

Hindustan Copper Limited
(A Govt. of India Enterprise)
Tamra Bhawan, 1, Ashutosh Chowdhury Avenue, Kolkata – 700019

Notification No. Estt./1/2018/2023-24

Date: 14/08/2023

Applications are invited for the Supervisory post(s) (E0 Grade) to be filled-up on Immediate Absorption basis from the employees holding permanent post in (a) Central Public Sector Enterprises including their subsidiaries / Joint Ventures (Government Company only) belonging to Mining & Metal Sector, (b) Central Government Organizations belonging to Mining & Metal Sector, (c) State Public Sector Enterprises belonging to Mining & Metal sector and (d) Organizations (CPSE/State PSE/Central Govt) who are engaged in mining related activities but may not belong to Mining & Metal Sector.

- Hindustan Copper Limited (HCL) is a vertically integrated, multi-Unit, Schedule-A Miniratna Central Public Sector Enterprise in the field of Copper Mining, is looking for committed, result oriented and experienced professionals in the mining and metal sector. Therefore, applications in the prescribed proforma is invited from the employees holding permanent post in (a) Central Public Sector Enterprises including their subsidiaries / Joint Ventures (Government Company only) belonging to Mining & Metal Sector, (b) Central Government Organizations belonging to Mining & Metal Sector, (c) State Public Sector Enterprises belonging to Mining & Metal sector and (d) Organizations (CPSE/State PSE/Central Govt) who are engaged in mining related activities but may not belong to Mining & Metal Sector, on '**immediate absorption basis**' for the following Supervisory post(s) in E0 Grade:

| SN | Cadre / Discipline | Total |
|--------------|--------------------|-----------|
| i. | Mining | 49 |
| ii. | Survey | 02 |
| iii. | Mechanical | 02 |
| iv. | Electrical | 08 |
| v. | Company Secretary | 02 |
| vi. | Finance | 01 |
| vii. | HR | 01 |
| Total | | 65 |

- List of eligible organization/s belonging to mining & metal sector, viz., CPSEs including subsidiaries / Joint Ventures (Govt. Company only), Central Govt. Organizations and State PSEs is attached at Annexure-I. Applications of Organizations (CPSE/State PSE/Central Govt) who are engaged in mining related activities but may not belong to Mining & Metal Sector will also be considered and the onus to prove that the organization is engaged in Mining related activities shall lie with the applicant and the decision of HCL shall be final.

3. Eligibility Criteria

- Cadre / Discipline wise minimum essential qualification and required year of experience is as under.

Table-2

| Sr. No. | Cadre | Minimum Essential Qualification with Year of Experience |
|---------|--------|--|
| 1. | Mining | (i) Diploma in Mining with 5 years of experience in the relevant field. (ii) Foreman's Certificate of Competency for Metalliferous Mines (Unrestricted) <p style="text-align: center;">OR</p> i. Bachelor Degree in Mining Engineering with 2 years of experience in the relevant field. ii. Foreman's Certificate of Competency for Metalliferous Mines (Unrestricted) or Second Class Manager's Certificate of Competency for Metalliferous Mine (Unrestricted). |

| | | |
|----|-------------------|---|
| 2. | Survey | Diploma in Survey with 5 years experience in the relevant field with Mine Surveyor's Certificate of competency OR Bachelor Degree in Mining Engineering /Civil Engineering with Surveyor Certificate of Competency or MTech (Geomatics) with 2 years of experience in the relevant field. |
| 3. | Mechanical | Diploma in Mechanical Engg. with 5 years experience in the relevant field. OR Bachelor Degree in Mechanical Engineering/Mining Machinery with 2 years of experience in the relevant field. |
| 4. | Electrical | Diploma in Electrical Engg. with 5 years experience in the relevant field. OR Bachelor Degree in Electrical Engineering with 2 years of experience in the relevant field. |
| 5. | Company Secretary | Graduate with 5 years' experience in the relevant field. OR Passed Final Examination of the Institute of Company Secretaries of India / UK. |
| 6. | Finance | Graduate with 5 years' experience in the relevant field. OR Intermediate Examination of Institute of Chartered Accountants or Institute of Cost & Works Accountant with five years' experience in the relevant field. OR PG Degree in Finance/PG Diploma in Finance/MBA in Finance with 2 years of experience in the relevant field. |
| 7. | HR | Graduate with 5 years' experience in the relevant field. OR PG Degree in HR/PG Diploma in HR/MBA in HR with 2 years of experience in the relevant field. |

- b) The work experience shall be in full time job on regular basis.
- c) Experience acquired in Training (Internship/Apprenticeship/Academic Project) / Consultancy Experience / Teaching / Fellowship will not be taken in to consideration for calculation of Experience.
- d) Grade and Scale of Pay of the advertised posts and Maximum Age Limit required to be eligible on the date of reckoning for the above-mentioned posts and immediate below scale of pay of the advertised post are as under.

Table-3

| Grade | Post Name | Scale of Pay (Rs) (w.e.f. 01/01/2017) | Age Limit (Maximum) In Years | Age Limit (Minimum) In Years | Immediate below Scale of Pay |
|-------|----------------|---|------------------------------------|------------------------------------|---------------------------------|
| E-0 | Junior Manager | 30000-120000 | 40 | 23 | # |

Top / Highest scale of pay of the workman in the respective organization. Appropriate Documents establishing the fact in respect of Grade and Scale of the applicant needs to be submitted by the applicant.

- i. In addition to above, any one of the following needs to be fulfilled by the applicant on the date of reckoning.

- Candidate/s must be working in the parallel scale of pay, i.e., advertised post scale of pay

OR

- Candidate must have completed 1 years of service in the immediate below Scale of Pay (i.e., top / highest scale of pay of the workman) on the date of reckoning.

ii. Candidate/s last three years ACRs shall not be rated below 'Good'.

e) Equivalence of IDA, CDA and scale of pay other than IDA/CDA

The equivalence of IDA Scale of Pay with the CDA scale of pay and also the equivalence for the candidates belonging to the State PSEs/ Subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA scale of pay vis-à-vis the IDA/CDA scale of pay shall be as detailed in table-4 below. However, for eligibility, above guidelines stands.

Table-4: Scale of Pay Equivalence Table

| Grade | IDA Scale of Pay (2007) Rs. | IDA Scale of Pay (2017) Rs. | CDA Scale of Pay (6th Pay) Rs. | CDA Scale of Pay (7th Pay) Rs. | For State PSEs/ Subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA scale of pay |
|-------|-----------------------------|-----------------------------|--------------------------------|--------------------------------|--|
| (a) | (b) | (c) | (d) | (e) | (f) |
| E0 | 12600-32500 | 30000-120000 | 9300-34800 (GP4200) | 35400-112400 (Level-06) | # |

Applicants will have to submit the documents regarding scale of pay and certified organogram of the organization depicting the position of the respective applicant (Workman / Executive) and decision of the HCL regarding equivalence w.r.t. IDA/CDA scale of pay for such organization would be final.

4. Date of Reckoning –

For computing eligibility with respect to Age, Qualification, Years of Experience, etc., date of reckoning shall be **01.08.2023**.

5. Selection Process

Selection of candidate/s for appointment to the post shall be based on the performance in the Written Test and shall be subject to verification of documents.

6. How to apply –

a) Candidate may please download the prescribed proforma application enclosed as **Annexure-II**. Typed / Neatly Written application may be forwarded to HCL by opting any one of the following two options:

- Through proper channel **OR**
- No Objection Certificate (NOC) at the time of document verification.

b) Following must be ensured by the applicant before sending application.

- Typed / Neatly written application duly filled-in (in complete form) shall reach to Corporate Office, Hindustan Copper Ltd., Kolkata on or before the closing date of application.
- Must enclose all the documents as per the list of documents given in Para [6(f)]. However, in case, the applicant is submitting NOC at the time of Document Verification, the NOC along with the application is not required.

- iii. **Forwarding letter must be issued by the employer on the letter head as per the prescribed proforma** certifying the final appraisal rating for past three years by the appropriate authority (copy of ACR / APAR for that three years is optional).
- c) **Envelope containing prescribed application form with its enclosure shall be superscribed with the name of Post, Cadre and Grade.**
- d) The duly filled in **application form shall reach on or before the closing date of receiving application**, i.e., **13.09.2023**, through Registered / Speed Post / Courier only to the following address:

General Manager (HR)
Hindustan Copper Limited, Tamra Bhavan, 1,
Ashutosh Chowdhury Avenue, Kolkata – 700019

- e) Application/s liable for rejection shall be as under.
 - i. Incomplete applications.
 - ii. Application/s not received within the stipulated time limit by / through specified mode of application as above.
 - iii. Applicant/s unable to produce the NOC with other details at the time of document verification. If their applications have not been forwarded through Proper Channel.
 - iv. Applications not in prescribed format or without supporting documents for Age, Qualification, Scale of Pay, Experience etc., or sent through any other modes, viz., e-mail, fax, etc.
- f) List of Document to be attached with the Application Proforma in the order given below.
 - i. Copy of 10th / SSC / Matric Certificate showing Date of Birth
 - ii. Copy of Educational Qualification
 - Diploma (Semester-wise Mark Sheet and Final Certificate)
 - Graduation (Semester-wise Mark Sheet and Final Degree Certificate)
 - Post-Graduation (Semester-wise Mark Sheet and Final Degree Certificate)
 - Professional Courses / Examination Certificate
 - iii. Copy of statutory certificates, wherever applicable.
 - iv. Copy of Experience Certificate
 - Copy of valid document providing details of Present Post / Grade & Scale of Pay with other details.
 - Copy of experience certificate in respect of other organizations (in case worked in multiple organization) in descending order.
 - v. 'Certificate of forwarding of application through proper channel / No Objection Certificate' by the Present Employer in the prescribed proforma.
 - vi. Caste Certificate, if any applicable.
 - vii. **Document/s establishing that organization is engaged in Mining related activities if the applicant is from the organization other than listed in Annexure-I.**
 - viii. **Documents providing details in respect of Grade and scale of pay of the organizations having scale of pay other than IDA / CDA, if applicable.**

- ix. All above documents except Sr. No. [6(f)(v)] shall be self-certified.
- g) Original Document/s listed in above para need to be shown / presented by the candidate/s shortlisted for document verification.

7. General Conditions

- a) For all the procedural issues including equivalence of Scales of Pay, Appraisal Rating System etc., the decision of the CMD, HCL shall be final. Mere fulfilling the minimum qualifications and experience will not vest any right in candidate/s for being called for Written Test. Depending on response and requirement, the management reserves the right to raise / relax / cancel / modify / alter the selection process, if need so arises, without issuing any further notice or assigning any reason whatsoever, Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained.
- b) HCL also reserves the right to change the number of vacancies, cancel / restrict / modify / alter the vacancies or cancel the recruitment process without issuing any further notice or assigning any reason.
- c) Fixation of Pay upon selection to the posts will be done as per rule of the HCL.
- d) Candidates working in the parallel scale of pay shall be eligible for carry forward of notional seniority.
- e) The appointed candidates on immediate absorption basis shall be considered for promotion to higher grade scale of pay from the inducted grade scale of pay as per HCL rules, in vogue at the time of DPC.
- f) The candidates appointed shall be entitled for transfer benefits as applicable in case of new appointees as per rules of HCL.
- g) While applying the candidates should write their full name as it appears in the matriculation / secondary certificate.
- h) Apart from Pay and Allowances, other benefits viz., HRA, CPF, Gratuity, Medical Facility, PRP, etc., as per rules of the HCL shall be admissible.
- i) Details with respect to date & venue of Written Test and list of shortlisted candidates shall be conveyed through the HCL website and / or thorough the e-mail id provided in their application form as per the decision of the HCL.
- j) Any amendment / modification / corrigendum in respect of recruitment through this Advertisement shall only be communicated through the HCL's website (www.hindustancopper.com). Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.
- k) Appointment shall be subject to Medical fitness to be certified by HCL / Govt. Medical Officer as per guidelines of HCL.
- l) The Selected candidate shall be liable to serve the HCL anywhere in India / Abroad where it may have business interest.
- m) A person against whom a disciplinary or criminal proceeding is pending shall not be eligible for appointment.
- n) In matters of discipline, incumbent appointed shall be governed by the HCL's Conduct, Discipline & Appeal Rules.
- o) Candidature of a candidate is liable to be rejected at any stage of recruitment process or after recruitment or on joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.

- p) HCL shall not be liable for any delay or loss in postal transit for any reason whatsoever.
- q) The candidates shall have the option to opt out of the disclosure scheme under RTI.
- r) In case of any doubt or discrepancy or conflict or confusion or ambiguity that may arise in Hindi version the content of English version shall prevail.
- s) Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- t) Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- u) HCL is an Equal Opportunity Employer and encourages workplace diversity.

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List of eligible Organisations / पात्र संगठनों की सूची

| SN | Name of CPSE - SPSEs & Others | TYPE |
|----|---|----------------------------|
| 1 | Bharat Coking Coal Ltd. | CPSEs |
| 2 | Central Coalfields Ltd. | CPSEs |
| 3 | Coal India Ltd. | CPSEs |
| 4 | Eastern Coalfields Ltd. | CPSEs |
| 5 | Mahanadi Coalfields Ltd. | CPSEs |
| 6 | Northern Coalfields Ltd. | CPSEs |
| 7 | South Eastern Coalfields Ltd. | CPSEs |
| 8 | Western Coalfields Ltd. | CPSEs |
| 9 | Bharat Petro Resources Ltd. | CPSEs |
| 10 | Oil & Natural Gas Corporation Ltd. | CPSEs |
| 11 | Oil India Ltd. | CPSEs |
| 12 | ONGC Videsh Ltd. | CPSEs |
| 13 | Prize Petroleum Company Ltd. | CPSEs |
| 14 | FCI Aravali Gypsum & Minerals (India) Ltd. | CPSEs |
| 15 | IREL (India) Ltd. | CPSEs |
| 16 | J & K Mineral Development Corpn. Ltd. | CPSEs |
| 17 | KIOCL Ltd. | CPSEs |
| 18 | MOIL Ltd. | CPSEs |
| 19 | National Aluminium Company Ltd. | CPSEs |
| 20 | NMDC Ltd. | CPSEs |
| 21 | Orissa Mineral Development Company Ltd. | CPSEs |
| 22 | The Bisra Stone Lime Company Ltd. | CPSEs |
| 23 | Uranium Corporation Of India Ltd. | CPSEs |
| 24 | Ferro Scrap Nigam Ltd. | CPSEs |
| 25 | Mishra Dhatu Nigam Ltd. | CPSEs |
| 26 | Rashtriya Ispat Nigam Ltd. | CPSEs |
| 27 | Steel Authority of India Ltd. | CPSEs |
| 28 | NTPC Limited | CPSEs |
| 29 | NLC India Limited | CPSEs |
| 30 | Mineral Exploration and Consultancy Limited | CPSEs |
| 31 | Central Mine Planning & Design Institute Limited | CPSEs |
| 32 | Indian Bureau of Mines | Central Govt. Organisation |
| 33 | National Institute of Rock Mechanics | Central Govt. Organisation |
| 34 | Jawaharlal Nehru Aluminium Research Development & Design Centre | Central Govt. Organisation |

| SN | Name of CPSE - SPSEs & Others | TYPE |
|----|---|----------------------------|
| 35 | Coal Controllers Organisation | Central Govt. Organisation |
| 36 | Science & Technology Research in Coal Lignite Sector | Central Govt. Organisation |
| 37 | Geological Survey of India | Central Govt. Organisation |
| 38 | Assam Mineral Development Corporation Ltd. | SPSEs |
| 39 | Chhattisgarh Mineral Development Corporation Ltd. | SPSEs |
| 40 | Gujarat State Petroleum Corporation Ltd. | SPSEs |
| 41 | Gujarat Mineral Development Corporation Ltd. | SPSEs |
| 42 | Jammu & Kashmir Minerals Ltd. | SPSEs |
| 43 | Jharkhand State Mineral Development Corporation Ltd. | SPSEs |
| 44 | Karnataka State Mineral Corporation Ltd. | SPSEs |
| 45 | Hutti Gold Mines Company Ltd. | SPSEs |
| 46 | Travancore Titanium Products Ltd. | SPSEs |
| 47 | The Kerala Minerals & Metals Ltd. | SPSEs |
| 48 | Steel Industries Kerala Ltd | SPSEs |
| 49 | Steel & Industrial Forgings Ltd. | SPSEs |
| 50 | Autokast Ltd. | SPSEs |
| 51 | MP State Mining Corporation Ltd. | SPSEs |
| 52 | Maharashtra State Mining Corporation Ltd. | SPSEs |
| 53 | The Odisha Mining Corporation Ltd. | SPSEs |
| 54 | IDCOL Kalinga Iron Works Ltd. | SPSEs |
| 55 | IDCOL Ferro Chrome & Alloys Ltd. | SPSEs |
| 56 | Rajasthan State Mines & Minerals Ltd. | SPSEs |
| 57 | Barmer Lignite Mining Company Ltd. | SPSEs |
| 58 | Tamilnadu Minerals Ltd. | SPSEs |
| 59 | Tamilnadu Magnesite Ltd. | SPSEs |
| 60 | The Singareni Collieries Company Ltd. | SPSEs |
| 61 | The Andhra Pradesh Mineral Development Corporation Ltd. | SPSEs |
| 62 | Telangana State Mineral Development Corporation Ltd. | SPSEs |
| 63 | West Bengal Mineral Development & Trading Corp Ltd. | SPSEs |

Note: Applications from CPSEs / State PSEs/ Central Government organizations engaged in Mining activities, but not included in the above list shall also be considered as per Para (3) of the advertisement. However, the state PSEs who are engaged in mining activities but not included in the above list should have the annual turnover of Rs.10 Cr.

नोट: खनन गतिविधियों में लगे सीपीएसई / राज्य पीएसई / केंद्र सरकार के संगठनों से प्राप्त आवेदन, लेकिन उपरोक्त सूची में शामिल नहीं हैं, ऐसे संगठनों के आवेदनों पर भी विज्ञापन के पैरा (3) के अनुसार विचार किया जाएगा। हालाँकि, राज्य के पीएसई जो खनन गतिविधियों में लगे हुए हैं लेकिन उपरोक्त सूची में शामिल नहीं हैं, उनका वार्षिक कारोबार 10 करोड़ रुपये होना चाहिए।

FORMAT OF APPLICATION FOR THE POSTS ON IMMEDIATE ABSORPTION BASIS IN HINDUSTAN COPPER LIMITED

Select the suitable / appropriate option of mode of application (☑)

- Applying through Proper Channel
- Producing NOC at the time of Document Verification

Affix here passport size photograph

| | | |
|-----|---|--|
| 1. | Applied Post Name with Cadre / Discipline | |
| 2. | Applied Post Grade | |
| 3. | Name of Applicant (In Block Letter) | |
| 4. | Father Name | |
| 5. | Date of Birth of Applicant | |
| 6. | Age in Years, Month & days (as on 01/08/2023) | |
| 7. | Sex (Male / Female) | |
| 8. | Marital Status (Married / Single) | |
| 9. | Whether SC/ST/OBC/EWS/ General (Enclose Caste Certificate) | |
| 10. | Minority (Yes / No) | |
| 11. | Contact Details | |
| | a) Communication Address (In detailed with PIN code) | |
| | b) Permanent Address (In detailed with PIN code) | |
| | c) Mobile No. | |
| | d) Email Address (In Block letter) | |
| 12. | a) Present Employer Name and Address with contact details | |
| | b) Present Employer Type [Tick mark (☑) appropriately] | CPSE : <input type="checkbox"/> |
| | | CPSE Subsidiary : <input type="checkbox"/> |
| | | CPSE JV : <input type="checkbox"/> |
| | | Central Government Organization : <input type="checkbox"/> |
| | | State PSE : <input type="checkbox"/> |

| 13. | Present Employment Details | | | | | | | | | | | | | |
|----------------|---|--|----------------|--------------|--------|---------|--|--|---------|--|--|---------|--|--|
| | a) Designation | | | | | | | | | | | | | |
| | b) Scale of Pay (with Date of entry in the scale of pay) | | | | | | | | | | | | | |
| | c) Grade & Date of Entry in the Grade | | | | | | | | | | | | | |
| | d) Place of Posting (Date since when) | | | | | | | | | | | | | |
| | e) Level of working* | | | | | | | | | | | | | |
| 14. | Essential Qualification Details [As per Para 4(a)] of the Notification with Date of Passing] | | | | | | | | | | | | | |
| 15. | Educational Qualification Details (Enclose the copy of the Mark Statement and Certificate) | | | | | | | | | | | | | |
| | Name of Examination | Name of Board / University | | | | | | | | | | | | |
| | | Date of Passing (dd/mm/yyyy) | | | | | | | | | | | | |
| | | Specialization / Subjects | | | | | | | | | | | | |
| | | % of Marks | | | | | | | | | | | | |
| | | Remark | | | | | | | | | | | | |
| | SSC / Matric / 10 th | | | | | | | | | | | | | |
| | HSC / 12 th / Diploma | | | | | | | | | | | | | |
| | Graduation | | | | | | | | | | | | | |
| | Post-Graduation | | | | | | | | | | | | | |
| | Professional / Other Courses / Certificate | | | | | | | | | | | | | |
| 16. | Experience Details – (Start from Recent) (Enclose separate Sheet if required for nature of work) | | | | | | | | | | | | | |
| | Name of Organization | Designation | | | | | | | | | | | | |
| | | Scale of Pay | | | | | | | | | | | | |
| | | From | | | | | | | | | | | | |
| | | To | | | | | | | | | | | | |
| | | Duration (Years, Month & Days) | | | | | | | | | | | | |
| | | Nature of Work With notable contributions if any. | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Total Experience as on 01/08/2023 (Years, Months & Days) | | | | | | | | | | | | | |
| 17. | ACR / APAR Final Ratings for the Past three appraisal years (Candidate/s last three years ACRs should not be rated below 'Good'). | <table border="1"> <thead> <tr> <th>Appraisal Year</th> <th>Final Rating</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td></td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> <td></td> </tr> <tr> <td>2022-23</td> <td></td> <td></td> </tr> </tbody> </table> | Appraisal Year | Final Rating | Remark | 2020-21 | | | 2021-22 | | | 2022-23 | | |
| Appraisal Year | Final Rating | Remark | | | | | | | | | | | | |
| 2020-21 | | | | | | | | | | | | | | |
| 2021-22 | | | | | | | | | | | | | | |
| 2022-23 | | | | | | | | | | | | | | |
| 18. | Details of Punishment if any in the last 10 years. | | | | | | | | | | | | | |
| 19. | Have you ever been convicted, if yes, details? | | | | | | | | | | | | | |
| 20. | Any criminal case against you, if yes, details. | | | | | | | | | | | | | |
| 21. | Disclosure of Information under Right to Information Act, 2005 – I hereby opt out the option of disclosure of information under Right to Information Act, 2005. Yes, Disclose <input type="checkbox"/> No Disclosure <input type="checkbox"/> | | | | | | | | | | | | | |

* For applicants working in State PSEs / subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA Scale of pay must indicate their equivalent level as per the table-4 of the notification.

21. Declaration (Tick mark

- I hereby solemnly affirm that the statement made and information furnished by me in the above proforma is true and correct.
- I hereby solemnly affirm and declare that I am free from Disciplinary / Vigilance angle and no proceedings have been contemplated or pending against me in the present organization. In case any information comes to my notice, I will inform HCL of the same immediately.
- I have not concealed any information.
- However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.
- I agree to abide by the rules and regulations of HCL.

(Signature of Candidate)
(Name of Applicant)

Place:

Date:

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**CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION
CERTIFICATE**

(certificate by the present employer to be issued on the letter head)

1. Certified that the particulars furnished by Mr. / Mrs. / Ms._____,
Designation: _____, Scale of Pay _____
(Grade: _____) have been checked from available records and found correct. He /
She possesses the educational qualification and year of experience mentioned in the
notification.
2. This is also certified that his above-mentioned scale of pay and grade belongs to the
workman category and it is immediately below the level of Executive (i.e., E0 Grade
and Scale of Pay of Rs.30,000-120000). *(kindly read note no. (2) given below).*
3. Certified that no vigilance / Disciplinary case is either pending or contemplated against
the applicant.
4. It is certified that no major / minor penalties have been imposed on the applicant during
the last 10 years.
5. Final Rating for the last three years (2020-21, 2021-22 & 2022-23).

| Appraisal Year | Final Rating | Remark |
|----------------|--------------|--------|
| 2020-21 | | |
| 2021-22 | | |
| 2022-23 | | |

Rating: Excellent / Outstanding, Very Good, Good, Fair, Poor.

6. We do not have any objection for his / her candidature for the applied post on
immediate absorption basis as per advertisement No. Estt./1/2018/2023-24 dated
14.08.2023.

(Signature)

Name, Designation & Contact No. of the forwarding Officer (Office Stamp)

Date:

Place:

List of Enclosure: If any.

Note:

1. If possible copy of the up-to-date ACR / APAR dossier of the applicant (duly attested by an In-charge
of the Section / Department) for the last 3 years may be provided by the employer.
2. Para (2) above is applicable for those applicants working in non-executive / workman level / Group 'C' level.