HINDUSTAN PAPER CORPORATION LIMITED
[A Government of India Enterprise]
KOLKATA – 700 016

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PwD)

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.968 crore with personnel strength of about 2600.

HPC is inviting applications from promising energetic, result oriented and dynamic Professionals with brilliant academic records of **Persons with Disabilities (PwD)** category to join the organization in ***Finance, Human Resources and Commercial*** disciplines for **its Joint Venture Company – Nagaland Pulp & Paper Company Limited (NPPC) at Nagaland as:**

EXECUTIVE TRAINEES

Requirement: 1 post for Hearing Handicapped (HH) person in Finance discipline
1 post for Orthopedic Handicapped (OH) person in Human Resource discipline
1 post for Orthopedic Handicapped (OH) person in Commercial discipline

Qualification:

Sl. No.	Discipline	Requirement of qualification
1.	Finance	The prospective incumbent should be ACA/AICWA/MBA (2years full time with specialization in Finance).
2.	Human Resources	The prospective incumbent should be a MBA/PGDBM (two years full-time) with specialization in HR/PM&IR or MA(PM & IR)/MA(Labour Law).
3.	Commercial	The prospective incumbent should be a Graduate (full-time) with two year full-time Post Graduate Degree/Diploma in Materials Management.

1. Minimum Educational Qualification:

(i) Educational qualification indicated in Table against each discipline must be from UGC recognized University/Deemed University or AICTE approved courses from Autonomous Indian Institutions with **minimum of 65% marks** in aggregate of all the years/semesters. Only full time regular courses will be considered.

(ii) **In respect of Finance Discipline, the percentage of marks should be minimum of 55% in case of those who have pursued CA/ICWA and 65% in case of those who have pursued MBA in Finance, HR & Commercial. 5% relaxation of marks shall be given for SC/ST candidates for both CA/ICWA and MBA in Finance, HR & Commercial respectively i.e., 50% for CA/ICWA and 60% for MBA in Finance, HR & Commercial disciplines.**

(iii) Wherever CGPA, DGPA, OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the online application as per norms adopted by Institute/University. The candidate will have to produce a copy of these norms with respect to his/her University/Institute at the time of interview.

2. Age – 22 – 30 years as on 01.10.2015

(i) The upper age limit is 30 years as on 01.10.2015 for the posts of Executive Trainees in all disciplines.
(ii) The upper age limit relaxations will be provided in accordance with the Govt. of India directives.

3. Compensation: The post carry the pay scale of Rs.8600-250-14600/- (1997 Pay Structure) with Industrial DA.

4. Other benefits includes 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.

5. Training and probation:

Candidates selected as Executive Trainees will be placed on Training for a period of one year. On successful completion of training, will be absorbed in E-1 grade and they have to be under probation for six months.

6. Service Agreement Bond:

The selected candidates will be required to execute Service Agreement Bond of Rs.15,000/- to undergo a comprehensive training programme for a period one year and on successful completion of training, to serve the Corporation for at least a period of **3 (three)** years.

7. How to Apply

(i) Eligible and interested candidates would be required to apply in the prescribed format which can be downloaded from HPC's / NPPC's website www.hindpaper.in. / www.nppc.in

(ii) The Envelope containing above details should be superscribed with "**APPLICATION FOR THE POST OF EXECUTIVE TRAINEE_____ (DISCIPLINE)"** and sent by **SPEED POST / REGISTERED POST** to the following address:

In-charge, HR & ES
Nagaland Pulp & Paper Company Limited
(A Joint Venture Company of Govt. of Nagaland and HPC)
P.O- Papernagar, Dist: Mokokchung,
Nagaland – 798 623.

(iii) The filled-in application form alongwith self-attested copies of certificates in support of age, qualification, experience if any, etc. must reach the above address on or before **27.10.2015**. HPC / NPPC will not be responsible for any postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained.

8. General Conditions:

(i) Only Indian Nationals are eligible to apply.

(ii) The candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this advertisement.

(iii) All qualifications should be from an Indian Universities recognized by UGC/Institutes recognized by AICTE/ appropriate statutory authority.

(iv) Request for change of mailing address, examination centre, category, discipline as declared in the application will not be entertained.

(v) Candidates are advised to keep their E-mail ID active for atleast one year. No change in the E-mail ID will be allowed once given in the application.

(vi) Mere submission of application form or admission into Written Test, etc. does not imply that the Company (HPC) has been satisfied about the candidate's eligibility. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or 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.

(vii) If the SC/ST/OBC/PwD certificate has been issued in a language other than English / Hindi, the candidates will be required to submit a self certified translated copy of the same either in English or Hindi.

(viii) No TA will be paid to any candidate for appearing in the written examination. However, the shortlisted candidates called for final interview, will be paid Sleeper Class To and Fro railway fare by the shortest route.

(ix) Candidates employed with Government Departments / PSUs / Autonomous Bodies have to produce No Objection Certificate (NOC) at the time of Interview. If the candidate fails to provide the NOC at the time of interview, he / she will not be allowed to appear for the interview. Accordingly, no TA will be paid.

(x) 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.

(xi) Any modifications / amendments in the advertisement will be given in HPC's / NPPC's website www.hindpaper.in / www.nppc.in . If date of Written Test changes under any unavoidable circumstances, HPC will not be responsible for any claims by the candidates. Candidates are advised to visit HPC's website regularly for updates in this regard.

(xii) Legal jurisdiction will be at Gauhati in case of any cause / dispute arising out of this recruitment.

S/d-
In-charge, HR&ES

हिन्दुस्तान पेपर

HINDUSTAN PAPER CORPORATION LIMITED

(A Government of India Enterprise)

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) Permanent Telephone No.:	b) Present (for correspondence): Telephone No.: Mobile No.: e-mail id :

10	Educational and Professional Qualification (copies of certificates duly attested by gazatted 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.

Place:

Date: Signature: _____

Name: _____