



HINDUSTAN INSECTICIDES LTD
(A Govt. of India Enterprise)
(An ISO 9001 2008 Certified Company)
Head Office, SCOPE COMPLEX, CORE-6,
II-FLOOR, 7, LODHI ROAD, NEW DELHI-110003,
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Website :- www.hil.gov.in
E-mail- hq@hil.gov.in

Invite applications for the following posts: -

Sl No.	Name of Post	No. of posts	Pay-scale under IDA pattern	Place of posting	Age Limit
1.	Assistant Marketing Manager	02	Rs.20600-3%-46500 (Revised)	Pune & Bhubhaneswar	40
2.	Assistant Manager (Seed Production)	01	Rs.20600-3%-46500	Corporate Office, New Delhi	40
3.	Assistant Marketing Manager (Export / Import)	01	Rs.20600-3%-46500	Corporate Office, New Delhi	40

Application Forms and other details can be down loaded from our website www.hil.gov.in and submitted by post on or before **13.06.2016**.

Qualification & Experience: -

- 1. Assistant Marketing Manager at Pune & Bhubhaneswar:** - "Degree in Agriculture / Science from recognized University with 05 years post qualification experience in Marketing / Sales Promotion of Agriculture inputs preferably Pesticides in responsible position.
- 2. Assistant Manager (Seed Production):** - B.Sc. (Agri.) from recognized University with 05 years post qualification experience in seed production in Public / Private Seed Company in responsible position.
- 3. Assistant Marketing Manager (Export / Import):** - Post Graduate Degree / Diploma in Export / Import Management / two years fulltime MBA / PGDBM from recognized institution with specialization in export and import / foreign trade / International Business Development / International Mktg. with 05 years post qualification experience of import and export in responsible position.

General Conditions/terms for the post:

4. Person with Disabilities (PWD)

Only such person, who suffer from not less than 40% of relevant Disability Are eligible to be considered under PWD as per “the Person With Disabilities (Equal Opportunities, Protection Of Right & Full Participation) Act-1995.”

5. Selection Process:

a. The selection for the above mentioned posts will be by way of personal Interview.

b. Verification of Original Document:

All original document such as degree certificate, proof of date of birth, caste certificate etc. will be checked at the time of interview. The list of document accepted in support of the same is given below for reference of the candidates. However, this list is not exhaustive and candidate may be required to produce other relevant documents on case to case basic in support of his/ her candidature. Non-production of original documents will debar the candidate from appearing for the interview and no Travelling Allowance will be reimbursed to such candidates.

(i) Date of Birth (DOB) Proof:

- (1) Xth Std. Passing Certificate indicating DOB
OR
- (2) School Leaving Certificate
OR
- (3) Birth Certificate

(ii) Qualification

- (1) Marksheets indicating date of declaration of result.
- (2) Final Degree Certificate
- (3) Provisional passing certificate (in case Final Degree Certificate is not available)

(iii) Experience

(1) Past Employee:

- Experience letter indicating the date of joining as well a relieving

(2) Current Employment (All of the following)

- Proof of date of joining- Appointment letter issued after joining.
- Pay slip for the month of June 2016 (to be submitted at the time of interview)
- Identity Card issued by current employer.

Please note that experience as Apprentice Trainee under Apprentice Act will be considered.

- (iv) If working in private Sector(Proof of turnover):
The applicants working in private sector should have “Two years experience in a company where the annual turnover is in excess of Rs. 100 Cr. In any one of the last two financial years.
- (v) IF working in Govt./PSU:- NO Objection Certificate (If application not forwarded thorough proper channel) and a document indicating the current pay scale and date since working in the said pay scale.
- (vi) Salary Details:
 - (1)For Govt./PSU: Document indicating the current pay scale.
 - (2)For Private: CTC Breakup certified by employer clearly indicating the monthly, annual components & benefits
- (vii) In case of PWD candidates Disability Certificate issued by the Competent Authority as per the Act.
- (viii) Candidates form Armed Force and presently in the last year of service need to submit certificate/ Letter of Competent Authority stating the last date service for availing the Age Relaxation applicable to Ex- servicemen.

c. Caste Certificate:

OBC (NCL) candidates must produce caste certificates, as per the format prescribed by the Government of India. Format of Non Creamy Layer certificate for OBC have been uploaded on HIL website under the head “Career-> Executive”. Non Creamy Layer Certificate for OBC shall be issued not more than 1 year before the last date of submission of application.

d. Offer of Appointment:

Candidates finally selected for the post will be offered appointment as per company policy in vogue. The selected candidate will be on probation for a period of 6 months and shall be confirmed in the post on successful completion of the probationary period. Performance of the selected candidate shall; be reviewed periodically with reference to the tasks assigned to him/ her from time to time.

g. Candidates must qualify through each stage of selection process successfully before being adjusted as suitable for selection.

6. **Eligibility of Candidates:**

From PSU/ Govt. Department/ Armed Forces

- (i) Candidates, who are employee in government/ Public Sector Undertaking, shall have to produce "No Objection Certificate" (NOC) from their presents employer at the time of interview: failing which the candidate shall not be allowed to appear for the interview.
- (ii) Candidates presently working with Govt./ PSUs in the same pay scale of pay below than the post applied for. Internal candidates should be working for 2 Year in one scale of pay below that of the post applied for. This shall not be applicable to candidates working in Govt. /PSUs in the same pay scale or above than the post applied for.

7. Besides Pay, VDA, usual benefits like HRA, Medical reimbursement, LTC, Gratuity, CPF, Leave Encashment, Canteen facility & Reimbursement for use of own conveyance etc. shall be payable as per rules of the Company.

Those who fulfils the prescribed norms may **submit their application invariably in the prescribed format by Speed Post/Courier/Registered Post (no other mode of dispatch is acceptable)** along with self attested copies of certificates, testimonials and recent passport size photograph, super scribing on the envelope the name of the post applied for and DD of Rs.500/-(Non Refundable) in favour of "**Hindustan Insecticides Limited**" (SC/ST/PWD candidates are exempted from the application fee) payable at New Delhi, **within 21 days** from the date of publication of this advertisement to the **Corporate Office, SCOPE Complex, Core-6, 2nd Floor, 7 Lodi Road, New Delhi. Phone No.: 011-24366907 / 24361019.**

All Candidates called for Interview shall be reimbursed 3 tier A/C Rail fare or equivalent for to and fro journey by shortest route provided the distance traveled is not less than 50 km on submission of Rail/Bus tickets.

Mere fulfilling the conditions does not make the candidate eligible to be called for an interview. HIL reserves the right to cancel the candidature of any candidate or entire process of the recruitment at its discretion. Any amendment/ modification/ alteration in the terms and condition with reference to this advt. shall be displayed on our Web-site.

APPLICATION FORMAT

ANNEXURE -I

For office use only
Application No.
Date of Receipt

(Space for
affixing recent
passport size
colour
photograph)

Post applied for : _____
Newspaper in which the advt. published & Date of Publication : _____

1. Name in full [IN BLOCK LETTERS] :
2. Date of birth & age :
3. Place of Birth :
4. Nationality :
5. Father's/Husband's Name :
6. Address for Corres. with Pin code [mention contact Tel./Mob. No./ e-mail id] :
7. Permanent Address :
8. Whether the applicant belongs to SC/ST/OBC/Ex-Servicemen/Persons with Disabilities. (Please specifically write **YES/NO**).
If **YES**, please write category to which you belong and attach a copy of certificate in the prescribed format issued by Competent Authority.
9. (i) Educational/Professional qualifications (beginning with SSC/SSLC examination) & [Diploma /Degree with University/Institution name must be written clearly] :

Qualification	Discipline/ Subject	Year of Passing	Board/ University/ Institution	Percentage of Marks	Rank/ Class

ii) Attested Xerox copies of all certificates to be enclosed.

10. Details of previous/present employment held, in chronological-order starting from present position to backwards

Post held	Period of service			Pay scale/ Salary drawn	Name/Place/ State of Organization	Nature of duties
	From (DD/MM/YY)	To (DD/MM/YY)	Duration in months			

11. Total Experience [as mentioned at Column 10] (YY/MM/DD)
12. Whether applied for any post in HIL earlier, if so, the details such as
Name of the Post
Date of Interview
Whether selected or not
13. The minimum time required to join the post, if selected
14. Any other additional relevant information including reference
15. Details of DD: DD No.: Date:
Rs. Drawn Branch:
16. a) Have you ever been detained in Police Custody or not?
If yes, give complete details of it
b) Whether you have been convicted by any Court of Law or not?
If yes, please give complete details thereto
c) Whether any criminal case is pending or contemplated against you
in any Court of Law or not? If yes, please give complete details thereto

DECLARATION:

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case I have given wrong information, or suppressed any material fact of factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances, which might impair my fitness for employment under Government.

Signature of candidate

Date: _____

Place: _____

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA**

1. This is to certify that _____ son of Shri _____ of village _____ District/Division _____ in the State of _____ belongs to the _____ community which is recognized as a backward class under:-

- i) Resolution No. 12011/68/93-B.C.C (c) dated the 10 Sep 1993. Published in the Gazette of India Extraordinary part 1 Section 1 No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-B.C.C dated 19th Oct 1994. Published in the Gazette of India Extraordinary part 1 Section 1 No. 163 dated 20th Oct, 1994.
- iii) Resolution No. 12011/7/95-B.C.C, dated the 24th May, 1995. Published in the Gazette of India Extraordinary part 1 Section 1 No. 88 dated 25th May, 1995.
- iv) Resolution No. 12011/96/94-B.C.C, dated 9th March, 1996.
- v) Resolution No. 12011/44/96-B.C.C, dated the 6th Dec, 1996. Published in the Gazette of India Extraordinary part 1 Section 1 No. 210 dated 11th Dec, 1996.
- vi) Resolution No. 12011/13/97-B.C.C, dated 3rd Dec 1997.
- vii) Resolution No. 12011/99/94-B.C.C, dated 11th Dec 1997.
- viii) Resolution No. 12011/68/98-B.C.C, dated 27th Oct 1999.
- ix) Resolution No. 12011/88/98-B.C.C, dated the 6th Dec, 1999. Published in the Gazette of India Extraordinary part 1 Section 1 No. 270 dated 6th Dec, 1999.
- x) Resolution No. 12011/36/99-B.C.C, dated the 4th Apr, 2000. Published in the Gazette of India Extraordinary part 1 Section 1 No. 71 dated 4th Apr, 2000.
- xi) Resolution No. 12011/44/99-B.C.C, dated the 21st Sep, 2000. Published in the Gazette of India Extraordinary part 1 Section 1 No. 210 dated 21st Sep, 2000.

2. Shri _____ and/or his family ordinary reside (s) in the District/Division _____ of the State _____.

3. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Govt. of India. Department of of personnel and Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993 which is modified vide Deptt. of Personnel and Training O.M. No. 36033/2/2004-Estt (Res) dated 09.03.2004.

Dated :

District Magistrate or
Deputy Commissioner etc

Seal

Note : (a) The term Ordinarily used here will have the same meaning as in Section 20 of the Representation of the people Act. 1950.

(b) The authorities competent to issue Caste Certificate are indicated below :

- (i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and /or his family resides.