



**HINDUSTAN AERONAUTICS LIMITED, AVIONICS DIVISION, KORWA**  
**(Technical Training Institute)**

No. T/665/8/2018/

28<sup>th</sup> June, 2018

**Engagement of Diploma (Modern Office Mgmt. & Secretarial Practice) Apprentice: 2018-19 under Apprentice Act-1961**

Eligible Candidates, who have passed Diploma Examination in Modern Office Management & Secretarial Practice (MOM & SP) discipline and willing to undergo Apprenticeship Training, may submit their applications in the attached Format.

Eligibility criteria for Selection of Apprentices are as follows:

**Qualification:** Diploma in MOM & SP discipline. The Appearing Candidates will not be eligible. As per the Apprentice Act, the Candidates shall be eligible for Apprenticeship within a period of three years of passing the Qualified Examination. The Candidates are required to register on [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in) and get the Enrollment Number.

**Age Limit:** 26 years for General candidates Relaxable by 03 years in case OBC, 05 years in case of SC/ST Candidates (as on 27.07.2018).

The Eligible Candidates are required to **submit/send** their complete Application in attached Format, along with his/her latest passport size photograph pasted in the specified place and the self-attested copies of 1) High School Certificate & Mark Sheet, 2) Intermediate Certificate & Mark Sheet, 3) Diploma Certificate & Mark Sheet of all Semesters (including Consolidated Mark sheet) 4) Caste Certificate for SC/ST/OBC as applicable 5) PH Certificate (if applicable) 6) Where ever CGPA/DGPA/CPI/SPI etc. is awarded, a Certificate from the respective University/Institute regarding Conversion Factor of Aggregate Marks into Percentage 7). Proforma for the Ward of Serving /Retired /Deceased Employees of HAL (as applicable) duly certified by the Concerned Officer of HR Department of the respective division. The Complete Application with the enclosures is to be sent to **Senior Manager (Training), Hindustan Aeronautics Limited, Avionics Division, PO Korwa, Dist AMETHI (UP) Pin 227412.** On the Top of Envelop the Candidate should write "**Application for Diploma (MOM&SP) Apprenticeship 2018**". The last date of receipt of Complete Application is **27.07.2018** at HAL Korwa. The Complete Application in a Closed Envelop can also be dropped on or before **27.07.2018** in the Box kept at the Security Control Room, HAL Korwa Amethi

The Selection for Engagement of Apprentices will be based on Merit, taking into consideration the Total Aggregate Marks secured in the Diploma Examination. Incomplete applications (without all enclosures) will be rejected. Applications received after the last date **27.07.2018** will not be accepted. The reservation for Engagement of Apprentices will be admissible as per the Apprentice Act 1961. The period of Training will be of one year duration. Candidates, who have job experience for a period of one year or more or completed/resigned/terminated/undergoing Apprentice Training or registered against Apprentice Act are not Eligible. Stipend @ Rs. 3542/- per month or as revised, will be payable to the Apprentices. No TA/DA will be payable for attending the Verification Process. The Candidate will have to make their own arrangement for stay, if required, during the Verification Process. Canvassing in any form will be treated as disqualification.

The list of Provisionally Selected Candidates will be hosted in the HAL website. The Schedule of Engagement Process is given below. The Company reserves its right to change the date/schedule of important activities.

**Important dates**

S.N.	Description of Activities	Date
01.	Last date for receipt/submission of Complete Application	27 July 2018
02.	Declaration of the Provisionally Selected Candidates at <a href="http://www.hal-india.com">www.hal-india.com</a>	25 August 2018
03.	Verification of Original Documents at HAL Korwa	27 to 31 August 2018

DGM (Training)  
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