

**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 tonnes 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 2800, is on the look out for following professional with proven managerial and leadership qualities working in Kolkata – based Central / State Govt. / Central & State Public Sector Undertakings / Statutory Authorities for **its Corporate Headquarters, Kolkata on deputation basis only.**

**1. Vacancy proposed to be filled**

**Post :** Senior Manager / Manager (Vigilance)  
**Number of post :** 01 (one)  
**Pay scale :** Rs.32900-58000 / Rs.29100-54500 with industrial DA  
**Mode of Recruitment :** Deputation

**2. Date of reckoning**

The date of reckoning for computation of eligibility towards age / experience / qualification / etc. shall be **1<sup>st</sup> March, 2015**. Hence, on the date of reckoning the applicants should possess the requisite qualifications, experience etc. and should not have attained the maximum age prescribed.

**3. Age limit :**

47 years

**4. Qualification :**

Graduate in any discipline. Degree in Law will be an added advantage. Candidates with higher qualification will be preferred.

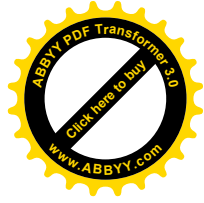
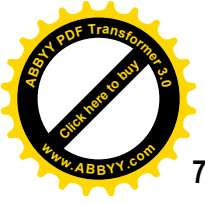
**5. Experience on the date of reckoning :**

At least 12 / 10 years post-qualification experience of working in the field of management of Vigilance functions in Govt. / PSU / Autonomous Bodies for Sr. Manager / Manager, of which 5 years in a Managerial position in a Public Sector/ Government Undertaking or a large organization of repute.

Candidates with experience of working of Vigilance functions in both Govt. and PSU will be preferred.

**6. Age relaxation**

Age is relaxable for candidates belonging to SC/ST/OBC/PWD as per Gol directives.



7. **Selection Procedure**

Selection shall be based on Personal Interview of the short-listed candidates.

8. **Closing Date**

The closing date for submission of application shall be 25<sup>th</sup> March, 2015

9. **Period of Deputation**

Normally 3(three) years extendable by maximum 2 (two) years and in no case exceeding 5 (five) years.

10. **General**

The Internal Candidates may apply through proper channel as per Rules of the Corporation.

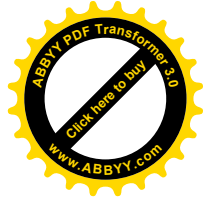
Those from Govt / Semi – Govt / Public Sector Organizations should apply through proper channel or submit “No Objection Certificate” at the time of interview.

The Application Bank is attached. The candidates are advised to submit their application in the prescribed proforma alongwith complete and up-to-date ACR Dossiers for five years alongwith Vigilance Clearance Status.

**Other benefits as per Deputation Rules of the Company.**

Candidates fulfilling the prescribed qualification, experience, etc. may apply in the prescribed proforma which is available in the website : [www.hindpaper.in](http://www.hindpaper.in) along with copies of certificates of **proof of age, qualification, experience, reservation** and Demand Draft / Pay Order for **Rs.100/-** (Not applicable to SC/ST/PWD category) drawn in favour of **HINDUSTAN PAPER CORPORATION LIMITED** payable at **KOLKATA, to the In-charge (HR&ES), Hindustan Paper Corporation Limited, 75-C, Park Street, Kolkata – 700 016** within **06.04.2015**.

Employment Notice No. 01/03/2015



# HINDUSTAN PAPER CORPORATION LIMITED

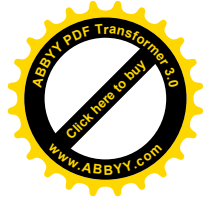
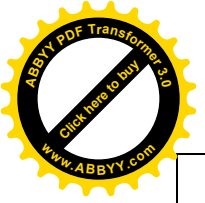
(A Government of India Enterprise)

Passport size  
photograph

## APPLICATION FORMAT

Name of the post Applied for the post of \_\_\_\_\_ on deputation

1.	Full Name of the Candidate (in capital letters)					
	b) Service to which you belong					
	c) Office Address (with Tele Phone No.)					
	d) Residential Address (with Tele phone No.)					
	e) E-Mail id:					
2	Date of Birth					
3	Date of Superannuation					
4	Sex					
5	Marital status					
6	Present pay drawn (Pay Band Pay & Grade Pay):					
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	Educational and Professional Qualification (self attested copies of certificates is required to be enclosed)					
	Examination Passed	Year	Percentage of Marks	Subject	University/ Institute	
10	Experience –from present to past					
From	To	Position held	Organization	Nature of Appointment(Regular/ Adhoc/Deputation)	Salary (Pay & Allowances)	Job responsibilities



11	Nature of present employment i.e., Ad-hoc/Temporary/Permanent					
12	In case the present employment is held on deputation, please state	(a) the date of initial appointment (b) period of appointment on deputation with address (c) Name of the parent office/organization with address to which you belong				
13.	Professional Achievements & Awards	Separate sheets may be attached				
14.	Trainings attended (more than one week duration)					
15.	Details of Demand Draft					

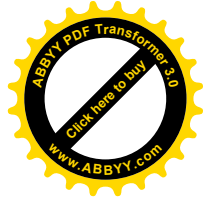
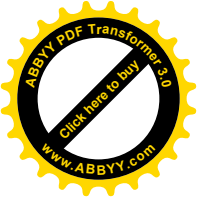
I do hereby declare that the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ 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: \_\_\_\_\_



## The Application Blank

Application for the post of Senior Manager / Manager (Vigilance) on Deputation  
in Hindustan Paper Corporation Limited, Ruby Building,  
75-C, Park Street, Kolkata – 700 016

1	Name of the Candidate (in Block letters)	:	
2	Age D.O.B	:	
3	Whether SC/ST/OBC	:	
4	Educational Qualifications	:	
5	Permanent Post Held	:	
	(a) Name of Service	:	
	(b) Designation and Name of Office	:	
	(c) Pay Scale / Pay Band and Grade Pay	:	
6	Present post held if different from 5 above	:	
	(a) Designation and Name of Office	:	
	(b) Pay Scale / Pay Band and classification	:	
	(c) Present Pay in Pay Scale / Pay Band and Grade Pay (to be mentioned separately)	:	
7	Address in Block Letters including Contact Number	:	
8	Particulars of service	:	
9	Additional information, if any.	:	
Designation		Pay Scale/Pay Band & Grade Pay	Period
Post Held :			From To

Date : \_\_\_\_\_  
Place : \_\_\_\_\_  
Signature of the candidate \_\_\_\_\_  
Name of the Candidate \_\_\_\_\_  
Address of the Candidate \_\_\_\_\_  
Mobile No.(If any) \_\_\_\_\_

(To be filled by the parent office / department)  
Certificate to be furnished by the Employer / Head of Officer / Forwarding Authority

Certified that the particulars furnished by the candidate above have been verified from his / her service records and found to be correct. It is also certified that no vigilance case is either pending or contemplated against him / her. His / Her complete ACR Dossiers / ACRs for the last 5 (Five) years duly attested (on each page) are enclosed.

Date : \_\_\_\_\_  
Place : \_\_\_\_\_  
Signature of the Head of Office / \_\_\_\_\_  
Authorized Signatory \_\_\_\_\_  
Name & Designation \_\_\_\_\_

Seal