection with his/her candidature or obtaining support for his/her candidature by unfair means, or carrying

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mobile phones or similar electronic devices of communication in the written test/trade test, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution.

He would be also liable for: -

(a) To be disqualified from the examination hall/document verification/trade test.

(b) To be debarred either permanently or for a specified period from any examination conducted by HCL.

(c) For termination of service, if he/she has already joined HCL.

12. **Medical Fitness: -**

The final placement of the candidate in the Company will be subject to the selected candidates being found medically fit by the Company's Medical Officer/Board for the post(s) for which they have been selected. Where there is no Company's Medical Officer, medical examination will be conducted by an approved Government Hospital/Medical Board. The decision of Medical Board constituted by the Company will be final and binding.

13. **Amendments/Modification/Corrigendum: -**

Any amendment / modification / corrigendum in respect of recruitment through this Advertisement shall only be communicated through the Company's website (www.hindustancopper.com) and not through publication in newspaper. Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.

14. **General Instructions: -**

14.1 Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.

14.2 The candidates are advised to **submit the Online Recruitment Applications** well in advance without waiting for the closing date. No manual / paper application will be entertained.

14.3 Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should furnish "NO OBJECTION CERTIFICATE" at the time of verification of documents.

14.4 The internal candidates are eligible to apply as per rules of the company.

14.5 The date of birth as well as the name of the applicant will invariably be taken from Matriculation/10th class certificate issued by the recognized Board and no other proof of date of birth and name shall be accepted.

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14.6 In case of variation in name / surname / name spelling mentioned in the application with that in the respective certificates pertaining to Qualification / Caste, etc., the applicant shall be required to submit an affidavit sworn-in before a First-Class Judicial Magistrate / appropriate authority to this effect along with the respective documents at the time of verification of documents failing which the candidature shall be cancelled.

14.7 Travelling Allowance will not be paid to any candidate appearing for written test/ document verification/trade test & writing ability test.

14.8 The prescribed educational qualifications are mandatory and in absence of the same the candidate shall become ineligible to be called for document verification and written test.

14.9 HCL Management reserves the right to alter/ fix the criteria for calling the candidates for document verification/written test on the basis of qualification, experience, if any etc. depending upon the number of applications received. After screening the applications, the candidates will be called for document verification & if the candidate is found suitable after document verification, then only a candidate shall be allowed to appear in the written test.

14.10 During recruitment process, if any information provided by the candidate is found incorrect/incomplete or it is not conformity with eligibility criteria as specified in the notification for the above post or if it is found that candidate has concealed / distorted any material information his/her candidature will be cancelled at any stage during the recruitment process or even after selection.

14.11 Short listing of the candidates for the posts mentioned at para no 2 will be done on the basis of information provided by the candidate on online application. HCL will not be responsible for veracity of the information provided by the candidate as no physical documents are called at the time of submission of application. Hence the candidate will be held responsible in case of false information provided.

14.12 Candidates must ensure that accurate information is provided through online application. Any deviation found in online application during document verification process will result in rejection of the candidature for the applied post.

14.13 In case of any typographical errors, omissions, corrigendum, clarifications etc., to the notification shall be issued as stated at para no 13.

14.14 Candidates are advised not to attempt for registration more than once for same post while filling online application at HCL career section. In case of multiple registrations, the one with latest application sequence number will be considered as final application for recruitment process and other applications will be rejected.

14.15 No request for change of examination venue will be entertained.

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14.16 Mere fulfilling of the minimum criteria will not vest any right in candidates for being called for different stages of recruitment process. Depending upon response and requirement, the management reserves the right to raise / relax / cancel / modify / alter the entire recruitment / 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.

14.17 The selected candidates will be posted in Khetri Copper Complex, Rajasthan State. However, the Management reserves the right to post / transfer the selected candidates to any of the other Mines/Offices of KCC as per requirements at any stage during service of the candidate and they may be assigned job/functions/assignments as per the business requirement of the Company.

14.18 **Before applying Online, all the candidates must fulfill the essential requirements of the posts and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained. While applying for above posts, the applicant should ensure that he/she fulfills all the eligibility and other criteria mentioned above as on the cutoff date and that the particulars furnished are correct in all respects.**

14.19 If the SC/ ST/OBC (NCL) certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi at the time of document verification.

14.20 Information regarding document verification & written test will be provided in the Admit Card/Call Letter which will be obtained at Careers Page of HCL Website and candidates will be intimated for the same through email/SMS. No other communication will be sent to the candidates for Written Test/2nd Level Test.

14.21 The candidates applying for the recruitment should ensure that they fulfill all eligibility conditions for the post against which they apply. Their admission at all the stages of selection process will be purely provisional subject to satisfying the prescribed eligibility condition. Mere applying through online mode and issue of unique ID for online application/ call letter /admit card to the candidate will not imply that his / her candidature has been finally cleared by HCL. HCL takes up verification of eligibility conditions with reference to original documents of the shortlisted candidates at the time of Second Level Test.

14.22 **The email id and mobile number entered in the online application form should remain active till the process of recruitment is complete. No change in the email id will be allowed once entered. All future correspondence would be sent via email.**

14.23 HCL shall not be liable for any delay or loss in postal transit for any reason whatsoever or non-receipt of HCL's communication due to wrong email address provided by the applicant / any other reason.

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14.24 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.

14.25 No interim correspondence will be entertained on any account during recruitment process.

14.26 **Canvassing in any form will be treated as disqualification**.

14.27 Candidates should retain their printed copy of application form as they can be asked to produce it for future reference.

14.28 Court of Jurisdiction for any dispute will be at Khetri, District Jhunjhunu, Rajasthan only.

14.29 HCL reserves the right to fill or not fill or partly fill any of the above positions without assigning any reason whatsoever. HCL also reserves the right to cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason whatsoever. The Company reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for recruitment

14.30 The candidates will have the option to opt out of the disclosure scheme provided under Right to Information Act, 2005. The option of opting out shall be taken at the time of filling of the application**.**

14.31 In case of any difficulty is being faced by the candidate while filling online application, then, they may please appraise to HCL, KCC on kcc_careers@hindustancopper.com

14.32 If required, candidates may contact HCL, KCC personnel on landline no 01593 – 220128.

14.33 **Recruitment process in HCL is purely based on merit. Candidates are advised NOT to get trapped by fraudulent messages /persons, who claim to facilitate selection in HCL in lieu of monetary benefits/bribe.**

14.34 The following activities will be displayed in HCL website from time to time:

(a) Eligible candidates for document verification process

(b) Eligible candidates for Written Test.

(c) Candidates eligible for 2nd Level Test.

(d) List of provisionally selected candidates.

(e) Any other information (if required) to be updated.

14.35 HCL is an Equal Opportunity Employer and encourages workplace diversity.

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