

**HINDUSTAN COPPER LIMITED
CORPORATE OFFICE**

Estt. / 1 / 2004

1. Details of the Posts

Table-1

SN	Item	Description	
1.	Name of the Post :	Advisor (Industrial Engineering)	Advisor (Exploration)
2.	No. of Post :	01 (One)	02 (Two)
3.	Place of Posting :	Corporate Office, Kolkata	Malanjkhand Copper Project, Malanjkhand, Madhya Pradesh Khetri Copper Complex, Jhunjhunu, Rajasthan
4.	Type of Employment :	Full Time Fixed Tenure Contract	
5.	Method of Recruitment :	Walk-In-Interview	
6.	Tenure :	Initially for a period of one year, extendable on satisfactory performance by one year at a time - or attaining the age of 65 whichever is earlier.	
7.	Eligibility :		
8.	a. Category :	Superannuated / Retired / Voluntary Retired Officers from (a) PSUs including Hindustan Copper Limited; and (b) Government / Semi Government Organizations; (c) Private Sector Organisations of repute	
	b. Experience :	Minimum 20 Years of relevant experience.	
	c. Age :	Should be less than 63 years	
	d. Qualification :	Refer Table – 2 below	
	e. Date of Reckoning :	The cut-off date for reckoning eligibility shall be 01.01.2018.	
9.	Emoluments & Benefits :	(a) Rs. 45,000/- per month or last drawn Basic Pay, whichever is lower, subject to Para 14 (a) of the Company's Policy. (b) Other benefits shall be in accordance with the Company's Policy in this regard.	
10.	Scope of Work :	Refer Table – 2 below	

Table-2

SN	Name of Post & Posting	Qualification	Scope of Work
1.	Advisor (Industrial Engineering) / Corporate Office, Kolkata	Bachelor Degree in Engineering / Technology / Industrial Engineering or Graduation with Post-Graduate Degree / Diploma in Operations Research / Industrial Engineering.	<p>a. Preparation of Memorandum of Understanding (MoU) as per Department of Public Enterprise (DPE) guidelines, attending meetings with PNC / IMC, DPE for finalization of MoU, monitoring and performance evaluation of the Company based on the targets finalized for various parameters after 2 to 3 negotiations with DPE as per MoU for the year.</p> <p>b. Preparation of Budgeted Estimation (BE) and Revised Estimation (RE) Report, Annual Plan and Outcome Budget of each year in consultation with the Finance Department and forwarding the same to the Ministry.</p> <p>c. Preparation of monthly CAPEX Report and sending the same on 1st of each month to the Ministry.</p> <p>d. Preparation of monthly report relating to (i) Raising of Resources (ii) Dues payable on goods and services through GEM in consultation with Finance Department and sending the same to Ministry on 1st of each month.</p> <p>e. Preparation of each month other various reports like 'Flash', 'Monthly Information', 'Monthly Summary'.</p> <p>f. Calculation of Incentive rate of workmen for each month after collecting requisite information from the Units.</p> <p>g. Reviewing of Incentive Schemes of the Units.</p> <p>h. Examination of manpower requirement for various operations as well as on overall basis of the Units, keeping in view the available resources.</p> <p>i. Scientifically estimation of rate for the various jobs as & when required for taking decision of execution of the departmentally or through offloading.</p> <p>j. Reply for Parliamentary question.</p> <p>k. Other related assigned jobs as required from time-to-time.</p>

SN	Name of Post & Posting	Qualification	Scope of Work
2.	Advisor (Exploration) / Malanjkhand Copper Project, Malanjkhand, Madhya Pradesh	<p>a. Minimum 20 years experience in the field with in-depth exposure in metalliferous Mines.</p> <p>b. Must have worked as AGM / DGM in a reputed Mine / Organization at senior level preferably as In-charge of all exploration related activities.</p> <p>c. Must have sound knowledge of all facets of Geology.</p> <p>d. Must be conversant in application of Geology in Computer. Underground Mapping, logging and sampling.</p> <p>e. Experience in mine development projects, including experience of statutory clearances for mining operations (renewal of Mining Lease, Environmental / Forest Clearances, etc) will be preferred.</p>	<p><u>Open Cast Mining:</u></p> <p>a. Preparation of Mine Plans & work-out the Bench-wise/Sector-wise Excavation and Crusher Ore & Lean Ore availability, scheduling and execution of mine plans for timely development of mine benches to achieve targeted ore production & MIO:</p> <ul style="list-style-type: none"> • Yearly Mine Plan for Departmental & Contractual area. • Quarterly Mine Plans for Composite Contract area. • Monthly Mine Plans for Departmental & Contractual area. • Review the Ultimate Pit Plan with pit bottom. <p>b. To plan and review area wise, sector wise, bench wise Excavation priority for yearly, Quarterly & monthly schedules for Departmental & Contractual Excavation work.</p> <p>c. To ensure proper deployment of mining machineries</p> <p>d. Regular monitoring and follow-up of production plan for Departmental and Contractual area to ensure execution of work to achieve development of priority areas.</p> <p>e. Comparison of weekly/monthly/yearly Targeted Vs Actual Excavation & Ore production data.</p> <p>f. To ensure proper disposal of Ore and Waste from ROM</p> <p>g. Ore reserves calculations for various Mine Plans & Schedules. Comparison of ore planned v/s ore produced, Calculation of Balance ore reserves in the Pit & deposit.</p> <p>h. Any other assignment as and when required.</p> <p><u>Under Ground Mining:</u></p> <p>a. To assist mine planning in designing of decline etc.</p> <p>b. Designing of drives and X-cuts</p> <p>c. Designing of stope blocks to start early production.</p> <p>d. Any other assignment as and when required.</p>
3.	Advisor (Exploration) / Khetri Copper Complex, Jhunjhunu, Rajasthan	<p>a. Minimum 20 years experience in the field with in-depth exposure in Underground Mines.</p> <p>b. Must have worked as DGM / GM in a reputed Mine / Organization as In-charge of all exploration related activities.</p> <p>c. Must have sound knowledge of all facets of Geology.</p> <p>d. Must be conversant in application of Geology in Computer. Underground Mapping, logging and sampling.</p> <p>e. Must have experience in mine development projects, including experience of statutory clearances for mining operations (renewal of Mining Lease, Environmental / Forest Clearances, etc).</p>	<p>a. Grade / quality control of Run of Mine</p> <p>b. Preparation / updating of different types of plans & Sections of the mines.</p> <p>c. Regularly Updating of different categories of ore reserves.</p> <p>d. Monitoring of workings of exploration drilling in both the mines deployed by the contractors.</p> <p>e. Monitoring of primary / secondary development faces in Khetri Mine and Kolihan Mine being developed by contractual agency.</p> <p>f. Providing time to time geological data, plans & sections to the mine planning department for stope designing and monthly / yearly production schedule of the mines.</p> <p>g. Providing geological information, plans & sections to different Government / Statutory agencies like IBM & DGMS for mining permissions.</p> <p>h. Preparation of daily, quarterly & yearly production report & scheduling for both the mines.</p> <p>i. Calculation of month-wise royalty or dead rent as applicable.</p> <p>j. Submission of Mining Plan / Modification of of Mining Plan including Progressive Mine Closure Plan of Khetri, Kolihan & Chandmari Mining Leases with the help of Mining Department etc.</p> <p>k. Providing time to time Geological information for lateral / vertical development of 2nd Phase of Khetri Mine & lateral development of Banwas Block.</p> <p>l. To establish the continuity of the ore body at (-) 120 mRL in Kolihan Copper Mine.</p> <p>m. Development of Chandmari Intervening Block through KCM underground.</p> <p>n. Follow up of HCL's application regarding reservation of copper blocks in the state of Rajasthan. .</p> <p>o. Follow-up of matters related to Environment Clearance and Forest Clearances.</p> <p>p. Take the matter of extension of the tenure of mining leases as per Mineral (Mining by Government Company) Rules 2015.</p> <p>q. Liaison with Central and State Government officials and different statutory bodies.</p> <p>r. Overall monitoring of the work of geology department in consultation of departmental geologists.</p> <p>s. Pursue the matters related to excess payment of royalty and land tax.</p> <p>t. Any other work as and when required</p>

2. Schedule for Walk-In-Interview

The Walk-In-Interview shall be conducted on **20.02.2018** at **11:00 AM** at Hindustan Copper Limited, Corporate Office at Tamra Bhavan, 1, Ashutosh Chowdhury Avenue, Opp. Ice Skating Rink, Kolkata - 700 019. The candidates are advised to report at 10:00 AM for verification of certificates, testimonials, etc.

The Application Blank is attached. The candidates are advised to submit their application in the prescribed proforma on **20.02.2018**, before the Walk-in-Interview for Scrutiny.

The General Instruction for convenience of the Applicants is indicated below:

3. General Instructions

- a. The age and experience shall be reckoned as on **01 January, 2018**.
- b. Self attested photocopies of the following documents should be attached with the application and the original certificates shall be required to be presented at the time of Interview.
 - i. Matriculation / Secondary Certificate as proof of Date of Birth.
 - ii. Mark sheet / Certificate in support of qualification and experience.
 - iii. Caste Certificate in format prescribed by the Govt. of India, if applicable.
 - iv. Disability Certificates issued by Competent Authority if seeking age relaxation.
- c. 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 judicial magistrate or Notary to this effect along with the respective documents at the time of Walk-in-Interview.
- d. HCL reserves the right to fill the post or alter the number of post or cancel the process of contractual engagement in full or part without issuing any notice or assigning any reason thereof.
- e. Candidates shall have to appear at the Walk-in-Interview at their own cost.
- f. Any amendment / corrigendum shall be hosted only on the Company's website (www.hindustancopper.com).

Application Blank

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

To
Assistant General Manager (HR),
Corporate Office
Hindustan Copper Limited,
Tamra Bhavan,
1, Ashutosh Chowdhury Avenue,
Kolkata - 700019.

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

Enter your Name (Sign
Across)

Name of the Post Applied For : _____

Discipline : _____

1. Name: _____

2. Date of Birth (dd/mm/yyyy) _____

3. Father's Name: _____

4. Correspondence Address:

_____ PIN _____

5. Mobile: _____ Landline Telephone: _____

6. Sex: _____

7. Email: _____

8. Domicile State: _____

9. Category (please tick [✓] the appropriate category): SC ST OBC UR

10. PWD (40% or more disability): Yes / No () (If Yes, indicate the %age of disability):

11. Marital Status: _____

12. Academic / Professional Qualification (From Matriculation):

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:

15. My marks may be disclosed under RTI Scheme for everyone (✓)

Yes	No
-----	----

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, I shall be liable to be terminated from the services of Hindustan Copper Limited 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.

Place:

(Signature of candidate)

Date:

Enclosures:

1. _____
2. _____

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.