

Important Points before filling up the Online Application for Graduate Apprenticeship Training at Hindustan Copper Ltd.

A. General

1. The fields marked with (*) are mandatory. These must be filled
2. For any technical query only, please mail to hclrecruitmenttech@gmail.com.
3. 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 either gif, jpeg, jpg, png format.
 - b) Scanned signature, size less than 50 KB (with Black ink only and scan the signature portion only, not full page) in either gif, jpeg, jpg, png format.
4. Other important details required for filling-up online application form
 - a) All details pertaining to qualification, i.e., course name, name of Board/University, special Subject in the exam passed, Date of passing (ddmmyyyy), Duration, Percentage, Grade/Division etc.
 - b) Details required for New Registration: Provide Name, Mother's Full Name, Father's Full Name, Mobile Number, Date of Birth, Email ID, Alternate Email ID, PAN No, Aadhaar No.
 - c) Apprenticeship Registration Number: Applicant must enroll himself on NATS portal (<http://portal.mhrdnats.gov.in/>) and enrolment number generated after successfully completing the process of enrolment shall be provided in field named as Apprenticeship Registration Number.

B. How to Register and Login

1. To apply Online get yourself registered on <https://www.hindustancopper.com> (Career page) and NATS portal (<http://portal.mhrdnats.gov.in/>).
2. To register click on Apply Online against Advertisement No. HCL/HR/Graduate Apprentices/2021-22 on career page of HCL website, then click on New User and provide all details stated above. After successful registration, credentials regarding login-id and Password (auto generated) will be e-mailed to your registered e-mail id provided at the time of registration.
3. On logging in first time, you will be asked to change your password.
4. On clicking submit your password you will be redirected to login page.
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

C. To Fill the Online Application Form (Do not press back button or use any special character when filling the form)

1. Login into candidate dashboard with your registered credentials.
2. On the Career Section Page, Click on Apply Online against Advertisement No. HCL/HR/Graduate Apprentices/2021-22.

3. Under Candidate Dashboard click on Applying Trade Details.
4. Select Unit from the Drop-Down List as place of your choice for document verification.
5. Select the appropriate Trade for which you would like to apply for, from the Drop-Down List (either Mining or Electrical or Mechanical or Civil).
6. Provide details regarding your personal information.
7. Please provide apprenticeship registration number and other details.
8. Click on Save and Next
9. Fields Name, Date of Birth and E Mail Id are non-editable and Auto filled from your registration Data.
10. Nationality Indian only.
11. Select Gender (Male or Female or Transgender)
12. Select Marital Status from Unmarried / Married / Widow / Divorced / Widower / Woman Judicially Separated
13. Select Category [SC or ST or OBC (Non Creamy Layer) or General or EWS. In case of SC/ST/OBC (Non Creamy Layer) Candidate, provide the following:
 - a) Sub-Caste
 - b) Certificate No.
 - c) Certificate Issue Date
 - d) Issuing Authority Details, Name of the Post & Place
14. And in case of EWS provide the following:
 - a) Certificate No.
 - b) Certificate Issue Date
 - c) Issuing Authority Details, Name of the Post & Place
15. In case of PWD (40% or more disability) Candidate, Choose the type of disability from drop down list [Visually Handicap (Low vision), Orthopedically Handicapped (One Arm-OA, One Leg-OL), Hearing impairment (HH)] and enter the following details.
 - a) % of Disability
 - b) Certificate No.
 - c) Certificate Issue Date
 - d) Issuing Authority Details, Name of the Post & Place
16. Fill in Correspondence Address, State, District Nearest Post Office, Nearest Police Station, Nearest Railway Station, Pin code and Mobile No. and Telephone No. (with STD Code)
17. Fill in Permanent Address, State, District Nearest Post Office, Nearest Police Station, Nearest Railway Station, Pin code, Telephone No.(with STD Code) and Mobile No or click on Same as Correspondence Address if the Permanent Address is same as Correspondence Address.
18. Click on Save and Next.
19. Provide Details of Educational Qualification
 - a) Against Matric / 10th provide Course Name, Board /University, Stream / Special Subject, Date of Passing, Duration of Course, Percentage and Division / Grade.

- b) As Applicable, candidate may select either Higher Secondary / 12th or Diploma and accordingly shall provide Course Name, Board /University, Stream / Special Subject, Date of Passing, Duration of Course, Percentage and Division / Grade.
 - c) Against Graduation select Course Name from Drop Down List and then provide details of Board / University, Stream / Special Subject, Date of Passing, Duration of Course, Percentage and Division / Grade.
 - d) Percentage in various exam passed: In case results are declared in Grade Point Average (GPA) then GPA shall be converted into percentage as per norms of the Institute / University (Documentary evidence, i.e., convergence in to percentage, issued by the institute / university shall be provided by the candidate at the time of document verification)
20. Click on Save and Next
 21. Upload the following (upload size limit up to 50 kb)
 - a) Photo
 - b) Signature
 22. Opt out the option for disclosure scheme provided under Right to Information Act, 2005.
 23. Click on the check box for declaration by the Candidate.
 24. Click on Save and Next
 25. Filled form details are displayed, click on edit to modify details (if any)
 26. Press Final Submit to Submit the Application Online.
 27. Online Acknowledgement Slip is generated
 28. Click on Dashboard at the bottom of the acknowledgment slip.
 29. Click on Print Application to take print out of the Application and Acknowledgement Report to take printout of the submitted application and acknowledgement report

For any technical queries regarding Registration, Log-in, Password, submission of on-line application, contact to our technical team by writing an e-mail to hclrecruitmenttech@gmail.com.

For queries other than technical in nature and eligibility regarding (as the same is clearly indicated in details notification) write to careers@hindustancopper.com.

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