

ENGAGEMENT OF
“TECHNICAL OPERATORS in (FITTING) & (MOULDING)”
&
“PARA MEDICAL STAFF”
AT HAL, KORAPUT ON TENURE BASIS (04 YEARS).

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TENTATIVE SCHEDULE & IMPORTANT DATES

Submission of Online Application opens from	02/11/2016
Closing date of Online Application	22/11/2016
Download of Admit card	08/12/2016
Tentative Date of Written Test	18/12/2016
Venue of Written Test	Bhubaneswar
Declaration of Written Test Result	22/12/2016

Candidates are required to apply only through ONLINE mode.
No other mode of submission of application is allowed.

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 Aircraft, Helicopters, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.



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



HAL Koraput Division invites online applications for engagement of Technical Operators in (Fitting) & (Moulding) Trades and Paramedical Staff on Tenure Basis in Non-Executive cadre in the following discipline / areas:-

DETAILS OF POSTS, RESERVATIONS, AND ESSENTIAL QUALIFICATIONS REQUIRED

I. "TECHNICAL OPERATORS (FITTING) & (MOULDING)" ON TENURE BASIS (04 YEARS).

Post Code	Name of the Post	Level	Essential Qualification	Reservation Break-up of Posts							
				UR	OBC	SC	ST	PWD			Total
								VH	OH	HH	
TO-01	Operator (Fitting)	C/5	10 th Standard + NTC (ITI in Fitter Trade) + NAC (National Apprenticeship Certificate in Fitter Trade). Or 10 th Standard + Direct 03 Years NAC (National Apprenticeship Certificate in Fitter Trade).	22	06	09	12	01*	01*	-	49
TO-02	Operator(Moulding)	C/5	10 th Standard + NTC (ITI in Foundryman / Moulder Trade) + NAC (National Apprenticeship Certificate in Foundryman / Moulder Trade). Or 10 th Standard + Direct 03 Years NAC (National Apprenticeship Certificate in Foundryman / Moulder Trade).	04	02	02	03	-	-	-	11
TOTAL											60

II. "PARAMEDICAL POSTS" ON TENURE BASIS (04 YEARS).

Post Code	Name of the Post	Level	Essential Qualification	Reservation Break-up of Posts							
				UR	OBC	SC	ST	PWD			Total
								VH	OH	HH	
PM-01	Staff Nurse	C/5	10+2 + Diploma in General Nursing from a recognized Institution/University.	02	01	01	01	-	-	-	05
PM-02	Pharmacist	C/5	10+2 + Diploma in Pharmacy (D.Pharm) (2 years Full Time) from a recognized Institution/ University.	03	-	-	-	-	-	-	03
PM-03	Medical Laboratory Technician	C/5	10+2 (Physics, Chemistry & Biology) + Diploma (2/3 years Full Time Course) in Medical Lab Technology from a recognized Institution/ University.	02	-	-	-	-	-	-	02
PM-04	Operation Theatre Technician	C/5	10+2 (Physics, Chemistry & Biology) + Diploma (2/3 years Full Time Course) in Operation Theatre Technology from a recognized Institution/ University.	02	-	-	-	-	-	-	02
PM-05	Dental Hygienist	C/5	10+2 (Physics, Chemistry & Biology) + Diploma in Dental Hygienist course (2/3 years course) from any of the institution recognized by Dental Council of India.	01	-	-	-	-	-	-	01
PM-06	Physiotherapist	D/6	10+2 (Physics, Chemistry & Biology) + Bachelors Degree in Physiotherapy from a recognized institution/University.	01	-	-	-	-	-	-	01
TOTAL											14

* PwD Posts are horizontal reservations.

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.

Note:

- i) All the qualifications(ITI/NAC, Degree/Diploma etc) after 10th standard or 10+02, here would mean Regular / Full Time acquired from recognized Universities/ Institutions / State Boards of Technical Education. In other words, the qualifications of ITI/NAC, Degree/Diploma acquired through Correspondence / Distance Education / Part Time / E-Learning cannot be equated with a Regular / Full Time course. All qualifications should have been acquired from the Indian universities/Institutes recognized by the appropriate statutory authorities.
- ii) Candidates possessing higher qualification than the required qualification indicated in the Advertisement / Notification need not apply.
- iii) UR / OBC candidates should have secured a minimum of **60%** marks and SC/ST/PwD candidates should have secured a minimum of **50%** marks in the aggregate of all the semesters / years in their qualifying examination. Qualifying examinations for the notified posts for this purpose is as below:

Technical Operators	ITI & NAC in respective Trades
	NAC (In case of 03 years Direct NAC)
Physiotherapist	Bachelors Degree in Physiotherapy
Other Paramedical Posts	Diploma in respective discipline.

- iv) Tenure of Engagement: The engagement will be for a maximum period of 04 (Four) years.

PWD SUITABILITY & PHYSICAL REQUIREMENTS:

TO-01	Operator (Fitting)	OL,BL,B,LV,HH	ST, BN, L, MF
TO-02	Operator (Moulding)	HH	ST, SE, RW, W, BN, L, PP
PM-01	Staff Nurse	OL	S, ST, W, MF, SE, RW, H, C
PM-02	Pharmacist	OA,OL,OAL,HH	S, BN, SE, RW, MF, ST, W
PM-03	Medical Laboratory Technician	OL,BL,HH	S, ST, W, BN, MF, SE, RW, H, C
PM-04	Operation Theatre Technician	OL	S, ST, W, MF, SE, RW, H, C
PM-05	Dental Hygienist	OL	S, ST, SE, RW, H, H
PM-06	Physiotherapist	OL,BL,B,LV,HH	S, ST, W, MF, SE, RW, H, C

ABBREVIATIONS USED ABOVE:

UR-Unreserved, OBC (NCL)-Other Backward Class (Non Creamy Layer), SC-Scheduled Caste, ST-Scheduled Tribe,

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, PP= Pulling & Pushing, L=Lifting, KC=Kneeling & Crutching, BL= Both Legs, LV= Low Vision, HH= Hearing Handicapped, B=Blind;

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 above.

AGE LIMIT (RELAXATIONS / CONCESSIONS)

- a) Upper Age limit: not above 28 years as on **15.09.2016** for Unreserved Category (UR) candidates.
- b) Upper Age limit is relaxable by 5 years in respect of SC/ST candidates.
- c) Upper Age limit is relaxable by 3 years in respect of OBC (Non - Creamy Layer) candidates. Candidates belonging to OBC Category are required to produce recently obtained Community Certificate in proof of their community at the time of their verification of original documents/certificates (not older than 6 months as on **15.09.2016**) in the format prescribed by Government of India, stating that they do not come under the creamy layer, from a Competent Authority failing which they shall not be allowed further.
- d) In respect of Persons with Disabilities (PWDs), Upper Age limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC.
- e) Ex-Apprentices of HAL (who had undergone apprenticeship training at HAL, Koraput or any other Divisions of HAL only) would be given the age relaxation to the extent of the period for which the Apprentice had undergone training in HAL Divisions under Apprentices Act, 1961.
- f) Proportionate relaxation in upper age limit will be given to the candidates having relevant work experience. The upper age limit is relaxable for candidates with relevant post qualification experience, to a maximum extent of 7 years. Relaxation in age would be one year for every completed year of relevant post qualification experience over and above 28 years subject to a maximum age limit of 35 years. This relaxation with relevant post qualification experience as applicable to the concerned candidates is over and above the upper age limits as admissible from point (a) to (e) above.
- g) For candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01-01-1980 to 31-12-1989, upper Age limit will be relaxed by 5 years.
- h) Relaxation in upper age limit for Ex-servicemen will be applicable as per Government of India guidelines.

NOTE: The upper age limit with all relaxations shall not exceed 55 years, except for candidates belonging to the PwD category. For PwD candidates, the upper Age limit with all relaxations shall not exceed 56 years.

REMUNERATION

The Personnel engaged on tenure basis, against posts notified in this advertisement, would be paid **Consolidated Remuneration** every month. The consolidate remuneration would comprise the following: -

1. Scales of Pay:-

ENTITLEMENT	SCALE-D/6 (in Rupees) (p.m.)	SCALE-C/5 (in Rupees) (p.m.)
Basic Pay	11050	10750
Personal Pay	5770	5160
Total Basic+ Personal Pay per month	16820	15910

2. The components of other benefits and allowances are as follows:-

- Dearness Allowance (IDA revised quarterly) on the Basic Pay + Personal Pay;
- House Rent Allowance (when Company Quarter is not provided);
- Special Compensatory Allowance @ 10% of Basic Pay + Personal Pay;
- Special Allowance @ 5% of the Basic Pay + Personal Pay;
- Washing Allowance @ Rs. 75 p.m.
- Provident Fund contributions will be calculated taking into account the Basic Pay + Personal Pay + Dearness Allowance components of the Consolidated Emoluments.

3. In addition, the candidates engaged under this scheme will also be entitled for the following Allowances / Benefits / Incentives, as per Rules:-

- i. Canteen Subsidy / Allowance in the form of meal coupons;
- ii. Conveyance Reimbursement for Two Wheeler / Conveyance Allowance;
- iii. Monthly Incentive and Annual Incentive;
- iv. Quarterly Performance Pay;
- v. TA/DA for joining duty and for Temporary Duty as per relevant rules;
- vi. Group Insurance in lieu of EDLI;
- vii. Night Shift Allowance, wherever applicable;
- viii. The tenure based personnel will be entitled for one day Casual Leave (CL) and 2.5 days of Vacation Leave (VL) for every calendar month of service. There will be no provisions for encashment of Casual Leave & Vacation Leave.
- ix. 4 sets of Uniforms once in 2 years, Stitching Charges, Shoe Allowance (Safety Shoes, wherever applicable, in place of Shoe Allowance) will be issued / provided.
- x. A lump-sum amount of Rs.1000/- per month will be admissible to meet the medical expenses (both in-patient and outpatient), based on self-certification. This amount will be paid on monthly basis along with the Consolidated Remuneration. The personnel engaged on tenure basis will not be entitled for any other medical benefits.
- xi. The tenure based personnel will be eligible for Company Quarters, wherever available. However, House Rent for Quarters including Water, Electricity Charges etc will be deducted as per Rules. No HRA will be paid if company quarter is allotted.
- xii. Tenure Based Personnel will also be eligible to join the self contributory Group Personal Accident Insurance (GPAI) Scheme, as per the extant Rules.

4. An annual increase of 3% during the tenure will be admissible on the Basic Pay, subject to satisfactory performance.

SELECTION PROCEDURE

- I. Selection of candidates will be done through Written Test, based on the Marks secured in the order of Merit in the respective category.
- II. Shortlisted candidates, on the basis of marks/percentage scored in the qualifying examination(s) prescribed for a particular trade/discipline, would only be called for Written Test. Candidates have to appear Written Test at their own expenses, on the date, time & venue, which will be mentioned in their Admit Card. The candidates have to download their Admit Card from HAL website.
- III. The Written Test will be held tentatively at Bhubaneswar on date: **18.12.2016**.
- IV. Candidates are required to bring any one of the following Original **Photo Identity Card**, along with a Xerox copy of **Photo Identity Card** which is duly self-attested, to prove their identity before the **Invigilator**, failing which they will not be allowed to appear for the Written Test:-
 - Voters ID card
 - Driving License
 - Aadhaar Card
 - Passport
 - PAN Card
 - ID Card (by Central/State Govt./PSU for their employees)
 - ID cards (by Government Agencies authorized)
 - ID Cards (by College/Institute where last studied)
- V. The Written Test will be of Two and Half hours duration. The test will be in three parts & comprising of Multiple Choice Questions (MCQs). Part – I will consist of 20 MCQs on General Awareness. Part – II will consist of 40 MCQs on English & Reasoning. Part – III will consist of 100 MCQs on the concerned discipline. Each question carries one mark each and there is no negative Mark.
- VI. The claim of the candidates with regard to the date of birth, educational qualifications, experience and category are accepted provisionally on the information provided by them in online application is subject to verification and meeting the prescribed standards of HAL. Mere admission to written test or inclusion of the name of a candidate in the merit list will not confer any right for employment. The candidature is therefore, provisional at all stages and HAL reserves the right to reject candidature at any stage of the engagement process.
- VII. Candidates qualifying in the written test will be called for Document Verification in the order of merit, wherein candidates will be required to produce Testimonials/Documents in support of Age; Qualification; Caste/Tribe/Class; Experience and other advertised eligibility criteria. The Testimonials/Documents should be in the possession of the candidates as on the cutoff date (last date) for receipt of application. Inability of the candidates to produce the requisite documents at the time of Document Verification shall render them liable for non-consideration of their candidature. No undertaking for production of documents in respect of eligibility criteria with regard to Age, Qualification & Experience on a later date will be allowed.

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 verification of original certificates/documents. 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.

Pre-employment Medical Standards prescribed by HAL can be viewed in HAL Website.

SPECIFIC TERMS & CONDITIONS OF TENURE BASED ENGAGEMENT

- a) The Engagement of Tenure Based Personnel, against this advertisement, will be for a maximum period of **Four Years** from the date of engagement. The tenure will come to an end automatically on completion of four years period from the date of joining, without any further notice.
- b) The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- c) The Tenure Based Personnel will abide by various Company Rules & Regulations governing, carrying out the assigned tasks and their conduct, like Standing Orders, Transferability to other Departments or Divisions or Places, Termination of Contract for reasons of non-performance or poor performance or without assigning any reason, etc.
- d) Tenure Based Personnel will be covered under the Income Tax, Service Tax, Professional Tax, etc. as per the applicable Rules and all such Taxes would be payable by them.
- e) The engagement of Personnel, for the posts (on tenure basis) against this advertisement, will be on full time basis. Absence from duty other than authorized leave / Company Holidays will result in proportionate reduction in the Consolidated Remuneration.
- f) The performance of the personnel engaged on tenure basis will be assessed as per the Company Rules. In case of non-performance or poor performance, the contract of engagement can be terminated, without assigning any reason.
- g) The tenure based engagement can also be terminated, at any time, by giving one month's notice in writing (by either party) or by payment of one month's Basic Pay + Personal Pay + DA components in the Consolidated Remuneration in lieu of the Notice.
- h) Selected personnel will undergo induction training for a period of 8 weeks. They will be assigned specific jobs / projects / programmes as per the requirement of the Company. They will be engaged in the Direct Technical areas wherein they are required to operate more than one machine at the concerned Workplace. Paramedical Staff will be engaged in HAL Medical Department wherein they are required to perform the duties as assigned by Head of the Medical Department.

GENERAL INSTRUCTIONS

- a) Only Indian Nationals need to apply.
- b) Mere submission of application will not entitle any right for claiming employment in HAL.
- c) Before applying, the candidates should satisfy themselves regarding eligibility criteria specified for the post.
- d) One candidate can apply for one post only.
- e) No Traveling Allowance is payable to candidates called for Written Test.
- f) Age, Qualification and experience will be counted as on **15.09.2016**.
- g) Name of candidate, Father / Mother's name and date of birth should be filled as mentioned in the 10th class certificate.
- h) Candidates already possessing higher qualification than the required qualification indicated in the Advertisement / Notification need not apply. Candidature of such 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 candidates as also Qualification/ Courses being pursued by them at the time of submitting the Application for employment, are to be clearly indicated in the Application by the candidates.

- i) While filling up the online application form, candidate are required to indicate exact percentage, up to two decimal points and are not to be rounded off. The percentage of marks in the required 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/Council/University. Wherever CGPA/OGPA or letter grade, etc is awarded, equivalent percentage of marks should be mentioned as per norms adopted by University / Institute. Any false entry of percentage detected at any stage of selection will be out-rightly rejected.
- j) 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 Central Govt. of India. It should be not older than six months as on 15-09-2016.
- k) Candidates who are employed in Government/Public Sector/Semi-Government undertaking will not be allowed for verification of original documents and for joining unless he / she produces a **No Objection Certificate (NOC)** from his / her present employer.
- l) Candidates availing age relaxation on account of post qualification experience should produce proper experience certificates and proof of employment at the time of verification of original documents failing which, their candidature will be summarily rejected.

Experience (for availing age relaxation):

- 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) 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;
- m) The Qualification, percentage of marks / class, caste, age, experience, etc. indicated by the candidates in the online application would be taken on its face value, before calling the candidates for the written test. Candidates who do not meet any of the advertised criteria would not be allowed further.
- n) Applications that are not in conformity with the requirements indicated in this advertisement / incomplete applications / discrepancy in the information provided / 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;
- o) Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the standards of HAL and verification of Caste, Character and Antecedents from the concerned District Authorities as per the rules of the Company.
- p) Selected candidates will be posted at HAL, Koraput Division or any where in India, based on the requirements of the Company. The candidate will not be allowed to apply for transfer to any other Division / Location of the Company for initial three years of service.
- q) If the applicant availed voluntary retirement from a PSU, he shall not be allowed to take up employment in HAL, unless he returns the VRS compensation received.
- r) Canvassing in any form or bringing outside influence will be a disqualification.
- s) Further HAL reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for written test and also fill up the posts or alter the number of posts or even cancel the whole process of engagement without assigning any reason.
- t) 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 engagement process or after engagement or joining, without any reference given to the candidate;
- u) Any further information / Corrigendum / Addendum would be uploaded only on HAL website.
- v) Any dispute/cause with regard to engagement against this advertisement will be settled within the jurisdiction of **Koraput Court** only.

HOW TO APPLY

Eligible and interested candidates are required to apply Online only through HAL Website: www.hal-india.com

No other means / mode of application will be accepted.

The Website is functional from **02.11.2016 to 22.11.2016** for submission of online application.

APPLICATION FEE

Rs.200/- (Rupees Two Hundred only), which is non-refundable.

(Fee is exempted in the case of SC / ST / PwD candidates/Ex-Apprentices of HAL)

Also those Candidates sponsored by Employment Exchange and Sainik Welfare Board are exempted from the payment of application fees.

- a) The candidates are required to pay the examination fee either by Credit/ Debit card or Net banking during the online filling of the application form.
- b) The additional processing charges as following will also be debited from the credit/debit card or Net Banking Account of the candidate:

Transaction Fee (in Rs.): 2.25% and Service Tax (in Rs.): 0.34%

- c) After filling all the personal details for applying, the candidate will have the option to select the mode of payment of examination fee either by Credit/Debit card or through Net banking during the online submission of the application.
- d) The candidates are required to pay the application fee of Rs.200 along with the applicable service charges as above, check the status of fee payment at the portal and if the status is 'OK' i.e. honored by your transferring bank the candidate will be able to take the printout of Confirmation Page.
- e) Once the fee is paid through Credit/Debit card or Net banking and status is not OK, it means the transaction is cancelled and the amount will be refunded to concerned Credit/Debit card within a week. Such candidates have to pay the fee once again to get the confirmation page.
- f) Please note that fee submitted by any other mode like money order, demand draft, IPO etc. will be rejected.
- g) Application Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the Application Fee.

CORRESPONDENCE WITH CANDIDATES

All correspondence with candidates will be done through e-mail/SMS only. All information regarding examination schedule/admit card/ call letters etc. will be provided through uploading on HAL website. Responsibility of receiving, downloading and printing of admit card/ call letter/ any other information shall be of the candidate. HAL will not be responsible for any loss of email sent OR SMS, due to invalid/wrong email ID or mobile number provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her email/website in time. Candidates are requested to regularly visit HAL website i.e. www.hal-india.com. for any information regarding this engagement.

ANY CHANGES IN SCHEDULES WILL BE DISPLAYED ON HAL WEBSITE. CANDIDATES ARE REQUESTED TO VISIT ON HAL WEBSITE REGULARLY.

In case of any difficulty please mail us at recruitment.koraput@hal-india.com

**DY. GENERAL MANAGER (HR)
HAL, KORAPUT**