



Hindustan Copper Limited

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Kolkata – 700 019

CIN: L27201WB1967GOI028825, Tel: 033 2283-2226

E-mail: careers@hindustancopper.com, Website: www.hindustancopper.com

Advertisement No.: Estt./1/2031/2025-26

Date: 15/01/2026

1. Hindustan Copper Limited (HCL) a Government of India Enterprise invites online application from Indian Nationals for appointment to the posts detailed in table below. Eligible and Interested Candidates are required to apply online on HCL's website. Schedule of opening & closing date for submitting online application is as under.

Table-1

Opening Date for submission of online application	Last Date of submission of online application
10/02/2026 (11.00 AM onwards)	09/03/2026 (Till Midnight)

2. Details of Posts, Grade, Scale of Pay of the advertised post and number of vacancies is as under.

Table-2

SN	Grade	Cadre / Post	Scale of Pay (Rs.)	Number of Posts
1.	T-10	Hindi Translator	28740-3%-72110	2 [UR]

One seat reserved for PwD [VH – Visually Handicapped]

3. Age Limit

Post wise maximum age as on the date of reckoning shall be as under:

Table-3

Grade	Name of the Post	Maximum Age (in years)	Posting*
T-10	Hindi Translator	35	Corporate Office, Kolkata

* Indicative only and likely to be posted anywhere as per requirement of the organization.

4. Qualification & Required Post Qualification Experience

Table-4

SN	Cadre / Post	Qualification and Experience
1.	Hindi Translator	Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi Medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a

		examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking. <u>Preference:</u> Preference shall be given to candidates having knowledge of Hindi typing and Computers (MS Office, Excel and Power Point etc.)
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5. Date of Reckoning

The date of reckoning for computation of eligibility towards age / experience / qualification / etc. shall be 01/01/2026. On the date of reckoning, the applicants should possess the requisite qualifications, experience and should not have attained the maximum age prescribed.

6. Emoluments

Incumbent selected for appointment, besides Basic Pay, shall be entitled to IDA (51.8%, existing rate and variable from time to time), HRA [30%(for Kolkata location)], CPF (12%), NPS (6%), Gratuity (4.81%), etc. and Medical benefits for self and dependants as per Company's rules.

Applicants whose applications are received through Proper Channel or Provided NOC at the time of Document Verification shall be eligible for Pay Protection (Basic Pay + DA) as per Government Guidelines.

7. Reservation

The reservation of posts for candidates belonging to SC / ST / OBC (Non-Creamy Layer) communities / Ex-Servicemen / Persons with Disabilities (PwD) shall be as per Government directives. The candidate claiming reservation benefit shall be required to submit the requisite detail of Disability Certificate issued by the Competent Authority in the online application. The original Certificate/s shall be required to be presented at the time of document verification.

Disablement categories identified for appointment to the post is as under.

(a) B, LV; (b) HH; (c) OL, BL, OA; (d) SD/SI (Without), SD/SI (With) – OL/BL/OA/OAL, LC, Dw, AAV, MD; (e) ASD, SLD, MI; (f) Multiple disabilities amongst (a) to (e) above.

8. Age Relaxation

a) The relaxation in age for the candidates belonging to PWD and Ex. Servicemen categories shall be as under.

Table-5

Category	Age Relaxation (in years)
PWD - General	10
Ex. Servicemen	As per Government Guideline

b) This shall however, be subject to production of relevant Certificate from the prescribed authority.

9. On-Line Submission of Application

The candidates shall be required to submit their application online through the Company's Website (www.hindustancopper.com). No other means / mode of application shall be accepted.

10. Application Fee

- A non-refundable Application Processing Fee of Rs. 500/- (Rupees Five Hundred only) shall be payable by all candidates except SC/ST/PwD candidates.
- The application processing fee plus applicable Bank charges shall be paid by the applicant using the Payment Gateway / NEFT On-line Transfer through HCL's website only. No other form of remittance shall be accepted.

11. Internal Candidates

The serving employees of Hindustan Copper Limited having the requisite qualification & post qualification experience, desirous for applying against the advertised post shall also have to submit their application online. However, they shall also be required to submit their online Application Form along with the acknowledgement slip and other required documents, if any, through proper channel (Unit/ Office) for onward transmission to Corporate Office along with the Vigilance/ Disciplinary status in ONE lot so as to reach Corporate Office within fifteen (15) days from the closing date of submission of applications. NOC shall not be issued to internal candidates if they fail to comply with the aforesaid provisions. They shall be exempted from the payment of Application Processing Fee and the age limit applicable for them shall be 50 years.

12. Selection Procedure

For the post of Hindi Translator, selection shall be based on Written Test and shall be subject to the document verification towards the eligibility. Written Test details are as under.

Table-6

Description	No. of Qs.	Max. Marks	Duration (Minutes)
General Knowledge & Current Affairs (Objective)	50	50	90
English Vocabulary and Grammar (Objective)	40	40	
Hindi Vocabulary and Grammar (Objective)	40	40	
Computer Knowledge (Objective)	20	20	
Translation from Hindi to English (Descriptive).	5	25	30
Translation from English to Hindi (Descriptive).	5	25	
English Essay (Descriptive).	1	10	
Hindi Essay (Descriptive).	1	10	

- The above written test details OR pattern are indicative in nature and likely to be change. The details of change, if any, shall be conveyed through the call letter issued to individual candidates.
- Objective type with multiple choices (Max.4) with distracters and one correct answer.
- 1/4th mark shall be deducted for every wrong answer.
- Details regarding Written Test Date, Venue, etc., shall be shared with the call letter for written test.
- PwD person having limitation which hampers writing capabilities, may opt for scribe and shall declare the requirement of scribe in their online application form. Candidate have to

- submit a Medical Certificate regarding physical limitation in an examinee to write at the time of Written Test.
- The minimum qualifying marks out of aggregate marks prescribed in Written Test for short-listing candidates for document verification shall be 30%.

13. Call Letters / Admit Card

Call letter for Written Test and Skill Test shall be available for download from HCL's website. All correspondence with the candidate shall be done through e-mail / announcement on the Company's website www.hindustancopper.com. It is the responsibility of the candidate to download / print the Admit Card. The Company shall not be responsible for any loss of email sent, due to invalid / wrong email ID provided by the candidate or due to any other reasons, whatsoever.

14. Document Verification

- Document Verification date / time / venue will be communicated to shortlisted candidates through e-mail. Call letter for appearing in document verification will be made available for shortlisted candidates for downloading through their registered account on HCL website.
- Once information in respect of document verification date, time & venue is shared with the candidates through their call letter, request for change in date, time and venue shall not be entertained by HCL.
- Following original documents will be verified at the time of Document Verification. Non-production of original documents will debar the candidates from selection process.
 - Date of Birth proof –
 - Xth Standard Passing Certificate indicating Date of Birth **OR**
 - School Leaving Certificate
 - XIIth Standard Passing Certificate
 - Mark Sheet of Diploma / Graduate Degree and / or Post Graduate Degree as applicable.
 - Final Diploma / Graduate Degree / Post Graduate Degree Certificate as applicable (Provisional in case Final Degree Certificate is not available).
 - Experience Certificate/s for establishing the Post Qualification Years of Experience as per Para [4] of the advertisement.
 - Caste Category Certificates –
 - SC/ST/OBC (Non-Creamy Layer) candidates must produce caste/category certificate, as per the format prescribed by the Government of India.
 - The EWS applicants are required to submit requisite certificate in the format prescribed by Government of India valid for the year 2025-26, from a competent authority.
 - The OBC applicants have to indicate their status as "Creamy Layer" or "Non-Creamy Layer" as the case may be while filling online application. The applicants who belong to "Creamy Layer" are not entitled for relaxations & concessions admissible to OBC Category (Non-Creamy Layer). The OBC (Non-Creamy Layer) applicants are required to submit requisite certificate in prescribed format of Government of India, from a competent authority issued on or after 01.04.2025. Further, OBC applicants, if called for Document Verification will have to give an undertaking indicating that they belong to OBC (Non-Creamy Layer) Category at the time of reporting for Document Verification.

- PwBD candidates are required to submit Disability Certificate issued by an authority as prescribed in the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidate will not be considered.
- If the EWS/SC/ST/OBC/PwBD certificate has been issued in a language other than English/Hindi, then the candidates will be required to submit a self-certified translated copy of the same in either English or Hindi.

15. Medical Fitness

Applicants' appointment to the post of Junior Manager is subject to being found medically fit by such Medical Authority as may be prescribed by the HCL Management.

16. Amendments / Modification / Corrigendum

Any amendment / modification / corrigendum in respect of recruitment through this Advertisement shall only be communicated through the Company's website www.hindustancopper.com. Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.

17. General

- (a) Only Indian Nationals of 18 (Eighteen) years of age and above are eligible to apply.
- (b) Candidates are advised to submit their On-line Application well in advance without waiting for the closing date. In case, any difficulty, while filling the online application kindly write an email to hclrecruitmenttech@gmail.com and on careers@hindustancopper.com by enclosing a error message appearing on the screen.
- (c) Before filling the online application, candidates are advised to carefully read the instructions contained in "How to Apply" document, available separately on HCL website. Candidates may click on the button 'Career' to get the instruction for online application submission.
- (d) Candidate's Passport – size colour photograph (size less than 50 KB) and signature in black-ink (size less than 50 KB) in .jpg format to be uploaded.
- (e) After submitting the online application, candidates should print the Computer generated Online Application and the Acknowledgment Slip and keep a copy for their reference and records.
- (f) No scrutiny of their candidature vis-à-vis the eligibility criteria shall be done before the Written Test. Thus, before applying, candidates are, advised to satisfy themselves fully before applying that they meet all the prescribed eligibility criteria for the concerned post.
- (g) Candidates should note that the details provided by them in their application are taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant.
- (h) The candidates will have the option to opt out of the disclosure scheme provided under Right to Information Act, 2005. The option of opting out shall be taken at the time of filling the online application.
- (i) In case of variation in name / surname / name-spelling mentioned in the application with that in the respective certificates pertaining to Qualification / Caste etc., the applicant shall be required to submit an affidavit sworn-in before judicial magistrate / appropriate authority to this effect along with the respective documents failing which the candidature shall be liable to be cancelled.
- (j) No Travelling Allowance shall be reimbursed for appearing in the Written Test / Skill Tests.
- (k) The candidates employed in Government / Semi-Government / Public Sector Undertaking are also required to submit their applications through online mode. However, they shall also be required to submit a copy of their Online Application to their present employer for forwarding the same 'Through Proper Channel' or, alternatively, submit a 'No Objection Certificate' from their present employer at the time of document verification.

- (l) HCL shall be free to reject any application at any stage of the recruitment process if the candidate is found ineligible for the applied post.
- (m) HCL reserves the right to change the number of vacancies and / or cancel / restrict / modify / alter the recruitment process, if required, without issuing any further notice or assigning any reason therefore.
- (n) The Company reserves the right to shortlist candidates depending upon the number of vacancies and applications received, etc., and also to decide the modalities for recruitment whether through Written Test or Skill Test or both and the venue / schedule thereof.
- (o) Selected candidate shall be liable to serve the Company anywhere in India / abroad where it may have business interests.
- (p) Appointment of the candidate in HCL is provisional and subject to verification of Character & Antecedents by the prescribed authorities.
- (q) The candidate's appointment will remain provisional subject to caste/category certificates being verified from appropriate authorities and verification of other testimonials. The candidate's services will be liable to be terminated forthwith without assigning any reason in case the above verification reveals that her/his claim for belonging to EWS/SC/ST/OBC(NCL)/PwBD category and other testimonials is found false. HCL also reserves its right to take such further action against the candidate as it may deem proper, for production of such a false caste certificate/testimonial.
- (r) Category [SC/ST/OBC(NCL)/EWS/PwBD] once filled in the online application form will not be changed and no benefit of other category will be admissible during the process of recruitment / selection.
- (s) Original documents (for verification) and self-attested copies as detailed in the advertisement along with duly signed hard copy of the Online Application are required to be produced at the time of Document Verification.
- (t) Mere fulfilling the minimum eligibility criteria will not entitle any applicant to be called for documents verification / appointment.
- (u) HCL shall not be liable for any delay or loss in email / postal transit for any reasons whatsoever.
- (v) The venue of Written Test / Document verification shall be at Kolkata or any other place in India, as decided by the Company.
- (w) The email id and mobile number entered in the online application form should remain active till the process of recruitment is complete. No change in the email id will be allowed once entered. All future correspondence would be sent via email.
- (x) As the Written Test for all the disciplines shall be conducted on same day, candidates are advised to apply against a single discipline / post.
- (y) Any canvassing directly or indirectly by the applicant shall disqualify his / her candidature from any post.
- (z) In case of any doubt or discrepancy or conflict or confusion or ambiguity regarding content of the advertisement, HCL decision on the doubt or discrepancy or conflict or confusion or ambiguity shall be final.
- (aa) 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.
- (bb) Legal jurisdiction in case of any dispute arising out of this recruitment shall be Kolkata only.
- (cc) HCL is an Equal Opportunity Employer and encourages workplace diversity.

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