

# HINDUSTAN PAPER CORPORATION LIMITED

[A Government of India Enterprise]

75-C Park Street, Kolkata – 700 016

Hindustan Paper Corporation Limited (HPC), a Schedule-A Miniratna Category-I 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.662 crore with personnel strength of about 3610.

## **1. LEGAL DISCIPLINE**

HPC needs 4 (four) **Legal personnel** in E-1/E-2/E-3 grade for its operating Mills in Assam & Corporate Office at Kolkata and one more personnel in E-4 grade for its Corporate office at Kolkata.

**Reservation:** Out of the 4 posts, 1 is reserved for Other Backward Class (OBC) and 1 for Scheduled Tribe (ST).

The candidate is expected to have sound knowledge of handling legal matters in lower courts and High Courts. He should have update knowledge of various judgments and prevailing legislations including Corporate Law matters. He will coordinate with the solicitors and counsels engaged by the Corporation and should have the abilities to make brief of the cases and also exposure in handling the above activities independently.

**Qualification:** The prospective incumbent should be LLM or LLB (3 yrs) or 5 years integrated Law Course with at least 50% marks. Relaxation for SC, ST & OBC is as per rules.

<b>Name of the Post /Grade :</b>	<b>Executive(Legal) (E-1 grade)</b>	<b>Asst. Manager (Legal) (E-2 grade)</b>	<b>Dy. Manager (Legal) (E-3 grade)</b>	<b>Manager (Legal) (E-4 grade)</b>
<b>Age (as on 1.11.2011) :</b>	Between 30 to 37 years	Between 35 to 42 years	Between 35 to 42 years	Between 35 to 42 years
<b>Experience :</b>	3 years post qualification experience in an organization of repute or atleast 1 years experience as a practicing Advocate.	5 years post qualification experience in an organization of repute or atleast 3 years experience as a practicing Advocate.	7 years post qualification experience in an organization of repute or atleast 5 years experience as a practicing Advocate.	10 years post qualification experience in an organization of repute or atleast 7 years experience as a practicing Advocate.

**Compensation:** The post for **E-1** grade carry the pay scale of Rs. 16,400 - 3% - 40,500/- with Industrial DA and fixed component CTC would be around Rs 4.5 lakh per annum at the minimum to the scale, for **E-2** grade the post carry the pay scale of Rs. 20,600 - 3% - 46,500/- with Industrial DA and fixed component CTC would be around Rs 5.5 lakh per annum at the minimum to the scale, **E-3** grade carries pay scale of Rs. 24900 - 3% - 50500/- and fixed component CTC would be around Rs. 7 lakh per annum at the minimum to the scale and **E-4** grade carries pay scale of Rs. 29100- 3%- 54500/- and fixed component CTC would be around Rs. 8.5 lakh per annum at the minimum to the scale.

**Other Benefits:** Includes Performance Related Variable Pay as per prescribed norms, Leave Travel Concession, Contributory Provident Fund, Gratuity, Medical facilities, Reimbursement of Conveyance expenses, Group Insurance, Company accommodation (subject to availability) or HRA as per Company's Rules.

If a candidate is not found suitable for the post applied, he may be offered the next below post/pay scale depending upon his performance in interview even for the said lower post/pay scale.

## **2. CHEMICAL ENGINEERING AND PULP & PAPER TECHNOLOGY DISCIPLINES**

HPC needs 12 personnel as **Process Engineers** in E-2 grade for its operating Mills in Assam in the areas of Pulp Mill, Paper Machine and Soda Recovery Plant **on fixed tenure basis**.

**Reservation:** Out of the 12 posts, 3 is reserved for Other Backward Class (OBC) and 1 for Scheduled Caste (SC).

**Qualification:** B.E/ B.Tech in Chemical Engineering/Pulp & Paper Technology from a recognized University/Institute.

**Experience:** Minimum experience of 3 years at least in supervisory capacity in the large and reputed Process/Chemical Industries preferably Paper Industry.

**Upper age limit:** 42 years as on 01.11.2011.

**Remuneration:** Consolidated monthly remuneration of Rs. 31,000/- along with other benefits such as Provident Fund, Unfurnished accommodation, Medical facilities, paid leaves and holidays, Conveyance Allowance, etc will be provided as per norms being followed for such appointees on fixed tenure basis.

**Tenure:** The engagement on fixed tenure basis is for a initial period of 2 (two) years which can be extended for a further period of three years. The posts are purely on fixed tenure basis and the engagement will not confer any right whatsoever of the candidate for further employment /absorption on regular basis in HPC.

### **GENERAL CONDITIONS:**

1. Persons employed with Government or Semi-Government Organization/Public Sector Undertaking should submit their application through proper channel.
2. Candidates desiring to be considered against the quota reserved for OBC should have in their possession a latest certificate from the Tahsildar or other competent authority approved by the Government of India certifying that they do not belong to the "Creamy Layer" of the OBC community.
3. Physically challenged candidates should possess latest Medical Certificate indicating their percentage of disability issued by an authorized Medical Board constituted by the Government of India certifying that they do not belong to the "Creamy Layer" of the OBC community.

4. Application with incomplete information and/or not accompanied with attested copies of certificate/marksheets/testimonials regarding age, qualifications, disability certificate if any, and caste/community certificates, are liable to be rejected.

**Age Relaxation:**

In the case of SC/ST candidates applying for reserved posts, age is relaxable by 5 years.

In case of OBC (Non Creamy Layer) candidates, age will be relaxable by 3 years.

Relaxation of age by 10 years will be applicable to persons with disabilities.

Ex-Serviceman will be given relaxation in age as per GOI guidelines.

Depending on the requirement, the Company reserves the right to cancel/restrict/curtail/enlarge the engagement process, if need so arises, without any further notice assigning any reason thereof.

All the candidates appearing in the interview will be paid to and fro 3<sup>rd</sup> AC train fare reimbursement or actuals whichever is less.

Candidates meeting the above specifications may submit their bio-data in the **prescribed format** along with copies of certificates of **proof of age, qualifications, experience, reservation category** and Demand Draft for **Rs.100/-** (applicable in respect of 'General' category candidates of Legal discipline only) drawn in favour of **HINDUSTAN PAPER CORPORATION LIMITED** payable at **KOLKATA**, by hand or through post **to the General Manager (HR&ES), Hindustan Paper Corporation Limited, 75C Park Street, Kolkata 700016** within **15 days of this advertisement**. The application format can be downloaded from the website ([www.hindpaper.in](http://www.hindpaper.in)).

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Passport size  
photograph

## **APPLICATION FORMAT**

Name of the post Applied for:  
(with grade in case of Legal discipline)

1.	Full Name of the Candidate <b>(in capital letters)</b>	
2.	Name of Father/Husband	
3.	Date of Birth	
4.	Place of Birth	
5.	Sex	
6.	Marital Status	
7.	Nationality	
8.	Category (whether SC/ST/PwD/General) (if belongs to any reserved categories, please attach copy of the certificate issued by the competent authority)	
9.	Address: a) <u>Permanent</u> :          Telephone No.:  Mobile 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)
12.	Languages known		Write	Read	Speak
13.	Professional Achievements & Awards			Separate sheets may be attached	
14.	Trainings attended (more than one week duration)				

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.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Place:

Date: