



SOAR TO GREAT HEIGHTS WITH HAL
HINDUSTAN AERONAUTICS LIMITED
AVIONICS DIVISION, KORWA, AMETHI (UP) -227412

SPECIAL RECRUITMENT DRIVE FOR SC (XSM)/ST

Advt No.A/137/HR-R/1/SCST-SRD/2017/

Hindustan Aeronautics Limited (HAL), a Navratna Central Public Sector Undertaking, is a premier Aeronautical Industry of South East Asia, with 20 Production/Overhaul/ Service Divisions and 10 co-located R&D Centres spread across the Country. HAL's spectrum of expertise encompasses hi-tech programs involving a number of state-of-the-art technology, design, development, manufacture, repair, overhaul & upgrade of Aircraft, Helicopters, Aero-engines, Industrial & Marine Gas Turbines. Accessories, Avionics & Systems and Structural Components for Satellites & Launch Vehicles.

Avionics Division, Korwa invites Applications from eligible candidates of SC (XSM) and ST Category in the prescribed proforma for the following posts in Non-Executive cadre:-

Sl. No.	Name of the Post & Scale of Pay	Scale	No. of Post (backlog vacancies)		
			SC	ST	Total
1	Assistant-(Contract), Rs.11050-28970/-	D6	02 (Ex-Servicemen)	-	02
2.	Trainee-Clerical, Rs.11050-28970/-	D6	-	01	01

QUALIFICATION

For Sl.No. 1:

- i) Full time MA/M.Sc./M.Com (2 years after 10+2+3) or Equivalent i.e. Equivalent Service Trades / Certificates/Qualifications in the Army/Air force/ Navy.
- ii) Candidates should also possess relevant Professional Certificate in Typing, Stenography and PC Operations etc.

For Sl.No.2

- i) Full Time MA/M.Sc./M.Com (2 years after 10+2+3) with relevant Certificate of proficiency in Typing, Stenography, PC Operations etc. of minimum 3 months. (the duration needs to be continuous), as the case may be. In respect of candidates possessing the qualification of Degree in Computer Science or Degree in Computer Application, Certificate of proficiency on PC Operations is not required. **OR**
- ii) Full Time Bachelor Degree (03 years after 10+2) + Full Time Diploma in Commercial and Computer Practice /Diploma in Commercial practice/Diploma in Secretarial Practice acquired from the State Board of Technical Education.

Contd..2/-

MINIMUM PERCENTAGE OF MARKS IN QUALIFYING EXAMINATION

- Candidates possessing the Qualifying Degree through Regular/Full-Time courses will only be considered. Candidates possessing Part Time/Correspondence/Distances Education/E-learning **will not be eligible** to apply.
- In order to apply for the post, candidate should have secured minimum of 50% marks in the aggregate of all the Semesters/years or corresponding CGPA Rating/Gradation in the qualifying examinations.
- Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the Application Format as per norm adopted by the University/Institute. A certificate to this effect from the respective University/Institute should be submitted at the time of applying for the post.

PROCEDURE FOR SHORTLISTING OF APPLICATIONS

➤ **For post Sl.No.1:**

Percentage of Marks secured in MA/M.Sc/M.Com.

For Post No.2 :

- i) Percentage of marks secured in MA/M.Sc./Com. OR
 - ii) Combined % of Marks secured in Bachelor Degree + Diploma in Commercial and Computer Practice/ Diploma in Commercial Practice/Diploma in Secretarial Practice i.e. [Total Marks scored in University Degree + Total Marks scored in Diploma in Commercial and Computer Practice/ Diploma in Commercial Practice/Diploma in Secretarial Practice]]
- Candidates possessing higher qualifications than the required qualification indicated in the Advertisement / Notification against the respective post need not apply. Candidature of Personnel who possess higher qualifications, than the required qualification indicated in the Advertisement / Notification and who apply for the post, will be rejected. An undertaking to that effect is to be submitted by the candidates alongwith application form at the time of applying for the post in the prescribed enclosed format-**Annexure-I**.
 - All the qualifications possessed by the candidates as also Qualifications/Courses being pursued by them at the time of submitting the Application for employment, are to be clearly indicated in the Application. In other words, all the qualification already possessed and Qualifications/Courses which are being pursued/currently undergoing are to be indicated in the Application while submitting the same for notified post in HAL
 - Candidates who have passed the required final qualification and obtained the prescribed percentage of marks, as applicable, on the last date (**i.e. 30.04.2017**) of receipt of application only need apply.

For post at Sl.No.1:

Armed services personnel who are required to serve for not more than six months (**as on 30.04.2017**) for completing the period of service requisite for becoming entitled to be released, are eligible to apply. However, such candidates are required to enclose a certificate issued from the Armed forces in this regard.

UPPER AGE LIMIT & AGE RELAXATION

- Upper age limit as on **30.04.2017** is 33 years (i.e. 28 years + 5 years relaxation for SC/ST)
- Upper age limit in respect of PWD candidates will be relaxed by 10 years over and above the prescribed upper age limit. PWD candidates belonging to OH(OL) & HH(PD/D) are eligible to apply.
- Upper age limit is relaxable by 5 years in respect of the candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989.
- The upper age limit for **Post No.2** (Trainee-Clrical D6) 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 33 years subject to a maximum age limit of 40 years.
- The prescribed age limit may be further relaxed in respect of Ex-apprentices of HAL, Avionics Division, Korwa to the extent of the period of Apprenticeship Training (under Apprenticeship Act, 1961) undergone in this Division.
- 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.
- The maximum Age with all the relaxations should not exceed 56 years as on **30.04.2017**.

Contd..4/-

TENURE OF ENGAGEMENT**For Post at Sl.No.1**

Selected Ex-Serviceman candidates will be engaged on contract basis for a period of one year with effect from the date of joining duty. Depending upon performance and Organizational requirement, the Contract service can be extended for one more year. The services of candidates who are engaged on contract basis would be regularized/absorbed, on completion of contract period subject to being found suitable for absorption/regularization and availability of vacancies.

For post at Sl.No.2.

The candidates selected will be under training for a period of one year. After successful completion of the training, they may be considered for absorption in the regular scale based on their performance during training, passing interview etc. and based on requirement of the Division.

SCALE OF PAY, ALLOWANCES AND OTHER PERKS

Sl. No.	Post	Basic Pay/ Personal Pay & Special Compensatory Allowance (P.M.)	Other Perks/Allowance (P.M.)
1.	Assistant (Contract) (D6) (Ex-Serviceman on contract basis)	Rs.11050/- Rs.5770/- & Rs.1682/-	DA (Revised Quarterly), Canteen Allowance, Leave, Medical & Conveyance Reimbursement, Washing Allowance, School Fee Reimbursement, Leave, Medical facilities & Accommodation etc.
2.	Trainee-Clerical (D6)	Rs.11050/- Rs.5770/- & Rs.1682/-	DA (Revised Quarterly) , Canteen Allowance, Leave, Medical facilities & Accommodation etc.

HEALTH

Medical Examination: Applicants should be of sound health and should meet the medical standards prescribed by the Company. Engagement of selected candidates will be subject to receipt of satisfactory medical report from the Company's Doctor as per the medical standards of the Company. No relaxation in health standards is allowed. The opinion of the Company's Medical Officer in this regard shall be final. The persons with disability (PWD) will be strictly considered in accordance with definition given under Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

APPLICATION FEE

Application Fee is exempted in case of SC/ST/PWDs & Ex-Apprentices trained under Apprenticeship Act-1961 in HAL, Avionics Division, Korwa),

SHORTLISTING/SELECTION PROCEDURE:

- The provisionally shortlisted candidates meeting the eligibility criteria will be called for Written Test. The Written Test will be held at HAL-Korwa, Distt. Amethi (UP) or at the place as decided by the Management. The final selection will be made on the basis of merit in the Written Test.
- The date, Time & venue of the Written Test will be intimated to the shortlisted candidates by E-mail/HAL Website/Post.
- Selection of candidates in the Written Test is provisional and is subject to Document Verification as indicated in terms of Age, Prescribed Educational Qualification, Caste, Disability (Wherever applicable) etc.
- Appointment of selected Candidates is subject to verification of Caste and Character & Antecedents from the concerned authorities, as per the Rules of the Company.

GENERAL CONDITIONS

- Only Indian Nationals need apply. Mere submission of application will not entail right for claiming appointment.
- Age and experience will be reckoned as on **30.04.2017**.
- Candidate belonging to SC/ST category only are eligible to apply. Candidates are required to produce valid Caste Certificate issued by the Competent Authority in the prescribed format enclosed at Annexure-II.
- Candidates belonging to PWD Category are required to submit their disability certificate in the prescribed format enclosed at Annexure-III.
- No separate intimation for applying the post in respect of Ex-Apprentices trained under the Apprenticeship Act-1961 in HAL Avionics Division, Korwa will be given.

Contd..6/-

- Before applying, the candidates should satisfy themselves regarding eligibility criteria desired for the post.
- Only shortlisted candidates will be called for the further selection process.
- Appearance of the shortlisted candidates at any step of recruitment (i.e. Written Test) 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 the essential eligibility criteria.
- Applicant serving in Government/ Semi-government/Public Undertaking should apply through proper channel.
- No. of posts / reservation may vary as per discretion of the Management.
- The Management reserves the right for filling or not filling any of the posts as well as call or not to call any/ all candidates.
- The Management 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 recruitment without assigning any reason.
- Engagement of selected candidates will be subject to receipt of satisfactory Medical report from the Company's Doctor as per the standards prescribed by HAL as well as satisfactory verification report on Character and Antecedents / Caste from the authorities concerned, as per rules of the Company and Vigilance Clearance (As applicable).
- The Management takes no responsibility for any delay in receipt or loss in postal transit of any applications or communication.
- Canvassing in any form or bringing outside influence will be a disqualification.
- For any clarification, please contact Manager (HR) on **05368-255062** or write to us in **hr.korwa@hal-india.com**.
- The candidates selected will have to give an undertaking for not applying for any transfer/ posting to the other Divisions/Offices of HAL during the period of three years from the date of joining on regular / training/ contract basis.

- Incomplete application forms or the forms which are other than in the prescribed format or do not have self-attested photograph affixed, will be rejected and no correspondence in this regard will be entertained.
- Candidates whose surname have been changed due to marriage etc or is different as per High School and other academic certificates, are required to enclose an affidavit from the Competent Court of law while submitting the application.
- Self-attested copies of marks-sheets, experience certificate, caste certificate for SC/ST/, Disability Certificate from the Competent Authority (For PWDs candidates)/ J&K Domicile certificates, as applicable, must be attached with the application.
- No TA will be paid for attending the Written Test.
- Necessary information regarding the selection, written test etc. will be hosted on our Website www.hal-india.com from time to time.
- At any stage of the selection process, if any information furnished is found to be false, the candidature will be summarily rejected.
- All qualification should be from Indian Universities/Institutes recognised by appropriate statutory Authorities in the Country.
- Court of jurisdiction for any dispute/cause will be at Amethi / Sultanpur (UP).
- In case of any particular query is not covered above, the candidates can write to HAL through email at hr.korwa@hal-india.com Only. No other methods of Communication will be entertained.
- These vacancies are identified to be filled by external candidates only, through Direct Recruitment. Therefore, Applications of internal candidates, if any, will not be considered.

HOW TO APPLY:

- Eligible and interested candidates are required to log-in to HAL Website (www.hal-india.com) and download the Application Form hosted on the HAL Website along with this detailed Web Advertisement.
- Candidates meeting the above criteria may send their applications strictly in the prescribed Application Format printed on A-4 size paper along with self-attested Certificates/Marks Sheet/documents (proof of Age, Qualification, Training, Caste Certificate in prescribed format, Ex-Serviceman discharge book etc. and recent passport Size Photograph on or before **30.04.2017** to the following address:-

Manager (HR-Recruitment),
Hindustan Aeronautics Limited
Avionics Division, Korwa
PO: HAL-Korwa
Distt: Amethi (UP)-227 412

- The applications have to be sent only through Ordinary Post/ Registered Post. Applications received through other modes viz. Fax/E-Mail /Courier etc. will not be accepted.
- The last date for receipt of application is **30.04.2017**. Applications received after the due date will not be considered.
- Candidates are requested to compulsorily superscribe the envelope with the Name of the post they are applying to (i.e. Application for the post of.....)

DY.GENERAL MANAGER (HR)



HINDUSTAN AERONAUTICS LIMITED
 Avionics Division, Korwa
Application Format
SPECIAL RECRUITMENT DRIVE (SC-XSM)/ST- 2016
 (Please fill the Application format in
CAPITAL LETTERS only)
Advt. No. A/137/HR-R/1(SCST-SRD)/2017

Paste
 Self-Attested
 recent passport
 size colour
 photograph

1	Name of the post applied for (as per the Detailed Web Advertisement)	
2	Name in Full (As in SSLC/SSC Certificate)	
3	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
4	Father's Name	
5	Mother's Name	
6	Marital Status	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
7	Nationality	
8	State of Domicile	
9	Date of Birth (DD/MM/YYYY)	
10	Age As on 30/04/2017	_____Years _____Months _____Days
11	Religion (Please Tick)	Hindu / Muslim / Christian / Sikh / Neo-Buddhist / Zoroastrians / Jain / Others Specify _____
12	Category	SC <input type="checkbox"/> ST <input type="checkbox"/> XSM <input type="checkbox"/>
	Name of the Caste/Tribe/Community	_____
13	Permanent Address	Address for Communication (All future Communication will be made on this address only)

Signature of the Candidate _____

14	Phone / Mobile Number (Compulsory)	
15	E-Mail ID (Compulsory)	
16	Nearest Railway Station (with reference to the present address)	
17	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989? If Yes, please enclose the proof.	Yes <input type="checkbox"/> No. <input type="checkbox"/>
18	Are you an Ex- Serviceman	Yes <input type="checkbox"/> No. <input type="checkbox"/>
19	Are you a Person with disability (PWD)? If Yes, mention the category of disability (VH/OH/HH/)	Yes <input type="checkbox"/> VH <input type="checkbox"/> OH <input type="checkbox"/> HH <input type="checkbox"/> Sub-disability (Please specify.....) No. <input type="checkbox"/>
20	Have you been interviewed by HAL any time earlier. If Yes, please give the details of the post for which you have been interviewed and also date/year.	Yes / No
21	Details of the present employment (if applicable) : i) Nature of Organization	Private Sector / Public Sector Govt. Organization / Quasi Govt. Organization
	ii) Present Pay and Allowances per month	Scale of Pay Basic Pay Grade Pay (if applicable) Dearness Allowance (DA) HRA Other Allowances (Specify)..... Gross Salary Per Month..... CTC per Annum

Signature of the Candidate _____

22	Have you taken VRS from any PSU /Government organization? If Yes, please mention date of VRS? And the Amount received as Ex-gratia?	Yes / No
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23. Educational Qualification: (Academic and professional- from SSLC onwards)

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	Month & Year of the passing	Percentage obtained*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note : please give full & complete information)

*Where ever CGPA or letter Grade is awarded, equivalent percentage of marks should be indicated as per the norms adopted by the University / Institute. A Certificate from the respective University / Institute to this effect should be attached along with this application form.

24. Details of Employment (In Chronological order) if any (Use separate sheet if required)

Sl No.	Name of the organization	Designation	Period		Pay Scale / Gross Pay	Reason of the leaving
			From DD/MM/YYYY	To DD/MM/YYYY		

Signature of the Candidate _____

25. Total Experience in No. of Years / Months (if applicable):YearsMonths
as on **30/04/2017**.

26. If selected, how soon can you join _____

27. Any other relevant Details:

DECLARATION

I hereby declare that the above statements are true & complete to the best of my knowledge and belief. In case of any changes in the information furnished above, the same will be informed forth with. In the event, the information is found to be false or incorrect, my candidature / appointment may be rejected without any notice.

Place:

Date:

Signature of the Candidate

UNDERTAKING/DECLARATION**From:****(Name & Address of the candidate)**

.....

To,

DGM(HR)
Hindustan Aeronautics Ltd.
Avionics Division,
KORWA

Sir,**Sub: Selection for the post of****Ref: Advt. No..... Date**

I am applying for the above mentioned post vide my application dated

2. In this connection, I hereby declare that the qualifications possessed by me as on the date of submission of the application are the following (to indicate from SSLC onwards):-

Sl.No.	Qualification Name	Institute/University/Board	Month & year of passing	% of Marks & class obtained	Duration of the Course	Full Time/Part Time/Correspondence

3. Further, I have been pursuing the following qualification as on the date of submission of the application also:

Sl.No.	Qualification Name	Institute/University/Board	Month & year of joining the Course	Duration of the Course	Full Time/Part Time/Correspondence	Present status of completion of the course.

4. It is declared that I do not possess any qualification (lower or higher) other than those indicated at Para-2 above. Similarly, I am not pursuing any qualification other than those indicated at para-3 above.

5. I understand that non declaration of any qualification possessed by me will render my selection null & void as and when it comes to the notice of the Company and that my selection will be rejected & service terminated. I also understand that this will be applicable for my entire length of service in the Company.

Signature:

Name :

Place:

Date

**FOR OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATES
BELONGING TO SCHEDULED CASTE /SCHEDULED TRIBES**

This is to certify that Shri/ Smt*/ Kumari* son/
daughter* of Shri.....of village*/town* in
District/Division* of the State/ Union Territory* belongs to the
..... caste/ tribe which is recognized as SCHEDULED CASTE* or SCHEDULED TRIBE*
under :

- ❖ The constitution (Scheduled Castes) Order, 1950
- ❖ The constitution (Scheduled Tribes) Order, 1950
- ❖ The constitution (Scheduled Castes) (Union Territories) Order, 1951
- ❖ The constitution (Scheduled Tribes) (Union Territories) Order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, The Punjab Reorganisation, Act 1966, The State of Himanchal Pradesh, Act, 1970, The North-Eastern Areas (Reorganisation) Act, 1971, and Scheduled Tribes Orders (amendment) Act, 1976.)

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

3 Shri/ Smt*/ Kumari* and/ or his/ her* family ordinarily reside(s)
in village/ town* of District/Division of the State/ Union Territory of

Place
Date:

Signature.....
Designation.....
(with seal of officer)

State/ Union Territory

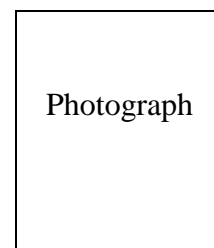
DISABILITY CERTIFICATE

Certificate No.:

Date:

This is to certify that we have carefully examined Shri / Smt. / Km.

_____ Son / Daughter
 _____ Age
 Wife of Shri _____
 _____ Registration No. _____ Permanent resident
 _____ Ward / Village/ Street
 _____ Post Office _____ District
 _____ State _____



whose photograph is affixed above, and are satisfied that:

A) He/she is a case of _____ Disability. His/her extent permanent physical impairment / disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

Sl No.	Disability	Affected part of Body	Diagnosis	Permanent physical impairment/mental disability (in%)
1	Locomotors disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental retardation	X		
6	Metal – illness	X		

B) In the light of above his / her overall permanent physical impairment as per guidelines (to be specified), is as follows

In figures: _____ Percent

In word: _____ Percent

2. This condition is progressive / non progressive / likely to improve / not likely to improve.
3. Reassessment of Disability is
 (i) Not Necessary, Or
 (ii) Is recommended / after _____ years months and therefore this certificate shall be valid till _____ years.

@ e.g. Left / Right Both arms / legs

e.g. Single eye / Both eyes

£ e.g. Left / Right / Both ears

4. The applicant has submitted the following documents as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing Certificate

Name & Seal of Member

Name & Seal of Member

Name & Seal of the Chairperson