

**FORMAT OF APPLICATION FOR THE POSTS ON IMMEDIATE ABSORPTION BASIS IN HINDUSTAN COPPER LIMITED**

Select the suitable / appropriate option of mode of application (☑)

- Applying through Proper Channel
- Producing NOC at the time of Interview

Affix here passport size photograph

1.	Applied Post Name with Cadre / Discipline	
2.	Applied Post Grade	
3.	Name of Applicant (In Block Letter)	
4.	Father Name	
5.	Date of Birth of Applicant	
6.	Age in Years, Month & days (as on 01/04/2023)	
7.	Sex (Male / Female)	
8.	Marital Status (Married / Single)	
9.	Whether SC/ST/OBC/EWS/ General / Minority (Enclose Caste Certificate)	
10.	Contact Details	
	a) Communication Address (In detailed with PIN code)	
	b) Permanent Address (In detailed with PIN code)	
	c) Mobile No.	
	d) Email Address (In Block letter)	
11.	a) Present Employer Name and Address with contact details	
	b) Present Employer Type [Tick mark (☑) appropriately]	CPSE : <input type="checkbox"/>
		CPSE Subsidiary : <input type="checkbox"/>
		CPSE JV : <input type="checkbox"/>
		Central Government Organization : <input type="checkbox"/>
		State PSE : <input type="checkbox"/>
12.	Present Employment Details	

	a) Designation	
	b) Scale of Pay (with Date of entry in the scale of pay)	
	c) Grade & Date of Entry in the Grade	
	d) Place of Posting (Date since when)	
	e) Level of working*	
13.	Essential Qualification Details [As per Para [4(a)] of the Notification with Date of Passing]	
14.	Educational Qualification Details (Enclose the copy of the Mark Statement and Certificate)	
	<b>Name of Examination</b>	<b>Name of Board / University</b>
		<b>Date of Passing</b> (dd/mm/yyyy)
		<b>Specialization / Subjects</b>
		<b>% of Marks</b>
		<b>Remark</b>
	SSC / Matric / 10 <sup>th</sup>	
	HSC / 12 <sup>th</sup>	
	Graduation	
	Post-Graduation	
	Professional / Other Courses / Certificate	
15.	Experience Details – (Start from Recent) (Enclose separate Sheet if required for nature of work)	
	<b>Name of Organization</b>	<b>Designation</b>
		<b>Scale of Pay</b>
		<b>From</b>
		<b>To</b>
		<b>Duration</b> (Years, Month & Days)
		<b>Nature of Work With notable contributions if any.</b>
	<b>Total Experience as on 01/04/2023 (Years, Months &amp; Days)</b>	
16.	ACR / APAR Final Ratings for the Past three appraisal years (Candidate/s last three years ACRs should not be rated below 'Good').	
	<b>Appraisal Year</b>	<b>Final Rating</b>
	2019-20	
	2020-21	
	2021-22	
17.	Details of Punishment if any in the last 10 years.	
18.	Have you ever been convicted, if yes, details?	
19.	Any criminal case against you, if yes, details.	
20.	Disclosure of Information under Right to Information Act, 2005 – I hereby opt out the option of disclosure of information under Right to Information Act, 2005. <b>Yes, Disclose</b> <input type="checkbox"/> <b>No Disclosure</b> <input type="checkbox"/>	

\* For applicants working in State PSEs / subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA Scale of pay must indicate their equivalent level as per the table-4 of the notification. For example, immediate below board / Not more than two level below the board, etc., and enclose the appropriate documents establishing the level of the applicant in the organization.

21. Declaration (Tick mark

- I hereby solemnly affirm that the statement made and information furnished by me in the above proforma is true and correct.
- I hereby solemnly affirm and declare that I am free from Disciplinary / Vigilance angle and no proceedings have been contemplated or pending against me in the present organization. In case any information comes to my notice, I will inform HCL of the same immediately.
- I have not concealed any information.
- However, if any information furnished herein is found to be fraudulent, incorrect and untrue, I understand that I am liable to criminal prosecution and I also agree to forgo my appointment if made.
- I agree to abide by the rules and regulations of HCL.

(Signature of Candidate)  
(Name of Applicant)

Place:

Date:

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**CERTIFICATE OF FORWARDING THROUGH PROPER CHANNEL / NO OBJECTION  
CERTIFICATE**

(certificate by the present employer)

1. Certified that the particulars furnished by Mr. / Mrs. / Ms.\_\_\_\_\_,  
Designation:\_\_\_\_\_, Scale of Pay\_\_\_\_\_ (Grade:\_\_\_\_\_) have  
been checked from available records and found correct. He / She possesses the  
educational qualification and year of experience mentioned in the notification.
2. This is also certified that his above mentioned scale of pay and grade is equivalent to  
the DPE's scale of pay of Rs.\_\_\_\_\_ and Grade:\_\_\_\_\_ and his  
selection to the applied post shall not result in any grade jump (as per DPE's OM No.  
W-02/0028/2017-DPE (WC)-GL-XIII/17 dated 03.08.2017 [in case of pre-revised scale of  
pay the relevant DPE OM(s) for pay revision] (*kindly read note no. (2) given below*).
3. This is certified that Mr./ Mrs./ Ms.\_\_\_\_\_ is working in the level  
\_\_\_\_\_ [as defined in column (f) of the table-4 of HCL's notification]  
and appropriate documents indicating the level in our organization is enclosed (*kindly  
read note no. (3) given below*).
4. Certified that no vigilance / Disciplinary case is either pending or contemplated against  
the applicant.
5. It is certified that no major / minor penalties have been imposed on the applicant during  
the last 10 years.
6. Final Rating for the last three years (2019-20, 2020-21 & 2021-22).

Appraisal Year	Final Rating	Remark
2019-20		
2020-21		
2021-22		

Rating: Excellent / Outstanding, Very Good, Good, Fair, Poor.

7. We do not have any objection for his / her candidature for the applied post on  
immediate absorption basis as per advertisement No. Estt./1/2017/2023-24 dated  
21.04.2023.

(Signature)

Name, Designation & Contact No. of the forwarding Officer (Office Stamp)

Date:

Place:

List of Enclosure: If any.

Note:

1. If possible copy of the up-to-date ACR / APAR dossier of the applicant (duly attested by an In-charge  
of the Section / Department) for the last 3 years may be provided by the employer.
2. Para (2) above is applicable for a CPSE's having same scale of pay for multiple grades as  
enumerated in Para [4(e)] of the notification.

3. Para (3) above is applicable for State PSEs / subsidiaries & Joint Ventures of CPSEs having scale of pay other than IDA / CDA Scale of pay.