



HINDUSTAN AERONAUTICS LIMITED
AIRCRAFT DIVISION, NASHIK
OJHAR TOWNSHIP (POST)
NASHIK- 422207
Ph: 02550-275840/41/42 Extn: 2955

HR/E/09/2016

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Hindustan Aeronautics Limited (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 Centers spread across the country. HAL's Spectrum of expertise encompasses 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.

Aircraft Division, Nasik is an Independent profit centre and is currently engaged in the manufacturing and overhaul of SU-30 MKI aircraft under license and in mid-life upgrade and modification of various types of Russian origin aircraft, Design & Development support to SU-30MKI series Aircraft and its systems.

HAL Aircraft Overhaul Division, Nasik is inviting applications for interested and eligible candidates for engagement at ATC and Aerodrome on Contract Basis. The details of the requirement are as below:

NUMBER OF POSTS, GRADE & RESERVATIONS

Sl. No	Post Code	Name of the Post and discipline	Grade *	No. of Posts& reservations
1	AD-G1-001	Chief Manager(Aerodrome)	VI	1(UR)
2	AD-G1-002	Sr. Manager(Aerodrome)	V	
3	AD- G1-003	Manager(Aerodrome)	IV	
4	AD- G1-004	Dy.Manager(Aerodrome)	III	2 (UR)
5	AD- G1-005	Officer(Aerodrome)	II	
6	AD- G1-006	Asst.Officer(Aerodrome)	I	
7	AD- G1-007	Sr.Manager(Meteorology)	V	1(UR)
8	AD- G1-008	Manager(Meteorology)	IV	

**Grade in which the candidate will be inducted would be decided based on the Post Qualification Experience*

QUALIFICATION REQUIREMENTS

Post name	Qualification and Other requirements
Chief Manager (Aerodrome)/Senior Manager(Aerodrome)/ Manager(Aerodrome)	<p>i) The candidate should possess full time regular Degree in Engineering / Technology or its equivalent OR Degree/PG Degree in Arts/Science/Commerce.</p> <p>AND</p> <p>ii) The candidate should have ratings as follows:</p> <p style="margin-left: 20px;">a) Aerodrome & Procedure Control</p> <p style="margin-left: 20px;">b) Surveillance and Precision Approach Radar.</p> <p>iii) Basic Air Traffic Controllers Course (Air Traffic Management & Air Laws) from IAF/Airport Authority of India training Institute or its equivalent course from any recognized University and Radar Controller Course or equivalent.</p>
Sr.Manager(Meteorology)/ Manager(Meteorology)	<p>Post Graduate Degree in any stream (Science/ Mathematics/ Statistics/Geography/Computer Applications/Environmental Science/ Applied Physics/Oceanography/Meteorology/ Agricultural Meteorology/Ecology & Environment/Geo-physics/ Environmental Biology), provided Maths and Physics were studied at Graduation level or BE/B. Tech in any discipline.</p> <p style="text-align: center;">AND</p> <p>Must have done MET Forecasters course or its equivalent from a recognized university.</p>
Dy.Manager(Aerodrome)/ Officer(Aerodrome)/ Asst.Officer (Aerodrome)	<p>i) The candidate should possess full time regular Degree in Engineering / Technology or its equivalent in disciplines of Electronics / Telecommunication / Information Technology with minimum 60% marks, in the aggregate, of all the Semesters / Years or corresponding CGPA Ratings / Gradations in their qualifying examination.</p> <p>(OR)</p> <p>A valid Degree /Diploma in Engineering or its equivalent or Degree / PG Degree in Arts/Science/Commerce with Basic Air Traffic Controllers Course (Air Traffic Management & Air Laws) from IAF / Airport Authority of India training Institute or its equivalent course from any recognized University;</p> <p>AND</p> <p>ii) The candidate should have proficiency in spoken & written English.</p> <p>Desirable: The candidate should have been assessed level 4 or above in English proficiency by DGCA approved Examiner.</p>

POST QUALIFICATION EXPERIENCE REQUIREMENTS

Post Code	Post Name	Minimum Experience Required
AD-G1-001	Chief Manager(Aerodrome)	<p>Minimum 13 years of relevant post qualification experience.</p> <p>Desirable:</p> <p>The applicant should have held an appointment as Senior Air Traffic Control Officer at a Flying station of any Military Airbase or have commanded an Air Traffic Squadron/Ground Control Approach for minimum one year or should have been a watch supervising Officer for more than one year at any Airport of Airport Authority of India (AAI).</p>

AD-G1-002	Sr. Manager(Aerodrome)	Minimum 10 years of relevant post qualification experience
AD- G1-003	Manager(Aerodrome)	Minimum 7 years of relevant post qualification experience.
AD- G1-004	Dy. Manager(Aerodrome)	Minimum 04 years of relevant post qualification experience.
AD- G1-005	Officer(Aerodrome)	Minimum 03 years of relevant post qualification experience.
AD- G1-006	Asst.Officer(Aerodrome)	Nil
AD- G1-007	Sr.Manager (Meteorology)	Minimum 10 years of relevant post qualification experience of which the applicant must have worked for minimum period of five years in weather forecasting of Meteorology Dept. in flying station of IAF/NAVY/Civil Airport operating scheduled flights. Desirable: The applicant has at least 01 year experience of heading a MET section/establishment at a flying station of IAF/Navy or at a Civil Airport.
AD- G1-008	Manager(Meteorology)	Minimum 7 years of relevant post qualification experience of which the applicant must have worked for minimum period of five years in weather forecasting of Meteorology Dept. in flying station of IAF/NAVY/Civil Airport operating scheduled flights. Desirable: It is desirable that the applicant has at least 01 year experience of heading a MET section/establishment at a flying station of IAF/Navy or at a Civil Airport

Applicants serving in Government/Public Sector, Semi-Government Organizations are required to possess a minimum of Three year of experience in the next below grade or its equivalent post.

- Ex-Serviceman in the rank of Flight Lieutenant or similar rank in other armed forces are eligible to apply for the post in Grade-III.
- Ex-Servicemen in the rank of Sqn. Ldr. or similar rank in other armed forces are eligible to apply for the post in Grade-IV.
- Ex-Servicemen in the rank of Wing Cdr. with less than 3 years' experience or similar rank in armed forces are eligible to apply for the post in Grade-V.
- Ex-Servicemen in the rank of Wing Cdr. with 3 years or more experience or similar rank in armed forces are eligible to apply for the post in Grade-VI.

AGE LIMIT AND RELAXATIONS

Sl. No	Name of the Post	Maximum Age Limit as on .12.2016
1	Chief Manager(Aerodrome)	48
2	Sr.Manager (Aerodrome)/Sr. Manager (MET)	45
3	Manager(Met)/ Manager(Aerodrome)	
4	Dy. Manager(Aerodrome)	

5	Officer(Aerodrome)	35
6	Asst.Officer(Aerodrome)	

- Age, Qualification & Experience will be counted as on 31.12.2016.
- Relaxation in the upper age limit upto 5 years to candidates who had domiciled in the State of Jammu & Kashmir during the period 1.1.1980 to 31.12.1989.
- Ex-serviceman who has put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment / employment by more than 3 years, he is deemed to satisfy the condition regarding the age limit.
- Upper age limit with all relaxations for Ex-servicemen candidates shall not exceed 55 Years.

SCALE OF PAY,BENEFITS AND ALLOWANCES

Name of the Post	Grade	Scale of Pay (Rs)
Chief Manager	VI	32900-58000
Senior Manager	V	29100-54500
Manager	IV	24900-50500
Deputy Manager	III	20600-46500
Officer	II	16400-40500
Asst. Officer	I	12600-32500

The candidates will be eligible for Basic Pay, Dearness Allowance, other Perks & Allowances, House Rent Allowance (If company accommodation is not provided), Performance Related Pay, Leave, Medical Facilities, Provident Fund, Gratuity etc. as per Company rules.

The Place of Posting for the above posts is Nashik. However the selected Candidates may be transferred / appointed to any other Divisions / Offices across the Country at Management's discretion.

JOB SPECIFICATIONS/JOB DESCRIPTIONS

Name of the Post and discipline	Job Specifications/Job Descriptions/Experience Requirements
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<p>Chief Manager (Aerodrome)/ Sr.Manager(Aerodrome)/ Manager(Aerodrome)</p>	<p>i) To provide ATC services to all scheduled or non-scheduled aircraft whenever required and ensure safe flying environment for Test Flying, Visiting and Transit Aircraft.</p> <p>ii) Flight co-ordination with Mumbai for visiting Fighter/Transport/Cargo/Chartered Aircraft.</p> <p>iii) Alerting services for all types of traffic initiated by Ozhar ATC in case of emergency.</p> <p>iv) Runway maintenance and Airfield maintenance for safe conduct of flying.</p> <p>v) To ensure the compliance of various statutory, quality, safety and Environment provisions as laid down in relevant DGCA rules.</p>
<p>Sr.Manager(Meteorology)/ Manager(Meteorology)</p>	<p>i) To ensure smooth functioning of Met Section by suitably utilizing and deploying the Met personnel.</p> <p>ii) Adequately brief aircrew regarding current and forecasted weather conditions for safe aircraft operations.</p> <p>iii) Ensure Met services are provided to all types of air traffic, scheduled or non-scheduled whenever required.</p> <p>iv) Ensure timely dissemination of accurate necessary Met data such as METAR, SPECI and Weather Warnings to all concerned agencies.</p> <p>v) Carry out procurement, installation, commissioning and maintenance of Met equipment.</p> <p>vi) It is desirable that applicant should be conversant with (IAP 3202, IAP 3202 & ICAO Annex 3).</p>
<p>Dy.Manager(Aerodrome)/ Officer(Aerodrome)/ Asst. Officer(Aerodrome)</p>	<p>i) To provide ATC Services to all scheduled or non-scheduled aircraft whenever required and ensure safe flying environment for Test Flying, Visiting and transit Aircraft.</p> <p>ii) Flight co-ordination with Mumbai for visiting Fighter/Transport/ Cargo/Chartered Aircraft.</p> <p>iii) Alerting services for all types of traffic initiated by Ozar ATC in case of emergency.</p> <p>iv) Runway maintenance & Airfield Maintenance for Safe Conduct of flying.</p> <p>v) To ensure the compliance of various Statutory Quality, Safety and environment Provisions as laid down in relevant DGCA Rules.</p>

HEALTH

Applicant should be of sound health and should meet the medical standards prescribed by the company. Appointment of selected candidates will be 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 is allowed. The opinion of the company's Medical Officer in this regard shall be final.

TENURE OF ENGAGEMENT

The engagement will be purely on Contract Basis for an initial period of two years, which may be renewed for one more year based on the requirement and performance of the personnel. There will be no provision for regularization/absorption.

APPLICATION FEE

The application fee is Rs. 500/-, which is non-refundable (exempted in case of SC/ST/Ex-Servicemen candidates). The application fee is to be sent in the form of crossed Demand Draft drawn in Favor of **Hindustan Aeronautics Limited Payable at State Bank of India, Ojhar Township (SBI Branch Code : 1196)**. Application fee will not be refunded under any circumstances, even if the candidate is ineligible at the time of applying or rejection of application etc. Therefore before forwarding the application, candidates are required to ensure that they meet the eligibility criteria mentioned for the post.

HOW TO APPLY

Interested and Eligible candidates may send their applications, duly filled, in the prescribed format as at Annexure-I along with the Demand Draft, certificates / documents (Self-attested Photocopies) in proof of Age, Qualification, Experience, Training, Caste (SC/ST/OBC certificate in the prescribed format), Ex-servicemen discharge book (As applicable), etc by ordinary post so as to reach us on or before **18th January 2017** to **Senior Manager (Human Resources), Hindustan Aeronautics Limited, Aircraft Division, Nasik Ojhar Township Post Office, Tal- Niphad, Dist. Nasik – 422207**. The candidate is required to write his / her name and the post applied for on the reverse side of Demand Draft, which should be forwarded, subscribing on the envelop, in bold, the post applied for, discipline and advertisement Number

Candidates are required to possess a valid E-mail ID, so that intimation regarding interview can be sent. HAL will not be responsible for bouncing of any E-MAIL sent to the candidates by E-Mail. However, from time to time necessary information will be hosted on HAL Web site

SELECTION PROCESS

Post Name and Discipline	Selection Procedure
Asst.Officer(Aerodrome)	<p>For the post of Asst.Officer (Aerodrome), selection will be made through Written Test only. The Written test will be conducted at Nasik only.</p> <p>The Written Test will be of Objective type and 2 ½ hours duration. The Test will be in 3 parts. Part I will consist of 20 questions on General Awareness. Part II will consist of 40 questions on English & Reasoning. Part III will consist of 100 questions on the concerned Discipline. No negative Marks.</p> <p>The candidates who will be shortlisted for Written Test will be required to bring the Certificates / Documents (Original and attested Photocopies) in proof of Age, Qualification, Experience, Caste, Training, Disability (As applicable), Ex-Servicemen discharge book (As applicable) etc and passport size photographs at the time of Written Test.</p>

<p>Chief Manager (Aerodrome) / Sr. Manager(Aerodrome)/ Manager(Aerodrome)/ Sr. Manager(Meteorology) / Manager(Meteorology / Dy. Manager(Aerodrome)/ Officer(Aerodrome)</p>	<p>The selection for the Posts will be done through Personal Interview only. The eligible candidates will be called for Personal Interview at HAL, Nasik. For short-listing the candidates for Interview, the candidates possessing more relevant experience will be considered first. In case of tie in the relevant experience also then the candidates who secure more marks in the qualifying examination will be considered first. In case marks are also same, senior in age will be considered first. The call letter for interview will be sent by the Post / E-mail provided by the candidates. Candidates will be paid travelling allowance as per the rules of the company for attending the interview.</p>
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GENERAL CONDITIONS

- Only Indian Nationals need apply.
- Age and Experience are to be calculated as on 31.12.2016.
- Candidates possessing Regular / full time qualifications prescribed above are only eligible to apply. In other words, the qualifications acquired through part time / correspondence / Distance Education / E-learning courses are not eligible to apply.
- The total maximum marks and total marks obtained for all semesters / years will be summed up to arrive at the aggregate percentage. No rounding off will be done. No weightage will be given to any particular semester or year. Candidates must indicate the aggregate marks (of all semesters / years put together)
- Mere submission of application will not entail right for claiming employment.
- Applicants serving in Government/Public Sector, Semi-Government Organizations should submit the application through proper channel / produce “No Objection Certificate” at the time of interview, failing which the candidate will not be allowed for interview under any circumstance.
- Candidates who have Work Experience in Private Sector Company /Organization should produce their experience certificate in the letter head of the Company/ Organization in which they have worked. The letter head of the Company/ Organization should contain the details of the Company.
- **Contract Experience:**
 - a. Experience possessed by candidates engaged on Contract basis directly by PSUs/Central/State Governments concerned shall be considered as experience for the purpose of selection. In that case, Experience Certificate is to be produced from such PSUs/Central/State Governments, etc, indicating the contract engagement. As regards No Objection Certificate, the same needs to be in line with the Terms & Conditions of contract engagement and Rules applicable for such contract engagement in the concerned Organization.
 - b. Experience possessed by candidates in Private Organizations on Contract basis shall be considered as experience, subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc
 - c. Experience possessed by candidates engaged on Contract basis through Contractors by PSUs/Central/State Governments will not be considered as experience since the engagement is not direct.
 - d. The contract experience possessed by candidates as at (a) & (b) above will be considered as Experience for the purpose of selection only if the experience is in Executive cadre of the concerned PSUs/Central/State/Private Organizations.
- Appointment of selected candidates is subject verification of Caste, Character and Antecedents from the concerned Authorities as per the rules of the company.
- The above requirement is tentative and the same may increase or decrease depending on the actual requirement. HAL reserves the right to Modify / alter / restrict / enlarge / cancel the recruitment process, if need so arises without issuing any further notice or assigning any

further notice/any reasons thereafter. The decision of the Management will be final and no appeal will be entertained against this issue.

- Before applying, the candidates should satisfy themselves regarding eligibility criteria desired for the post. The candidates should also ensure that the particulars furnished by him/her in the application are correct in all respect. The details entered in the specific column will be taken as final. In case it is detected at any stage of recruitment that the candidate does not fulfil the eligibility criteria or he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her services are liable to be terminated.
- Candidates are requested to mention their name & Mobile Number on the back side of the Demand Draft.
- The company does not take any responsibility for any delay in receiving the application forms or loss in postal transit.
- The vacancies Identified are to be filled by external candidates only, through direct recruitment.
- Applications not in accordance with the prescribed form or incomplete/unsigned form or without attested copies of certificates mentioned above shall not be considered. No applications / resumes will be accepted by Email.
- Applications received after due date will not be entertained.
- Canvassing in any form will lead to disqualification.
- In case of any difficulty or for any queries regarding the filling of applications, contact us at 02550-282154/02550-272545/02250-271964/ or email us at admin.nsk@hal-india.com



HINDUSTAN AERONAUTICS LIMITED

AIRCRAFT DIVISION, NASIK

Annexure-I

Please Affix a Self
Attested recent
Passport Size
Photograph

Application for the post of _____

Advt.No. _____ Dated. _____

(Please fill the Application Format in Capital Letters)

- Please Furnish Full & Detailed information under each Item and Enclose Xerox Copies of Certificates / testimonials
- Suppression of any relevant information or incomplete information will entail disqualification for appointment

1	NAME in BLOCK LETTERS(As it appeared in SSLC/SSC Certificate)	
2	Gender	Male / Female
3	Father's Name	
4	Mother's Name	
5	Date of Birth (DD/MM/YYYY format) Age as on 01.12.2016/...../..... Years Months..... Days
6	State of Domicile& Nationality	
7	Permanent Address Dist: _____ Pin: _____	Address for Communication (All future Communication will be made on this Address Only) Dist: _____ Pin: _____
8	Nearest Railway Station	
9	Religion (Circle the religion)	Hindu / Muslim / Sikh / Christian / Neo Budhist / Zoroastrian / Others
10	Were you domicile of J&K during the Period from 1.1.1980 to 31.12.1989? if so, please enclose the proof	YES/NO
11	Circle the Category (Enclose copy of the certificate in case of SC/ST/OBC)	SC / ST / OBC / GEN Caste: _____ Sub Caste: _____ Non-Creamy Layer: Yes/No

12	Are You a person with Disability? If so, Mention category (Enclose copy of Certificate) (Circle the Appropriate)	YES / NO (If yes – VH / HH / OH)			
13	Are You an Ex-Servicemen (Circle the Appropriate)	YES / NO No. of years of Exp in the Services: _____ Rank at the time of retirement : _____ Last Basic Pay drawn & Pay Scale: _____ No. of Yrs of Exp in the Last Rank: _____ Yrs. _____ Months Medical Category at the Time of Retirement: _____			
14	Have you been interviewed by HAL any time earlier? (If yes, please give the details of the post for which you have been interviewed as also date/year/venue) If Yes: Post Interviewed: Date of Interview: Venue of Interview:	Yes / No. (if yes pl. provide details of Post, Date of Interview, venue of Interview etc.) _____ _____ _____			
15	Are any of your close relatives working in HAL? If yes, provide details of Name, Designation, Division, etc.				
16	Phone / Mobile Number				
17	E-Mail ID				
18	Proficiency of Languages	Language	Read	Write	Speak
		Hindi			
		English			
		Marathi			
		Other (Pl. specify)			

19. Educational Qualifications (As per Advertised Criteria):

Degree	Branch	University	Class / Division	Total Marks Obtained	Total Marks of all semesters / years	Aggregate Percentage of Marks Obtained	Mode of Study	Year of Passing

(Note: Please read the general conditions of the advertisement and give full & Complete Information. Use separate Sheets if required)

20. Details of Training Undergone in the last 5 Years

Name of the Program	Institution/Organization	Duration of Training	
		From	To

21. Professional Experience in Chronological order (Starting from Recent / Present Experience)

Sl.No	Organization & Org. Type	Designation	Nature of Duties (Elaborate on a Separate sheet if need be)	Duration		No. of years / Months Completed	Gross pay & Reasons for leaving
				From Date	To Date		

(Note: Please read the general conditions of the advertisement and give full & Complete Information. Use separate Sheets if required)

22. Total Experience in No. of Years & Months: ____Years ____Months

23. No. of years of Post Professional Qualification Experience _____

24. Present Scale of Pay: _____ Basic pay _____ DA _____ Gross _____

25. How soon you can join if selected? _____

26. Details of Demand Draft

Name of Bank	DD Number	DD Date	Payable at	value

27. Pen picture of professional experience, achievements and significant contribution in the field, if any **(To be written / typed not exceeding 200 words on a separate sheet and enclosed to the application)**

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 is liable to be terminated without any notice.

Place:

Date:

Signature of the Candidate