



Hindustan Aeronautics Limited

Hindustan Aeronautics Limited (HAL), a Navaratna 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 Satellite & Launch Vehicles.

HAL, over the last seven decades, has grown progressively into an integrated Aerospace Organization with the indigenous design & development of Advanced Light Helicopter (ALH-Dhruv), Intermediate Jet Trainer (IJT) & Light Combat Aircraft (LCA-Tejas). The ongoing major projects & programmes include ALH (both in military & civil roles), IJT, LCA, Pilotless Target Aircraft (PTA), Su-30 MKI, Hawk (Advanced Jet Trainer) & Dornier -228 (Light Transport Aircraft). Aligning with the emerging future requirements, HAL has conceptualized the indigenous development of Light Combat Helicopter (LCH), Basic Turboprop Trainer Aircraft (HTT-40), Light Utility Helicopter (LUH) & Indian Multi-Role Helicopter (IMRH). HAL will co-design & co-develop the Fifth Generation Fighter Aircraft & Multi Role Transport Aircraft with foreign partners.

Sl. No	Advt. No	Post & Discipline	No of Posts & Reservation	Grade	Qualification
1	FMD/HR/05/2014	Dy. Manager (Safety)	Safety 1-UR	III	Degree in Electrical / Mechanical Engineering / Technology (Full time) with Diploma in Industrial Safety (Minimum duration of the Diploma Should be 1 year)
Note : UR : Unreserved					

Post Professional Qualification Experience Requirements

Sl. No	Grade	Minimum No. of years of relevant post qualification experience required to be possessed (completed years)
1	III	3

Note:

- In case of candidates possessing the qualification of Degree in Engineering plus Post Graduate Degree in Engineering, the period of experience will be reduced by the prescribed period of the Post Graduate Engineering Course, subject to a maximum of two years.
- **Out of the total post qualification experience as indicated above, the candidates should possess a minimum of 3 years experience in the next below Grade or in equivalent posts (applicable for PSUs/ Govt.).**

Age Limit, Pay Scales and admissible allowances / benefits etc.

Sl. No	Advt. No	Post & Discipline	Grade	Pay Scale	Max Age as on 18.11.2014
1	FMD/HR/05/2014	Dy. Manager (Safety)	III	20600 – 46500	45

The candidates will be eligible for Basic Pay, Variable Dearness Allowance, other Perks & Allowances, Company Accommodation/ House Rent Allowance, Performance Related Pay, Leave, Medical Facilities, Provident Fund, Gratuity etc as per company rules.

Place of Vacancies

Sl. No	Advt. No	Post & Discipline	No. of Posts	Place of Vacancy *
1	FMD/HR/05/2014	Dy. Manager (Safety)	1	Facilities Management Division, Bangalore

* The place of vacancy indicates the current requirements of the Divisions. The Officers may be transferred/ appointed to any other Divisions/ Offices across the country on management's discretion.

Job Specifications / Job Descriptions/ Experience Requirements

Sl. No	Advt. No	Discipline / Area	Job Specifications / Job Descriptions / Experience Requirements
1	FMD/HR/05/2014	Dy. Manager (Safety) (Grade-III)	Candidate Should possess at least three years of post qualification experience at supervisory level of working in the environment or safety department in a reputed industry. Adequate knowledge of Hindi, English and Kannada (Write, Read & Speak) is required. Applicant serving in Government / Public Sector , Semi-Government Organizations are required to possess a minimum of three years of experience in the next below grade or its equivalent post

RELAXATIONS

Age, Qualification & Experience will be counted as on **18/11/2014** Reservation / concessions for candidates belonging to SC/ST/OBC/XSM & PWD categories would be made as per Company Rules.

- 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.
- The upper age limit with the aforesaid relaxation should not exceed 55 years

HEALTH

Applicants 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.

APPLICATION FEE

The application fee is Rs. 500/-. Which is non-refundable (exempted in case of SC/ST category). The application fee is to be sent in the form of crossed Demand Draft drawn on any Nationalized Bank (preferably State Bank of India) in favour of 'Hindustan Aeronautics Limited, Facilities Management Division', payable at Bangalore. The Demand Draft should have been obtained between the period **18/11/2014** and **09/12/2014**. 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 all the eligibility criteria.

SELECTION PROCEDURE

The Selections will be done through Interview. Date, Time and Venue of the Interview will be intimated to the short-listed/eligible candidates by E-mail / HAL Website / by Post.

For shortlisting 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 (i.e. qualification prescribed for the post) will be considered first. In case marks are also same, senior in age will be considered first.

Candidates short listed for Interview are 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 Interview.

GENERAL CONDITIONS

- Only Indian Nationals are eligible to apply.
- Educational Qualification & Post Qualification Experience should have been acquired/ possessed by the candidate as on **18/11/2014**. For this purpose, the date of declaration of results indicated in the mark sheet of the Final Semester/ Year will be considered.
- Candidates possessing Regular / Full Time qualifications prescribed for the above posts 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 the 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. Candidate must indicate the aggregate marks (of all semesters / years put together) Diploma / Degree etc in the Bio-data form. Aggregate marks are to be calculated as shown below:

$$\frac{\text{Total marks obtained in all semesters or years}}{\text{Maximum marks (cumulative of all semesters or years)}} \times 100$$

- Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. Candidates are required to submit a Certificate to this effect from the University/ Institute at the time of Interview.
- Candidates who are employed in Government / Semi-Government / Public Sector Undertakings should apply through their employer i.e, through proper channel. If under unavoidable circumstances, advance copies are sent, indicating the same on the application, then such candidates are required to produce '**No Objection Certificate**' at the time of Interview from their employer failing which they will not be permitted to appear for the Interview.
- 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.
- Once an employee avails himself of voluntary retirement from a PSU, he shall not be allowed to take up employment in another PSU. If he desires to take up the employment, he shall have to return the VRS compensation received by him to the PSU concerned. Personnel who have opted for VRS from other PSUs should furnish documentary evidence that they have deposited their terminal benefits with the concerned PSU before their appointment in the Company.
- Appointment of selected candidates is subject to verification of Caste (wherever applicable) and Character & Antecedents from the concerned Authorities, as per the rules of the company.
- Mere submission of application will not entail a right for claiming 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 or assign any reason whatsoever. The number of vacancies can be modified as per management's discretion.
- If the information furnished by the candidate in any part of the Bio-data 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.

- Any sort of canvassing or influencing the officials related to the recruitment/ selection process would result in immediate disqualification of the candidate.
- HAL reserves the right to increase / decrease the specification depending upon the response.
- Candidates, staying beyond 30 miles away and attending Personal Interview will be paid to and fro TA (Rail fare) by the shortest route on production of proof of travel as per rules of the company.
- If the candidates are found suitable for lower Grade / Post than the post for which they had applied and attended the Interview fulfilling all the requirements, they shall be offered lower Grade / Post.
- Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the standards prescribed by HAL.
- Decision of HAL Management regarding selection will be final. Further, HAL Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies if any from the valid panel of selected candidates as per the rules of the company.
- The vacancy identified in Grade-III is to be filled up by external candidates only, through Direct Recruitment. Therefore, applications of internal candidates, if any, will not be considered.
- Candidates belonging to SC/ST category are required to submit the SC/ST certificate in the prescribed format enclosed at **Annexure A**. Candidates belonging to OBC category are required to submit the OBC certificate in the prescribed format enclosed at **Annexure B**.
- Candidates who have work experience in the Private Sector and produce the experience certificate should submit the same in the letter head of the Company. The letter head of the company should have the details of the Company.
- Necessary information regarding the selection, interview etc. will be hosted on HAL Website www.hal-india.com from time to time. Candidates are requested to visit the website from time to time.
- Before applying the candidates should satisfy themselves regarding eligibility criteria desired for the post.
- Incomplete Applications will be rejected and no further correspondence in this regard will be entertained.
- Appearance of the shortlisted candidates in the Interview is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill essential eligibility criteria.
- Last date of receipt of applications is **09/12/2014**. Applications received after due date will be rejected.
- In case of any clarification please contact Manager(HR), Facilities Management Division, HAL(BC) on 080 –22321203 or write to us at cm.hr.fmd@hal-india.com
- Court of jurisdiction for any dispute / cause will be Bangalore

HOW TO APPLY

Eligible candidates may send their applications, duly filled, in the prescribed format as at **Annexure-I** along with the Demand Draft, certificates / documents (attested Photocopies) in proof of Age, Qualification, Experience, Training, Caste (SC/ST/OBC certificate in the prescribed format), Disability (As applicable), Ex-servicemen discharge book (As applicable), etc by post so as to reach on or before **09/12/2014** to the addresses as mentioned below. 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

Application to be addressed to
The Chief Manager (HR), Facilities Management Division, P.B.No. 1703, Hindustan Aeronautics Limited, Bangalore Complex, Bangalore – 560 017.

- Candidates are required to possess a valid E-mail ID, which is to be entered in the Application Blank, so that intimation regarding downloading of call letter for Written Test/ Interview can be sent. HAL will not be responsible for bouncing of E-mail sent to the candidate.



Hindustan Aeronautics Limited
Division/Office ::

Paste Self
attested recent
passport size
photograph

APPLICATION FOR THE POST OF

Advt No. _____ dated _____

1	Name (IN BLOCK LETTERS)	
2	Gender	
3	Father's Name	
4	Mother's Name	
5	a) Date of Birth b) Age as on _____	a) _____ b) _____
6	State of Domicile and Nationality	
7	Contact/ Mailing Address	Permanent Address
 Phone No(with STD Code): Mobile No: Email ID: Phone No(with STD Code): Mobile No: Email ID:
8	Nearest Railway Station	
9	Religion	
10	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989? <i>(copy of Certificate to be produced at the time of Interview)</i>	Yes/ No
11	Circle the Category [<i>copy of Certificate to be produced at the time of Interview in case of SC/ST/OBC (Non-Creamy Layer)</i>] a) Caste b) Sub-Caste c) Non-Creamy Layer (for OBC only)	SC / ST / OBC / GEN a) _____ b) _____ c) Yes / No
12	Are you a Person with Disability (PWD)? If Yes, circle the category of Disability (VD/OD/HD) (<i>copy of Certificate to be produced at the time of Interview</i>)	Yes/ No VD / OD / HD

13	<p>a) Are you an Ex- Serviceman? If yes , mention the last Rank held and the no. of years served in the Rank.</p> <p>b) Are you Serving Officer in the Armed forces? If yes, mention the present Rank and the no. of years completed in the Rank.</p>	<p>Yes/No</p> <p>Yes/No</p>
14	<p>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)</p> <p>If Yes: Post Interviewed: Date of Interview: Venue of Interview:</p>	<p>Yes/No</p>
15	<p>Are any of your close relatives working in HAL? If yes, provide details of Name, Designation, Division, etc.</p>	

16. EDUCATIONAL QUALIFICATION: (Academic and Professional)

Name of Qualification with specialization wherever applicable.	Institution / University	Nature of the Course (Full Time/ Part Time/ Correspondence)	Duration of the Course	Subjects / Specification	Class / Division	Aggregate % of marks	Month & Year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note: Please give full & complete information. Use separate sheets if required)

* For Calculation of Percentage, aggregate of all Semesters/ Years should be considered

17. Details of Training undergone in the last 5 years

Name of Program	Institution / Organisation	Duration of the Training	
		From (dd/mm/yy)	To (dd/mm/yy)
(1)	(2)	(3)	(4)

(use separate sheets, if required)

18. Professional Experience from the First Job onwards to Current Job (chronological order) :

Sl. No	Designation	Organisation	Central Govt/ PSU / Private	Date		Pay Scale	Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Note: Please give complete details for the experience profile like Date, Month & Year. Use separate sheets if required)

19. Detailed Picture of the Position currently held by you. *(To be typed in about 100 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)*

20. No. of years of Post Professional Qualification Experience you possess (in completed years): _____

21. a) Present Scale of Pay _____

Basic Pay _____ DA _____ Gross Pay _____

22. Date of Seniority (From Date in Present Grade / Post): _____

23. Pay Expected: _____

24. If selected, how soon can you join? _____

25. Have you availed VRS from any PSU ? (Please circle whether Yes of No) Yes / No
If yes, please mention the details

26. Pen picture of professional experience, achievements and significant contribution in the field. (To be typed in about 100 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)

27. Proficiency of Languages known (please tick):

Language	Read	Write	Speak
English			
Hindi			
Kannada			

28. Details of Application fee paid:

Name of the Bank	Branch Code	Demand Draft Number	Date	Amount

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.

Place:

Date

Signature of the Candidate

Note: The candidate is required to fill up all the columns. Application will be rejected if any column is left blank, not filled or incomplete. No correspondence will be entertained.

The candidate should not attach any documents with the application blank other than the specified one in the application blank/Advertisement.

**FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATES BELONGING
TO SCHEDULED CASTE/SCHEDULED TRIBE**

This is to certify that Shri/ Shrimathi* / Kumari* _____ Son/ daughter *
of _____ of Village/ town* _____ in
District/ Division* _____ of the State/ Union Territory* _____ belongs to
the _____ Caste/ Tribe which is recognized as a Scheduled Caste / Scheduled Tribe*
under:

- *The Constitution (Scheduled Castes) order 1950
- *The Constitution (Scheduled Tribes) order 1950
- *The Constitution (Scheduled Castes)(Union Territories) order 1950
- *The Constitution (Scheduled Tribes) (Union Territories) order 1951

{As amended by the Scheduled Castes and Scheduled Tribes lists(Modification Order, 1956, the Bombay Reorganization act, 1960, the Punjab Reorganization Act, 1966, the state of Himachal Pradesh Act 1970, the North-Eastern areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act 1976}

- *The Constitution (Jammu and Kashmir) Scheduled Castes order 1956
- *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order 1962
- *The Constitution (Pondicherry) Scheduled Castes order 1964
- *The Constitution (Scheduled Tribes) (Uttar Pradesh) order 1967
- *The Constitution (Goa, Daman and Diu) Scheduled Castes order 1968
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes order 1968
- *The Constitution (Nagaland) Scheduled Tribes order 1970
- *The Constitution (Sikkim) Scheduled Castes order 1978

2. Shri / Shrimathi/ Kumari* _____ and /or * his/ her*
family ordinarily reside(s) in village/town* _____ of _____
District/Division* of the state/ Union Territory* of _____

Signature

Designation _____

Place

(With seal of office)

Date

State / Union Territory

Please delete the words, which are not applicable

Note : The term “ Ordinarily resides” used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

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

This to certify that Shri / Smt / Kumari _____, son / daughter of _____, of Village / Town _____ in District / Division _____ in the State / Union Territory _____ belongs to the _____ Community which is recognized as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*, Shri/Smt/Kumari _____ and /or his/her family ordinarily reside(s) in the _____ District / Division of the _____ State /Union Territory. 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 Government of India. Department of Personnel and Training. O.M No 36012/22/93-Estt. (SCT), dated 8-9-1993**.

**District Magistrate,
Deputy Commissioner, etc**

Dated:

SEAL

* The authority issuing the certificate may have to mention the details of Resolution of the Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time

Note: The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the people's Act, 1950