



SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH BENCHMARK DISABILITY – 4th Attempt **(Advt No. HAL/HR/36(98)/PWBD (IV)/2019)**

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, 11 co-located R&D Centres and 1 Facility Management Division, spread across the Country. HAL's spectrum of expertise encompasses hi-tech programmes involving a number of state-of-the-art technology, 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.

HAL invites applications from eligible Persons with Benchmark Disability (in Visually Handicapped & Hearing Handicapped Categories) in the prescribed proforma for the post of Admin. / Commercial / Accounts Trainee (Channel C) (Scale 5) in Non-Executive cadre in various Divisions of HAL at Bangalore (Karnataka); Hyderabad (Telangana); Koraput (Odisha) & Nasik (Maharashtra). The details of the post are as indicated below:

Sl. No.	Particulars	Details
i	Name of the Post / Scale of Pay	Admin/ Commercial/ Accounts Trainee (Channel C) (Scale 5) [Scale of Pay : Rs.10750-27670]
ii	Post Code	NA52019
iii	No. of Posts	8
iv	No. of Posts Disability-wise	3 – VH(LV); 5 – HH
v	Upper age limit as on 2.5.19 after age relaxation of 10 years for PWBDs	UR - 38 years; SC/ST – 43 years; OBC-NCL – 41 years
vi	Qualification	:Full Time Bachelor Degree (3 years after 10+2) in Arts / Science / Commerce / Administration / Management / Computer Applications Or Regular SSLC + Full Time Diploma in Commercial and Computer Practice/ Diploma in Commercial Practice/ Diploma in Secretarial Practice acquired from the State Board of Technical Education. Candidates are required to possess Certificate of Proficiency in Typing / PC Operations of minimum 3 months (the duration needs to be continuous) . 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.

vii	Selection Procedure	Eligible candidates shortlisted based on the initial screening will be selected ONLY through Written Test based on the Marks Scored by them in the Written Test in the order of Merit followed by Document Verification in terms of Educational Qualification, Disability Certificate etc.	
viii	Categories of Disabled	Discipline wise categories of Disabled are as under:	
		Admin Trainee	LV, HH
		Commercial Trainee	LV, HH
		Accounts Trainee	LV, HH

Notes :

- SC- Scheduled Caste; ST- Scheduled Tribe; OBC-NCL-Other Backward Classes-Non Creamy Layer; UR-Unreserved;
- Categories of Disabled: VH = Visually Handicapped; LV=Low Vision; HH=Hearing Handicapped

PAY SCALE & REMUNERATION:

- Selected candidates will be appointed as a Trainee initially. During the training period, Trainees will be paid Emoluments as admissible to them. The approximate Emoluments payable (per month) will consist of the following components:

(Amount in Rs. p.m.)

Post	Basic Pay	Differential Personal Pay	Special Compensatory Allowance #
Admin / Commercial /Accounts Trainee (Channel – C) (Scale 5)	10750/-	5160/-	1591/-

Applicable for Trainees posted to the Divisions of the Company located at Koraput (Odisha) only.

- In addition to the above, Trainees are eligible for applicable Dearness Allowance (revised quarterly); applicable Accommodation Allowance at the rate of HRA payable in the respective station (payable only in cases where Company Accommodation/ Hostel is not provided); Canteen Allowance/ Meal Vouchers @ Rs. 2500/- p.m; Leave and Medical facilities.
- On successful completion of the training, the Trainees will be absorbed in the regular Scales as indicated against the respective posts above.

PROFESSIONAL QUALIFICATION:

- Candidates possessing the Qualifying Degrees through Regular/ Full-Time courses will only be considered. Candidates possessing Part Time / Correspondence / Distance Education / E-learning will not be eligible to apply.

- Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the Application Format as per norms adopted by the University / Institute. A Certificate to this effect from the respective University / Institute should be submitted at the Time of Document Verification.
- 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 at any stage of the recruitment /selection.
- All the Qualifications possessed by the candidates as also Qualifications / Course 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 Qualifications already acquired and Qualifications /Courses which are being pursued / currently undergoing are to be indicated in the Application while submitting the same for notified posts in HAL.

UPPER AGE LIMIT & AGE RELAXATION:

- Upper Age Limit after extending age relaxation of 10 years for PWBDs (Persons with Benchmark Disability) as on **2.5.19** is indicated for the post above.
- The Upper Age Limit is relaxable for candidates with **relevant** Post Qualification Experience, to a maximum extent of 7 years for the post in Non – Executive cadre as mentioned above. Relaxation in age would be one year for every completed year of relevant Post Qualification Experience over and above the maximum age limit indicated above.
- 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 of 01.01.1980 to 31.12.1989.
- Relaxation in Age limit in respect of Ex-servicemen & Serving Officers of Indian Army / Indian Air Force / Indian Navy will be extended as per Rules.
- The maximum Age with all the relaxations should not exceed 56 years as on **2.5.19**.

SELECTION & PLACEMENT:

- **Medical Examination:** Candidates provisionally selected by HAL will have to undergo a Pre-Employment Medical Exam before joining HAL. Applicants should meet the Medical standards as prescribed by the Company. Appointment of selected candidates is 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 will be allowed. The Pre-Employment Medical Standards prescribed by HAL are enclosed.
- The suitability for Appointment in relation to the Benchmark Disability will be decided on the basis of the reports of the Medical Board attached to the Special Employment Exchanges for Physically Disabled.

- The selection of candidates in the Written Test is provisional and is subject to Document Verification as indicated above in terms of Age, prescribed Educational Qualification, Experience, Benchmark Disability, Categories of Disabled, Caste (wherever applicable).
- 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.
- Selected candidates can be posted to any Division / R&D Centers / Office of the Company. The candidates will not be allowed to seek / apply for transfer to any other Division / Location of the Company for initial three years of service.

HOW TO APPLY:

- Eligible and interested candidates are required to download the Application Format hosted on the HAL Website along with this detailed Web Advertisement;
- Candidates meeting the above specifications may send their applications strictly in the prescribed Application Format printed on **A-4 size** paper (neatly typed/ handwritten), along with a **self-attested recent Passport Size Photograph** to the following address:

**Chief Manager (HR)
Recruitment Section, HR Department
Hindustan Aeronautics Limited
Corporate Office, 15/1 Cubbon Road
Bangalore – 560 001**

- If the information/ Certificates furnished by the candidate in any part/ stage 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.
- The **last date for receipt of applications** is **2nd May 2019**. Applications received after the due date will not be considered. **No application will be received in person on the address mentioned above.**
- The Applications have to be sent only through Ordinary Post / Speed Post / Registered Post / Courier. Applications received through other modes viz. Fax/ E-mail etc. will not be accepted and will be summarily rejected.
- HAL will not take any responsibility for any delay in receiving the Application Forms or Loss in transit.
- Candidates are requested to compulsorily super scribe the envelope with the Name of the post they are applying to (i.e. **"Application for the Post of"**).

GENERAL CONDITIONS:

- Only Indian Nationals are eligible to apply.
- Persons with **40% or more relevant disability** only are eligible to apply. Candidates are required to produce Disability Certificate issued by the Competent Authority at the time of Document Verification. The Date, Time & venue for Document Verification will be

intimated to the candidates who are provisionally selected in the Written Test via email (in the email id provided in the Application Format by the candidate). The same will also be hosted on the HAL Website (www.hal-india.co.in);

- Age and experience will be reckoned as on **2.5.19**.
- All qualifications should be from Indian Universities/ Institutes recognized by appropriate statutory Authorities in the Country.
- Candidates will be required to submit all relevant certificates / testimonials (original along with one set of self attested photocopies) in support of Age, Technical/ Educational Qualifications, Caste, Disability, Experience (wherever applicable), Ex-servicemen discharge book, passport size photograph etc., at the time of Document Verification. Furnishing wrong / incorrect information or suppression of relevant information will lead to rejection of candidature and the application will be out-rightly rejected.
- Candidates belonging to OBC-Non Creamy Layer Category are required to submit the OBC Certificate not older 6 months as on **2.5.19**, in the prescribed format, at the time of Document Verification.
- Date, Time & Venue for Written Test / Document Verification will be intimated to the shortlisted / eligible candidates via email (in the email id provided in the Application Format by the candidate). The same will also be hosted on the HAL Website (www.hal-india.co.in);
- Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Written Test / Document Verification / Selection and 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 whatsoever. The number of vacancies can be modified as per discretion of the Management.
- The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of Selection, conduct of Written Test, Verification of Documents etc. will be final and binding on candidates.
- Admission of candidates to the Written Test will be purely **provisional** based on the declaration by the candidate in the Application Form, without verification of Age, qualification, category (SC/ST/OBC – Non Creamy Layer/ PWBD/ XSM etc.) of the candidates.
- Candidates who are employed in Central/ State Government / Semi-Government / Public Sector Undertakings etc. (including candidates engaged on Contract basis therein) should produce No Objection Certificate (NOC) at the time of Document Verification, failing which they will not be issued with the Provisional Offer of Appointment for the subject post and will not be eligible for payment of Travelling Allowance.
- These vacancies are identified to be filled up by external candidate only, through Direct Recruitment. Therefore, Applications of internal candidates, if any, will not be considered.

- Applicants having Work Experience in Private Sector Organisations are required to submit an Experience Certificate in the letter head of the Company. The letter head of the Company should have the details of the Company.
- Candidates should clearly mention all the details sought in the Application Format. In case of no clarity/ discrepancy in the information provided, Application will be summarily rejected. No communication will be sent to the candidates.
- While applying for the post the applicant should ensure that he/she fulfills the eligibility and other norms as mentioned above as on the specified dates and that the particulars furnished by him/ her are correct in all respect.
- All correspondences to the candidates will be made via e – mail on the e – mail id provided by the candidate in the application Format. No other method of communication will be adopted.
- Any sort of Canvassing or Influencing of the Officers related to Recruitment / Selection process would result in immediate disqualification of the candidates.
- Court of jurisdiction for any dispute/ cause will be at Bangalore.
- In case of any particular query is not covered above, the candidates can write to HAL at recruitment@hal-india.co.in only. No other method of Communication will be entertained.

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