



**HINDUSTAN PAPER CORPORATION LTD**  
(A Government of India Enterprise)  
NAGAON PAPER MILL  
KAGAJNAGAR - 782 413

**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 tonnes of writing and printing paper and 1 lakh tonne of newsprint. HPC is on the look out for the following professional for its operating Mill at Nagaon Paper Mill.

**A.** HPC Limited intends to hire Security Officer on contract basis purely for temporary requirement. The contract would be a minimum period of 2(two) year, expendable further depending upon requirement and the satisfactory performance of the individual. The details are given below:

Post	Projected Requirement	Educational Qualification	Upper Age Limit as on 01-08-2016	Post Qualification Experience as on 01-08-2016
Security Officers on contract basis	01	Graduate in any discipline	55 years	Dy. Suptd. of Police preferably from Assam Police or equivalent rank in the Central Para Military Forces.

**B. Remuneration and other facility:**

- A consolidated retainership fee of Rs 37,280/- plus other applicable facilities.
- Unfurnished Company accommodation on payment of license fee and consumed power charge
- Casual Leave - 12 days in a year
- Earn Leave - 01 day for every 20 days of duty.
- Sick leave - 10 days in a year
- Medical Assistance - Hospital treatment to spouse and dependent children in Company's Hospital only. No reimbursement of expenditure in any outside hospital is allowed. On account of domiciliary treatment for self and family, reimbursement shall be limited to one month's consolidated retainership fee in a year.
- Reimbursement of conveyance expenses for maintaining vehicles as admissible to our permanent employees of equivalent rank or Local Travel Expenses (LTE) as per rules of the Company.

**C. Duties & Responsibilities:**

- The candidates should be able to administer and carry out patrolling and address problems.
- The candidates should be able to liaise with the local Police.
- The candidates should have the ability to lodge written complain as per the instruction of HPC NPM Management.
- The candidates should have knowledge of drafting & typing in computer.

**D.** Candidates meeting the above criteria may appear with original mark sheets, certificates and photo copies of the same and 2 passport size photographs for a walk in Interview for engagement on contract basis as per the details given below:

<b>Date</b>	<b>Interview Reporting Time</b>	<b>Venue</b>
26-09-2016	10 AM	Conference Hall, Administrative Building, Nagaon Paper Mill, Kagaj Nagar

**E.** HPCL reserves the right to raise the minimum eligibility standards. HPCL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.

**F. General Conditions:**

- No TA/DA will be paid to the candidates for appearing in the interview.
- The engagement will not confer any right for regularization in HPC.
- The candidates must have command over the local language of Assam as well as English.
- The candidates should be of sound health and has to provide a fitness certificate from a Govt. registered medical practitioner at the time of joining in the prescribed format.
- Any dispute with regard to the recruitment against this advertisement will be under the jurisdiction of Guwahati district court only.

DGM (HR&ES)  
Employment Notice No. 01/09/2016