

**Important Points before filling up the Online Application against Notification for Recruitment for various Executive Posts - 2024 (Advt. No.: Estt./1/2023/2024-25)**

**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](mailto: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.**
  - c) **A non-refundable Application Processing Fee of Rs.500/- (Rupees Five Hundred only) shall be payable by all candidates except SC / ST / PwDs / Internal Candidate.**

**B. How to Register and Login**

1. Visit the career page of HCL website, viz., [www.hindustancopper.com](http://www.hindustancopper.com)
2. Click on 'Apply Online' tab on career page against the notification of 'Recruitment for various Executive Posts - 2024 (Advt. No.: Estt. /1/2023/2024-25)'. You will be directed to the 'Candidate login' Page.
3. Click on 'New User' tab. You will be directed to 'New Candidate Registration' page.
4. Provide the details First Name, Middle Name, Last Name, Mother's Full Name, Father's Full Name, Date of Birth, Email ID, Alternate E Mail ID, PAN No and Aadhaar No. Submit the details after filling-up.

Login credentials (User-id and Password) including login link will be mailed to the registered mail id. Login to your mail for getting the password of your registered account on HCL website. Please keep record of this safely. You will require the said Email ID/ Password to access recruitment details / status in future. Please ensure email id recorded here remains valid for the entire duration of recruitment process.

5. Click on the Login link provided in your registered mail id and login with the Username and Password mailed to you in your registered mail id.
6. On logging in first time (after registration), you will be asked to change your password.
7. On clicking submit, your password will get changed and candidate will be directed to Home page of HCL website. Click on the 'Career' tab for going on career page and then click on the 'Apply Online' tab against the 'Notification for Recruitment for various Executive Posts - 2024 (Advt. No.: Estt./1/2023/2024-25)'.

8. Already Registered user may login with the Username and Password (Candidate login page) by clicking on the 'Apply Online' tab of Career Page of [www.hindustancopper.com](http://www.hindustancopper.com)
9. 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.

**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. Click on 'Apply Online' tab on Career Section page against the 'Notification for Recruitment for various Posts (Advt. No.: Estt./1/2023/2024-25)'.
3. Select the Discipline to apply from Drop Down List (The Drop-Down List will show you the Disciplines for which Advertisement has been published).
4. Select the Name of the Post you are eligible as per advertisement, from Drop Down List.
5. Select the Essential Qualification (as per eligibility criteria) and hold by the applicant, from the drop-down list.
6. Fields such as Name, Date of Birth and E Mail Id are non-editable and Auto filled from your registration Data.
7. Nationality **Indian** only.
8. Select Gender (Male or Female or Transgender)
9. Select Category (General or SC or ST or OBC (Non-Creamy Layer) or EWS)  
In case of SC/ST/OBC (Non-Creamy Layer) / EWS Candidate, define the following:
  - a) Sub-Caste
  - b) Certificate No.
  - c) Certificate Issue Date
  - d) Issuing Authority Details, Name of the Post & Place
10. Select Marital Status from Unmarried / Married / Widow / Divorced / Widower / Woman Judicially Separated
11. In case of Ex-Servicemen provide Ex-Servicemen No.
12. Select Domicile State from Drop Down List
13. In case of PWD (40% or more disability) Candidate, enter the following details.
  - a) PwD (40% or more Disability) – Select appropriate option from drop-down.
  - b) Type of disability - Select appropriate option from drop-down (in case of multiple disability candidate must write the identified category of disabilities notified in the advertisement for each discipline).
  - c) Certificate No.
  - d) Certificate Issue Date
  - e) Issuing Authority Details, Name of the Post & Place
14. Select Religion from Drop-Down List.

15. In case of Internal Candidate (HCL Employee) enter the following details.
  - a. Employee Code
  - b. Grade
  - c. Present Place of Posting
  - d. Present Designation
  - e. Date of Entry in present grade
16. Presently Employed in – Select appropriate option from drop down (Central Government / State Government / Central PSU / State PSU / Other (GOVT Bodies) / Private / Not Applicable), as per your present employment status.
17. Select appropriate option regarding applying through Proper Channel / NOC (except for Private / Not Applicable applicants).
18. Fill in Correspondence Address, State, District Nearest Post Office, Nearest Police Station, Nearest Railway Station, Pin code, Telephone No. (with STD Code) and Mobile No.
19. 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
20. Fill the details of essential educational qualification details of Matric / Higher Secondary / Diploma / Graduate / Post Graduate (as per the exam passed details appearing in 1<sup>st</sup> table) under Exam Passed column, and fill the other details such as Course Name, Board University, Stream / Special Subject, Date of Passing, Duration of Course (in Year), (%) Marks, Division / Grade.

**Date of Passing means date of declaration of Result or Date Certified by the Institute.**

21. Row under 'Exam Passed' as 'Higher Secondary / 12<sup>th</sup>', is not applicable for those Applicant who has done Diploma in Engineering and do not have 'Higher Secondary / 12<sup>th</sup>' qualification. Therefore, such applicant shall fill the details of Diploma course.
22. APPLICANT APPLYING FOR THE POST IN COMPANY SECRETARY AND FINANCE (WITH CA & ICWA QUALIFICATION ONLY) CADRE / DISCIPLINE SHALL PROVIDE THEIR MEMBERSHIP DETAILS AND DETAILS OF THE FINAL EXAMINATION OF INSTITUTE OF CA / ICWA, AGAINST EACH HEAD IN THE above EDUCATION QUALIFICATION DETAILS TABLE AS UNDER.

Qualification TABLE HEAD	COMPANY SECRETARY	FINANCE
COURSE NAME	CERTIFICATE OF MEMBERSHIP	PASSED FINAL EXAMINATION OF CA / ICWA
BOAR / UNIVERSITY	ICSI	ICAI / ICWAI
STREAM / SPECIAL SUBJECT	ASSOCIATE MEMBERSHIP	ACCOUNTING, FINANCIAL, TAXATION
DATE OF PASSING	DATE OF ADMITTING AS AN ASSOCIATE OF THE ICSI.	DATE OF FINAL EXAMINATION STATEMENT OF MARK
DURATION OF COURSE	1*	1*

% OF MARKS (IN DECIMAL)	1*	1*
REMARK	NIL	NIL

\*SYMBOLICAL TO PROCESS THE APPLICATION AS NOT APPLICABLE TO THE POST / QUALIFICATION.

23. Applicant of the Surveyor discipline must provide the details of 'Surveyor Competency Certificate' in the table named as Certificate Details.
24. Table of Details of Other Qualification / Certificate –  
Qualification other than essential qualification acquired by candidates, if any, may be provided by the candidates in this table.
- Applicant for the post of DGM (Company Secretary) must put the details of examination of Professional level for Company Secretary in the above table only along with any other qualification held by the candidate.
- Applicant for the post of Deputy Manager in various cadres / discipline, shall also put the details of qualification which are other than the essential qualification, in the above table.
25. Experience Details –  
On 'Experience Details page applicant shall provide the details of experience (organization-wise) in chronological order – starting with 1<sup>st</sup> job to be given in the table.
- After filling-up the details click on 'Save & Next' button you will be directed to 'Upload details page wherein photo and signature shall be uploaded.
26. To Upload Colour Photo click on choose file and select the Photo (colour photograph, size less than 50 KB in jpeg, gif, png format and click upload.
27. 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, gif, png 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.
28. In case you are not sure about some data click on SAVE FORM. **Application submission is not completed unless acknowledgement is generated after successful payment of fee.**
29. 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.**
30. After Submission of the Application
- Candidates will be directed to payment page for paying Application Fee.
  - Select the appropriate mode of payment as per choice and follow the steps for payment.
  - On Successful fee payment a success report appears and candidate is redirected to dashboard
  - 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.

Kindly take a print-out of online application and acknowledgment slip for future reference.

---x x x x---