



HINDUSTAN PAPER CORPORATION LIMITED

(A Government of India Enterprise)

75-C, Park Street, Kolkata - 700 016

Phone Nos. 91-33-2229-6901/02, Fax Nos. 91-33-2249-4996/7335

Website: www.hindpaper.in

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 2500 is on the look out for following professionals with proven managerial and leadership qualities for its mills in North-Eastern Region.

General Manager (Works) for mills located in the state of Assam - 2 posts

This position is of the head of operations for our large mills having installed capacity of around 1 lakh tones per annum. Incumbent will be responsible for the input planning, procurement and optimum utilization of installed capacity of maximum profitability. He will be responsible for all functional areas in the mill. The applicant should be Professionally qualified, result oriented with proven administrative ability and leadership quality. Persons having Bachelor Degree in Mechanical/Chemical Engineering or post –Graduate Diploma in paper Technology will be preferred. Should have a minimum of 20 years experience in Executive position, including 5 years in senior management position in a large manufacturing organization. Experience in modern process industries and knowledge of paper technology would be an added advantage. Public sector Executive should have completed at least 2 years in the next below scale of Rs.36600-62000/-,or equivalent.

Age limit : **52-55 years as on 01.4.2016**

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

Pay Scale : **Rs. 43,200 – 66,000/-**

Other benefits: Contributory Provident Fund, Leave Encashment, Free medical treatment at Company's Hospital for self and family members, Company accommodation at its Township, Group Personal Accident Scheme, etc.

How to Apply

1. 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., to **Assistant Manager (HR & ES) , Hindustan Paper Corporation Limited, 75-C, Park Street, Kolkata – 700 016** in an envelope super scribed with “**Application for the Post of**” enclosing a demand draft or Indian Postal Order for Rs.100/- in favor of Hindustan Paper Corporation Limited (not required for SC/ST, PWD candidates) payable at Kolkata so as to reach **on or before 22.4.2016**. The application format can be downloaded from the website www.hindpaper.in.
2. Those from Govt/Semi-Govt / Public Sector organizations should apply through proper channel or submit “**No Objection Certificate**” at the time of interview.
3. Applications should be sent only through speed/registered post. No application will be received directly from any individual. Hence candidates may apply sufficiently in advance.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

Assistant Manager (HR & ES)
Employment Notice No.01/4/2016



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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 (for more details separate sheets may please be attached)				
	From	To	Position held	Organization	Salary (Pay & Allowances)
12.	Languages known		Write	Read	Speak

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: _____