

HINDUSTAN AERONAUTICS LIMITED

ACCESSORIES DIVISION, LUCKNOW- 226 016

Advt. No. HAL-ADL/1211/HR/R/2016/01

Dated 2nd August, 2016

Hindustan Aeronautics Ltd (HAL), a Navratna Central Public Sector Undertaking, is a premier Aeronautical Industry of South East Asia, with 21 Production/Overhaul/Service Divisions and 10 co-located R&D Centres 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, wide range of Accessories, Avionics & Systems and Structural Components for Satellite & Launch Vehicles.

2. HAL, over the last seven decades, has grown progressively into an integrated Aerospace Organization with the indigenous design & development of Advanced Light Helicopter (ALH-Dhruv), Intermediate Jet Trainer (IJT) & Light Combat Aircraft (LCA-Tejas). The ongoing major projects & programmes include ALH (both in military & Civil roles), IJT, LCA, Pilotless Target Aircraft (PTA), Su-30 MKI, Hawk (Advanced Jet Trainer) & Dornier-228 (Light Transport Aircraft). Aligning with the emerging future requirements, HAL has conceptualized the indigenous development of Light Combat Helicopter (LCH), Basic Turboprop Trainer Aircraft (HTT-40), Light Utility Helicopter (LUH) & Indian Multi-Role Helicopter (IMRH). HAL will co-design & co-develop the Fifth Generation Fighter Aircraft & Multi Role Transport Aircraft with foreign partners.

3. HAL, Accessories Division, Lucknow is looking for appointment of Executives as per details given below :-

Sl. No.	Name of Post & Discipline	No. of Post & Reservation	Grade	Qualification
1.	Assistant Engineer (Russian Translation / Interpretation) *	01 (Reserved for PWD-HH)	I	<p>i) Degree in Engineering / Technology or its equivalent + proficiency in Russian language from recognized Universities/ Institutes. OR</p> <p>ii) Degree in Engineering / Technology or its equivalent from Russian Universities provided it is recognized on par with Degree in engineering / Technology or equivalent offered by recognized Indian Universities. OR</p> <p>iii) 5 years Integrated Degree of Master of Arts in Russian Language (Translation & Interpretation) from Recognized Universities /Institutes, as Russian Language Interpreter. OR</p> <p>iv) 3 Years Bachelors Degree in Russian Language plus 2 years Post Graduate Degree/Post Graduate Diploma in Russian Language from recognized Universities / Institutes, as Russian Language Interpreter.</p> <p><i>Note-</i> (i) The candidate should have secured a minimum of 60% marks, in the aggregate, of all the semesters/years or correspondence CGPA ratings/graduations in their qualifying examinations. (ii) Preference will be given to the candidates possessing Qualification i) & ii). In case no candidates will be found with this Qualification. Candidates with Qualification iii) OR iv) will be considered</p>

Note : PWD (HH) – Persons With Disability (Hearing Handicapped).

* The designations/name of the post is only indicative.

4. Post Professional Qualification Experience Requirements :

Sl. No.	Grade	Minimum no. of years of relevant post qualification experience required to be possessed (completed years)
1.	I	NIL

5. Age limit, Pay Scales and admissible allowances / benefits etc. :

Sl. No.	Post & Discipline	Grade	Pay Scale	Max. Age as on 01-01-2016
1.	Assistant Engineer (Russian Translation / Interpretation)	I	12600 - 32500	35 years

The candidates will be eligible for Basic Pay, Variable Dearness Allowance, other Perks & Allowances, Company Accommodation / House Rent Allowance, Performance Related Pay, Leave, Medical Facilities, Provident Fund, Gratuity etc as per company rules.

6. Job Specification / Job Descriptions/ Experience Requirements :

Sl. No.	Discipline / Area	Job Specification / Job Descriptions/ Experience Requirements
1.	Assistant Engineer (Russian Translation / Interpretation)	<ul style="list-style-type: none"> • The candidate should be able to edit documents translated by vendors and also capable of translating documents received in Russian language. • The candidate should also be capable of interpretation from Russian to English & Vice-versa. • The candidate should be able to manage the entire activities related to Russian translation & interpretation work carried out by vendors. • Any other work related to translation/interpretation of Russian to English and vice-versa.

7. Relaxations in upper age limit to various categories :

- Age, Qualification & Experience will be counted as on 01-01-2016.
- Relaxation upto 5 years is admissible for the candidates belonging to SC/ST Category. The prescribed SC/ ST caste certificate is at **Appendix-B**.
- Relaxation upto 3 years is admissible for the candidates belonging to OBC (Non-Creamy Layer) category. The prescribed OBC caste certificate is at **Appendix-C**.
- Relaxation in the upper age limit upto 5 years to the candidates who had domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989.
- Upper age limit for Persons with Disabilities (PWD) shall be relaxable by 10 years in respect of identified posts for PWD categories (irrespective of the fact whether the post is reserved for PWD or not).

Relaxation in age limit for PWD is over and above the relaxation admissible for candidates belonging to SC/ST/OBC wherever applicable.

- Persons with Disabilities (PWDs) suffering from not less than 40% of the relevant disability shall be eligible for the benefit of reservation for PWD. The prescribed disability certificate to be submitted by the candidate is at **Appendix-D**.

The details of posts identified suitable for Persons with Disabilities (PWD) and physical requirement are mentioned below:-

Post & Discipline	Physical Requirements	Categories of disabled suitable for jobs
Assistant Engineer (Russian Translation / Interpretation)	S,RW,SE,H,C	OA,OL,OAL,BL,BLOA,B,LV,HH

Abbreviations used: S=Sitting, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, OA=One Arm, OL=One Leg, OAL= One Arm and One Leg, BL= Both Leg, B=Both Leg, BLOA= Both Leg & One Arm, B=Blind, LV=Low Vision, HH= Hearing Handicapped.

- Relaxations/concessions for the candidates belonging to SC/ST/OBC/XSM & PWD category would be made, wherever applicable, as per Company Rules.

Note: Relaxation in Age limit shall be applicable irrespective of the fact whether the post is reserved for PWD categories or not, provided the post is identified suitable for persons with disabilities.

- Upper age limit with all relaxations shall not exceed 56 years.

8. SERVICE BOND :

The selected candidate for the post of Assistant Engineer will undergo a training programme for a period of 16 weeks. The candidate will be required to execute a bond of Rs. 2 lakhs to serve the Company for a period of two years, after confirmation in the regular rolls of the company on completion of training.

9. HEALTH :

Applicants should be of sound health and should meet the medical standards prescribed by the Company. Appointment 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 and satisfactory medical report from the Concerned Authority in respect of PWD candidates.

10. SELECTION PROCEDURE :

The selection for the post of Assistant Engineer (Russian Translation / Interpretation) will be made through the marks secured in the Written Test (in order of Merit). The Written Test will be of Objective type and 2 ½ hours duration. The Test will be in three parts. Part-I will consist of 20 questions on General Awareness. Part-II will consist of 40 questions on English & Reasoning. Part-III will consist of 100 questions on the concerned Discipline. There will be no negative marks.

In order to become eligible to apply for the post of Assistant Engineer (Russian Translation / Interpretation), the candidate should have secured minimum of 60% marks in the aggregate, of all the Semesters/Years or corresponding CGPA Ratings/Gradations in their qualifying examinations [Graduation as well as Professional qualification (wherever applicable)]. Short listed candidates on the basis of marks/percentage scored in the qualifying examination(s) as applicable would only be called for the Written Test at the discretion of the Management. Date, Time and Venue of the Written Test will be intimated to the short-listed/eligible candidates by E-mail / HAL Website / by Post.

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 & other advertised eligibility criteria. The testimonials/ documents should be in possession of the candidates as on the cut-off date (last date) for receipt of applications. 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.

The procedure as above will continue till such time the number of candidates qualifying in the Document Verification Process is equal to the number of Post advertised.

Candidates qualifying in the Document Verification Stage will be issued with the Provisional Offer of Appointment.

11. **GENERAL CONDITIONS:**

- Only Indian nationals are eligible to apply.
- Educational Qualification & Post Qualification Experience should have been acquired/ possessed by the candidate as on 01-01-2016. The date of declaration of results indicated in the mark sheet of the Final Semester/Year will be considered as the date of acquisition of educational qualification.
- Candidates possessing Regular / Full Time qualification prescribed for the above posts are only eligible to apply. In other words, the qualifications acquired through Part Time / Correspondence / Distance Education / E-learning courses are not eligible to apply.
- Appearing candidates or the candidates whose result is awaited are NOT eligible to apply.
- The total maximum marks and total marks obtained for all the Semesters/ Years will be summed up to arrive at the aggregate percentage. No rounding off will be done. No weightage will be given to any particular semester or year. Candidate must indicate the aggregate marks (of all semesters / years put together) Diploma / Degree etc in the Bio-data form. Aggregate marks are to be calculated as shown below:

$$\frac{\text{Total marks obtained in all semesters or years} \times 100}{\text{Maximum marks (cumulative of all semesters or years)}}$$

- Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. Candidates are required to submit a Certificate to this effect from the University / Institute at the time of Document Verification.
- Candidates who are employed in Government / Semi-Government/Public Sector Undertakings should apply through their employers i.e. through proper channel. Further, such candidates are required to produce '**No Objection Certificate**' from their employer at the time of Document Verification failing which their candidature will not be considered and cancelled.
- Contract Experience:
 - a. Experience possessed by candidates engaged on Contract basis directly by PSUs/Central/State Governments concerned shall be considered as experience for the purpose of selection. In that case, Experience Certificate is to be produced from such PSUs/Central/State Governments, etc, indicating the contract engagement. As regards No Objection Certificate, the same needs to be line with the Terms & Conditions of contract engagement and Rules applicable for such contract engagement in the concerned Organization.
 - b. Experience possessed by candidates in Private Organizations on Contract basis shall be considered as experience, subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc.
 - c. Experience possessed by candidates engaged on Contract basis through Contractors by PSUs/Central/State Governments will not be considered as experience since the engagement is not direct.
 - d. The contract experience possessed by candidates as at (a) & (b) above will be considered as experience for the purpose of selection only if the experience is in Executive cadre of the concerned PSUs/Central/State/Private Organizations.
- Once an employee avails himself of voluntary retirement from a PSU, he shall not be allowed to take up employment in another PSU. If he desires to take up the employment, he shall have to return the VRS compensation received by him to the PSU concerned. Personnel who have opted for VRS from other PSUs should furnish documentary evidence that they have deposited their terminal benefits with the concerned PSU before their appointment in the Company.
- For getting the reservation benefits under OBC category, the following are required to be adhered :
 - The candidate must not belong to creamy layer.
 - The name of caste of the candidate must appear in the 'Central list of Other Backward Classes'.
 - The candidate needs to furnish their OBC Certificate as per the format prescribed by the Government of India (Not older than 6 months as on 01-08-2016 from the Competent Authority).

- 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.
- Mere submission of application will not entail a right for claiming appointment.
- HAL reserves the right to cancel / restrict / enlarge / modify / alter the advertisement / recruitment process and /or the selection process there under, without issuing any further notice or assign any reason whatsoever. The number of vacancies can be modified as per management's discretion.
- If the information furnished by the candidate in any part of the Bio-data 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.
- Any sort of canvassing or influencing the officials related to the recruitment/selection process would result in immediate disqualification of the candidate.
- HAL reserves the right to increase / decrease the specification depending upon the response.
- If the candidates are found suitable for lower Grade / Post than the post for which they had applied and attended the Written Test / Interview fulfilling all the requirements, they shall be offered lower Grade/Post.
- Appointment of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the standards prescribed by HAL (Concerned Authority in case of PWD candidates).
- Decision of HAL Management regarding selection will be final. Further, HAL Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies if any from the valid panel of selected candidates as per the rules of the company.
- Candidates belonging to SC/ST category are required to submit the SC/ST certificate in the prescribed format enclosed at **Appendix-B**. Candidates belonging to OBC category are required to submit the OBC certificate in the prescribed format enclosed at **Appendix-C**. Candidates belonging to PWD category are required to submit PWD certificate in the prescribed format enclosed at **Appendix-D**.
- Candidates who have work experience in the Private Sector and produce the experience certificate should submit the same in the letter head of the Company. The letter head of the company should have the details of the Company.
- Necessary information regarding the selection etc. will be hosted on HAL website **www.hal-india.com** from time to time. Candidates are requested to visit the website from time to time.
- Before applying the candidates should satisfy themselves regarding eligibility criteria desired for the post.
- Incomplete Application will be rejected and no further correspondence in this regard will be entertained.
- Calling of qualified candidates in the Written Test for Document Verification for selection for the post of Assistant Engineer (Russian Translation/ Interpretation) 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 essential eligibility criteria or fail to produce the requisite documents at the time of Document Verification.
- Candidates staying beyond 30 miles away and attending Document Verification will be paid to & fro TA (Rail Fare) by the shortest route on production of proof of travel as per rules of the Company.
- Last date of receipt of applications is **01-09-2016**. Applications received after due date will be rejected.
- Court of jurisdiction for any dispute/ cause will be at Lucknow.
- In case of any clarification please contact Manager (HR), HAL, Accessories Division, Lucknow.-226 016 on phone no. 0522-2348163 (Extension -4608).

12. HOW TO APPLY :

Eligible candidates may send their applications, duly filled, in the prescribed format as at **Appendix-A** along with the certificates / documents (attested Photocopies) in proof of Age, Qualification, Experience, Training, Caste (SC/ST/OBC Certificate in the prescribed format), Disability Certificate, Ex-servicemen discharge book (as applicable), etc. by post so as to reach on or before 01-09-2016 to the address as mentioned below.

Chief Manager (HR)
Hindustan Aeronautics Limited,
Accessories Division,
HAL Post Office, Faizabad Road,
Lucknow (U.P.) – 226 016

- Candidates are required to possess a valid E-Mail ID, which is to be entered in the application, so that intimation regarding downloading of call letter for Written Test can be sent. HAL will not be responsible for bouncing of E-mail sent to the candidate.

**Hindustan Aeronautics Limited
(Accessories Division, Lucknow)**

APPLICATION FOR THE POST OF _____

Advt No. _____ dated _____

Paste Self attested
recent passport size
photograph

1.	Name (IN BLOCK LETTERS)	
2.	Gender	
3.	Father's Name	
4.	Mother's Name	
5.	Date of Birth & Age as on 01-01-2016	a) _____ b) _____
6.	State of Domicile and Nationality	
7.	Contact / Mailing Address PIN Code..... Phone No(with STD Code): Mobile No: Email ID:	Permanent Address PIN Code..... Phone No (with STD Code): Mobile No: Email ID:
8.	Nearest Railway Station	
9.	Religion	
10.	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989? (copy of Certificate to be produced at the time of Document Verification)	Yes / No
11.	Circle the Category [copy of Certificate to be produced at the time of Document Verification in case of SC/ST/OBC(Non-Creamy Layer)] a) Caste b) Sub-Caste c) Non-Creamy Layer (for OBC only)	SC / ST / OBC / GEN a) _____ b) _____ c) Yes / No
12.	Are you a person with Disability (PWD)? If yes, circle the category of Disability (VD/OD/HD) (Copy of Certificate to be produced at time of Document Verification)	Yes / No VD / OD / HD
13.	a) Are you an Ex- Serviceman? If yes, mention the last Rank held and the no. of years served in the Rank. b) Are you serving officer in the Armed forces? If yes, mention the present Rank and the no. of years completed in the Rank.	Yes / No ----- Yes / No

14	<p>Have you been interviewed by HAL any time earlier? (if yes, please give the details of the post for which you have been interviewed as also date/year/venue)</p> <p>If Yes: Post Interviewed: Date of Interview: Venue of Interview:</p>	<p>Yes / No</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
15	Are any of your close relatives working in HAL? If yes, provide details of Name, Designation, Division, etc.	

16. EDUCATIONAL QUALIFICATION: (Academic and Professional)

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 & percentage of marks	Month & year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Note: Please give full & complete information. Use separate sheets if required)

* For calculation of percentage, aggregate of all Semesters / Years should be considered.

17. Details of Training undergone in the last 5 years

Name of the Programme	Institution/ Organization	Duration of the Training	
		From (dd/mm/yyyy)	To (dd/mm/yyyy)
(1)	(2)	(3)	(4)

(Use separate sheets, if required)

18. Professional Experience from the First Job onwards to Current Job (chronological order): -

Sl. No.	Designation	Organization	Central Govt/PSU/ Private	Date		Pay Scale	Gross Pay	Reasons for Leaving
				From (dd/mm/yyyy)	To (dd/mm/yyyy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Note: Please give complete details for the experience profile like Date, Month & Year. Use separate sheets if required)

19. Detailed Picture of the Position currently held by you. (To be typed in about 100 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)

20. No. of Years of Post Professional Qualification Experience you possess (in completed years):

21. a) Present Scale of Pay _____
Basic Pay _____ DA _____ Gross Pay _____

22. Date of Seniority (From Date in Present Grade / Post): _____

23. Pay Expected: _____

24. If selected, how soon can you join? _____

25. Pen picture of professional experience, achievements and significant contribution in the field.
(To be typed in about 100 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.

Place:

Signature of the Candidate

Date:

Note: - The candidate is required to fill up all the columns. Application will be rejected if any column is left blank, not filled or incomplete. No correspondence will be entertained.

The candidate should not attach any documents with the application blank other than the specified one in the Advertisement.

FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATES BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE

This is to certify that Shri/Shrimathi*/Kumari* _____
Son/daughter* of _____ Of village/town* _____
in District/Division* _____ the State/Union Territory*
belongs to the _____ Caste/Tribe which is recognized as a Scheduled
Caste/Scheduled Tribe* under: -

- *The Constitution (Scheduled Castes) order 1950
- *The Constitution (Scheduled Tribes) order 1950
- *The Constitution (Scheduled Castes) (Union Territories) order 1950
- *The Constitution (Scheduled Tribes) (Union Territories) order 1951

{As amended by the Scheduled Castes and Scheduled Tribes lists(Modification Order , 1956, the Bombay Reorganization act, 1960, the Punjab Reorganization Act, 1966, the state of Himachal Pradesh Act 1970, the North-Eastern areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act 1976}

- *The Constitution (Jammu and Kashmir) Scheduled Castes order 1956
- *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order 1959 as amended by the Scheduled Castes and Scheduled Tribes orders(Amendment) Act 1976;
- *The Constitution(Dadra and Nagar Haveli) Scheduled Castes order 1962
- *The Constitution(Dadra and Nagar Haveli) Scheduled Tribes order 1962
- *The Constitution(Pondicherry) Scheduled Castes order 1964
- *The Constitution(Scheduled Tribes)(Uttar Pradesh)order 1967
- *The Constitution(Goa,Daman and Diu) Scheduled Castes order 1968
- *The Constitution(Goa,Daman and Diu) Scheduled Tribes order 1968
- *The Constitution(Nagaland) Scheduled Tribes order 1970
- *The Constitution(Sikkim) Scheduled Castes order 1978

2. Shri / Shrimathi/ Kumari* _____ and/or * his/her* family
ordinarily reside(s) in village/town* _____ of _____
District / Division* of the state/Union Territory* of _____.

Signature: _____

Designation: _____

(With seal of office)

Place _____

State/Union Territory

Date _____

*Please delete the words, which are not applicable

Note : The term "Ordinarily resides" used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt / Kumari _____, son / daughter of _____, of Village / Town _____ in District / Division _____ Community which is recognized as a Backward Class under the Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C), dated 10th September, 1993, Published in the Gazette of India, Extraordinary, Part-I. Selection I, dated the 13th September, 1993*. Shri / Smt / Kumari _____ and / or his/her family ordinarily reside(s) in the _____ District / Division of the belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India. Department of Personnel and Training. O.M No 36012/22/93- Estt. (SCT), dated 8-9-1993*.

**District Magistrate,
Deputy Commissioner, etc**

Dated:

SEAL

* as amended from time to time

NOTE: The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the people's Act, 1950.

DISABILITY CERTIFICATE

Certificate No.:

Date:

This is to certify that we have carefully examined Shri. / Smt. / Kum. _____ Son / Daughter / Wife of Shri. _____ Age _____ Registration No. _____ Permanent resident _____ Ward / Village / Street _____ Post Office _____ District _____ State _____ whose photograph is affixed above, and are satisfied:

PHOTO

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 impairment / disability (in %)	Physical / mental
1	Locomotors Disability	@			
2	Low Vision	#			
3	Blindness	Both eyes			
4	Hearing impairment	£			
5	Mental retardation	X			
6	Mental - illness	X			

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

In figures: _____ Percent

In words: _____ 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