



## 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.963 crore with personnel strength of about 3200, 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, out of which at least 2 years experience should be in the next below pay scale i.e, Rs. 32,900-58,000 (E-5) in Central Public Sector/ Government Undertaking. 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 1.9.2013

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

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 years post-qualification out of which at least 2 years experience should be in the next below pay scale i.e, Rs. 29,100-54,500 (E-4) in Central Public Sector/ Government Undertaking. Degree in Law will be considered as added qualification.

**Compensation:** The post carry the pay scale of Rs.32,900-58,000 with Industrial DA.

**Age** – 40-47 years as on 1.9.2013

### **HOW TO APPLY:**

1. The application has to be submitted in the proforma given in Annexure-I of the advertisement.
2. The cover should be super-scribed as "Application for the post of \_\_\_\_\_ on deputation basis".
3. The application should be accompanied with self-attested copies of certificates in support of educational qualification, age, experience, etc.
4. Candidates employed in Central / State Public Sector Undertaking / Govt. / Semi Govt. organization shall only eligible for applying for deputation and the eligible candidates shall apply through proper channel. In case the application of the candidate is not forwarded through proper channel, his/her candidature will not be considered.
5. The management may offer the lower post in case the candidate is not considered suitable for the post applied for.
6. Attested photocopies of the complete and up-to-date Annual Performance Report for the last 5 years including for the year 2012-13 should be forwarded by the employer alongwith the application.
7. Applications should reach **to the General Manager (HR&ES) Hindustan Paper Corporation Ltd., 75-C, Park Street, Kolkata – 700 016 by speed post on or before 30.09.2013.**

### **GENERAL:**

1. Mere conformity to the eligibility criteria will not entail a candidate to be called for interview. Management reserves the right to reject the application or raise the standard of specifications so as to restrict the number of candidates to be called for the interview.
2. Selected candidates may be considered for permanent absorption after 3 years service on deputation in this Corporation.
3. The incumbent may be required to serve for 15 days in the Mill located at Assam and 15 days at the Corporate Headquarters, Kolkata.
4. 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.
5. Outstation candidates called for interview shall be reimbursed to & fro AC 2 tier Rail Fare by the shortest route on submission of tickets.
6. Applications not in conformity with the requirements indicated in this advertisement, incomplete applications will not be entertained.
7. Canvassing in any form will be a disqualification.

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(A Government of India Enterprise)  
75-C, Park Street, Kolkata – 700 016

Affix passport  
size photograph

## APPLICATION FOR EMPLOYMENT ON DEPUTATION BASIS

1.	Name of the post Applied for	
2.	Pay Scale	
3.	Full Name of the Candidate (in capital letters)	
4.	Name of Father/Husband	
5.	Date of Birth and age as on 01.9.2013	
6.	Place of Birth (including State)	
7.	Sex	
8.	Marital status	
9.	Nationality	
10.	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
11.	Address: a) <u>Permanent</u>          Telephone No.:	b) <u>Present</u> (for correspondence):          Telephone No.:  Mobile No.:  e-mail id :

12	Educational and Professional Qualification (copies of certificates duly attested by Gazatted Officer is required to be enclosed)					
Examination Passed		Year	Class/ Division & Percentage of Marks	Subject	University/ Institute	
13	a) Total post qualification experience			Years	Months	
	b) Details of experience starting from present with scales. Please give details of different positions held in each organization with dates.					
Period of Employment		Position held	Organization	Salary (Pay & Allowances)	Reason for leaving	
From	To					
14	Nature of present employment i.e. Regular/Ad-hoc/Temporary/Permanent					
15	In case the present employment is held on Deputation/contract basis, please state					
	a) The date of initial appointment					
	b) Period of appointment on deputation/ contract					

**16. General Information**

a) Details of salary being drawn in the present post as on the date of application:

Grade/ Scale of pay (CDA/IDA)	Basic pay	DA/ADA /VDA	Special pay, if any	Date of joining in the present scale	Date of next increment	Total

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: \_\_\_\_\_

(FOLLOWING CERTIFICATE TO BE FURNISHED IN CASE APPLYING ON DEPUTATION BASIS)

**CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/ HEAD OF OFFICE/ FORWARDING  
AUTHORITY**

Certified that the particulars furnished by Shri/Smt. \_\_\_\_\_, working as \_\_\_\_\_ are correct and he/she possesses educational/ professional qualifications and experiences mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him/her
- (ii) His/her integrity is certified
- (iii) Copy of CR Dossiers/ACRs for the last 5 years duly attested on each page are enclosed.
- (iv) \*No major/minor penalties imposed on him/her during the last 5 years/ \* List of major/minor penalties imposed on him during the last 5 years is enclosed(\* Strike out which is not applicable)

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Office Seal \_\_\_\_\_

Date \_\_\_\_\_

## INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Kindly make sure that all instructions given below are complied with, failing which your application is liable to be rejected.

1. Application should be strictly filled-in as per prescribed format.
2. All entries of this form should be typed or written neatly.
3. Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
4. Application form of employees of Government /Public Sector Undertakings/ Statutory Organizations shall be sent through proper channel
5. Incomplete application will not be considered
6. Attested copies of certificates and testimonials should be attached with the form. All enclosures to the application form should preferably be of the size of application form and all the sheets shall be properly stitched or tagged.
7. The name of the post applied for should be clearly indicated on the right hand corner of the envelope.
8. All the information given in the application form should be correct.. Any misstatement/ suppression of facts would render the candidate liable to rejection and termination after appointment.
9. Any change in correspondence will not be entertained.
10. A recent passport size photograph should be affixed on the application form.
11. Candidates belonging to SC/ST/OBC communities should invariably attach attested copy of the certificate from one of the following authorities:
  - i) District Magistrate/ Additional District Magistrate/ Collector/Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector /1<sup>st</sup> Class Stipendiary Magistrate/ City Magistrate/ Sub-Divisional Magistrate/ Taluk Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
  - ii) Revenue Officers not below the rank of Tehsildar.
  - iii) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
12. Canvassing in any form will lead to disqualification.
13. Extra sheet should be added wherever space is insufficient.

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