



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 with personnel strength of about 2500.

HPC is inviting applications from dynamic, experienced and motivated professionals with proven managerial and leadership qualities for the **post of “Technical Advisor to CMD” on fixed tenure basis.**

Post : Technical Advisor to CMD

Qualification - BE / B. Tech. (Mechanical/Electrical/Chemical/ Paper Tech.)

Experience - Minimum 20 years of experience in the Design, Engineering and Operations of process plant preferably in De-inking Plants, Paper Industry/unit having capacity of 300 TDP of Newsprint/Writing and Printing paper production from waste paper.

Age Limit - Minimum 55 Years as on 01.07.2016.

Remuneration - Rs.50,000/- Per Month (consolidated)

Tenure – The engagement is on fixed tenure basis initially for a period of one year extendable further on satisfactory performance.

Job Specification –

- i) Advise on best technical solutions which can be implemented to optimise plant operations and manufacture quality products.
- ii) Coordinate technical activities with PMC, Project Team alongwith vendors and report to CMD.
- iii) Assist Project Teams and facilitate the communication and interaction among the functional representatives.
- iv) Track project against its schedule, budget and against phase wise review objectives, reporting status to management and customer on a regular basis, and executive staff on an as needed basis.
- v) Coach Project Team to achieve project goals.
- vi) Manage project budget and controls expenses effectively.
- vii) Recommend new processes where needed to improve quality, cost, or on-time delivery.
- viii) Identify project scope changes and prepare job change notices, if any
- ix) Assist in safety and environmental required statutory provisions.
- x) Assist in preparation of and review of client invoices.
- xi) Supervise project execution and responsible for cost, time and target over runs.
- xii) Assist in standardization of existing system and processes with Power Plant at the time of validating the project work as per plan.
- xiii) Assist in erection and commissioning of Power House; refurbishing of Power Plant/Paper Machines and completion of other works of Revival and Mill Development Plan.
- xiv) Observation / suggestion on different projects / assignments to be submitted to CMD.
- xv) Any other jobs assigned to you from time to time.

How to Apply

1. Those from Govt/Semi-Govt / Public Sector organizations should apply through proper channel or submit "No Objection Certificate" at the time of interview.
2. Candidates fulfilling the prescribed qualifications and experience etc. may send their application in the prescribed format to the **In-Charge, HR&ES, Hindustan Paper Corporation Limited, 75-C, Park Street, Kolkata – 700016** along with true copies of certificates, mark lists, recent passport size photograph (to be pasted on the application) in an envelope super scribed with "**Application for the Post of**" enclosing a demand draft or Indian Postal Order for Rs.100/- in favour of **Hindustan Paper Corporation Limited** (not required for SC/ST, PWD candidates) payable at Kolkata so as to reach **on or before 20.07.2016**.
3. Applications should be sent **only through 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"

In-charge, HR&ES



HINDUSTAN PAPER CORPORATION LIMITED
(A Government of India Enterprise)

APPLICATION FORMAT

Passport size
photograph

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 (whether SC/ST/PwD/Ex-Serviceman / 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)	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)				

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: