

HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
P.O. Rasayani, Dist. Raigad, Maharashtra – 410 207.
Tel.Nos. (02192) 258500 to 502/Fax No.(02192) 258503.

HOC is multiunit chemical company in public sector well known world over for its quality products and having annual turnover of around 600 crores is looking for Officers' at Middle Level Management i.e. Sr.Engineers, Assistant Managers, Deputy Managers & Managers in various disciplines. The detailed specifications for the said posts and Application Format are available on our web site www.hocl.gov.in. The interested candidates may visit our web site and send their applications along with all testimonials to the Executive Director within one month from the date of publication of this advertisement.

Sd/-
Executive Director

HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
P.O. Rasayani, Dist. Raigad, Maharashtra – 410 207.

The Detailed specifications /information for the posts of Senior Plant Engineer are given as under: -

Post : Senior Plant Engineer
for Rasayani Unit.

No. of Posts : 5 Nos.

Posts allocation : 1 No. for SC, 1 No. for ST, 1 No. for OBC & 2 Nos. for UR.

Age : 32 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 16400-40500 (Min. Salary Rs. 28126/-, Max. Salary
& Salary Rs. 69458/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Degree in Chemical Engineering.

Experience : 1-2 years of experience in Production / Technical Services of a large Chemical / Petro-chemical plant or refinery.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidised transport, CPF, gratuity, leave travel concession, subsidised canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and fro rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

Age relaxation by 5 years for SC/ST, candidates domiciled in Jammu & Kashmir between 1-1-1980 to 31-12-1989, Ex-servicemen & Commissioned Officers, subject to rendering minimum five years meritorious service and fulfillment of other conditions prescribed by Government of India and departmental candidates, 3 years for OBC, 10 years for persons with disabilities candidates (degree of disability 40% and above.)

b) Concession in Fees :

The candidates belonging to SC/ST/Ex-Servicemen and persons with disabilities are exempted from payment of application fees.

The interested candidates may submit their detailed resume & applications duly completed, alongwith their recent passport size photograph & attested copies of relevant certificates/documents, to the Executive Director, Hindustan Organic Chemicals Ltd., P.O. Rasayani, Taluka Panvel, Dist. Raigad, PIN – 410 207 (Maharashtra), alongwith a Demand Draft of Rs. 100/- in favour of HOC Ltd., drawn on SBI, Rasayani Branch (SC/ST/Ex-servicemen and persons with disabilities are exempted from payment) for application form, enclosing a self addressed envelope (in case of candidates asking specifications/information from our Office), within one month from the date of publication of this advertisement.

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The Detailed specifications /information for the posts of Senior Mechanical Engineer are given as under: -

Post : Senior Mechanical Engineer
for Rasayani Unit.

No. of Posts : 3 Nos.

Posts allocation : 1 No. for SC, 1 No. for OBC & 1 No. for UR.

Age : 32 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 16400-40500 (Min. Salary Rs.28,126/-, Max. Salary
& Salary Rs.69,458/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Degree in Engineering (Mechanical)

Experience : 1-2 years of experience in works connected with knowledge about rotary & stationary equipments, water pumps, compressor, columns, storage tanks, Mechanical seal. Working knowledge about Safety and work permit systems required in Chemical Plant, Statutory requirement of Pressure Vessels & Boilers etc. required.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidised transport, CPF, gratuity, leave travel concession, subsidised canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
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5. The candidates called for interview will be paid first class single to and from rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

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b) Concession in Fees :

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The Detailed specifications /information for the post of Senior Civil Engineer are given as under: -

Post : Senior Civil Engineer
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for UR.

Age : 32 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 16400-40500 (Min. Salary Rs.28,126/-, Max. Salary
& Salary Rs.69,458/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Degree in Engineering (Civil)

Experience : 1-2 years of experience in works connected with construction of residential / industrial buildings and other related activities, Maintenance activities related to various civil structures, water supply, sewage/effluent disposal, road works etc., in chemical industries. Preparation of cost estimation as per civil standard and as per site requirement, execution of work with all safety and other required norms. Preparation of tender/contract documents, procurement of material as per job requirement. Good knowledge in execution/quality control/billing of industrial/residential projects and maintenance jobs etc.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidised transport, CPF, gratuity, leave travel concession, subsidised canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and fro rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

Age relaxation by 5 years for SC/ST, candidates domiciled in Jammu & Kashmir between 1-1-1980 to 31-12-1989, Ex-servicemen & Commissioned Officers, subject to rendering minimum five years meritorious service and fulfillment of other conditions prescribed by Government of India and departmental candidates, 3 years for OBC, 10 years for persons with disabilities candidates (degree of disability 40% and above.)

b) Concession in Fees :

The candidates belonging to SC/ST/Ex-Servicemen and persons with disabilities are exempted from payment of application fees.

The interested candidates may submit their detailed resume & applications duly completed, alongwith their recent passport size photograph & attested copies of relevant certificates/documents, to the Executive Director, Hindustan Organic Chemicals Ltd., P.O. Rasayani, Taluka Panvel, Dist. Raigad, PIN – 410 207 (Maharashtra), alongwith a Demand Draft of Rs. 100/- in favour of HOC Ltd., drawn on SBI, Rasayani Branch (SC/ST/Ex-servicemen and persons with disabilities are exempted from payment) for application form, enclosing a self addressed envelope (in case of candidates asking specifications/information from our Office), within one month from the date of publication of this advertisement.

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The Detailed specifications /information for the post of Assistant Manager (Civil Engineering) are given as under: -

Post : Assistant Manager (Civil Engineering)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for UR.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 20600-46500 (Min. Salary Rs.35,329/-, Max. Salary
& Salary Rs.79,748/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Degree in Engineering (Civil)

Experience : 3-4 years of experience in works connected with construction of residential / industrial buildings and other related activities, Maintenance activities related to various civil structures, water supply, sewage/effluent disposal, road works etc., in chemical industries. Preparation of cost estimation as per civil standard and as per site requirement, execution of work with all safety and other required norms. Preparation of tender/contract documents, procurement of material as per job requirement. Good knowledge in execution/quality control/billing of industrial/residential projects and maintenance jobs etc.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidised transport, CPF, gratuity, leave travel concession, subsidised canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and fro rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

Age relaxation by 5 years for SC/ST, candidates domiciled in Jammu & Kashmir between 1-1-1980 to 31-12-1989, Ex-servicemen & Commissioned Officers, subject to rendering minimum five years meritorious service and fulfillment of other conditions prescribed by Government of India and departmental candidates, 3 years for OBC, 10 years for persons with disabilities candidates (degree of disability 40% and above.)

b) Concession in Fees :

The candidates belonging to SC/ST/Ex-Servicemen and persons with disabilities are exempted from payment of application fees.

The interested candidates may submit their detailed resume & applications duly completed, alongwith their recent passport size photograph & attested copies of relevant certificates/documents, to the Executive Director, Hindustan Organic Chemicals Ltd., P.O. Rasayani, Taluka Panvel, Dist. Raigad, PIN – 410 207 (Maharashtra), alongwith a Demand Draft of Rs. 100/- in favour of HOC Ltd., drawn on SBI, Rasayani Branch (SC/ST/Ex-servicemen and persons with disabilities are exempted from payment) for application form, enclosing a self addressed envelope (in case of candidates asking specifications/information from our Office), within one month from the date of publication of this advertisement.

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The Detailed specifications /information for the post of Deputy Manager (Fire & Safety) are given as under: -

Post : Deputy Manager (Fire & Safety)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for UR.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 24900-50500 (Min. Salary Rs.42,704/-, Max. Salary
& Salary Rs.86,608/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Degree in Fire Engineering/Degree in Chem.Engg. with
Diploma in Safety.

Experience : 4-5 years of experience in Fire & Safety Dept. of a large Chemical & Petro-chemical Industry. Experience in dealing with Statutory requirements establishing procedures and systems required for disaster management and training of fire services personnel is required. Should be well acquainted with the knowledge of latest equipments and techniques for fire protection and fire fighting. Possession of valid heavy vehicle driving licence is essential.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidised transport, CPF, gratuity, leave travel concession, subsidised canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and from rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

Age relaxation by 5 years for SC/ST, candidates domiciled in Jammu & Kashmir between 1-1-1980 to 31-12-1989, Ex-servicemen & Commissioned Officers, subject to rendering minimum five years meritorious service and fulfillment of other conditions prescribed by Government of India and departmental candidates, 3 years for OBC, 10 years for persons with disabilities candidates (degree of disability 40% and above.)

b) Concession in Fees :

The candidates belonging to SC/ST/Ex-Servicemen and persons with disabilities are exempted from payment of application fees.

The interested candidates may submit their detailed resume & applications duly completed, alongwith their recent passport size photograph & attested copies of relevant certificates/documents, to the Executive Director, Hindustan Organic Chemicals Ltd., P.O. Rasayani, Taluka Panvel, Dist. Raigad, PIN – 410 207 (Maharashtra), alongwith a Demand Draft of Rs. 100/- in favour of HOC Ltd., drawn on SBI, Rasayani Branch (SC/ST/Ex-servicemen and persons with disabilities are exempted from payment) for application form, enclosing a self addressed envelope (in case of candidates asking specifications/information from our Office), within one month from the date of publication of this advertisement.

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The Detailed specifications /information for the post of Manager (Fire & Safety) are given as under: -

Post : Manager (Fire & Safety)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for UR.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 29100-54500 (Min. Salary Rs.49,907/-, Max. Salary
& Salary Rs.93,468/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Degree in Fire Engineering/Degree in Chem.Engg. with
Diploma in Safety.

Experience : 7-8 years of experience in Fire & Safety Dept. of a large Chemical & Petro-chemical Industry. Should have full knowledge of functioning of Fire & Safety Dept. Should be able to manage a team of competent Fire fighting staff. Experience in dealing with Statutory requirements, establishing procedures and systems required for disaster management, training of fire services personnel etc. is required. Should be well acquainted with the knowledge of latest equipments and techniques for fire protection and fire fighting. Possession of valid heavy vehicle driving licence is essential.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidised transport, CPF, gratuity, leave travel concession, subsidised canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and from rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

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b) Concession in Fees :

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The Detailed specifications /information for the post of Assistant Manager (R&D) are given as under: -

Post : Assistant Manager (R&D)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for UR.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 20600-46500 (Min. Salary Rs.35,329/-, Max. Salary
& Salary Rs.79,748/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : M.Tech.(Chem.)/ME(Chem.)/M.Chem.Engg. or equi.

Experience : 3-4 years of working experience in the field of operations / production involving troubleshooting / process engineering in a large chemical or pharmaceutical industry or in process design / development with commissioning experience in a large consulting firm. Also should have demonstrated co-ordination abilities, an attitude towards team work in multidisciplinary teams and excellent written and verbal communication skills. Publications / presentations in various conferences would be an added advantage. Must possess working knowledge of the latest computer tools.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidized transport, CPF, gratuity, leave travel concession, subsidized canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and fro rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
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a) Relaxation in Age :

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The Detailed specifications /information for the post of Assistant Manager (Industrial Engineering) are given as under: -

Post : Assistant Manager (Industrial Engineering)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for OBC.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay & Salary : Rs. 20600-46500 (Min. Salary Rs.35,329/-, Max. Salary Rs.79,748/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Degree in Industrial Engg./Degree in Engg. with specialization in Industrial Engg. / Productivity / Operations Research.

Experience : 3-4 years of working experience in the field of Industrial Engineering involving study of operations, Time and Work, manpower assessment and job evaluation, Project planning with the use of project software for the status of time & cost over run. Also should have knowledge to conduct training programme for various levels of employees as well as should possess knowledge to develop efficient processes for reducing costs and waste and increasing the productivity. Also should have demonstrated co-ordination abilities and attitude towards team work in multi-disciplinary team and should have good written and verbal communication skill. Also should possess working knowledge of latest computer tools, project softwares and computer based Management information system.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidized transport, CPF, gratuity, leave travel concession, subsidized canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
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The Detailed specifications /information for the post of Deputy Manager (Personnel & Administration) are given as under: -

Post : Deputy Manager (Personnel / Administration)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for UR.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay & Salary : Rs. 24900-50500 (Min. Salary Rs.42,704/-, Max. Salary Rs.86,608/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Graduate with MBA (Specialisation in Personnel), MSW/MLS / MPM / MLL & LW / 2 years full time P.G. Dip. In PM & IR. Degree in Law preferable. Knowledge of regional language is desirable.

Experience : 4-5 years of experience in works connected with handling of HR functions, designing and formulating Corporate Personnel Policies, analysis of manpower cost, Employees Relations, Training and Development, handling HR issues, labour legislations, wage negotiations, RTI matters, disciplinary matters, conducting domestic enquiries, conciliations and labour matters, handling of Court matters, welfare / canteen matters, CSR and Administration, handling Estate matters, Security Systems, Mathadi, Time Office, Exposure to computerized environment. Working knowledge of Marathi desirable.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidized transport, CPF, gratuity, leave travel concession, subsidized canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
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7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

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b) Concession in Fees :

The candidates belonging to SC/ST/Ex-Servicemen and persons with disabilities are exempted from payment of application fees.

The interested candidates may submit their detailed resume & applications duly completed, alongwith their recent passport size photograph & attested copies of relevant certificates/documents, to the Executive Director, Hindustan Organic Chemicals Ltd., P.O. Rasayani, Taluka Panvel, Dist. Raigad, PIN – 410 207 (Maharashtra), alongwith a Demand Draft of Rs. 100/- in favour of HOC Ltd., drawn on SBI, Rasayani Branch (SC/ST/Ex-servicemen and persons with disabilities are exempted from payment) for application form, enclosing a self addressed envelope (in case of candidates asking specifications/information from our Office), within one month from the date of publication of this advertisement.

Incomplete and unsigned applications will be summarily rejected. Canvassing in any form will disqualify the candidates.

Date :

Sd/-
Executive Director

HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
P.O. Rasayani, Dist. Raigad, Maharashtra – 410 207.

The Detailed specifications /information for the post of Manager (Personnel & Administration) are given as under: -

Post : Manager (Personnel / Administration)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for UR.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 29100-54500 (Min. Salary Rs.49,907/-, Max. Salary
& Salary Rs.93,468/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Graduate with MBA (Specialisation in Personnel), MSW /
MLS/ MPM / MLL & LW / 2 years full time P.G. Dip.
In PM & IR. Degree in Law preferable. Knowledge of
regional language is desirable.

Experience : 7-8 years of experience in works connected with handling of HR functions, designing and formulating Corporate Personnel Policies, analysis of manpower cost, Employees Relations, Training and Development, handling HR issues, labour legislations, wage negotiations, RTI matters, disciplinary matters, conducting domestic enquiries, conciliations and labour matters, handling of Court matters, welfare / canteen matters, CSR and Administration, handling Estate matters, Security Systems, Mathadi, Time Office, Exposure to computerized environment. Working knowledge of Marathi desirable.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidized transport, CPF, gratuity, leave travel concession, subsidized canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and from rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

Age relaxation by 5 years for SC/ST, candidates domiciled in Jammu & Kashmir between 1-1-1980 to 31-12-1989, Ex-servicemen & Commissioned Officers, subject to rendering minimum five years meritorious service and fulfillment of other conditions prescribed by Government of India and departmental candidates, 3 years for OBC, 10 years for persons with disabilities candidates (degree of disability 40% and above.)

b) Concession in Fees :

The candidates belonging to SC/ST/Ex-Servicemen and persons with disabilities are exempted from payment of application fees.

The interested candidates may submit their detailed resume & applications duly completed, alongwith their recent passport size photograph & attested copies of relevant certificates/documents, to the Executive Director, Hindustan Organic Chemicals Ltd., P.O. Rasayani, Taluka Panvel, Dist. Raigad, PIN – 410 207 (Maharashtra), alongwith a Demand Draft of Rs. 100/- in favour of HOC Ltd., drawn on SBI, Rasayani Branch (SC/ST/Ex-servicemen and persons with disabilities are exempted from payment) for application form, enclosing a self addressed envelope (in case of candidates asking specifications/information from our Office), within one month from the date of publication of this advertisement.

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Date :

Sd/-
Executive Director

HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
P.O. Rasayani, Dist. Raigad, Maharashtra – 410 207.

The Detailed specifications /information for the post of Assistant Manager (Hindi) are given as under: -

Post : Assistant Manager (Hindi)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for UR.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 20600-46500 (Min. Salary Rs.35,329/-, Max. Salary
& Salary Rs.79,748/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Masters Degree in Hindi with English as one of the Subjects at graduation level. P.G. Diploma in Translation. Proficiency in Computer Operations.

Experience : 3-4 years of experience in works connected with Official Language implementation. Preparation of various Statutory reports, Annual reports etc. Translation from Hindi / Marathi to English and vice versa. Training of Hindi language to employees.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidised transport, CPF, gratuity, leave travel concession, subsidised canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and fro rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

Age relaxation by 5 years for SC/ST, candidates domiciled in Jammu & Kashmir between 1-1-1980 to 31-12-1989, Ex-servicemen & Commissioned Officers, subject to rendering minimum five years meritorious service and fulfillment of other conditions prescribed by Government of India and departmental candidates, 3 years for OBC, 10 years for persons with disabilities candidates (degree of disability 40% and above.)

b) Concession in Fees :

The candidates belonging to SC/ST/Ex-Servicemen and persons with disabilities are exempted from payment of application fees.

The interested candidates may submit their detailed resume & applications duly completed, alongwith their recent passport size photograph & attested copies of relevant certificates/documents, to the Executive Director, Hindustan Organic Chemicals Ltd., P.O. Rasayani, Taluka Panvel, Dist. Raigad, PIN – 410 207 (Maharashtra), alongwith a Demand Draft of Rs. 100/- in favour of HOC Ltd., drawn on SBI, Rasayani Branch (SC/ST/Ex-servicemen and persons with disabilities are exempted from payment) for application form, enclosing a self addressed envelope (in case of candidates asking specifications/information from our Office), within one month from the date of publication of this advertisement.

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Date :

Sd/-
Executive Director

HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
P.O. Rasayani, Dist. Raigad, Maharashtra – 410 207.

The Detailed specifications /information for the post of Deputy Manager (Materials) are given as under: -

Post : Deputy Manager (Materials)
for Rasayani Unit.

No. of Posts : 1 No.

Posts allocation : 1 No. for OBC.

Age : 37 years as on 01/01/2013 (Upper age relaxation by 5 years for SC/ST & 3 years for OBC Candidates)

Scales of Pay : Rs. 24900-50500 (Min. Salary Rs.42,704/-, Max. Salary
& Salary Rs.86,608/-) + Allowances.
(i.e. Basic+DA)

Qualification(s) : Graduate in Science with MBA / Degree in Engg. / Degree in Science with 2 years full time P.G. Dip. In Materials Management (Specialization in Materials / operation / Marketing is desirable).

Experience : 4-5 years of experience in works connected with procurement of raw materials or Stores and spares for a chemical industry. Knowledge of computerized inventory control preferred.

General conditions:

1. Besides salary, other benefits such as house rent allowance/accommodation, medical benefit for self and family including dependent parents, reimbursement of conveyance expenses, subsidised transport, CPF, gratuity, leave travel concession, subsidised canteen facility, uniforms, monsoon gears, etc. are admissible as per Rules of the Company.
2. The specifications may be relaxed in case of exceptionally deserving candidates at the discretion of the Management.
3. Higher starting salary in the advertised scale may be offered depending on merits and as per Rules of the Company.
4. Persons at present working in Government/Semi-Government/PSUs should apply through proper channel.
5. The candidates called for interview will be paid first class single to and fro rail/ST fare by the shortest route, as per Rules of the Company.
6. Reservation for SC/ST/OBC exists as per Rules.
7. Other things being equal, preference will be given to SC/ST/OBC and Ex-servicemen.

8. Relaxation in Age and Concession in Fees:

a) Relaxation in Age :

Age relaxation by 5 years for SC/ST, candidates domiciled in Jammu & Kashmir between 1-1-1980 to 31-12-1989, Ex-servicemen & Commissioned Officers, subject to rendering minimum five years meritorious service and fulfillment of other conditions prescribed by Government of India and departmental candidates, 3 years for OBC, 10 years for persons with disabilities candidates (degree of disability 40% and above.)

b) Concession in Fees :

The candidates belonging to SC/ST/Ex-Servicemen and persons with disabilities are exempted from payment of application fees.

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Date :

Sd/-
Executive Director

HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)

APPLICATION FORMAT

I Post Applied :

II Personal Details :

1. Title Mr/Mrs/Ms :

2. Name :
(IN BLOCK LETTERS)

3. Father's/Husband's Name:

4. Mother's Name :

5. Date of Birth : Age as on 1st January, 2013

6. Religion :

7. Marital Status : Single /Married/Widow/Widower

8. No. of Children :

9. State of Domicile :

10. Nearest Railway Station:

11. Address
Permanent Address :

Address for communication

12. Phone Number(with STD Code: Mobile :

13. E-mail ID :

14. Category you belong to (copy of certificate to : GEN/SC/ST/OBC
be produced in case of SC/ST/OBC at the time of interview)

III Other Details :

1. Were you a domicile of J&K during the period from :
1-1-1980 to 31-12-89 ? (copy of the proof to be
produced at the time of interview)

2. Are you a person with Disability (PWD) :
3. Are you an Ex-serviceman ? :
4. Are you a serving officer in the Armed Forces? :

IV Educational Qualifications:

Basic Degree :

1. Name of the Degree :
2. Branch/Specialisation :
3. Nature of the course :
4. Name of Institution/University :
5. Month & Year of passing :
6. Do you possess any additional Basic Degree : Passing (MM/YY)
7. Do you have a PG Degree :

V Details of Training Undergone for more than 3 months(Please leave blank if not applicable)

S.N.	Name of the Programme	Institute/Organisation	Duration	
			From Date (MM/YY)	To Date (MM/YY)
1				
2				
3				
4				

VI Experience (Chronological Order from the first job to the current job)

S. N.	Designation	Organisation	Centre Govt. State Govt./PSU/ Private	Duration		Pay Scale Basic Pay & DA
				From Date	To	
1.						
2.						
3.						
4.						

(Use additional sheets if the space is not sufficient)

1. Do you have any additional Experience ?
2. No. of years Post Professional Qualification Experience :
(if completed years)

VII Salary and Joining details :

- 1. Present Scale of Pay :
- 2. Basic Pay : DA Gross Salary(pm) :
- 3. Expected Salary :
- 4. Joining time required if selected :

VIII Details of the Demand Draft

Name of the Bank	DD Number	Date	Amount

IX Brief description of professional experience, achievements and significant contribution in the field, if any (in not more than 100 words)

X. Reference (with full address)

- 1.

- 2.

Declaration

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. In the event, the information is found to be false or incorrect my candidature/appointment shall be cancelled/terminated without notice.

Place :

Signature :

Date :

Name :