

HPL India is established under Government of India scheme for employment. HPL India has rewarding opportunities for appointment at various levels for set up its Proposed / Future various site-cum-offices. Under the Project of organisation to change socio-economic conditions of entire region we are ahead. HPL India invites fill application form from the eligible Indian candidates for filling up the following (Semi Skilled) / Non Industrial posts in the prescribed pay scale plus allowances. The candidate, who are fulfilling the requisite qualification / specification pay scale as mentioned below, may download application form from www.hplindia.org (22.04.2016 to 25.05.2016). Last date of application form is 25.05.2016 23:59 hrs.

TOTAL NO. OF POST: - 1600

NAME OF THE POST AND VACANCIES:

S.No.	NAME OF THE POSTS	Pay Band & Grade Pay*	Age Limit	No. of Post	QUALIFICATIONS
1.	Manager – Finance	PB2- 9300-34800 Grade Pay* 4600	30 Years	40	Degree in Commerce or equivalent
2.	Manager – HR	PB2- 9300-34800 Grade Pay* 4600	30 Years	20	MBA – HR or equivalent
3.	Manager – Marketing	PB2- 9300-34800 Grade Pay* 4600	30 Years	70	Degree in any subject or equivalent
4.	Manager – Purchase	PB2- 9300-34800 Grade Pay* 4200	30 Years	75	Degree in any subject or equivalent
5.	Astt. Manager – Finance	PB1- 5200-20200 Grade Pay* 2800	27 Years	103	Degree in Commerce or equivalent
6.	Officer – IT	PB1- 5200-20200 Grade Pay* 2800	27 Years	52	MCA or Degree in equivalent
7.	Officer – Vigilance	PB1- 5200-20200 Grade Pay* 2800	27 Years	65	Degree in any subject or equivalent
8.	Officer - Assistant	PB1- 5200-20200 Grade Pay* 2400	27 Years	135	Degree in any subject or equivalent
9.	Computer Supervisor	PB1- 5200-20200 Grade Pay* 1900	27 Years	55	Degree in any subject or equivalent
10.	UDC	PB1- 5200-20200 Grade Pay* 1900	27 Years	75	Degree in any subject or equivalent
11.	LDC	PB1- 5200-20200 Grade Pay* 1800	27 Years	180	12 th Class Pass or equivalent

12.	Computer Operator	PB1- 5200-20200 Grade Pay* 1800	27 Years	245	12 th Class Pass or equivalent
13.	Data Processing Assistant	PB1- 5200-20200 Grade Pay* 1800	27 Years	260	12 th Class Pass or equivalent
14.	Technical Assistant	PB1- 5200-20200 Grade Pay* 1900	27 Years	225	Matriculation from recognized Board

Reservation for SC/ST/OBC/PH will be given as per govt. rules.

EDUCATIONAL QUALIFICATION:

Post No. 1 - Candidate should have Degree in Commerce or equivalent from any recognised university with 50% marks in the applicable stream.

Post No. 2 - Candidate should have Degree in any subject or equivalent from any recognised university with 50% marks in the applicable stream and MBA-HR from any recognised institute.

Post No. 3 to 5 - Candidate should have Degree in any subject or equivalent from any recognised university with 50% marks in the applicable stream.

Post No. 6 - Candidate should have Degree in any subject or equivalent from any recognised university with 50% marks in the applicable stream and MCA from any recognised institute.

Post No. 7 to 10 - Candidate should have Degree in any subject or equivalent from any recognized university with 50% marks in the applicable stream.

Post No. 11 to 13 - Candidate should have 12th Class Pass or equivalent from any board with 50% marks in the applicable stream.

Post No. 14 - Candidate should have 10th Class Pass or equivalent from any board with 50% marks in the applicable stream.

AGE

The upper age limit for is 30 years as on 31.3.2016

EMOLUMENTS

- 1.) Selected candidates would be placed at the minimum of the scale as per details given in advertisement.
- 2.) The candidate shall be entitled for Basic Pay, Dearness Allowance and House Rent Allowance. In addition you will also be entitled for Allowances / Perquisites subject to a maximum ceiling of 50% of basic pay, part of which shall be kept aside for medical insurance. The PRP, PF, Gratuity and other Superannuation benefits shall be as per government rules. The medical facility shall be available under Group Insurance scheme in due course.
- 3.) Age of superannuation is 58 years.

CAREER PROSPECTS & POSTING

The company offers a conducive working environment and good opportunities for growth. A meritorious and hard working person can look forward to good career prospects rising up to the Senior/Top management position. The selected candidates can be posted or transferred anywhere in India depending on requirement of the organization. Selected candidates will have to make their own arrangements to accommodation. Company accommodation may be provided based on availability.

SELECTION PROCESS

- 1.) Candidate who clear all the eligibility like age, qualification, caste certificate etc. will have to appear for an Objective Type Competitive Written Test based on Quantitative Aptitude, Reasoning, General Awareness, English and Domain Knowledge. The written Test will be conducted at the following centers.

CENTRE CODE	CENTRE PLACE	CENTRE CODE	CENTRE PLACE	CENTRE CODE	CENTRE PLACE
01	DELHI	06	ROHTAK	11	GHAZIABAD
02	JAMMU	07	CHANDIGARH	12	MEERUT
03	LUDHIANA	08	AMBALA	13	PANIPAT
04	SOLAN	09	DHARMSALA	14	PATIALA
05	HISSAR	10	PANCHKULA	15	MOHALI

The test centre once chosen at the time of registration shall be final and cannot be changed. The company reserves the right to change or add or cancel any of the above mentioned Test Centers at its sole discretion.

- 2.) The short listed candidates will be called for final selection process i.e. Group Discussion/Personal Interview will be held at Delhi.
- 3.) The list of short listed candidates will be informed by e-mail and the names will also be placed on website www.hplindia.org in Careers section.
- 4.) Candidates have to make their own arrangements for stay at Written Test / Group Discussion / Personal Interview centre. No TA/DA will be payable by the company.

HOW TO APPLY

Candidate are requested to read the complete instructions hereunder before proceeding to fill in the application forms.

- 1.) The application process will be started from 22.04.2016 and last date for sending the application is 25.05.2016. Application would be send by only courier/speed post at **Recruitment cell HPL India, 328, 3rd Floor, Shubham Tower, Next Fortis Escorts Hospital, Neelam Bata Road, N.I.T., Faridabad (Haryana)-121001**

- 2.) Candidates are advised to apply after carefully going through detailed advertisement and instructions places in the company website. All fields must be filled carefully with correct details. Hence, candidates applying for the posts advertised should ensure that they fulfill all the eligibility criteria.
- 3.) A payment of non refundable registration fee of **Rs.1050/-** is to be paid in the form of Demand Draft in favour of **HPL INDIA** payable at **New Delhi** from 22.04.2016 to 25.05.2016 and no other mode payment would be accepted. The DD would be send along with the application form to the address as mentioned above.
- 4.) After submitting the application form, an e-mail for confirmation will be received by the candidates on the e-mail id declared in the application form.
- 5.) Once the application form is submitted, no editing/modification of master data are possible.
- 6.) Candidates are required to possess a valid e-mail which is to be entered in the application form. The e-mail is required to be active for at least six months, as any information to the candidate regarding the recruitment/selection process shall be provided by e-mail. They are further requested to check regularly their e-mail for any communication from the company in this regard. Company will not be responsible for failure of delivery of e-mail send to the candidate.
- 7.) Candidate should fill the acknowledge card and sent along with application form to the above address. The candidate is required to carry acknowledgement card to the Test Centre and the same will be submitted to the supervisor after admission into the test centre. Details of Test Centre for the written test will be mentioned on the card.
- 8.) Candidates short listed for the Selection process will be informed through e-mail and will have to carry with them all original certificates and photocopies of documents i.e. mark sheet of qualification, date of birth certificate, caste certificate and other relevant documents related to the posts. The documents will be verified prior to the candidates being allowed to participate in the Group Discussion / Personal Interview. At any stage of the selection process, in the event the information furnished is found to be incorrect /false the candidature will be rejected.
- 9.) Candidates must produce a self attested copy of caste certificate / disability certificate issued by Competent Authority in the prescribed format as prescribed by Government of India.

GENERAL INFORMATION

- 1.) Indian Nationals only need to apply. Eligible candidates can apply for post in one or many stream separately i.e. for each post individual application would be send to the company.
- 2.) The company reserves the right to increase/decrease the number of vacancies or cancel the recruitment at any stage.
- 3.) Candidates have to make their own arrangements to appear for the Personal Interviews. No TA/DA will be paid by the company.
- 4.) Candidates are advised in their own interest not to furnish any particulars that are false, tempered, fabricated or suppress any information while filling up the application form or during the verification

process. In such case, the candidature/appointment made shall be treated as null/void at any stage in the selection process.

- 5.) The appointment of selected candidates will be subject to their being declared medically fit by the approved Hospital and by Medical officer of the company. The medical examination will be conducted in Delhi.
- 6.) The appointment of selected candidates will also be subject to verification of their character, caste certificate and eligibility conditions.
- 7.) The selection of candidates for Written Test/Group Discussion/Interviews shall be at the discretion of company and the decision in this matter will be final and binding. The company reserves the right to disallow a candidate to appear for the written test in case the caste certificate is found to be invalid.

Furnishing of wrong/false information will lead to disqualification and company will not be responsible for any of the consequences of furnishing such wrong/false information. The candidate must satisfy themselves of the suitability of the position to which they are applying. If at any stage during the recruitment and selection process or after joining the company, it is found that the candidates have furnished false or wrong information, their candidature / appointment will be cancelled. Canvassing in any form during any stage of recruitment process will lead to cancelation of candidature. Court of jurisdiction for any dispute will be Delhi.

APPLICATION FOR RECRUITMENT

Roll Number (_____)

*For Office Use only

1 Post applied for _____	PHOTO
2 Name in BLOCK Letters _____	
3 Father's Name _____	
4 Date of Birth (DD/MM/YYYY) _____ Age _____	
5 Religion _____ Sex (Male / Female) _____	
6 Address for Correspondence (in BLOCK Letters) _____ _____ _____ Pin Code _____	
Mobile No. _____ Email _____	
7 Permanent Address (in BLOCK Letters) _____ _____ _____ Pin Code _____	

Mobile No. _____ Email _____

8 Whether you belong to (Please tick) :- SC() ST() OBC () PH () GEN ()

(Attach copy of certificate if you belong to SC, ST, OBC or PH)

9 Centre for Examination :- _____ (See the Code List in Advertisement Link)

10 **Educational Qualification & Professional Qualification:-**

DETAILS OF EDUCATIONAL QUALIFICATIONS

S. No.	Qualification / Class	Board / University	Subject	Year of Passing	Maximum Marks	Marks Obtained	%age of Marks Obtained

DETAILS OF TECHNICAL QUALIFICATION, IF ANY

S. No.	Degree/ Diploma	Duration in month(s)	Board / University	Subject	Year of Passing	Maximum Marks	Marks Obtained	%age of Marks Obtained
1								
2								

11 Are you willing to work anywhere in India ? (Answer 'Yes' or 'No') _____

12 Amount : _____ Demand Draft No. _____ Date _____
Bank Name _____

Note : 1. Information in respect of 4,8,10 should be supported by self attested copies of certificates and testimonials, otherwise the application will not be considered.

2. Canvassing in any form and /or bringing in any influence political or otherwise, will be treated as a disqualification for the post.

I understand and hereby declare that the information / documents given by me above is / are factually correct and nothing has been concealed therein. I fully understand that after my selection / appointment to the post in question, if any information / document is found incorrect / fake / wrong, my selection / appointment will be cancelled with immediate effect without giving any notice or assigning any reason.

Date:

(Signature of Candidate with Date)

Candidate Full name in BLOCK Letters: _____

FOR OFFICE RECORD ONLY

- 1 Application receive on : _____
- 2 Application accepted / rejected: _____
- 3 Reason for rejection: Underage / Overage/ Documents incomplete / Photo or Documents not attested / any other Reasons to be specified: _____
- 4 Date of Test / Interview: _____

ACKNOWLEDGMENT CARD
(TO BE FILLED BY CANDIDATE)

Roll Number (_____)

*For Office Use only

POST APPLIED FOR : _____

1 Name (in BLOCK Letters) : _____

2 Father's Name (in BLOCK Letters) : _____

3 Date of Birth: _____ Sex (Male / Female) _____

4 Correspondence Address : _____

PHOTO

_____ PINCODE _____

5 Application accepted / rejected _____

6 Reason for rejection: Underage / Overage/ Documents incomplete / Photo or Documents not attested / any other reasons to be specified : _____

7 Date of Test / Interview _____

8 Centre for Test / Interview: _____

NOTE: The serial no. 1 to 4 will be filled by the candidate and serial no. 5 to 8 will be filled by the office.

Signature of Controlling Officer