



## HINDUSTAN PAPER CORPORATION LIMITED

[A Government of India Enterprise]

KOLKATA – 700 016

**Hindustan Paper Corporation Limited (HPC)**, a Schedule-A 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.968 crore with personnel strength of about 3254, is on the look out for following professionals with proven managerial and leadership qualities for its Corporate Headquarters and its mills in North-Eastern Region.

### 1. Deputy General Manager (Human Resource & Employee Services) (E-6)

The incumbent will have an overall responsibility for handling Human Resources and Employees Services with Corporate HR and Industrial Relations functions of various units and subsidiaries. The incumbent should be responsible & have knowledge of policy formulation and implementation, Manpower Planning, Selection and Recruitment, Succession Planning, Disciplinary matters, Training of Personnel, Wages and Salary Administration, Welfare matters, Establishment matters including Reservation Policy, Settlement of Labour Disputes and Liaison with Statutory Authorities.

**Qualification & Experience:** The prospective incumbent should be a MBA/PGDBM (two years full-time) with specialization in HR/PM&IR or MSW/ MA(PM & IR)/MA(Labour Laws) with at least 15 years of post-qualification experience, of which 5 years in a senior capacity in Public Sector/ Government Undertaking or a large organization of repute. Degree in Law will be considered as added qualification.

**Compensation:** The post carry the pay scale of Rs.36,600-62000 with Industrial DA

**Age –** 40-47 years as on 1.6.2013

### 2. Senior Manager/Manager (Human Resource & Employee Services) (E-5/E-4)

The incumbent will have an overall responsibility for handling HR and Employees' Services matters concerning the unit. He should be able to formulate and implement HR policies, negotiate with Unions, handling recruitment & training, establishment matters, wage administration, matters relating to conduct & discipline, industrial relations, performance appraisal, general administration and estate administration, manpower planning, representing before conciliation and industrial tribunals, liaison with Local /Statutory Authorities, etc.

**Qualification & Experience:** The prospective incumbent should be a MBA/PGDBM (two years full-time) with specialization in HR/PM&IR or MSW/ MA(PM & IR)/MA(Labour Law) with at least 12/10 years post-qualification 12 years (for Sr. Manager) and 10 years (for Manager) experience, of which 5 years in a senior position in a Public Sector/ Government Undertaking or a large organization of repute

**Compensation:** The post carry the pay scale of Rs.32,900-58,000 (for Sr. Manager) and Rs.29100-54,500 (for Manager) and with Industrial DA.

**Age –** 40-47 years (for Sr. Manager) and 35 – 42 years (for Manager) as on 1.6.2013

### 3. Senior Manager/Manager (Commercial) (E-4/E-5)

The job includes planning for purchasing, ordering of machinery, equipment and materials for units from indigenous sources and from abroad, customs clearance, transportation of equipment as also movement of bulk materials like bamboo, coal and chemicals required in the process/paper industry. The job will also involve monitoring/management of inventories of the mills. Exposure to codification and computerization of stores would be an added advantage.

**Qualification & Experience:** The prospective incumbent should be a Engineering Degree (full-time) preferably in Mechanical/Chemical/Electrical/Electronics/Production with two year full-time Post Graduate Degree/Diploma in Materials Management with at least 12 year (for Sr. Manager) and 10 years (for Manager) post-qualification experience, of which 5 years in a senior position in a Public Sector/ Government Undertaking or a large

organization of repute. The incumbent should have a sound knowledge of in exposure to modern concepts of purchase in Supply Chain Management, Stores, Inventory Control, Import Procedures, Transportation, e-tendering/e-bidding. The candidate should be conversant with ERP based procurement.

**Age-** 40-47 years (for Sr. Manager) and 35 – 42 years (for Manager) as on 1.6.2013

**Compensation:** The post carry the pay scale of Rs.32,900-58,000 (for Sr. Manager) and Rs.29100-54,500 (for Manager) and with Industrial DA.

#### 4. Sr. Manager/Manager (Pulp) (E-4/E-5)

**Qualification & Experience:** The prospective incumbent should be a BE/B.Tech in Chemical Engineering/Pulp & Paper Technology or Post Graduate Diploma in Pulp & Paper Technology from a recognized University/ Institute with minimum experience of 10 years for Manager and 12 for Sr. Manager in Pulp & Paper Industry and/or other similar continuous process industries in operation of continuous digester/continuous cooking plant, washing and screening plant, bleach plant as well as chipper house with DCS control

**Age-** 40-47 years (for Sr. Manager) and 35 – 42 years (for Manager) as on 1.6.2013

**Compensation:** The post carry the pay scale of Rs.32,900-58,000 (for Sr. Manager) and Rs.29100-54,500 (for Manager) and with Industrial DA.

#### 5. Deputy Manager/Assistant Manager (Human Resource & Employee Services) (E-3/E-2)

The incumbent will have to handle HR and Employees' Services matters concerning the unit. He should be able to implement HR policies, handling recruitment & training, establishment matters, matters relating to conduct & discipline, industrial relations, performance appraisal, general administration and estate administration, manpower planning, representing before conciliation and industrial tribunals, liaison with Local/Statutory Authorities, etc.

**Qualification & Experience:** The prospective incumbent should be a MBA/PGDBM (two years full-time) with specialization in HR/PM&IR or MSW/ MA(PM & IR)/MA(Labour Law) with at least 5 years (for Dy. Manager) and 3 years (for Asstt. Manager) post-qualification experience, of which 1 (one) year in executive position in a Public Sector/ Government Undertaking or a large organization of repute

**Compensation:** The post carry the pay scale of Rs.24,900-50,500 (for Dy. Manager) and Rs.20,600 -46,500 (for Asstt. Manager) with Industrial DA.

**Age –** 35 – 42 years as on 1.6.2013

**Other benefits** include Leave Travel Concession, Contributory Provident Fund, Gratuity, Medical facilities, Reimbursement of Conveyance expenses, Group Insurance, Company accommodation (subject to availability) or HRA as per Company's Rules. Performance Related Variable Pay as per DPE norms.

#### General

The Internal Candidates may apply through proper channel as per Rules of the Corporation.

Those from Govt/Semi-Govt / Public Sector organisations should apply through proper channel or submit "No Objection Certificate" at the time of interview.

Age is relaxable for candidates belonging to SC/ST/OBC/PWD as per GoI directives.

Candidates fulfilling the prescribed qualification, experience, etc may send their resume along with copies of certificates of **proof of age, qualification, experience, reservation** and Demand Draft / Pay Order for **Rs.100/-** (Not applicable to SC/ST/PWD category) drawn in favour of **HINDUSTAN PAPER CORPORATION LIMITED** payable at **KOLKATA, to the General Manager (HR&ES)** within **15 days of publication of this advertisement**.

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## APPLICATION FORMAT

[illegible]

10.	Educational and Professional Qualification (copies of certificates duly attested by gazetted officer is required to be enclosed)				
	Examination Passed	Year	Percentage of Marks	Subject	University/ Institute
11.	Experience –from present to past				
	From	To	Position held	Organization	Salary (Pay & Allowances) Reason for leaving
12.	Languages known		Write	Read	Speak
13.	Professional Achievements & Awards			Separate sheets may be attached	
14.	Trainings attended (more than one week duration)				
15.	Details of Demand Draft				

I do hereby declare that the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I shall be bound by the decision of the Hindustan Paper Corporation Limited.

Place:

Date:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_