

**SELECTION OF OFFICERS FOR POSTS IN SECURITY, CIVIL, HR, FIRE AND LEGAL DISCIPLINES
(Advt No. HAL/HR/36(89)/2019/3)**

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 energetic & result oriented Professionals for the following posts for its various Production, Overhaul, Service Divisions / Research & Design Centres / Offices:

A) NUMBER OF POSTS:

Sl. No.	Name of the Post	Grade	No. of Posts
a	Deputy Manager (Security) / Manager (Security) Click here for Job Description	III/IV	1 (UR)
b	Deputy Manager (Civil) Click here for Job Description	III	1(UR)
c	Engineer (Civil) Click here for Job Description	II	2 (1-UR ; 1-OBC-NCL)
d	Human Resource Officer Click here for Job Description	II	4 (2-UR ; 1-SC ; 1-OBC-NCL))
e	Fire Officer Click here for Job Description	II	1 (UR)
f	Legal Officer Click here for Job Description	II	2 (1-UR ; 1-OBC-NCL)
g	Security Officer Click here for Job Description	II	6 (2-UR ; 1-SC ; 1-ST ; 1-OBC-NCL; 1-EWS)
h	Assistant Fire Officer Click here for Job Description	I	1 (UR)

UR- Unreserved ; SC-Scheduled Caste ; ST-Scheduled Tribe; OBC-NCL-Other Backward Classes (Non Creamy Layer) ; EWS-Economically Weaker Section.

One vacancy among the Posts in '**Grade – II**' is reserved for Person with Benchmark Disabilities (PWBDs). The types of Disability considered for the post/s are as indicated below:

Name of the Post	Type of Disability
Engineer (Civil)	OA, OL, HH
Human Resource Officer	OA, OL, OAL, BL, VH(LV), HH
Legal Officer	OL, BL, OAL, VH(LV)

OA-One Arm ; OL-One Leg ; HH-Hearing Handicapped; OAL-One Arm and One Leg ; BL-Both Leg ; VH(LV)- Visually Handicapped (Low Vision).

B) QUALIFICATION

Sl. No.	Post	Grade	Qualification
a)	Deputy Manager (Security) / Manager (Security)	III/IV	<p>i) Successful completion of ten months pre-Commission Training Course from the Officers' Training School, Chennai or from any other equivalent Institution under the Defence Forces; [OR]</p> <p>ii) Successful completion of one to one and a half years Course conducted by the Central/State Governments qualifying for appointment as Deputy Superintendent of Police/Sub-Inspectors in State Police, Railway Protection Force, Central Reserve Police, Border Security Force; [OR]</p> <p>iii) Successful completion of one year Training Course conducted by Central Government for those selected for the posts of Intelligence Officers in the Central Intelligence Bureau and Research and Analysis Wing; [OR]</p>
b)	Security Officer	II	<p>iv) Successful completion of Training conducted by the Central Government for candidates selected for the post of Sub Inspectors in the CISF or successful completion of one year training conducted by Home Ministry, Government of India, for SI in CBI; [OR]</p> <p>v) 52 weeks Training Course of Instructions for IAF Police in the Rank of Sergeant, Junior Warrant Officer, Warrant Officer and Master Warrant Officer.</p>

c)	Deputy Manager (Civil)	III	Degree in Engineering / Technology or its equivalent in the Civil Discipline from recognized University / Institutions.
d)	Engineer (Civil)	II	
e)	Human Resource Officer	II	Bachelor's Degree with PG Degree / PG Diploma / MBA / MSW / MA with specialization in Human Resources / Personnel Management / Industrial Relations / Labour Management / Organizational Development / Human Resource Development / Labour Welfare etc., from Institutes / Universities recognized by appropriate Statutory Authorities.
f)	Fire Officer	II	i) Bachelor Degree of Fire Engineering from the National Fire Service College, Nagpur awarded by the Nagpur University i.e., B.E., (Fire Engineering); [OR] ii) Bachelor Degree of Fire Engineering / Fire Technology from Institutes / Universities recognized by appropriate statutory authorities; [OR]
g)	Assistant Fire Officer	I	iii) Pass in Associate Membership / Membership Examination of Institute of Fire Engineering. UK; [OR] iv) Degree of recognized University with Pass in GIFE – India / UK.
h)	Legal Officer	II	Bachelor of Law (5 years integrated course after 10+2) or Bachelor Degree with Bachelor of Law (10+2+3+3).

Note : The Qualification indicated above at Sl. Nos. (c), (d), (e), (f), (g) and (h) would mean Qualification acquired through Regular/Full Time Courses from Institutes / Universities recognised by appropriate Statutory Bodies.

C) POST PROFESSIONAL QUALIFICATION EXPERIENCE (PPQE):

Sl.No.	Name of the Post	Grade	No. of years of PPQE	Experience required to be possessed in next below Grade or in equivalent post*(completed years) as on <u>13.12.19</u>
a	Deputy Manager (Security) / Manager (Security)	III/IV	Gr-III – 4 yrs	3
			Gr-IV – 7 yrs	
b	Deputy Manager (Civil)	III	3 yrs	3
c	Engineer (Civil)	II	2 yrs	2
d	Human Resource Officer	II	3 yrs	3
e	Fire Officer	II	3 yrs	
f	Legal Officer	II	3 yrs	
g	Security Officer	II	3 yrs	
h	Assistant Fire Officer	I	Nil	-

* Applicable to candidates working in Central / State Government departments / Public Sector Enterprises, etc.

- PPQE will be calculated from the date of acquiring the requisite Professional Qualification. Experience prior to acquiring the requisite Professional Qualification Degree will not be reckoned for calculation of PPQE.
- The post of Deputy Manager (Security) / Manager (Security) (III/IV) is a Stroke Post and Candidates are requested to apply for a post they are best suited for, after taking into consideration the requisite PPQE.
- Any Full Time additional degree acquired during the period of experience post acquiring Professional Qualification, will not be reckoned as experience and the duration of course will be deducted from the total PPQE possessed.
- For Posts in Civil Discipline, in case of Candidates possessing Full Time PG Degree in relevant Branch of Engineering, the period of Post Professional Qualification Experience (PPQE) will be reduced by the prescribed period of the relevant Post Graduate Course, subject to a maximum of 2 (two years).

D) PAY SCALES & REMUNERATION:

Sl. No.	Grade	Pay Scales (2017 Scales)#
(i)	IV	Rs. 60000 – 180000
(ii)	III	Rs. 50000 – 160000
(iii)	II	Rs. 40000 – 140000
(iv)	I	Rs. 30000 – 120000

Annual Increment is 3% of running Basic Pay.

- On selection, candidates will be appointed in the concerned Scale of Pay as indicated above. Besides Basic Pay, candidates will be eligible for Variable Dearness Allowance, Perquisites and Allowances, Company Accommodation / House Rent Allowance, Performance related Pay (PRP), Membership of Provident Fund, Gratuity etc., as per the prevailing Company Rules. Perquisites and Allowances are presently paid @ 35% of the running Basic Pay under the Cafeteria System.

E) AGE LIMIT & REAXATION:

Sl. No.	Grade	Age Limit as on 13.12.2019			
		UR/EWS*	OBC-NCL	SC	ST
(i)	IV	45	-	-	-
(ii)	III				
(iii)	II	35	38	40	40
(iv)	I	35	-	-	-

* Reservation in EWS Category is only for the Post of Security Officer (Grade-II).

- In respect of Posts identified as suitable for Persons with Benchmark Disabilities (PWBDs), Upper Age Limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC-NCL;
- 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 will be extended as per rules.
- Upper Age limit with all relaxations shall not exceed 55 years (56 years in case of PWBD Candidates).

F) APPLICATION FEE:

- Rs. 500 (Rupees Five Hundred only) is to be paid as Application Fee. Candidates belonging to SC/ST/PWBD are exempted from the payment of Application Fee;
- The above application fee is to be paid online through NEFT. The details required for Online payment are detailed below:

Bank Account Name: Hindustan Aeronautics Ltd - Recruitment A/C

Bank Name: State Bank of India

Branch Name: Industrial Finance Branch, Residency Road, Bangalore

Bank Current Account Number: 30969511830

IFSC Code : SBIN0009077

- Candidates are required to provide the details of the Application Fees paid in the online application form like Bank Name, Branch Name, IFSC Code, Transaction Reference Number, Date of Transaction, Amount Transferred etc.
- Application fee once deposited/paid into the Company's account will not be refunded under any circumstances.
- HAL will not be responsible in case of Candidate transferring the Application Fee to the wrong Account.

G) HOW TO APPLY? (REGISTRATION PROCESS)

- Eligible and interested candidates are required to apply Online only through HAL Website (Careers section): www.hal-india.co.in. No other means / mode of application will be accepted,
- Candidates are allowed to apply only once for the selected post and application submitted once cannot be altered under any circumstances.
- Candidates are required to possess a valid Mobile number and Email Id, which is to be entered in the application, so that intimation regarding further stages of selection like Selection Interview, etc will be sent on the same Mobile number. HAL will not be responsible for bouncing of Messages sent to the Candidates.
- On submission and acceptance of the application, system will generate an Application Number which will be used for future reference. Candidates are required to take a print out of the completed Application Form along with the Application number for future reference.
- Request for change in Date of Birth, Mailing Address, Category etc., once declared in the online application form will not be entertained.

- If the information furnished by the Candidate/s at any stage of Recruitment is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the Advertisement, the candidature will be considered as revoked / terminated without any reference given to the Candidate.
- The last date for online submission of the application is **13.12.19 (till 1700 hrs)**. No application will be accepted after this date and in person.

H) GENERAL CONDITIONS:

- Only Indian Nationals are eligible to apply;
- Mere Submission of Application will not entail right for claiming appointment / getting shortlisted for further stages of recruitment process;
- HAL reserves the right to cancel/ restrict/ enlarge/ modify/ alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto. The number of vacancies can be modified as per requirements and discretion of the Management;
- **Selection Procedure for Posts in Grade - IV, III & II:** Eligible candidates short-listed based on the initial screening only will be called for personal interview. Date, Time and Venue of the Interview will be intimated to the short-listed/eligible candidates via E-mail / HAL Website. Candidates will be shortlisted and called for Interview in the ratio of 1:10 (Maximum) as per the Rules of the Company.
- **Selection Procedure for Posts in Grade – I :** Candidates meeting the eligibility criteria as per the extant Rules will be called for appearing in the Written Test. Selection of Shortlisted candidates will be based on the Marks secured in the Written Test in the order of Merit. Further, selection is subject to Document Verification in terms of Education Qualification, Marks Secured in the Qualifying Degree, Caste/Tribe, Community Certificates etc.
- Age and Experience will be reckoned as on **13.12.19**;
- Candidates employed in Central / State Government Departments / Public Sector Enterprises etc. (including candidates engaged on Contract basis in Central / State Govt. Departments / PSUs) should produce **NOC** (no Objection Certificate) at the time of the Interview/Document Verification from their Employer, failing which they will not be permitted to appear for the Interview/Document Verification and will not be eligible for payment of Travelling Allowance;

- Candidates belonging to SC/ST/OBC/EWS/PWBD categories are required to submit copies of Caste Certificate/Income & Asset Certificate /Disability Certificate in the prescribed format at the time of Interview/Document Verification;
- 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 Interview.
- For getting reservation benefits under the OBC-NCL category, the following are required to be adhered to:
 - 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 furnish an OBC-NCL certificate as per the format prescribed by the Govt. of India (not older than six months as on **13.12.19** from the Competent Authority, at the time of Interview.
- **Reservation to Economically Weaker Sections (EWS) is governed by Office Memorandum No. 36039/1/2019-Estt(Res) dated 31.1.19 of Department of Personnel & Training , Ministry of Personnel, Public Grievance & Pensions, Government of India**
- These vacancies are identified to be filled up by external candidates only, through Direct Recruitment. Therefore, applications of internal candidates, if any, will not be considered;
- Candidates provisionally selected by HAL will have to undergo pre-employment Medical Exam before joining HAL. Applicants should have sound health and should meet the medical standards 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. Please [click here](#) for Pre Employment Medical Standards prescribed by HAL. In respect of Persons with Disability, 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 Exchange for Physically Handicapped. PWBD Candidates will be subjected to pre-employment medical examination with regard other Medical Parameters as per the revised Medical Standards of the Company.
- Appointment of selected candidates is subject to verification of Caste, PWD Certificate, Income & Asset Certificate issued by Competent Authority in the format prescribed by Gol (for EWS Candidates) Character & Antecedents from the concerned Authorities, as per the rules of the Company;

- Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company at the Time of Interview. The letter head of the Company should have details of the Company;
- If the candidate has applied for more than one post in the same Advertisement, he will be considered only for the lowest post among the posts applied by him;
- If the information furnished by the candidate is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, the candidature / appointment will be considered as revoked / terminated at any stage of the recruitment process or after recruitment or joining, without any reference given to the candidate;
- Any correspondences to the candidate will be made to the mobile number / on the e-mail id provided by the candidate in the Online Application. No other mode of communication will be adopted.
- Any sort of canvassing or influencing the Officials related to recruitment / selection process would result in immediate disqualification of the candidate;
- Selected candidates can be posted to any Division / R&D Center / 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.
- Court of jurisdiction for any dispute / cause will be at Bangalore.
- Any corrigendum/Addendum, if any, will be hosted/ published on HAL Website. Candidates are requested to visit the website regularly for updates.
- HAL reserves the right to cancel the Recruitment process entirely at any stage.
- In case of multiple applications for the same post, only the last valid (completed) application will be retained and the application fee paid for the other Registration will stand forfeited.
- Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on to the website. HAL does not assume any responsibility for the Candidates not being able to submit their application within the last date on account of aforesaid reasons or any other reason beyond the control of HAL.
- Candidates are required to keep their Mobile Number and Email Id as declared in the Online Application active for receiving Communication/Intimation like Call letters for Written Test/ Interview etc.

- Candidates are required to submit the Application only through Online mode. No printed/ hard copy of the filled Application Form or any other supporting documents is to be sent unless asked to submit specifically.
- In case any particular query is not covered above, the candidates can write to HAL at: recruitment@hal-india.co.in. No other mode of communication will be entertained.

IMPORTANT : Candidates should cross check all the details filled in the Online Application, before finally submitting the same, as no changes/corrections will be possible on submission.

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