

हिंदुस्तान ऑर्गानिक केमिकल्स लिमिटेड

(भारत सरकार का उद्गम)

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Govt. Of India Enterprise)

Harchandrai House,81 Maharshi Karve Marg ,Marine Lines, Mumbai

RECRUITMENT OF MANAGEMENT TRAINEES

HOCL a multi Chemical Company known world over for its quality products is looking for promising, energetic young professionals with bright academic record to join the organization at its offices across the country and Production Unit at Rasayani , Maharashtra & Kochi, Kerala as MANAGEMENT TRAINEES in the following areas.

Sl No	Discipline	Number of vacancies		Requisite Qualification
		Total	Reservation	
1	Chemical	6	3 OBC, 1 SC, 1 ST, 1 UR	Degree in Chemical / Petrochemical Engineering
2	Electrical	6	1 OBC, 2 SC, 3 UR One post out of the total posts is reserved for PWD (Hearing Handicapped)	Degree in Electrical Engineering
3	Instrumentation	4	3 UR, 1 ST	Degree in Instrumentation Engineering
4	Mechanical	3	1 OBC, 1 SC, 1 ST	Degree in Mechanical Engineering
5	Finance	4	1 OBC, 1 SC, 2 UR	Graduate with Associate Membership of the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India or B.Com with MBA(Finance)
6	Materials	3	1 OBC, 2 UR One post out of the total posts is reserved for PWD (Orthopedically Handicapped)	Degree in Chemical / Electrical/ Mechanical Engineering
7	Marketing	3	1 OBC, 1 SC, 1 ST	Degree in Science & MBA with specialization in Marketing
8	Computer	1	UR	Degree in Computer Science & Engineering / Information Technology
9	Fire & Safety	1	UR	Degree in Fire & Safety Engineering
10	Quality Control	1	SC	M.Sc. (Chemistry)
11	Official Language	1	UR	M A in Hindi with English as one of the subjects at Graduate Level & Post Graduate Diploma in Translation
12	Industrial Health & Hygiene	1	OBC	M.Sc.(Environmental Science)
13	Secretarial	1	UR	Graduate with Associate

				Membership of the Institute of Company Secretaries of India
--	--	--	--	---

-2-

Except in the case of Chartered Accountant/Cost Accountant/ Company Secretary all other qualifications should be of regular full time course of appropriate duration having First Class with minimum 60% marks from recognized University/ Institute approved by AIU/ AICTE.

Candidates those who are appearing in their final year examination may also apply. However if selected, they should submit the proof of passing the prescribed qualification with minimum prescribed marks on or before 2nd September 2013, ie; the proposed date of commencement of training. In case a candidate fails to submit the above proof on or before 2nd September 2013 his/her selection will be treated as cancelled.

AGE LIMIT

Not less than 21 years & Not more than 25 years as on 01.03.2013

CONCESSIONS /RELAXATIONS

- Age relaxations by 5 years for SC,ST. 3 Years for OBC and 10 years for persons with disabilities candidates (degree of disability 40% above)
- Age relaxation by 5 years for candidates domiciled in Jammu & Kashmir between 01/01/1980 & 31/12/1989.
- No upper age limit for internal candidates.
- Age relaxation by 5 years for Ex-servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years military service and fulfilment of other conditions prescribed by Govt. of India .
- Exemption from payment of application fee for SC/ST and PWD candidates .
- Minimum standard of 60% marks in the qualifying examination is relaxed to pass class SC/ST candidates.
- For internal candidates equivalent qualification of part time / correspondence duly approved. by AIU / AICTE subject to duration of course is equal to or more than the full time course.

SELECTION PROCEDURE

- Eligible candidates will be required to appear for an Online test for a duration of 2 hours consisting of 130 multiple choice questions (50 subject related questions carrying 80 marks and 80 questions in General Awareness, Logical Reasoning, Quantitative Aptitude etc carrying 40 marks). For the post of Management Trainees in Materials, the subject related questions will be from the relevant field of Engineering .i e Chemical /Electrical /Mechanical where the applicant has qualified There will be a penalty for wrong answers, for each wrong answer marked by the candidate one fourth of the marks assigned to that question will be deducted from those obtained.
- The Online Test is scheduled to be held on 26th May 2013.
- List of candidates eligible to be called for Online test will be published in the website.
- Candidates will have to download the Admit Card from the website. Candidates can start downloading the Admit Cards ten days prior to the scheduled date of test.
- The candidates who qualify in the Online test shall be called for Group Discussion and Interview as per merit and criteria decided by the Management .
- Screening and Selection will be based on the details provided, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong /false information will be a disqualification and HOCL will NOT be responsible for any of the consequences of furnishing of such wrong/ False information.

APPLICATION FEE /PROCESSING FEE PAYABLE (NON-REFUNDABLE)

Category	Application Fee	Processing Fee	Total
For SC/ST/PWD	NIL	₹100/-	₹100/-
For all others(including OBC)	₹400/-	₹100/-	₹500/-

HOW TO APPLY:

Application should be submitted in” on-line “mode only

Candidates are advised to note that one candidate is allowed to apply for one Post only which is most suitable to his /her qualification and experience. As such, the candidates are advised to go through the requirement of educational qualification and other conditions carefully before choosing the post for which they wish to apply.

Candidates are requested to apply through online between 20.03.2013 (10:00 Hrs) and 10.04.2013 (17:00 Hrs) only through HOCL’s website www.hoc-rec.com

Pre-Requisites for Applying Online:

Before applying online, candidates should have a valid personal email ID, which should be kept active till the declaration of results.

Intimation about call letters will be sent through the registered e-mail ID. Under no circumstances, a candidate should share/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

Candidates should keep the necessary details/documents ready if desired to make Online Payment of the requisite application fee/ processing fee.

The candidate should have a scanned (digital) image of his/her photograph and signature as per the specification given below in JPEG format not exceeding 50 KB and 20 KB respectively and upload the photograph and signature. The online application will not be registered unless the candidate’s photo and signature is uploaded after completion of the entry in online mode.

Procedure for applying online:

- Candidates to visit HOCL’s website www.hocl-rec.com and open the link for filling the Online Application Form.
- After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen.
- The payment can be made by using MASTER/VISA debit/ credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for online payment will be borne by the candidates.

- On successful completion of the transaction, e-receipt and application form will be generated; Candidates can take a printout for their record.
- There is a provision to modify the submitted online application. Candidates are requested to make use of this facility to correct the details in online application, if any. Candidates can modify details only upto three times. After the last date, no modification will be permitted.
- If the online transaction has not been successfully completed, Candidates may register again. Candidates may then revisit Online Application link and fill in their application details again and make payment online.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.

ONLINE TEST CENTERS:

The Online test will be conducted at the following 12 cities:

1. New Delhi
2. Mumbai
3. Kolkata
4. Chennai
5. Kochi.
6. Pune
7. Aurangabad
8. Nagpur
9. Hyderabad
10. Bangalore
11. Kozhikode
12. Thiruvananthapuram

Candidates have to choose one of these cities as Test Centres and no change will be allowed subsequently and HOCL reserves the right to change any of the above mentioned test centres at its discretion.

TRAINING & EMOLUMENTS

The period of training will be One Year. During the training period the Management Trainees will be paid a consolidated stipend of ₹20,000/-per month. Free accommodation will be provided in Company Township subject to availability and subsidized canteen facility will be given. Management Trainees will be eligible for Medical facility for self and TA /DA as applicable to the officers of the company.

ABSORPTION & PLACEMENT

On successful completion of the training and depending upon their suitability to be adjudged by the selection committee, Management Trainees will be absorbed in the regular vacancies in the scale of pay of ₹16400-40500.

COMPENSATION BOND

In case a Management Trainee leaves the Company before the completion of minimum required service period of Two years the expenditure incurred will be recovered. If one leaves within six months of regular placement a sum of Rs.1 lakh will be recovered and in case one leaves after six months of regular placement pro-rata recovery will be made at six monthly intervals for the remaining period. An agreement to this effect has to be executed by the MTs before commencement of the training.

GENERAL

- Request for change of mailing address, examination centre/category/discipline as declared in the application will not be entertained .However, HOCL reserves the right to cancel or add any centre depending on the response in that area/ centre
- Candidates in Employment of Public Sector Undertaking/ Govt. Service will be required to produce NO Objection Certificate at the time of Interview.
- Court of Jurisdiction for any dispute will be at Mumbai.
- Since the Online test for the above positions are to be conducted on the same day, candidates should apply for only one post / discipline as they will be able to appear only for one post / discipline.
- Wherever CGPA or Letter Grade in a Degree is awarded, its equivalent percentage of marks must be indicated in the application form as per the norms adopted by the University.
- Candidates called for interview will be paid to & fro III Tier AC rail or equivalent fare on production of receipt by the shortest route provided that the onward journey is beyond 50KMs.
- The number of posts indicated above is tentative and may vary based on further assessment of requirement.
- The final selection will be made from amongst the candidates who have qualified in the Online test, Group Discussion and Interview on the basis of merit and are declared medically fit as per the HOCL rules.
- Canvassing in form will disqualify the candidate.

.....

APPLY ONLINE