

Advertisement No.: HCL/MCP/HR/Apprentice/2020

Date: 21.02.2020

**ENGAGEMENT OF TRADE APPRENTICES IN MALANJKHAND COPPER PROJECT, HINDUSTAN COPPER LIMITED,
UNDER THE APPRENTICESHIP ACT, 1961**

Applications are invited in the prescribed format from Indian National, for the under mentioned ITI trades, who have passed Industrial Training Institute Examination from NCVT/SCVT affiliated institutes and possess the requisite educational qualification as mentioned against each trade for undergoing Apprenticeship Training at Hindustan Copper Limited, Malanjkhanda Copper Project under the Apprentices Act 1961:

TABLE-1					
Sl. No	Trade	No. of vacancies	Educational Qualification	Technical Qualification	Period of Training
1	Electrician	20	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI exam in Electrician trade	01 Year
2	Instrument Mechanic	02	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI exam in Instrument Mechanic Trade	01 Year
3	Mechanic Diesel	11	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI exam in Mechanic Diesel Trade	01 Year
4	Welder (G&E)	14	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI exam in Welder (G&E) Trade	01 Year
5	Fitter	14	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI exam in Fitter Trade	01 Year
6	Turner	06	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI exam in Turner Trade	01 Year
7	Refrigeration and Air-Conditioning Mechanic	02	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI in Refrigeration and Air-Conditioning Mechanic Trade	01 Year
8	Draughtsman (Mechanic)	03	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI in Draughtsman (Mechanic) Trade	01 Year
9	Draughtsman (Civil)	01	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI in Draughtsman (Civil) Trade	01 Year
10	Surveyor	05	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI in Surveyor trade	01 Year
11	Carpenter	03	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI in carpenter trade	01 Year
12	Plumber	02	Passed 08 th class examination under 10+2 system	Passed ITI in Plumber Trade	01 Year
13	Mason (Building Constructor)	01	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI in Building Constructor Trade	01 Year
14	Telecom Mechanic	02	Passed 10 th class examination under 10+2 system OR its equivalent	Passed ITI in Telecom Mechanic Trade	01 Year
15	Horticulture Assistant	02	Passed 10 th class examination under 10+2 system OR its equivalent	NIL	02 Year
16	Shotfirer/Blaster (Mines)	14	Passed 10 th class examination under 10+2 system OR its equivalent	NIL	02 Year
17	Mate (Mines)	18	Passed 10 th class examination under 10+2 system OR its equivalent	NIL	03 Year
Total		120			

A) Prescribed Qualification, Eligibility criteria, Age-limits

1. The candidate must be ITI passed from the respective trade and **must be recognized by NCVT/SCVT**.
2. The candidates who have passed ITI **prior to the year 2016 should attach an affidavit** on non-judicial stamp paper sworn-in before a Magistrate or Notary Public to the effect that they have neither undergone apprenticeship training from anywhere earlier nor have taken employment anywhere.
3. The maximum age limit of the candidate is **25 years** as on **31.01.2020**. A relaxation of 5 years is admissible for SC/ST candidates and 3 years for OBC (Non Creamy Layer certificate) and 10 years for Persons with Disability (PWD) candidates in the upper age limit. All govt. guidelines on the matter will be observed.

4. Candidate belonging to ST/SC/OBC (Non Creamy Layer) categories shall enclose the certificate issued by the Competent Authority in the prescribed format.

B) Period of Apprenticeship training – As indicated against respective trades in Table-1 above.

C) Stipend - Stipend during apprenticeship period will be paid as admissible under the rules.

D) Selection Methodology –

I. **Selection Procedure:** - Selection of candidates for engagement as Trade Apprentices shall be made through **multiple choice written test** of eligible shortlisted candidates. Company reserves the right to shortlist candidates for written test, if the number of applications for all or any trade is very large, in that case criteria to shortlist will be marks obtained in technical qualification.

II. The candidates who are shortlisted on the basis of written test will have to confirm to the standards of physical fitness as prescribed for engagement as trade apprentices.

III. No weightage shall be given for those with higher qualification.

IV. **Date and venue of written test:** The likely date of written test is **29-03-2020** and venue will be at **“DAV HCL Public School Malanjkhanda”, Malanjkhanda Copper Project, District- Balaghat- (Madhya Pradesh)- 481116.** Candidates are advised to visit company’s website www.hindustancopper.com from to time for any changes/update.

E) Standard of Physical Fitness – Engagement of selected trade apprentices is subject to his / her being declared medically fit as per the requirement of the Company i.e. HCL.

F) How to Apply

a. Candidates are advised to carefully read the full advertisement for details of educational qualifications and other eligibility criteria before submission of application.

b. Candidates are advised to register as a Trade Apprentice online in the following portals

Registration number with RDAT is compulsory to apply for the above trades.

STEP 1 Apprenticeship Registration

Candidates should register themselves for apprenticeship in Government of India portal (www.apprenticeship.gov.in). Candidate should select “Establishment Search” under establishment menu in the above site (www.apprenticeship.gov.in) and select Hindustan Copper Limited, Malanjkhanda Copper Project for undergoing training with HCL. This is compulsory. The unique number generated on this website must be entered in attached proforma at Annexure-I, otherwise, application will not be accepted.

STEP 2 Submission of Application

Applications in prescribed format (attached as Annexure-I), Complete in all respect along with self-attested copies of academic and technical qualification certificates, caste certificate, Affidavit (if applicable) etc, and 2 passport size photographs should be sent to **“Manager (HR), Hindustan Copper Limited Malanjkhanda Copper Project, Tehsil:-Birsia, P.O.- Malanjkhanda, District Balaghat, Madhya Pradesh-481116”** on or before **12th Mar 2020**. Application received after the due date shall not be considered. The envelope should be superscripted with “Application for Trade Apprentice for Trade.....”

G) Candidates shall ensure that Application form is neatly filled and all the documents are attached. Application with incomplete information and/or not accompanied with following documents are liable to be rejected and no correspondence in this regard will be entertained.

- Self-attested copies of all certificates/mark sheets/testimonials regarding age, qualification, caste etc.
- Candidates, who have passed prior to the year 2016, must attach an Affidavit on Non judicial stamp paper duly attested by Magistrate or Notary Public to the effect that they have neither undergone Apprenticeship Training earlier nor have taken employment anywhere.
- Copy of AADHAR card.
- Candidates should register themselves through the website www.apprenticeship.gov.in and submit the registration ID proof.
- 2 Passport size photographs

- H) **Date of reckoning:** Date of reckoning for eligibility shall be **31st Jan 2020**. Any certificate/document issued after the cut-off date shall not be acceptable.
- I) This is mere an opportunity for getting trained for improving employability of the candidates only. No candidate will claim for employment in HCL/MCP after completion of the Apprenticeship Training.
- J) The vacancy in individual trades may vary within the overall indicated vacancy number of **120 ITI** trade apprentices. Decision to this effect shall be solely at the discretion of the HCL Management.
- K) Admit card for written test shall be **sent through email only**. However, candidates submitting the application can also collect the admit card in person, one week before the scheduled date of written test, from the office of the Manager (HR)/MCP. Please give active email address and keep it valid for at least two years. Company shall not be liable for non-receipt of admit card sent through email due to wrong email ID or any other reason.
- L) In case of deviation in name/surname/name spelling mentioned in the application with that in the certificates pertaining to education/technical qualification/caste/etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect failing which the candidature shall be liable to be cancelled.
- M) **TA/DA etc.** for appearing in written Test will not be admissible.
- N) **Reservation** criteria shall be followed as per government directives.
- O) **Amendments/Modification/Corrigendum:** Any amendment/ modification/corrigendum in respect of this Advertisement shall only be communicated through the Company's website www.hindustancopper.com. Hence, candidates are advised to keep themselves updated by visiting the website from time to time for updates, etc.

P) General Instructions.

- i. The candidates are advised to submit the Applications well in advance without waiting for the closing date.
- ii. Candidates are advised to keep their e-mail Ids and mobile numbers active till the completion of this engagement process.
- iii. The candidature of applicant would be provisional and subject to subsequent verification of certificates and testimonials. In case, it is detected at any stage of engagement or thereafter, that a candidate does not fulfill the eligibility norms and or that he/she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact, his/her candidature will stand cancelled.
- iv. The decision of The Management will be final and binding on all candidates on all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, cancellation of selection process etc. No correspondence will be entertained in this regard.

Important Dates	
Opening date of submission of application	21.02.2020
Last date of submission of application	12.03.2020
Date of reckoning for eligibility criteria	31.01.2020
Likely date of written test	29.03.2020

For & on behalf of
Hindustan Copper Limited
Malanjkhand Copper Project

Sd/-
(Arjun Lohara)
Manager (Human Resource)



ANNEXURE-1

APPLICATION FORM FOR TRADE APPRENTICE

Please fill in BLOCK Letters. Incomplete Applications shall be rejected.

To,
Manager (HR)
Malankhand Copper Project
P.O.-Malanjkhanda, Tehsil – Birsa
Dist:-Balaghat
Madhya Pradesh – 481116

*Please paste
(not pin) a
recent
passport size
colored
photograph*

Ref:- Advertisement No. HCL/MCP/HR/Apprentice/2020 dated 21/02/2020

1. Name of the Trade						
2. Name of Applicant (IN BLOCK LETTERS)						
3. Father's name in full						
4. Address for Correspondence with Pin Code						
5. Date of Birth						
6. Age as on 31/01/2020						
7. Category Mark (√)	Gen	SC	ST	OBC (Non-Creamy Layer)		
8. Aadhar No.						
9. Mobile No.						
10. E-mail ID						
11. Candidate Registration no.(As enrolled website www.apprenticeship.gov.in)						
12. Academic Qualification	Board/Institute	Max Marks	Obtained Marks	% of Marks	Year of passing	
13. Technical Qualification	Board/Institute	Trade Passed	Max Marks	Obtained Marks	% of Marks	Year of passing

Undertaking:

I, hereby, certify that the information provided above is true to the best of my knowledge and in case it is found to be false or incorrect or suppressed, the contractual engagement shall be liable to be terminated forthwith without prejudice to any legal/ disciplinary action as deemed fit by the Management. I have gone through the full text of the advertisement and agree to all the conditions detailed therein.

(Signature of candidate)

Place:

Date:

Enclosures: