



## Hindustan Copper Limited

Regd. Office : Tamra Bhavan, 1, Ashutosh Chowdhury Avenue,  
Kolkata – 700 019

CIN: L27201WB1967GOI028825, Tel: 033 2283-2226

E-mail: [careers@hindustancopper.com](mailto:careers@hindustancopper.com), Website: [www.hindustancopper.com](http://www.hindustancopper.com)

Advt. No. Estt. /1/2024/2025-26

Date: 21/05/2025

**1.0** Hindustan Copper Limited (HCL) a vertically integrated, multi-Unit, Schedule-A Miniratna Category – I Central Public Sector Enterprise, is inviting applications from Indian Nationals for appointment to the post of Assistant General Manager (Law) as per following details.

Sl No.	Post/ Grade/ Scale of Pay	Discipline	Number of Post
i.	Assistant General Manager Grade- E6 / (Rs 90000-240000, IDA)	Law	1 (Unreserved)

**2.0** Eligible & Interested candidates are required to **apply in the prescribed proforma (Annexure-I)**. Filled-in application along with documents establishing your eligibility (educational and experience certificate/s) **must reach on or before closing date, viz., 20/06/2025** to HCL.

### **3.0 Eligibility Criteria:**

#### **3.1 Qualification, Post Qualification Experience and Maximum Age –**

SN	Essential Qualification	Maximum Age Limit (As on 01/05/2025)	Post Qualification Years of Experience
1	Bachelor's Degree in Arts / Commerce / Science / Engineering / Professional Studies [BBA / BCA etc.] with Bachelor Degree in Law including five years integrated BA / B.Sc. / B. Com / BBA LLB.	52	14

- Preferred: LLM
- Experience shall be reckoned only from the date of obtaining the basic qualification prescribed for the post. For this purpose, the relevant date shall be the date of publication of the result of the said prescribed basic qualification.
- Experience shall be considered provided the same is in relevant field.
- Teaching experience as a faculty member or research experience as part of a research curriculum (Research Fellowship, etc.) shall not be considered as experience for the purpose.
- Internal candidates of HCL should have completed at least one year of service in the next below scale of pay as applicable in HCL.

#### **3.2 Preferable Experience Nature –**

- Candidate having 5 years' experience in appearing/attending and conducting/handling of cases matters of different nature before various courts, tribunals, quasi-judicial bodies and other forums.
- Experience of handling arbitration cases and be well versed with the provisions of Arbitration and Conciliation Act and new amendments therein.
- Drafting/interpreting commercial documents, agreements, contracts, pleadings, replies, notices, affidavits, deeds, claims, letters etc.

- Providing legal opinions & vetting of all type of documents relating to company's day to day business.
- Knowledge of all applicable rules, laws and regulation etc.

### 3.3 Date of Reckoning

Date of reckoning for computation of eligibility towards age, experience, qualification etc., shall be 01/05/2025.

### 3.4 Lower Grade Scale of Pay & Monthly Gross Salary -

- Applicants from Central Government/State Government/ CPSEs/State PSEs/ other Govt. bodies should have completed at least two years' service", in the next below grade on the date of reckoning.
- The maximum age limit, required years of Post-qualification experience, next below grade scale of pay and monthly gross salary requirement for each post is as under.

Advertised Post Grade	Advertised Post Name & Scale of Pay (IDA)	Next below Grade (IDA) / Level (CDA) & its Scale of Pay of the advertised Post		Monthly Gross Salary*
E6	Assistant General Manager Rs 90000-240000/-	E5	Rs 80000-220000/-	Rs 1,47,600/-
		L-11	67700-208700	

\* Candidate belonging to Private Organizations / Bank Employees and Government Organizations having the pay pattern other than IDA/CDA Scale of Pay, should have monthly gross salary as mentioned in above table (Pay Slip, Form-16 and Banks statement as documentary evidence to be submitted). Private Organizations includes only those organizations having turnover of Rs 250/- Crores or more.

### 4.0 Disablement categories identified for appointment are as under.

Cadre/Discipline	Identified Categories of PwBD
Law	a) B, LV; b) OA, BL, OAL, SD/SI (Without), SD/SI (With)- OA/BL/OAL, LC, Dw, AAV, MD; c) ASD, SLD, MI; d) Multiple disabilities amongst above.

**Abbreviations used:** B – Blind; LV – Low Vision; HH – Hard of Hearing; OA – One Arm; OL – One Leg; OAL – One Arm and One Leg; LC – Leprosy cured; Dw – Dwarfism; AAV – Acid Attack Victims; SD/SI (Without)-Spinal Deformity/ Spinal Injury without any associated neurological/ limb dysfunction; SD/SI (With)-Spinal Deformity/ Spinal Injury with associated neurological/ limb dysfunction of; ASD-Autism Spectrum Disorder ; SLD-Specific Learning Disabilities; MI – Mental Illness and ; MD- Muscular Dystrophy

Only such persons, who suffer from not less than 40% of relevant disability will be eligible to be considered as Persons with Benchmark Disabilities (PwBDs).

### 5.0 Selection Process

The selection process to the post shall be on the basis of Performance in the Personal Interview (100% Weightage) only.

### 6.0 Zone of Consideration

- Candidates will be called for Personal Interview in the ratio of 1:5; i.e., for each advertised vacancy, 05 candidates will be called for Personal Interview. In case there is single vacancy, then 10 candidates will be shortlisted for Personal Interview.
- Further, in case, candidates are not available in the mentioned ratio for conducting Personal Interview, HCL may conduct personal interview with the less number of candidates or in case, candidates are not available in the mentioned ratio for conducting Personal Interview due to less turn-up in the Interview or Non-availability of candidates

in the Merit list for issuing Offer of Appointment, HCL may further shortlist the candidate to call for interview to fill-up the post/s.

- c) Shortlisting Criteria – If the Applications received are more than the zone of consideration for the post then for conducting Personal Interview, shortlisting of candidates shall be done as under.
- i. For every completed year of relevant experience beyond the minimum requirement: 1 Mark.
  - ii. For every additional higher qualification over the minimum essential qualification, only in the relevant cadre / discipline: 1 Mark subject to maximum 2 Marks.
  - iii. In case of tie after applying [c (i) & c(ii)] above, then higher the Company turnover, higher the rank in the shortlisting list for such cases.
  - iv. If required, additional criteria may be inserted.

## **7.0 Compensation Package -**

Selected candidates for the posts of Assistant General Manager (Law) shall be placed in the initial of basic pay in the scale of Rs 90000-3%-240000/-. Candidates working in Government/ CPSEs will be provided with pay protection (Last drawn Basic pay and DA only).

## **8.0 Service Agreement Bond**

Appointed candidates are required to serve the company for a minimum period of 03 years from the date of joining the company. The candidates will be required to execute a service agreement bond of Rs.3 Lakhs (Rupees Three Lakhs) at the time of joining.

In the event of failure to serve the Company by the Employee / Trainee for the minimum period of 03 years, he / she would be liable to deposit the bond amount.

## **9.0 Document Verification**

- i. Intimation of Personal Interview, shall be communicated through e-mail.
- ii. Once information in respect of interview date, time & venue is shared with the candidates through their call letter request for change in date, time and venue shall not be entertained by HCL.
- iii. Candidates has to appear at the venue on the date specified in their call letter with any one of the Original ID Card ( Aadhar, Driving License, VoterID)
- iv. **Following original documents will be verified at the time of interview. Non-production of original documents will debar the candidates from appearing for the interview.**
  - a) Date of Birth proof –
    - X<sup>th</sup> Standard Passing Certificate indicating Date of Birth **OR**
    - School Leaving Certificate
  - b) XIIth Standard Passing Certificate
  - c) Mark Sheet of Graduate Degree and / or Post Graduate Degree and / or Professional Qualification as applicable.
  - d) Graduate Degree and / or Post Graduate Degree and / or Professional Qualification Certificate as applicable (Provisional in case Final Degree Certificate is not available).

- e) Experience certificate (establishing fulfilling eligibility criteria) for each organization as declared in the application.
- f) If presently working in PSU/Govt. Organization documentary evidence regarding working in next below grade.
- g) No Objection Certificate duly issued by the Present Employer, if Working in PSUs (CPSEs / State PSUs) / Government Organizations / PSBs.
- h) Salary Slip & Bank Statement for Last 3 Months and Latest Form-16, if working in Private Organizations / Banks / Government organizations having the pay pattern other than IDA/CDA Scale of Pay.
- i) Caste Category Certificates –
  - SC/ST/OBC (Non-Creamy Layer) candidates must produce caste/category certificate, as per the format prescribed by the Government of India.
  - The EWS applicants are required to submit requisite certificate in the format prescribed by Government of India valid for the year 2025-26, from a competent authority.
  - The OBC applicants have to indicate their status as “Creamy Layer” or “Non-Creamy Layer” as the case may be while filling application. The applicants who belong to “Creamy Layer” are not entitled for relaxations & concessions admissible to OBC Category (Non-Creamy Layer). The OBC (Non-Creamy Layer) applicants are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued on or after 01.04.2025. Further, OBC applicants, if called for interview will have to give an undertaking indicating that they belong to OBC (Non-Creamy Layer) Category at the time of reporting for interview.
  - PwBD candidates are required to submit Disability Certificate issued by an authority as prescribed in the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidate will not be considered.
  - If the EWS/SC/ST/OBC/PwBD certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.
- j) Copy of valid ID Card (Aadhar, Driving License, Voter ID, Passport).

## **10.0 Medical Fitness**

Applicants appointment to the post is subject to being found medically fit by such Medical Authority as may be prescribed by the HCL Management.

## **11.0 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](http://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.

## **12.0 How to Apply**

- a) Candidate may please download the prescribed proforma application enclosed as **Annexure-I** and following must be ensured by the applicant before sending application.

- i. Typed / Neatly written **application duly filled-in (in complete form) shall reach** to Corporate Office, Hindustan Copper Ltd., Kolkata **on or before 20/06/2025**.
  - ii. Must enclose all the documents as per the list of documents given in Para [9(iv)]. However, candidate desired to provide NOC at the time of Personal Interview, such applications would be considered without NOC on provisional basis and shall be subject to submission of NOC at the time of Personal Interview.
- b) **Envelope containing prescribed application form with its enclosure shall be superscribed with the name of Post, Cadre and Grade.**
- c) The duly filled in **application form shall reach on or before the closing date of receiving application**, i.e., **20/06/2025**, through Registered / Speed Post / Courier only to the following address:
- General Manager (M&C) - HR  
Hindustan Copper Limited, Tamra Bhavan, 1,  
Ashutosh Chowdhury Avenue, Kolkata – 700019
- d) **After sending an application through Registered / Speed Post / Courier, the applicant must send / share scan copy of the dispatch slip on careers@hindustancopper.com with a subject 'Application for the post of AGM (Law) – Dispatch confirmation.**
- e) Since all the applications will be screened based on the data furnished in the application, the candidate should ensure that they meet all the prescribed eligibility criteria and other conditions as mentioned in this advertisement.
- f) Candidates should note that the details provided by them in their application form 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.

### 13.0 General Instructions

- i. Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.
- ii. The candidates are advised to **forward their Application** well in advance in the prescribed proforma without waiting for the closing date. Incomplete application, not in prescribed proforma, Application not received within stipulated time limit by / through specified mode of application, applicant not able to produce NOC if application is not forwarded through proper channel (if working in Govt. organizations / PSUs / Autonomous Organization of Govt.) and without supporting documents towards eligibility or sent through any other mode, viz., email, fax, etc., such applications would be liable for rejection.
- iii. Candidates working in Central Government/State Government/ CPSEs/State PSEs/ other Govt. bodies should forward a copy of application routed through proper channel or produce 'No Objection Certificate' (NOC) at the time of interview.
- iv. The internal candidates are eligible to apply as per HCL Rules
- v. Travelling Allowance shall be reimbursed only for those candidates who are actually interviewed.
- vi. 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 the application.
- vii. 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 interview failing which the candidature shall be cancelled.
- viii. HCL shall be free to reject any application at any stage of the recruitment process or

candidature after selection process, if the candidate is found ineligible for the applied post.

- ix. 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.
- x. The selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- xi. Appointment shall be subject to Medical fitness to be certified by HCL / Govt. Medical Officer as per guidelines of HCL.
- xii. Appointment of the candidate in HCL is provisional and subject to verification of Character & Antecedents by the prescribed authorities.
- xiii. The candidate's appointment will remain provisional subject to caste/category certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to EWS/SC/ST/OBC(NCL)/PwBD category and other testimonials is found false. HCL also reserves its right to take such further action against the candidate as it may deem proper, for production of such a false caste certificate/testimonial.
- xiv. In matters of discipline, incumbent appointed shall be governed by HCL's Conduct, Discipline & Appeal Rules.
- xv. Category [SC/ST/OBC(NCL)/EWS/PwBD] declared in application form will not be changed and no benefit of other category will be admissible during the process of recruitment / selection.
- xvi. Original documents (for verification) and self-attested copies as detailed in the advertisement along with duly signed hard copy of the Application are required to be produced at the time of Personal Interview.
- xvii. Mere fulfilling the minimum eligibility criteria will not entitle any applicant to be called for interview/appointment.
- xviii. **The email id and mobile number provided in application form should remain active till the process of recruitment is complete. All future correspondence would be sent via email.**
- xix. 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.
- xx. 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.
- xxi. Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- xxii. Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- xxiii. HCL is an Equal Opportunity Employer and encourages workplace diversity.

----xxxx----

## FORMAT OF APPLICATION

Select the suitable / appropriate option of mode of application (☑)

- Applying through Proper Channel ☐
- Producing NOC at the time of Interview ☐

Affix here passport  
size photograph

Applied Post Name with Cadre	Assistant General Manager (Law)
Grade	E6

1.	Name of Applicant (In Block Letter)	
2.	Father Name	
3.	Mother Name	
4.	Date of Birth of Applicant	
5.	Age in Years, Month & days (as on 01/05/2025)	
6.	Sex (Male / Female)	
7.	Marital Status (Married / Single)	
8.	Whether SC/ST/OBC/EWS/ General (Enclose Caste / Income Certificate)	
9.	Religion	
10.	Minority	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Ex. Servicemen	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Person with Disabilities (PwD)  Details of Disabilities: (Certificate of Disabilities to be enclosed)	Yes <input type="checkbox"/> No <input type="checkbox"/>
13.	Contact Details	
	a) Communication Address (In detailed with PIN code)	
	b) Permanent Address (In detailed with PIN code)	

14.	Primary Mobile No.:					
	Alternative Mobile No.:					
15.	Email Address (In Block letter)					
16.	Present Employer Name and Address with contact details					
17.	a) Present Employer Type [Tick mark (☑) appropriately]	CPSE : <input type="checkbox"/>				
		CPSE Subsidiary : <input type="checkbox"/>				
		CPSE JV : <input type="checkbox"/>				
		Central Government Organization : <input type="checkbox"/>				
		State PSE : <input type="checkbox"/>				
		Private Organization : <input type="checkbox"/>				
18.	a) Scale of Pay & Date of entry in the scale of pay					
	b) Grade & Date of Entry in the Grade					
	c) Place of Posting (Date since when)					
19.	Monthly Gross Salary (on reckoning date) (For applicant having pay pattern other CDA/IDA or working in Private Organizations)					
20.	Essential Qualification Details [As per Notification with Date of Passing]	Date of Passing:				
21.	Educational Qualification Details					
	<b>Examination</b>	<b>Course Name / Details</b>	<b>Date of Passing (dd/mm/yyyy)</b>	<b>Specialization / Subjects</b>	<b>% of Marks</b>	<b>Remark</b>
	SSC / Matric / 10 <sup>th</sup>					
	HSC / 12 <sup>th</sup>					
	Graduation					
	Post-Graduation					
	Professional / Other Courses / Certificate					



22.	Experience Details – (Start from Recent) (Enclose separate Sheet if required for nature of work)						
	<b>Name of Organization</b>	<b>Designation</b>	<b>Scale of Pay</b>	<b>From</b>	<b>To</b>	<b>Duration</b> (Years, Month & Days)	<b>Nature of Work With notable contributions if any.</b>
	<b>Total Experience as on 01/05/2025 (Years, Months &amp; Days)</b>						
23.	Details of Punishment if any in the last 10 years.						
24.	Have you ever been convicted, if yes, details?						
25.	Any criminal case against you, if yes, details.						
26.	Disclosure of Information under Right to Information Act, 2005 – I hereby opt out the option of disclosure of information under Right to Information Act, 2005. <b>Yes, Disclose</b> <input type="checkbox"/> <b>No Disclosure</b> <input type="checkbox"/>						

27. Declaration (Tick mark 

☐ I hereby solemnly affirm that the statement made and information furnished by me in the above proforma is true and correct.

☐ I hereby solemnly affirm and declare that I am free from Disciplinary / Vigilance angle and no proceedings have been contemplated or pending against me in the present organization. In case any information comes to my notice, I will inform HCL of the same immediately.

☐ I have not concealed any information.

☐ However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.

☐ I agree to abide by the rules and regulations of HCL.

(Signature of Candidate)  
(Name of Applicant)

Place:

Date:

-----XXXX-----