



HINDUSTAN PAPER CORPORATION LIMITED

[A Government of India Enterprise]
75-C Park Street, 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.963 crore with personnel strength of about 3216.

HPC needs persons as Fire Officers in the rank of Asstt. Manager(E-2) and Executive (E-1) in Fire Engineering discipline for its operating mill, namely Cachar Paper Mill located at Panchgram in Assam on fixed tenure basis.

Qualification & Experience : Degree/Diploma in Fire Engineering from a recognized University/ Institute with minimum 5 years post qualification experience in respect of E-2 rank and 3 years post qualification experience for E-1 rank in managing the Fire Force units of the State Government or large Industrial organization of repute.

Reservation & Relaxation : Reservation & relaxation to SC/ST/OBC candidates will be provided in accordance with Gol directives

Job Description & Responsibility: The Fire Officer in the E-2 rank will be overall incharge of Fire Station of Cachar Paper Mill.

Tenure : The engagement is on fixed tenure basis initially for a period of 2(two) years and extendable for a further period of three years. The posts are not against any permanent vacancy and the engagement will not confer any right whatsoever on the candidate for future employment in HPC or any concession of any nature.

Emoluments : A lump sum amount of Rs.39, 500/- per month for E-2 rank and Rs.31, 500/- per month for E-1 rank.

Other benefits : Contributory Provident Fund, Free medical treatment at Company's Hospital for self and family members, Un-furnished Company accommodation at its Township and Conveyance Allowance for attending office as per rules.

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

Candidates, meeting the above specification may submit their bio-data in the prescribed format along with a recent passport size colour photograph, copies of certificates, caste certificate, proof of age etc., duly attested by Gazetted Officer alongwith a Demand Draft of Rs.100/- towards application fee in favour of **Hindustan Paper Corporation Limited payable at Kolkata** within **10 days of publish of this advertisement** to Manager (HR & ES) , Hindustan Paper Corporation Limited, 75-C, Park Street, Kolkata – 700 016. The application format can be downloaded from the website www.hindpaper.in.

Employment Notice No.01/07/2013

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Passport size
photograph

APPLICATION FORMAT

Name of the post Applied for

1.	Full Name of the Candidate (in capital letters)	
2.	Name of Father/Husband	
3.	Date of Birth	
4.	Place of Birth	
5.	Sex	
6.	Marital status	
7.	Nationality	
8.	Category (if belongs to any of these categories, please attach copy of the certificate issued by the competent authority)	SC /ST / OBC / PwD/Ex. Servicemen
9.	Address: a) <u>Permanent</u> Telephone No.:	b) <u>Present</u> (for correspondence): Telephone No.: Mobile No.: e-mail id :

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: _____