

### **Important Points before filling up the Online Application**

- 1) Candidates are advised to carefully read the full advertisement for details of educational qualifications and other eligibility criteria before submission of online application.
- 2) Candidates are advised to register as a Trade Apprentice online in the following portals.

#### **STEP 1 Apprenticeship Registration**

Candidates should register themselves for apprenticeship in Government of India portal ([www.apprenticeshipindia.org](http://www.apprenticeshipindia.org)). **This is compulsory.** The unique number generated on this website must be entered in the appropriate column in **Step 2 (Online submission of application at Hindustan Copper Limited website), otherwise, application will not be considered. Registration on the above portal is mandatory for all the candidates, whether they are applying on 10<sup>th</sup> basis or ITI basis.**

Before proceeding for Step 2 following points may be gone through & photograph & signature may be kept ready: -

- A. The fields marked with (\*) are mandatory. These must be filled.
- B. For any technical query only, please mail to [hclrecruitmenttech@gmail.com](mailto:hclrecruitmenttech@gmail.com).
- C. To be Uploaded (Keep it ready before on-line form fill-up)
  - a) Scanned recent color passport size photograph [3.5 X 4.5 cm], Size less than 50 KB in jpeg, jpg, format.
  - b) Scanned signature, size less than 50 KB (with Black ink only and scan the signature portion only, not full page) in jpeg, jpg, format only.

#### **STEP 2 On-line submission of Application**

The candidates shall be required to submit their application online through the Company's website ([www.hindustancopper.com](http://www.hindustancopper.com)). No other means of / mode of application shall be accepted. 'One Applicant – One Application' system shall be followed, i.e. only one application shall be accepted from one candidate corresponding to one login-ID. **The candidates should ensure that they fulfill the prescribed eligibility criteria and other conditions mentioned in this advertisement against the trade applied for.** They are advised in their own interest to apply for only one trade that best fits with the candidate's qualification viz-a-viz the advertised eligibility criteria. Multiple applications received, if any, in contravention to the 'One Applicant – One Application' condition shall not be accepted. In such cases only the first submitted application shall be considered.

#### **Procedure for Register and Login: -**

1. For New User :- Click New User through <https://hindustancopper.com/itiapplication/login>
2. For New Registration :- Fill mentioned details.  
Password will be mailed to the registered mail id, login to your mail, there will be password. Please keep record of this safely.
3. On logging in first time, you will be asked to change your password.
4. On clicking submit your password will get changed and candidate dashboard will come.

5. For Already Registered user:- Enter Your Email-id and your given Password to Login
6. Forgot Password , To get the password auto generated, Please provide your following credentials as given at the time of registration
  - a) Date of Birth
  - b) Email-Id

The auto generated password will be mailed to the E-mail-id provided at the time of registration. To Fill the Online Application Form (Do not press back button or use any special character when filling the form)

7. Login into candidate dashboard with your registered credentials.
8. Click on Apply Online.
9. Select Category (General or EWS or SC or ST or OBC (Non Creamy Layer))  
In case of EWS/SC/ST/OBC (Non Creamy Layer) Candidate, define the following:
  - a) Sub-Caste
  - b) Certificate No.
  - c) Certificate Issue Date
  - d) Issuing Authority Details, Name of the Post & Place
10. In case of dependent candidates, whose either parents are working in Khetri Copper Complex, following details have to entered:--
  - a) Employee Code
  - b) Grade
  - c) Present Place of Posting
  - d) Present Designation
  - e) Date of Entry in present grade
11. Provide Details of Educational Qualification by choosing the Applicable Qualifying Degree Combination from the List of Values.
12. The chosen options get listed under Exam Passed Field. Fill in the other fields like Board University, Affiliation, Date of Passing, Duration of Course (in Year), Selection of CGPA / %, Total marks, Marks obtained,
13. To Upload Colour Photo click on choose file and select the Photo (colour photograph, size less than 50 KB in jpeg, jpg format and click upload.
14. To Upload signature click on choose file and select the signature file (signature should be in black ink only, size less than 50 KB in jpeg, jpg format and click upload. At the time of scanning signature, only scan the signature portion not the full page where you have signed for scanning.
15. In case you are not sure about some data click on SAVE FORM. In such case, filled form status is shown as Draft in Candidate's Dashboard.

16. Once you are sure all the data furnished is OK Press on Submit Button. Please note once the online application has been submitted it cannot be edited further. Hence, it is in your own interest to ensure that all entries are correctly filled & satisfy yourself before clicking the SUBMIT Button. Candidate can download Application Form and Acknowledgment Slip from the dashboard

For any technical query, please mail to [hclrecruitmenttech@gmail.com](mailto:hclrecruitmenttech@gmail.com). No HR related query like experience, qualification, eligibility will be answered through this mail-id.