



HINDUSTAN PAPER CORPORATION LIMITED
[A Government of India Enterprise]
75-C Park Street, Kolkata – 700 016

Hindustan Paper Corporation Limited (HPC), a Schedule-A Miniratna Category-I CPSE, with its Headquarters at Kolkata and 4 manufacturing units – two directly managed mills in Assam and one each in Kerala and Nagaland managed through Subsidiaries – with an annual installed capacity of 2 lakh tones of writing and printing paper and 1 lakh tonne of newsprint and a sales turnover of over Rs.963 crore with personnel strength of about 3400.

HPC is inviting applications from promising energetic, result oriented and dynamic Graduate Engineers and Professionals with brilliant academic records to join the organization in the following disciplines as:

EXECUTIVE TRAINEES
For its Manufacturing Units and other Establishments

Table-I

Discipline	No. of vacancies	Reservation			Qualification
		SC	ST	OBC	
Mechanical	14	1	2	13	B.Tech /B.E. in Mechanical/ Electrical/ Instrumentation & Electronics/Chemical Engineering/Pulp & Paper Technology /Civil Engineering/ Computer Science & Information Technology
Electrical	6				
Instrumentation/ Electronics	3				
Chemical/Pulp & Paper Technology	16				
Civil	2				
Information Technology	4				
Environment	2				
Human Resources	5	5	2	5	Degree in any subject and Post Graduate Degree or Diploma in relevant disciplines such as MA in Personnel Management & Industrial Relations or PG Diploma in Personnel Management and Industrial Relations or MBA (2 years full time with specialization in Human Resources, Personnel Management or Industrial Relations, Material Management or Marketing).
Marketing	3				
*Commercial/ Purchase	6				
*Finance	11				
Forestry	2				
* Posts identified for Persons with Disabilities, Reserved for (i) persons with hearing impairment (loss of hearing of 60 decibel or more in the better ear in the conversational range of frequencies and (ii) orthopedically handicapped (40% or more locomotors disability)					

Note: Total no. of Projected vacancies indicated above is tentative and may increase or decrease as per requirement.

1. Minimum Educational Qualification:

- (i) Educational qualification indicated in Table-I against each discipline must be from UGC recognized University/Deemed University or AICTE approved courses from Autonomous Indian Institutions with **minimum of 65% (60% for SC/ST) of marks** in aggregate of all the years/semesters. Only full time regular courses will be considered.
- (ii) **** In respect of Finance Discipline, the percentage of marks should be minimum of 55% in case of those who have pursued CA/ICWA and 65% in case of those who have pursued MBA (Finance). 5% relaxation of marks shall be given for SC/ST candidates for both CA/ICWA and MBA (Finance) respectively i.e, 50% for CA/ICWA and 60% for MBA (Finance).**
- (iii) Wherever CGPA, DGPA, OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the online application as per norms adopted by Institute/University. The candidate will have to produce a copy of these norms with respect to his/her University/Institute at the time of interview.

2. Age : 22 – 30 years as on 1.8.2012

- (i) The upper age limit is 30 years as on 01.8.2012 for the posts of Executive Trainees in all disciplines.
- (ii) The upper age limit is relaxable by 5 years for SC/ST candidate, 3 years for OBC (Non-creamy layer) candidates and 10 years per Persons with Disability (PwD).

3. Reservation:

- (i) Reservation of posts for SC/ST/OBC (Non-Creamy Layer) /PwD candidates shall be as per the Govt. of India Directives.
- (ii) Candidates belonging to SC/ST are required to submit attested copies of their valid Caste/Tribe certificate in the prescribed format issued by the Competent Authority.
- (iii) The OBC (Non-Creamy Layer) candidate shall have to submit the requisite certificate in the prescribe format issued by the Competent Authority.
- (iv) For claiming the benefit of Physically Handicapped, the candidate should produce Medical Certificate issued by the Medical Board.

4. Selection Procedure:

- (i) Selection will be done through written test and personal interview.
- (ii) Question papers for written test will be set in **English** only.
- (iii) Eligible candidates will be required to appear for the written examination in the test centre opted for in any of the five test centres as mentioned below, information which will be provided in the Admit Card.

Sl. No.	Test Centre	Centre Code
1.	Delhi	01
2.	Kolkata	02
3.	Mumbai	03
4.	Chennai	04
5	Guwahati	05

- (iv) Candidates will have to choose one test centre from the above list and no change will be allowed subsequently.

5. **Placement:**

Selected candidates will be posted in any of the Mills/Subsidiaries/and other establishments of the Corporation.

6. **Training and probation:**

Candidates selected as Executive Trainees will be placed on Training for a period of one year. On successful completion training, will be absorbed in E-1 grade and they have to be under probation for six months.

7. **Emoluments:**

- (i) Selected candidates will be placed in the pay scale of Rs.16,400 – 3% - 40,500/- at the minimum basic of Rs.16,400/- during training-cum-probation period. On successful completion of training-cum-probation period, they will be placed in the same pay scale of Rs.16,400 – 40,500/- in E-1 grade.
- (ii) Besides Basic Pay, Dearness Allowance (IDA pattern), Company accommodation or HRA, Leave Encashment, Leave Travel Allowance, Medical facilities, Reimbursement of conveyance expenses, Contributory Provident Fund, Gratuity, Performance Related Variable Pay (PRVP), etc. will be admissible as per Company rules in force from time to time.
- (iii) The Cost to Company (CTC) would be approximately of Rs.5 lakhs per annum.

8. **Service Agreement Bond:**

The selected candidates will be required to execute Service Agreement Bond of Rs.30,000/- (Rs.15,000/- for SC/ST/PwD) to undergo a comprehensive training programme for a period one year and on successful completion of training, to serve the Corporation for atleast a period of **3 (three)** years.

9. **Application fee (Non-refundable)**

Candidates belonging to General & OBC category are required to pay non-refundable application fee of Rs. 100/- (Rupees one hundred) as examination fee by means of Demand Draft (Not applicable for SC/ST/PwD and Ex-servicemen category) drawn in favour of HINDUSTAN PAPER CORPRATION LIMITED payable at Kolkata.

10. **HOW TO APPLY:**

- (i) Eligible and interested candidates would be required to apply online only through HPC's website www.hindpaper.in. **No other means/mode of application shall be accepted.**
- (ii) Before registering/submitting their applications on the website, the candidates should possess the following:
 - i. Valid E-mail ID, which should remain valid for atleast one year.
 - ii. General & OBC category candidates should have their Demand Draft ready while applying online, as the DD details would also be required to be entered in the online application. Without the DD details, application will not be registered.
 - iii. Candidates should have scanned copy of latest passport size photograph as well as signature or in digital format (.jpg or jpeg file only, of less than 50 KB size) for uploading with the application form.
- (iii) A candidate can apply for **one post/discipline only**. Candidates applying for more than one post/discipline will not be considered.

- (iv) Fee once paid, will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee.
- (v) After successful submission of online application by the candidate, a unique registration number shall be generated by the system with the candidate's details. All candidates are required to download the Application Confirmation form generated by the system and retain with them for future reference. **Candidates belonging to General & OBC category have to send a print copy of Application Confirmation Form alongwith Demand Draft of required amount drawn in favor of "HINDUSTAN PAPER CORPORATION LIMITED" payable at Kolkata towards application fee.** The application number, name, discipline and category should be written on the back of the demand draft. The Envelope containing above details should be superscribed with "**APPLICATION FOR THE POST OF EXECUTIVE TRAINEE _____ (DISCIPLINE)**" and **CATEGORY: GEN / OBC** and sent by **SPEED POST / REGISTERED POST** to the following address:
Senior Manager (HR&ES)
Hindustan Paper Corporation Limited
(A Government of India Enterprise)
75-C, Park Street, Kolkata – 700 016
- (vi) The application confirmation form alongwith other details as mentioned above must reach the above address by **08.11.2012**. HPC will not be responsible for any postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

11. General Conditions:

- (i) Only Indian Nationals are eligible to apply.
- (ii) The candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.
- (iii) All qualifications should be from an Indian Universities recognized by UGC/Institutes recognized by AICTE/ appropriate statutory authority.
- (iv) Request for change of mailing address, examination centre, category, discipline as declared in the online application will not be entertained.
- (v) Candidates are advised to keep their E-mail ID (entered in the online application) active for atleast one year. No change in the E-mail ID will be allowed once entered. All correspondence with candidates shall be done through E-mail only.
- (vi) Mere submission of online application form or admission into Written Test, etc. does not imply that the Company (HPC) has been satisfied about the candidate's eligibility. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
- (vii) The OBC candidates who belong to "CREAMY LAYER" are not entitled for OBC concession and such candidates have to indicate their category as "General".
- (viii) If the SC/ST/OBC/PwD certificate has been issued in a language other than English / Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.
- (ix) No TA will be paid to any candidate for appearing in the written examination. However, the shortlisted candidates called for final interview, will be paid Sleeper Class To and Fro railway fare by the shortest route.
- (x) Candidates should retain their copy of **Registration Slip** as they can be asked to produce it in future for reference.
- (xi) Candidates employed with Government Departments / PSUs / Autonomous Bodies have to produce No Objection Certificate (NOC) at the time of Interview. If the candidate fails to provide the NOC at the time of interview, he / she will not be allowed to appear for the interview. Accordingly, no TA will be paid.

- (xii) HPC reserves the right to cancel / restrict / modify / alter the recruitment process, if need so arises, without issuing any further notice or assigning any reasons thereof.
- (xiii) Any modifications / amendments in the advertisement will be given in HPC's website www.hindpaper.in . If date of Written Test changes under any unavoidable circumstances, HPC will not be responsible for any claims by the candidates. Candidates are advised to visit HPC's website regularly for updates in this regard.
- (xiv) In case of any problems faced by the candidates in filling up the online application, they may write to us at E-mail ID: babaji@mail.hpc.co.in .
- (xv) Legal jurisdiction will be at Kolkata in case of any cause / dispute arising out of this recruitment.

12. Important Dates:

Sl. No.	Activity	Tentative Date
1.	Commencement of On-line registration by candidates	15.10.2012 (Monday)
2.	Last date for On-line registration of application	31.10.2012 (Wednesday)
3.	Last date of receipt of Demand Draft (wherever applicable) alongwith copy On-line Application Form	08.11.2012 (Thursday)
4.	Downloading of Admit Card for Written Test	20.11.2012 (Tuesday)
5.	All India Written Test	09.12.2012 (Sunday)

Note: above dates are tentative and may change. Therefore, candidates are advised to visit HPC website regularly for updates in this regard.

Employment Notice No.1/10/2012