



(HAL/KPT/ADVT. No. - 01/2015)

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 Centers spread across the Country. HAL's spectrum of expertise encompasses design, development, manufacture, repair, overhaul and upgrade of Aircrafts, Helicopters, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.

The Koraput Division, a unit of HAL's vast network, has the unique distinction of being one amongst the few Aero Engine manufacturers in the world.

Applications are invited from eligible candidates in the prescribed proforma fulfilling the requirement for the following posts at Hindustan Aeronautics Limited, Koraput Division in Sunabeda:-

Sl. No.	Name of the Posts	Grade	Number of Posts	Qualification	Post Qualification experience as on 1.5.2015	Reservation
01.	Sr. Medical Officer (Medicine)	III	1	MBBS + MD (General Medicine)	Nil	UR-2 OBC-2 SC-1 ST-1
02.	Sr. Medical Officer (OB &G)	III	1	MBBS + MD/MS (Obstetrics & Gynaecology)	Nil	
				MBBS + Diploma in Obstetrics & Gynaecology	1 Year	
03	Sr. Medical Officer (Anaesthesia)	III	1	MBBS + MD (Anaesthesiology)	Nil	
				MBBS + Diploma in Anesthesia	1 Year	
04	Sr. Medical Officer (Paediatrics)	III	1	MBBS + MD(Paediatrics)	Nil	
				MBBS + Diploma in Child Health	1 Year	
05	Sr. Medical Officer (Pathology)	III	1	MBBS + MD (Pathology)	Nil	
06	Sr. Medical Officer (ENT)	III	1	MBBS + MS (ENT)	Nil	
				MBBS + Diploma in Oto-Rhino-Laryngology	1 Year	
07	Medical Officer	II	2	MBBS	1 Year	UR-1, SC-1
08	Fire Officer	II	1	* mentioned in point no. 1.8	3 Years	ST-1
09	Safety Officer	II	1	* mentioned in point no. 1.9	2 Years	OBC-1

The above number of vacancies is tentative and may vary on review. In that eventuality the number of vacancies reserved for various categories may also undergo revision.

Reservation of the posts will be followed as per Government Guidelines.

Persons with Disabilities (PWD) suffering from – (i) blindness or low vision; (ii) hearing impairment; (iii) locomotor disability or cerebral palsy, as the case may be, suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation. The details of posts identified suitable for Persons with Disabilities (PWD) along with Physical Requirement and Instructions are mentioned below:-

Post	Physical Requirement	Categories of disabled suitable for Post	Instruction for PWD regarding vacancies
Sr. Medical Officer	S, ST, W, BN, MF, RW, SE, H, C	OA, OL	1 no of vacancy is kept reserved for PWD
Medical Officer	S, ST, W, BN, MF, RW, SE, H, C	OA, OL	Vacancy is not kept reserved for PWD
Fire Officer	-	This post is not identified suitable for PWD	N/A
Safety Officer	-	This post is not identified suitable for PWD	N/A

ABBREVIATIONS USED:

S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, OA=One Arm, OL=One Leg;

UR - Un Reserved, OBC (NCL) - Other Backward Class (Non Creamy Layer), SC - Scheduled Caste, ST - Scheduled Tribe, N/A – Not Applicable

Note : If the candidates claiming post-qualification experience in PSUs/Govt/Semi-Govt, they should possess prescribed minimum number of years of experience in the next below Grade or in the equivalent post as mentioned in HAL Advertisement. Equivalent Grade/Pay Scales are mentioned below:-

posts in HAL	IDA pay scales at HAL	Equivalent CDA pay scale
Grade-I	Rs. 12600 - 32500	09300-34800 (PB-2), GP 4200
Grade-II	Rs. 16400 - 40500	15600-39100 (PB-3), GP 5400
Grade-III	Rs. 20600 - 46500	15600-39100 (PB-3), GP 6600

1. DETAILS OF POSTS

1.1) SENIOR MEDICAL OFFICER (MEDICINE)

Qualification requirement:

MBBS + PG Degree in **General Medicine**.

Qualification should be recognized by Medical Council of India.

Candidates should also be registered with either Medical Council of India or State Medical Council.

Experience requirement:

Candidates possessing MBBS+PG Degree in concerned discipline may apply even without experience for the post advertised.

Job requirement:

- Should be able to manage all medicine cases attending OPD and medical emergencies
- Must have good knowledge in managing patients in ICU.
- Knowledge in Echo-cardiography and stress test
- Should be able to solve puzzling diagnostic problems and handle severe chronic illnesses and situations. Should be able to bring to patients an understanding of wellness (disease prevention and the promotion of health).
- Should be able to manage cases attending emergency room as and when requires
- Should be able to perform duties as a General Duty Medical Officer

1.2) SENIOR MEDICAL OFFICER (OB&G)

Qualification requirement:

MBBS + PG Degree/PG Diploma in **Obstetrics & Gynecology**.

Qualification should be recognized by Medical Council of India.

Candidates should also be registered with either Medical Council of India or State Medical Council.

Experience requirement:

Candidates applying with MBBS+PG Diploma in concerned discipline should possess minimum one year post qualification experience in relevant area. It should be either in the next below Grade or in equivalent post also, but in the executive cadre. Candidates possessing MBBS+PG Degree in concerned discipline may apply even without experience, for the post advertised

Job requirement:

- Should be able to manage and conduct Normal and Assisted deliveries.
- Should be able to deal with Gynecological and Obstetrical Surgery independently.
- Should be able to manage Antenatal and Postnatal cases.
- Should be able to resuscitate new-born after deliveries.
- Should be able to manage cases attending Emergency Room as and when required.
- Should be able to perform duties as a General Duty Medical Officer.

1.3) SENIOR MEDICAL OFFICER (ANAESTHESIA)

Qualification requirement:

MBBS + PG Degree / PG Diploma in **Anaesthesia**.

Qualification should be recognized by Medical Council of India.

Candidates should also be registered with either Medical Council of India or State Medical Council.

Experience requirement:

Candidates applying with MBBS+PG Diploma in concerned discipline should possess minimum one year post qualification experience in relevant area. It should be either in the next below Grade or in equivalent post also, but in the executive cadre. Candidates possessing MBBS+PG Degree in concerned discipline may apply even without experience, for the post advertised

Job requirement:

- Should be able to independently anaesthetize for major and minor surgeries and attend emergencies.
- Should be well versed with ICCU procedures including ventilator application.
- Should be able to manage cases attending Emergency Room as and when required.
- Should be able to perform duties as a General Duty Medical Officer.

1.4) SENIOR MEDICAL OFFICER (PAEDIATRICS)

Qualification requirement:

MBBS + PG Degree / PG Diploma in **Paediatrics**.

Qualification should be recognized by Medical Council of India.

Candidates should also be registered with either Medical Council of India or State Medical Council.

Experience requirement:

Candidates applying with MBBS+PG Diploma in concerned discipline should possess minimum one year post qualification experience in relevant area. It should be either in the next below Grade or in equivalent post also, but in the executive cadre. Candidates possessing MBBS+PG Degree in concerned discipline may apply even without experience, for the post advertised

Job requirement:

- Should be able to manage all Paediatrics cases efficiently.
- Must have good knowledge in neonatology e.g. New born Resuscitation, preterm babies management, managing Septicaemia in newborn etc.
- Must have good knowledge in incubator and nursery care.
- Should be able to manage cases attending emergency room as and when required.
- Should be able to perform duties as a General Duty Medical Officer.

1.5) SENIOR MEDICAL OFFICER (PATHOLOGY)

Qualification requirement:

MBBS + PG Degree in **Pathology**.

Qualification should be recognized by Medical Council of India.

Candidates should also be registered with either Medical Council of India or State Medical Council.

Experience requirement:

Candidates possessing MBBS+PG Degree in concerned discipline may apply even without experience, for the post advertised

Job requirement:

- Should be able to manage Pathology Laboratory with Bio-chemistry, cytology, Histopathology, Hematology and Serology etc independently.
- Experience in Microbiology will be an added advantage,
- Should be able to manage cases attending Emergency Room as and when required.
- Should be able to perform duties as a General Duty Medical Officer.

1.6) SENIOR MEDICAL OFFICER (ENT)

Qualification requirement:

MBBS + PG Degree / PG Diploma in **ENT**.

It should be recognized by Medical Council of India.

Candidates should also be registered with either Medical Council of India or State Medical Council.

Experience requirement:

Candidates applying with MBBS+PG Diploma in concerned discipline should possess minimum one year post qualification experience in relevant area. It should be either in the next below Grade or in equivalent post also, but in the executive cadre. Candidates possessing MBBS+PG Degree in concerned discipline may apply even without experience, for the post advertised

Job requirement:

- Should be able to manage ENT cases independently.
- Should be able to perform routine ENT surgeries independently.
- Should be able to detect cases of noise induced hearing loss and take measures for prevention of the same.
- Knowledge and experience in micro ear surgery and endoscopic sinus surgery will be an added advantage.
- Should be able to attend and manage cases independently in the emergency room as and when required.
- Should be able to perform duties as a General Duty Medical Officer

1.7) MEDICAL OFFICER

Qualification requirement:

MBBS Degree is essential.

It should be recognized by Medical Council of India.

Candidates should also be registered with either Medical Council of India or State Medical Council.

Experience requirement:

Candidates should possess at least one year post qualification experience.

It should be either in the next below Grade or in equivalent post also, but in the executive cadre. Internship training shall not be considered as work experience.

Job requirement:

- Should be able to deal with all types of General cases in OPD, Acute Medical Emergencies.
- Required to work in any of the 3 shifts in Casualty/General Ward on need basis.
- Should be able to manage cases attending Emergency Room when required.
- Should be able to counseling, diagnosis of patients, prescribe medicine, record keeping, case paper preparation and updating,
- Should be able to assist specialist doctors
- Should be able to liaise with other hospitals, blood banks, medical officers and other govt. offices,
- Counseling employees of special cases, Absenteeism, Indebtedness, Bad habits, De-addiction, etc.
- Required to organize medical awareness programmes
- Should be able to perform duties as a General Duty Medical Officer.

1.8) FIRE OFFICER

Qualification requirement:

i) Bachelor degree of Fire Engineering from the National Fire Service College, Nagpur awarded by the Nagpur University i.e. BE (Fire Engineering)

OR

ii) Bachelor degree of Fire Engineering / Fire Technology from Institutes / Universities recognized by appropriate statutory authorities, i.e. BE / B.Tech (Fire Engineering)

OR

iii) Pass in Associate Membership / Membership Examination of Institute of Fire Engineering-UK

OR

iv) Degree of Recognized University with pass in GIFE – India/UK

Experience requirement:

Candidates must possess a minimum Three years of relevant post-qualification experience. It should be either in the next below Grade or in equivalent post also, but in the executive cadre.

Job requirement:

- Should be able to manage and co-ordinate the day-to-day operations of fire service department.
- Should be able to deliver key fire fighting training programme and demonstration on regular interval.
- Should have excellent crisis and risk management skills.
- Should have excellent knowledge of fire ground operations.
- Inspecting and maintaining the appliance (fire engine) and its equipment, assisting in the testing of fire hydrants and checking emergency water supplies;
- Undertaking drills and physical training and taking part in training on techniques, use of equipment and related matters; maintaining the level of physical fitness necessary to carry out all the duties of a firefighter;
- Attending emergency incidents including fires, road accidents, bomb incidents, spillages of dangerous substances, and employment injuries;
- Should have adequate knowledge of maintaining fire equipments, fire station facilities, Industrial fire fighting, Rescue operations etc.

1.9) SAFETY OFFICER

Qualification requirement:

- Full Time Degree in Engineering (i.e. BE / B.Tech / B.Sc Engineering) in Mechanical / Production / Electrical / Electronics Engg

+

 One year **Diploma in Industrial Safety** (recognized by appropriate statutory authorities i.e. Regional Labour Institutes / Central Labour Institutes / State authorities etc.)
- Candidate should be conversant in Odiya language

Experience requirement:

Candidates must possess a minimum Two years of relevant post-qualification experience. It should be either in the next below Grade or in equivalent post also, but in the executive cadre.

Job requirement:

- To ensure and maintain safe & accident free work environment.
- To fulfill the statutory compliances like renewal of factory license, correspondence with Director of Factories & Boilers, testing & certification of hoist, EOT cranes, pressure vessels, shot blasting machine, presses and forklifts etc.
- To lead group of technicians and interact with employees of the Division to create the awareness about Safety. Co-ordination for conducting Safety awareness programs & trainings.
- Co-ordination for conducting periodic Medical examinations for employees, who are working in hazardous areas/special process areas.
- Required to look after Procurement, stock inventory of personal protective equipments etc.
- Required to review for Identification of hazardous areas and take suitable action for safe environment.
- Preparing accident reports and carrying investigation, Conducting safety audit and safety inspection,
- Ensure display of warning & cautionary notices at appropriate places in and around the factory.
- Responsible to carry out all the functions & duties prescribed under Rule 61-A 3(a) of the Orissa Factories Rules, 1950.

Note:

Grouping of Degree in Engineering Branches for *Safety Officer* is mentioned below:

Discipline	Grouping of Branches of Engineering
MECHANICAL	Mechanical, Mechanical & Industrial Engg, Mechanical & Production Engg., Mechanical (Sandwich)
PRODUCTION	Production, Manufacturing Engg (Production), Manufacturing (Mechanical), Manufacturing Engg, Manufacturing Science & Engg., Manufacturing Science or Production Mechanical, Mechanical Stream Production, Production Engg & Management, Production (Sandwich), Industrial Engg & Production, Industrial Production, Production Engg., Manufacturing Process & Automation,
ELECTRICAL	Electrical, Electrical & Electronics, Electronics & Power, Electrical & Power, Electrical Power Systems, Electrical & Instrumentation
ELECTRONICS	Electronics, Electronics & Communication, Instrumentation & Control, Instrumentation & Electronics, Applied Electronics & Instrumentation, Electronics & Electrical, Electronics & Control, Electronics & Industrial Electronics, Industrial Electronics.

02. AGE LIMIT/ RELAXATION

Upper Age limit is not above 45 years for posts in Grade-III (i.e. Sl. No. 1 to 6) and 35 years for posts in Grade-II (i.e. Sl. No. 7 to 9) as on **01-05-2015** for UR/General category candidates.

Relaxation in upper Age-limit is admissible to eligible categories of applicants will be in the following way:-

- Upper Age Limit is relaxable by 5 years in respect of SC/ST candidates;
- Upper Age Limit is relaxable by 3 years in respect of OBC (non – creamy layer) candidates. The OBC candidates who belong to Creamy Layer should indicate their category as 'General' only
- In respect of Persons with Disabilities (PWDs), Upper Age Limit is relaxable by 5 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC. Relaxation of age limit is applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
- Relaxation in the upper age limit upto 5 years may be given to all candidates who had domiciled in the State of Jammu & Kashmir during the period 01/01/1980 to 31/12/1989.
- In case of appointments to reserved vacancies, every 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..

03. SELECTION PROCESS

- a) The selection for the above mentioned posts will be by way of *Personal interview* only. Assessment will be done giving proper weightage to candidate's Educational Qualification, No. of years of relevant experience, Job Knowledge, General Knowledge and Personality. Extra marks will be given for every additional stage of qualification and additional year of experience.
- b) Applications received from the candidates will be sorted-out based on screening of minimum eligibility criteria like prescribed educational qualifications, age, category, years of post qualification experience etc as per the advertisement. Thereafter, the same will be scrutinized thoroughly based on the experience claimed in the relevant area. Finally, list of the candidates for calling interview will be prepared based on the number of years of relevant post qualification experience considered and accordingly candidates will be short-listed at a prescribed ratio as per company rules.
- c) Candidates appearing for Interview will be paid Travelling Allowance (TA) @ III Tier A/C(3A) train fare / eligible Bus fare from the contact/ mailing address by shortest route, on production of proof of journey as per rules of the company.
- d) List of candidates shortlisted for appearing Interview and the list of candidates provisionally selected will be displayed on HAL website.

04. APPLICATION FEE:

- The application should be accompanied by a crossed Demand Draft (DD) of Rs. 500/- (Rupees Five Hundred Only), which is non-refundable.
- Application fee is exempted in the case of SC/ST/Person with Disabilities (PWD) candidates.
- Demand Draft should be drawn in favour of “**Hindustan Aeronautics Limited**” payable at **State Bank of India**, Sunabeda-2, SBI Branch Code 1304. The Demand Draft should have been obtained between **20/05/2015 to 17/06/2015**. No other mode of payment will be accepted.
- The candidates are required to write their name, date of birth and the post applied for, on back side of the demand draft while forwarding the same along with the application.
- The last date for receiving application is **17/06/2015**.

05. HEALTH / PRE-EMPLOYMENT MEDICAL EXAMINATION:

- Applicants should be of sound health and should meet the medical standards prescribed by the Company. Appointment of provisionally selected candidates will be subject to receipt of satisfactory medical report from HAL Company Doctor. No relaxation in Health standards will be allowed.
- Different pre-employment medical standards are prescribed for candidates in the age group of '40 years & below' and 'above 40 years'.
- Persons with Disabilities (PWDs) suffering from not less than 40% of the relevant disability shall be eligible for the benefit of reservation/relaxation. Candidate who wants to avail the benefit of reservation under PWD category is required to submit a "Disability Certificate" issued by the Competent Authority, in the prescribed format, at the time of interview. However, photocopy of the same may be attached with the application.
- In respect of Persons with Disabilities (PWDs), the suitability for appointment, in relation to the disability, will be decided on the basis of reports of the Medical Board attached to the Special Employment Exchanges for Physically Handicapped. PWD candidates will be subjected to pre-employment medical examination at HAL Hospital, Sunabeda with regard to other medical parameters as per the revised standards of the company.

06. REMUNERATION & OTHER BENEFITS

The selected candidates will be placed in respective Grades i.e. Grade-III/II applied against the advertisement. The details of pay particulars and others are mentioned below in the table:-

Sl.	Particulars	Grade-III	Grade-II
i)	Scale of Pay (w.e.f. 1-1-2007)	Rs. 20600-46500/-	Rs. 16400-40500/-
ii)	Basic Pay (minimum)	Rs. 20600	Rs. 16400
iii)	Dearness Allowance (DA) (as on 01.04.2015)	100.5% of Basic Pay	100.5% of Basic Pay
iv)	Admissible Perquisites & Allowances under Cafeteria System	44% of Basic Pay	44% of Basic Pay
v)	Special Compensatory Allowance	10% of Basic Pay	10% of Basic Pay
vi)	Non-Practicing Allowance (NPA) for doctors	25% of Basic Pay	25% of Basic Pay
vii)	House Rent Allowance	10% of Basic Pay	10% of Basic Pay
viii)	Annual Increment (admissible)	3% of Basic Pay	3% of Basic Pay

- Besides Basic Pay, candidates will be eligible for variable Dearness Allowance (Industrial DA), House Rent Allowance and Special Compensatory Allowance (SCA) etc on running Basic Pay. If company accommodation is provided, HRA will not be paid.
- The ceiling for Perquisites i.e. 44% of Basic Pay is excluding the monetized value of some of the welfare facilities provided by the company which will be limited to a maximum of 10% of Basic Pay of Officers.
- Non-Practicing Allowance (NPA) @ 25% of running Basic pay is admissible to doctors. NPA will not be considered as pay for the purpose of calculating other benefits.
- Other benefits such as Provident Fund, Gratuity, Performance Related Pay (PRP), Casual Leave, Vacation Leave, Medical facilities for self and dependent family members, uniform etc., will be admissible as per Company Rules
- Selected candidate will be on probation for a period of one year.
- Annual Increment is admissible @ 3% of Basic Pay
- **Fixation of Pay**
 - The fixation of pay in case of PSU / Government Department / Armed Forces candidates who are currently employed with Government Department / PSU will be in accordance with the extant rules at HAL.
 - Fixation of pay in case of candidates from Private sectors will be at the minimum of the pay scale. However in deserving cases, HAL management may consider fixing the pay at a higher stage in the same pay scale and if negotiated at the time of interview & recommended by the selection panel.

07. GENERAL CONDITIONS

- a) Only Indian Nationals are eligible to apply;
- b) Mere submission of application will not entail right for claiming appointment in HAL. Before applying, the candidates should satisfy themselves regarding the eligibility criteria specified for the post.
- c) HAL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without issuing any further notice or assigning any reason thereto. Further HAL reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for Interview and also fill up the posts or alter the number of posts or even cancel the whole process of recruitment without assigning any reason.
- d) Candidates possessing Basic and Qualifying Degrees, acquired through Regular Full-Time courses will only be considered. Candidates possessing qualifications acquired through Correspondence / Distance Education / Part Time / E-learning will not be equated with Regular Full Time courses and are not eligible to apply.
- e) The percentage of marks in the essential qualification shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University. No rounding-off will be done. Wherever CGPA/OGPA or letter grade, etc in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University / Institute. Candidates are required to submit a certificate to this effect from the University / Institute at the time of interview.
- f) All qualifications should have been acquired from Indian Universities/Institutes recognized by appropriate statutory authorities;
- g) Post-qualification work experience and Upper age limit will be counted as on **01-05-2015**.
- h) Candidates belonging to SC/ST/OBC(NCL)/PWD/XSM categories are required to submit copies of Caste Certificates / Disability Certificate / Discharge Certificate issued by the Competent Authority in the prescribed format, along with the application, in support of their claim.
- i) The candidates claiming OBC category are required to adhere the following for availing reservation benefits :-
 - The candidate must belong to non creamy layer;
 - The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes';
 - The candidate must obtain an OBC certificate (clearly mentioning as belonging to non - creamy layer) from the Competent Authority, in the format prescribed by the Govt. of India. It should be not older than six months as on 01-05-2015.
- j) Candidates employed in Central/State Government Departments, Public Sector Enterprises etc. (including candidates engaged on Contract basis) should produce **NOC** (No Objection Certificate) at the time of Interview from their employer failing which they will not be permitted to appear for the interview and will not be eligible for Traveling Allowance;
- k) Experience:
 - i) In case of experience possessed by candidates engaged on contract basis directly by PSUs/Central/State Governments, *experience certificate* is to be produced from such PSUs/Central/State Government etc, indicating the contract engagement. As regards NOC, 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.
 - ii) In case of experience possessed by candidates engaged on contract basis directly by Private Organizations, *experience certificate* is to be produced from such organization indicating the contract engagement. Such experience will be considered subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc.
 - iii) Experience possessed by candidates engaged on contract basis through contractors in PSUs / Central / State Governments will not be considered.

- iv) Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company. The letter head of the Company should have details of the Company;
- v) The experience possessed by candidates in the executive cadre of the concerned PSU/Central/State/Private Organizations only will be considered eligible.
- l) Candidates, who have left a PSU after availing benefits under Voluntary Retirement Scheme (VRS), if selected, will be required to return the VRS compensation received to the PSU concerned.
- m) The above notified vacancies are identified to be filled-up by external candidates only, through Direct Recruitment. Therefore, applications of internal candidates, if any, will not be considered;
- n) Name of candidate, Father / Mother's name and date of birth should be filled in the Application Blank as mentioned in the 10th class certificate / SSLC.
- o) Candidates are required to furnish detailed break-up of their experience. Applications that are not in conformity with the requirements indicated in this advertisement / incomplete applications / discrepancy in the information provided / without required enclosures / those received after the last date will not be entertained. In such cases, the application fee paid by candidate will not be refunded and no communication will be sent to the candidates;
- p) HAL takes no responsibility for any delay in receipt or loss in postal transit of any application or communication.
- q) Appointment of selected candidates is subject to receipt of (i) satisfactory Medical Reports from the HAL Hospital as per the standards prescribed by HAL; (ii) verification of Caste and (iii) verification of Character & Antecedents from the concerned Authorities, as per the rules of the Company;
- r) Selected candidates will be posted at HAL Koraput Division or any where in India, based on the requirements of the Company. The candidates will not be allowed to apply for transfer to any other Division / Location of the Company for initial three years of service
- s) If the information furnished by the candidate in any part of Application 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;
- t) All correspondences to the candidates will be made via electronic mail to the valid "email ID" provided by the candidate in the application blank. No other method of communication will be adopted. So, the candidates are required to provide valid email ID which is in regular usage and can't be changed for a period of one year.
- u) Any further information / Corrigendum / Addendum would be uploaded only on HAL website.
- v) Canvassing in any form will disqualify the candidature;
- w) Any dispute/cause with regard to recruitment against this advertisement will be settled within the jurisdiction of **Koraput Court** only.

08. HOW TO APPLY

Candidate is required to download the Application Form from HAL website (www.hal-india.com/careers). Filled-in Application Form duly signed and affixing latest passport size colour photograph along with required demand draft and attested true copies (wherever applicable) of the following testimonials/ documents are to be sent to **The Chief Manager (HR), Hindustan Aeronautics Limited, Koraput Division, Sunabeda-763002, Dist: Koraput, Odisha**, by post/courier, so as to reach on or before **17/06/2015**.

For any queries regarding filling up of application form, sending etc please contact us at **06853-220929** (or) e-mail us at halkoraput2015@gmail.com

CHIEF MANAGER (HR)
HAL KORAPUT

Check-list for documents to be attached along with Application:

- a) 10th Class (High School) Marks Sheet / Certificate (in support of Date of Birth)
- b) Mark Sheets of Qualification(s) prescribed and Provisional/Original Degree Certificate
- c) Documents in proof of Experience :
(Please note that preferably the experience certificate should be issued on an authentic letter head by a Competent Authority. However in the absence of proper experience certificates, candidates shall be required to send joining letter and relieving order. In case of serving employees, latest salary certificate /Pay Slip may be sent in place of relieving order)
- d) Joining Letter and latest salary certificate (Salary-slip) (for experience in previous organizations / establishments)
- e) Category Certificate [SC / ST / OBC Certificate {Non Creamy Layer}]
- f) Document in proof of having relevant qualification (for an Ex – Serviceman)
- g) Certificate of J & K Domicile from 01.01.1980 to 31.12.1989
- h) Certificate of disability for PWD candidates from Competent Authority
- i) Internship Completion Certificate for MBBS candidates
- j) Registration Certificate from Medical Council of India (MCI) or any State Medical Council for doctors
- k) Self certificate with regard to private practice at a Registered clinic/dispensary (for doctors)