

SPECIAL RECRUITMENT DRIVE FOR SC & ST CATEGORY

Advt. No. HAL/HD/HR/2016/01

Hindustan Aeronautics Ltd (HAL), a Navratna Central Public Sector Undertaking, is a premier Aeronautical Industry of South East Asia, with 20 Production / Overhaul / Service Divisions and 10 co-located R&D Centres spread across the Country. HAL's spectrum of expertise encompasses hi-tech programmes involving a number of state-of-the-art technology, design, development, manufacture, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.

The Company invites Applications from eligible candidates in **SC and ST Category** in the prescribed proforma for the following posts in Non-Executive cadre, for its Helicopter Division and Corporate Office, located at Bangalore (Karnataka);

i	Post	Admin/Commercial/Accounts Trainee (Channel D) (Scale 6) [Scale of Pay :: Rs.11050-28970]
	Post Code	HD012016 for SC & HD022016 for ST
	No. of Posts	SC-02 & ST-04
	Upper age limit as on 30.04.2016	33 years
	Qualification	<p>Full Time MA/ M.Sc/ M.Com (2 years after 10+2+3) with relevant Certificate of Proficiency in Typing , Stenography, PC Operations etc. of minimum 3 months, (the duration needs to be continuous) as the case may be. In respect of candidates possessing the qualification of Degree in Computer Science or Degree in Computer Application, Certificate of proficiency on PC Operations is not required.</p> <p style="text-align: center;">OR</p> <p>Full time Bachelor Degree (03 years after 10+2) + Full Time Diploma in Commercial and Computer Practice / Diploma in Commercial Practice / Diploma in Secretarial Practice acquired from the State Board of Technical Education.</p>

Selection Procedure	Eligible candidates shortlisted based on the initial screening will be selected ONLY through Written Test based on the Marks Scored by them in the Written Test in the order of Merit followed by Document Verification in terms of Educational Qualification, Caste Certificate etc.
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PAY SCALE & REMUNERATION:

Selected Candidates will be appointed as a Trainee initially for a period of one year. During the training period, Trainees will be paid Emoluments as admissible to them. The approximate Emoluments payable (per month) will consist of the following components:

Post	Basic Pay	Differential Personal Pay
Admin/Commercial/ Accounts Trainee (Channel D) (Scale 6)	11050/-	5770/-

(Amount in Rs. p.m.)

In addition to the above, Trainees are eligible for applicable Dearness Allowance (revised quarterly); applicable Accommodation Allowance at the rate of HRA payable in the respective station (payable only in cases where Company Accommodation/ Hostel is not provided); Canteen Allowance/ Meal Vouchers @ Rs. 2500/- p.m; Leave and Medical facilities.

On successful completion of the training, the Trainees will be absorbed in the regular Scales as indicated against the respective posts.

QUALIFICATION:

Candidates possessing the Qualifying Degrees through Regular/ Full-Time courses will only be considered. Candidates possessing Part Time / Correspondence / Distance Education / E-learning **will not be eligible** to apply.

In order to apply for the post, candidate should have secured minimum of 50 % marks in the aggregate of all the Semesters/Years or corresponding CGPA Ratings/Gradations in the qualifying examinations.

Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the Application Format as per norms adopted by the University / Institute. A Certificate to this effect from the respective University / Institute should be submitted at the Time of Document Verification.

Candidates possessing higher qualifications than the required qualification indicated in the Advertisement / Notification against the respective post need not

apply. Candidature of Personnel who possess higher qualifications, than the required qualification indicated in the Advertisement / Notification and who apply for the post, will be rejected.

All the Qualifications possessed by the candidates as also Qualifications / Course being pursued by them at the time of submitting the Application for employment, are to be clearly indicated in the Application. In other words, all the Qualifications already possessed and Qualifications /Courses which are being pursued / currently undergoing are to be indicated in the Application while submitting the same for notified posts in HAL.

UPPER AGE LIMIT & AGE RELAXATION:

The Upper age limit in respect of PWDs will be relaxed by 10 years over and above the prescribed upper age limit.

The Upper Age Limit is relaxable for candidates with **relevant** Post Qualification Experience, to a maximum extent of 7 years for all the posts in Non – Executive cadre, as mentioned above. Relaxation in age would be one year for every completed year of relevant Post Qualification Experience over and above the maximum age limit indicated above.

Upper age limit will be relaxable to the extent of period of Apprenticeship Training for which the apprentice had undergone training in line with Apprenticeship Act in case of Ex-apprentice trainees.

Upper Age Limit is relaxable by 5 years in respect of the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01.01.1980 to 31.12.1989.

The maximum Age with all the relaxations should not exceed 56 years as on 30.04.16.

SELECTION & PLACEMENT:

Medical Examination: The provisionally shortlisted candidates will be called for Written Test. Candidates provisionally selected by HAL after document verification will have to undergo a Pre-Employment Medical Exam before joining HAL. Applicants should meet the Medical standards as prescribed by the Company. Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the Medical Standards of the Company. No relaxation in Health Standards will be allowed. The Pre-Employment Medical Standards prescribed by HAL are enclosed.

Selection of candidates in the Written Test is provisional and is subject to Document Verification as indicated above in terms of Age, prescribed Educational Qualification, Caste, Experience, Disability (wherever applicable) etc.

Appointment of selected Candidates is subject to verification of Caste and Character & Antecedents from the concerned Authorities, as per the Rules of the Company.

Selected candidates can be posted to any Division / R&D Centers / Office of the Company. The candidates will not be allowed to seek / apply for transfer to any other Division / Location of the Company for initial three years of service.

HOW TO APPLY :

Eligible and interested candidates are required to log-in to **HAL Website** (www.hal-india.com) and submit the filled-in application online and upload the necessary Certificates / documents.

If the information/ Certificates furnished by the candidate in any part/ stage is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/ appointment will be considered as revoked / terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.

The **last date for applying online** is **30th April 2016**.

GENERAL CONDITIONS:

Only Indian Nationals are eligible to apply.

Candidates belonging to SC/ST Category only are eligible to apply. Candidates are required to produce valid Caste Certificate issued by the Competent Authority at the time of Document Verification. The Date, Time & venue for Document Verification will be intimated to the candidates who are provisionally selected in the Written Test via email (in the email id provided in the Application Format by the candidate). The same will also be hosted on the HAL Website (www.hal-india.com);

Age and experience will be reckoned as on **30.4.16**

All qualifications should be from Indian Universities/ Institutes recognized by appropriate statutory Authorities in the Country.

Candidates will be required to submit all relevant certificates/ testimonials (original along with one set of self attested photocopies) in support of Age, Technical/ Educational Qualifications, Caste, Disability, Experience (wherever applicable), passport size photograph etc., at the time of Document Verification. Furnishing wrong / incorrect information or suppression of relevant information will lead to rejection of candidature and the application will be out-rightly rejected.

Date, Time & venue for the Written Test will be intimated to the shortlisted / eligible candidates via email (in the email id provided in the Application Format by the candidate). The same will also be hosted on the HAL Website (www.hal-india.com);

Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Written Test / Document Verification / Selection and Appointment.

HAL reserves the right to cancel/ restrict/ enlarge/ modify/ alter the Advertisement / Recruitment process and / or the Selection Process thereunder, without issuing any further notice whatsoever. The number of vacancies can be modified as per discretion of the Management.

The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of Selection, conduct of Written Test, Verification of Documents etc. will be final and binding on candidates.

Admission to the Written Test will be purely provisional without verification of Age, qualification, SC/ST category etc. of the candidates.

Selected Candidates in the Written Test who are employed in Central/ State Government / Semi-Government / Public Sector Undertakings etc. (including candidates engaged on Contract basis) should produce No Objection Certificate (NOC) at the time of Document Verification failing which they will not be issued with the Provisional Offer of Appointment and will not be eligible for payment of Travelling Allowance.

These vacancies are identified to be filled up by external candidate only, through Direct Recruitment. Therefore, Applications of internal candidates, if any, will not be considered.

Candidates should clearly mention all the details sought in the Application Format. In case of no clarity/ discrepancy in the information provided, Application will be summarily rejected. No communication will be sent to the candidates.

While applying for the post the applicant should ensure that he/she fulfills all the eligibility criteria and other norms as mentioned above as on the specified dates and that the particulars furnished by him/ her are correct in all respect.

All correspondences to the candidates will be made via e – mail on the e – mail id provided by the candidate in the application Format. No other mode of communication will be adopted.

Any sort of canvassing or Influencing of the Officers related to Recruitment / Selection process would result in immediate disqualification of the candidates.

Court of jurisdiction for any dispute/ cause will be at Bangalore.

In case of any particular query is not covered above, the candidates can write to HAL at recruitment@hal-india.com only. No other method of Communication will be entertained.

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