



## Earn While You Learn Program



# **NEEM PROGRAM**

## PROSPECTUS

### 2019

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# About Vedanta Limited

Vedanta Limited, a subsidiary of Vedanta Resources Limited, is one of the world's leading diversified natural resource companies with business operations in India, South Africa, Namibia and Australia. Vedanta is a leading producer of Oil & Gas, Zinc, Lead, Silver, Copper, Iron Ore, Aluminium, Steel and Commercial Power.

Governance and Sustainable Development are at the core of Vedanta's strategy, with a strong focus on health, safety and environment and on enhancing lives of the local communities. The company is conferred with the Confederation of Indian Industry (CII) 'Sustainable Plus Platinum label', ranking among the top 10 most sustainable companies in India.

Vedanta Limited is listed on the Bombay Stock Exchange and the National Stock Exchange in India and has ADRs listed on the New York Stock Exchange.

For more information please visit [www.vedantalimited.com](http://www.vedantalimited.com)

## Divisions

- Iron Ore (Sesa Goa)
- Copper Smelting (Tuticorin)
- Aluminium and Power Assets (Vedanta Aluminium and Sterlite Energy Assets)

## Subsidiaries -

- Indian Operations
- Hindustan Zinc Limited
- Cairn India Limited
- Bharat Aluminium Company Limited
- Talwandi Sabo Power Limited
- Madras Aluminium Company Limited

## Operations outside India

- Skorpion, Lisheen and Black Mountain Zinc assets of Zinc International South Africa, Namibia and Ireland
- Western Cluster, Liberia
- Australian Copper Mines, Australia

# About Hindustan Zinc

Hindustan Zinc, a Vedanta Group Company, is one of the world's largest and India's only integrated producer of Zinc, Lead and Silver. The Company has its Headquarter at Udaipur in the State of Rajasthan where it has its Zinc- Lead mines and smelting complexes. Hindustan Zinc is self-sufficient in power with captive thermal power plants and also has ventured into green energy by setting up wind power plants. The Company's sustainability framework is supported by three pillars - Responsible Stewardship, Building Strong Relationships and Adding & Sharing Value. As a socially responsible corporate, Hindustan Zinc has been relentlessly working to improve the lives of rural and tribal people residing near its business locations. As a market leader, Hindustan Zinc governs about 85% of the growing Zinc market in India.

## **Vision:**

- Be the world's largest and most admired Zinc-Lead & Silver company

## **Mission:**

- Enhance stakeholders' value through exploration, innovation, operational excellence and sustainability
- Be a globally lowest cost producer
- Maintain market leadership and customer delight

# About TeamLease

TeamLease Skills University is a sponsored institution by TeamLease Education Foundation which is a subsidiary of Team Lease Services Limited.

Driving forth the vision of TeamLease – “Putting India to Work”, it provides avenues for corporate to implement their Social responsibility in a measurable and sustainable manner through theme of Skilling and its by- dimensions.



Hired somebody every 5 minutes for 5 years that's one 5% of the kids who came to us;

India's largest HR service firm; hiring hygiene, productivity;

2500 customers;

150,000 employees in 6000+ locations

One of the largest payers of PF & ESI in country

India's first Vocational University;

Associate Degree;

Setting up 22 community colleges in Gujarat;

Two research centres;

Labour markets, Technology in Education

Trained over 60000 apprentices under NEEM program

# HZL NEEM Program

Hindustan Zinc Ltd is committed towards harmonious and sustainable development of the communities. We believe in inclusive and equitable growth and improvement in quality of life, enhancement of the living standards of the communities around us and creating Company's brand image in a mutually beneficial manner. Our focus is on education, health, livelihood and environment.

This program of "Earn While You Learn", under the CSR initiative of HZL is in theme of livelihood, a unique program in itself, wherein the candidates would be undergoing a training for 3- 36 Months, which would include Practical as well as Theoretical training and the candidate is paid a Stipend during this Training period. On completion of this training program, the candidates are awarded with Certificate and an Experience Letter from HZL.

The Objective imbibed in this program is Enhancing employability of rural young graduates across manufacturing sector through foundation training at HZL under National Employability Enhancement Mission (NEEM) in partnership with authorised NEEM Trainer TeamLease.

The motive behind this program is to make the educated unemployed youth Job ready, that too for a global platform.

## Why You Should Join?

- On the job training experience with the World's Largest and India's only Integrated Producer of Zinc, Lead & Silver i.e. Hindustan Zinc
- Earn while you learn program
- Free job linked training with Certification by Team Lease & Hindustan Zinc Ltd.
- Reward & Recognition

Note: Upon successful completion of On the Job Training of 3 years, TeamLease will organise Campus Placement and invite various employers to participate where trainee has the opportunity to be picked up for jobs. In case of requirement within HZL, the apprentices can be preferred on fulfilment of laid down criteria of HZL and have the opportunity to be absorbed even earlier at discretion of HZL. HZL/TeamLease doesn't guarantee any job for trainees attending the NEEM Program at any stage of the training and on completion of the same.

# Eligibility, Application & Selection Process

## Eligibility:

- Candidate who have completed Regular full time B.Sc./B. Com. degree
- Minimum 60% marks in 10th, 12th, and Graduation
- Max. 1-year gap between 12th and Graduation is allowed
- Should not be more than 25 years of age as on 31st Jan 2019
- Candidate should have passed out in 2015,16, 17 or 18 meeting the above criteria

## Application Process:

- Interested and eligible candidates are advised to Log on to website <http://www.teamlease.com/> and click on link '*Earn while U Learn-HZL NEEM Program 2019 Registration*' to submit all required details and upload the self-attested scanned documents in support of age, academic qualifications, identity documents etc.
- After pop-up of successful application submission, candidate shall be directed to make a non-refundable online payment of Rs.100/- only as registration for computer based assessment & downloading brochure.
- Candidates are required to download the hall ticket from website and bring a printout of the same to allotted Assessment Centre along with original certificates of qualification, identity proof (aadhar, driving license, voter ID etc.), domicile certificate etc. Candidate shall be allowed to appear in assessment process only after verification of the original documents.
- Successful candidates in computer based assessment should be prepared to stay for 2-3 days to appear in personal interview/medical. Candidates may note that HZL NEEM Program has no other charges at any stage of training.

## Selection Process:

- 60/90 Minutes computer based assessment for testing aptitude, analytical ability, English, General Knowledge etc. at selected cities of Rajasthan to be held. Candidate to bring all documents as mentioned above.
- Successful candidates in assessment shall undergo personal interview & medical.
- Final selected candidates shall be required to join the program February-March 2019 as per intimation to them for foundation course at Udaipur and then to HZL on the job training locations mostly in Rajasthan.

This program shall be highly beneficial for youths to earn while learning through on the job training. On successful completion of three years of NEEM training, candidates shall also be issued a completion certificate to enhance their employment opportunities.

The right for final selection/rejection of a candidate shall be with partner Team Lease which will be final and binding to all applicant's/candidate's.

## Stipend:

The NEEM Trainee will be eligible for a stipend amount during on the job training after fulfilling assessment criteria of training. The stipend will be paid online by Teamlease to eligible trainee bank account on prorata basis as mentioned below:

Tenure	Amount Paid
First Year	Rs.10,000 per month
Second Year	Rs.12,000 per month
Third Year	Rs.14,000 per month

Note: There will be attendance incentive of Rs 1000 per month on 90% of physical presence.

## Certification Standards:

Candidate's successfully passing performance criteria in each assessment will be awarded certification at the end of training period under the provision of All India Council for Technical Education (NEEM Program).



### On Job Training Certificate

This is to certify that Ms./Mr. \_\_\_\_\_

S/o/D/o \_\_\_\_\_ has successfully completed Apprenticeship

Training for a period of 3 years in at the premises of **Hindustan Zinc Limited**, under the provision of All in Council for Technical Education

**"National Employability Enhancement Mission" (NEEM)**

Project Head  
Hindustan Zinc Ltd.

Project Head  
TeamLease Skill University



## Facilities:

- **Accommodation (Residential 2 Weeks Program):** During 15 days Classroom Training free accommodation is provided at Campus, Udaipur.
- **Mess Facility:** Food is cooked in mess and provided free of cost to all enrolled candidates at specific timings which includes AMT, PMT, Breakfast, Lunch, Dinner etc. only during the 15 days' residential classroom training program.
- **PPEs/Uniform:** Suitable uniform for classroom and on the job training; and Safety Personal Protective Equipment's are provided as per the norms decided by TeamLease/HZL.
- **Recreation Facility:** Ample recreation facility is made available for indoor and outdoor activities during 2 weeks' classroom training.
- **Stipend:** Defined stipend is provided to trainees who fulfills defined performance criteria in the assessment.
- **Insurance:** Trainees will get a suitable insurance cover by TeamLease.
- **Accommodation & Logistics etc at site:** During on the job training, the NEEM Trainee will get subsidized meals/transportation/shared accommodation while on duty based on availability at HZL Locations. In case, it is not available, they have to arrange their own accommodation/logistics. No extra payments shall be there on account of same.

## Opportunity for Regular Employment with HZL/Business Partners/Other Companies:

- A) Candidates will have an opportunity to get absorbed on HZL rolls during the 3 years training period subject to availability of positions, better performance during the training period. Such selection assessments will be conducted at regular intervals during the training period. There will be structured selection process for absorption and HZL/Teamlease doesn't guarantee such jobs.
- B) HZL/Teamlease shall also facilitate campus placement process at the end of 3 years for successful trainees however HZL/Teamlease doesn't guarantee such jobs.

## Neem Program Year Wise Overview

YEAR>	2019	2020	2021
Month	Training Content	Training Content	Training Content
1	2 Weeks Residential Training & Start of On the Job Training at HZL Locations.	On the Job Training at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations
2	On the Job Training (OJT) at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations
3	OJT at Surface or Underground Mining /Smelting Locations & Quarterly Assessment	On the Job Training at Surface or Underground Mining /Smelting Locations & Quarterly Assessment	On the Job Training at Surface or Underground Mining /Smelting Locations & Quarterly Assessment
4	OJT at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations
5	OJT at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations
6	OJT at Surface or Underground Mining /Smelting Locations & Quarterly Assessment	On the Job Training at Surface or Underground Mining /Smelting Locations & Quarterly Assessment	On the Job Training at Surface or Underground Mining /Smelting Locations & Quarterly Assessment
7	OJT at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations
8	OJT at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations
9	OJT at Surface or Underground Mining /Smelting Locations & Quarterly Assessment	On the Job Training at Surface or Underground Mining /Smelting Locations & Quarterly Assessment	On the Job Training at Surface or Underground Mining /Smelting Locations & Quarterly Assessment
10	OJT at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations
11	OJT at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations	On the Job Training at Surface or Underground Mining /Smelting Locations
12	OJT at Surface or Underground Mining /Smelting Locations, Quarterly Assessment & Town Hall	On the Job Training at Surface or Underground Mining /Smelting Locations, Quarterly Assessment & Town Hall	On the Job Training at Surface or Underground Mining /Smelting Locations, Quarterly Assessment & Town Hall for Final Certification

**Note:**

1. Subject to dynamic change based on course required.
2. There will be a campus placement drive at the end of 3 years for trainees successfully completing the training. However, there's no job guarantee at any stage of the training or after the completion of training.

# Two Weeks Residential Classroom Training

## Schedule:

### 1<sup>st</sup> Week:

DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Conversation Skills Body Language Writing Skills Presentation Skills	Team Work Time Management	Interpersonal Skills Decision Making	Telephone Etiquettes Mail Etiquettes	Introduction to Mining & Smelting Introduction to Environment	Assessment (Oral and Written)

### 2<sup>nd</sup> Week:

DAY 7	DAY 8	DAY 9	DAY 10	DAY 11	DAY 12
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Personality Development Dinning etiquettes Change management	Basics of MS Word Leadership Skills	Basics of MS EXCEL Problem Solving	Basics of MS PowerPoint Goal Setting	Introduction to Labour Laws HSE & Discipline Introduction to Factories Act	Assessment (Oral and Written)

### ON SUNDAY

The trainees would be engaged in full day learning activities majorly through sports or other indoor or outdoor activities

## HZL Locations for NEEM Training

Following is the list of HZL locations including Industry type where trainees can be deployed for NEEM training at discretion of the HZL program Co-ordinator implemented by Teamlease:

Industry type	Location/Unit
<p>Manufacturing – Mining, Mineral Processing, Smelting, Power</p>	<p><b>Smelters &amp; Power:</b></p> <p>CLZS, Chittorgarh (and Power Plant)</p> <p>ZSD/CRDL Debari</p> <p>DSC, Dariba (and Power Plant)</p> <p>PMP, Pantnagar</p>
	<p><b>Mining &amp; Mineral Processing</b></p> <p>RAUG, Agucha</p> <p>Kayad, Near Ajmer</p> <p>Zawar Mines, Zawar (and Power Plant)</p> <p>RDM, Dariba, Rajsamand</p> <p>SKM, Dariba, Rajsamand</p>

**Note:**

For inclusive growth and more opportunities for learning, HZL/Teamlease at their own discretion can rotate any NEEM Trainee, at any of the location during the 3 years training period without assigning any reasons thereof.

# Code of Conduct

The Code of Conduct for students shall include

1. Observance of good conduct and orderly behaviour within or outside the campus.
2. Emulating healthy traditions of the training centre and to be responsible trainees of the training centre.

**Note: During 15 days residential training program, no trainee would be allowed to leave the campus for any cause.**

- All the meals and evening tea are served in the mess. Dining in mess hall is compulsory. Neither food nor mess utensils are to be taken inside the hostel rooms.
- The meals and evening tea timings are fixed. The timings have to be followed strictly. Following are the timings for Breakfast, Lunch, Evening Tea and Dinner:
  - i. Breakfast: 07:30 am – 08:30 am
  - ii. Tea at LT: 11:00 am
  - iii. Lunch: 01:00 pm – 02:00 pm
  - iv. Tea at LT: 03:30 pm
  - v. Dinner: 07:30 pm – 09:00 pm

Any act of misconduct committed by a trainee inside or outside the campus which is formally reported shall be construed as violation of discipline.

Violation of discipline shall include:

## A) **Misconduct in the Classroom**

1. Creating disturbance and not maintaining classroom decorum.
2. Disobeying instructions of the trainer.
3. Rude behaviour with the trainer.
4. Inattentiveness in the class, Irregularity in attendance or indifference towards work assigned.
5. Use of Mobile phone inside the classroom.
6. Damaging institute property e.g. presentation systems, screens, speakers etc.
7. Attempting 'Proxy' in attendance.
8. Instigating/involvement in mass bunks/Boycott of examination, Assignment or Plant visit/training.

## B) Acts of Indiscipline

1. Violating the prescribed dress.
2. Disobedience or non-compliance of instructions while on off campus activities like Mines visits.
3. Damaging or defacing property at hostel/campus or property of employees or other trainee of the institute.
4. Pasting of posters, pamphlets or writing on walls or disfiguring property at hostel/campus.
5. Engaging in any attempt at wrongful confinement of the campus staff/employee or student inside or outside the campus.
6. Use of abusive and derogatory slogans or incitement of violence or any act calculated to further the same.
7. Ragging in any form inside or outside the Hostel/campus is strictly prohibited. Ragging is cognizable offence and means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or threat or intimidation or outrage of modesty or injury to a trainee. Act amounting to ragging could be:
  - i. Teasing, embarrassing and humiliating.
  - ii. Assaulting or using criminal force or criminal intimidation
  - iii. Wrongfully restraining or confining or causing hurt.
  - iv. Causing grievous hurt, kidnapping or committing unnatural offence or abetting suicide.
  - v. Indulging in acts of violence, threat. Intimidation or assault or harassment or theft towards fellow trainees, employees of the training centre within or outside the Hostel/campus.
8. Smoking in Hostel/Campus/Plant Site.
9. Consuming or possessing alcoholic drinks, drugs and intoxicants in the Hostel/campus/Plant Site where trainees may be residing.
10. Indulging in the acts of gambling in the Hostel/Campus/Plant site where trainees are residing.
11. Possessing or using any weapon such as knives, chain ticks, sticks, explosives or fire arms in the Hostel/Campus/Plant site.
12. Creating disturbance through spread of communal, caste or religious feelings or creating disharmony among trainees within or outside the campus.
13. Involvement in dharna, protest, agitation, protest march on or off Hostel/campus/Plant Site.
14. Holding meetings, organizing functions within the Hostel/campus/Plant site without taking permission in writing from appropriate authority.

## Discipline

1. All trainees admitted to the program are expected to fulfil all academic requirements, as well as follow all the rules and regulations related to the programs and life on campus and plant as instructed from time to time by trainer/manager/guide/specific representative. They must observe the rules and maintain decorum in behaviour while on Institute class room, campus & during fieldwork, and practical training. Misbehaviour and violation of rules will attract immediate disciplinary action in the form of suspension/discontinuation from the program or suspension/cancellation of registration as a trainee for the program.
2. The officials, has the power to award punishments, discontinuation from program, and suspension or revocation of registration as a trainee, for non-observance of rules and regulations.
3. All candidates are required to follow safety norms set all the time outside and HZL Plant locations/travelling or otherwise. They are also required to keep the workplace/hostel clean and tidy. Non adherence to such good habits shall attract suitable action as misconduct.
4. In all acts of unaccepted behaviour by a trainee or group of trainee, the decision of TeamLease/HZL shall be final and binding to the trainee.

## Life Saving Rules

1. Do not override & interfere with any Safety features /devices.
2. Follow permit to work system.
3. Immediately report all incidents.
4. Always fasten seat belt while travelling
5. No person shall enter the plant under the influence of alcohol or drugs of abuse.
6. Mandatory and Job specific PPE's must be used.

## WHY – Life saving Rules

- Life Saving Rules reinforces what Employees/Contract workforce and contractors must know and do for achieving “Zero harm” at workplace
- Inculcate the culture of Safety beyond work place
- Safeguard environment and processes
- Promotes Safety as core value
- Follow regulations and law of the land
- Safety gets demonstrated in your behavior & actions

# PARTNERS



[www.hzlindia.com](http://www.hzlindia.com)