

**HINDUSTAN AERONAUTICS LIMITED
(ACCESSORIES DIVISION, LUCKNOW)**

No. HAL-ADL/ HR/ R/ 1211/2019/

30th January, 2019

Sub : Engagement of Assistants/ Operators on Tenure Basis

(No. HAL-ADL/HR/R/1211/2019/01)

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 Design, Development, Manufacture, Repair, Overhaul and Upgrade of Aircraft, Helicopters, Aero-Engines, Industrial Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellite & Launch Vehicles.

HAL, Accessories Division, Lucknow is currently engaged in manufacture & overhaul of Aircraft accessories like Hydraulics System, Brake System, Flight Control System, Panel Instruments, Fuel Management System, Hydraulic Pump etc. The Division invites application from the interested and eligible candidates for the following Trades/ Disciplines, for the selection procedure for engagement on Tenure basis for a period of four years in Non-Executive Cadre at HAL, Accessories Division, Lucknow, (U.P.) as per details given below :-

(A) In induction level D-6 in the Pay Scale of Rs. 11050 – 28970/-

Post Code	Name of Post	No. of Post
LT-D6(NT)-001	Assistant (Admin/ Accounts) (On Tenure Basis)	10 (UR-05,SC-02,OBC-03)
LT-D6-001	Assistant (Q.C./ Inspection)/ Assistant (Commercial)/ (On Tenure Basis)	32 (UR-16, SC-07, OBC-09)
LT-D6-002	Assistant (Civil Works) (On Tenure Basis)	01 (UR-01)

(B) In induction level C-5 in the Pay Scale of Rs. 10750 – 27670/-

Number of Post : 34 (UR- 16 , SC-07, OBC-11)

Post Code	Name of Post	No. of Post
LT-C5-001	Operator (Fitter) (On Tenure Basis)	24(UR-12, SC-05, OBC-07)
LT-C5-002	Operator (Electrician) (On Tenure Basis)	05(UR-02, SC-01, OBC-02)
LT-C5-003	Operator (Electronics Mechanic) (On Tenure Basis)	02(UR-01, OBC-01)
LT-C5-004	Operator (Instrument Mechanic) (On Tenure Basis)	03(UR-01, SC-01, OBC-01)

Apart from that 14.5% posts will be reserved for Ex-Servicemen & dependents of those killed in action and one post each will be reserved for VH, HH & OH candidates under Persons with Disabilities (PWDs) category as per rules.

Qualification Requirement :

Sl. No.	Post Code & Name of Post	Qualification Requirement
1.	LT-D6(NT)-001 : Assistant (Admin/Accounts) (On Tenure Basis)	Regular/ Full Time Master Degree in Commerce (M. Com) with relevant certificates of proficiency in PC Operations (Minimum of 3 months duration)
2.	LT-D6-001 : Assistant (Q.C./ Inspection)/ Assistant (Commercial) (On Tenure Basis)	3 years Regular/ Full Time Diploma in Mechanical Engineering from any Board of Technical Education.
3.	LT-D6-002 : Assistant (Civil Works) (On Tenure Basis)	3 years Regular/ Full Time Diploma in Civil Engineering from any Board of Technical Education.
4.	LT-C5-001 to 004 : Operator (Fitter / Electrician/ Electronics Mechanic / Instrument Mechanic) (On Tenure Basis)	2 years Regular/ Full Time ITI (NTC) + National Apprenticeship Certificate (NAC) after 10 th Standard in the Trades of Fitter/ Electrician/ Electronics Mechanic/ Instrument Mechanic.

Note: All qualifications should be from Institutes recognized by the appropriate Statutory Authorities in the Country. The qualification of University Degree i.e. M. Com. here would mean Regular/ Full Time Post Graduate Degree acquired from recognized Universities/ Institutions under the 10+2+3+2 system. In other words, the qualifications acquired through Correspondence/ Distance Education/ Part Time/ E-Learning will not be considered. The Diploma in Engineering qualification should be acquired from a Board of Technical Education under regular course only. Further, the candidates applying for the post of Operator (On Tenure basis) in different Trades as mentioned above should have completed the ITI course under the Conventional training pattern of Craftsmen Training Scheme and possess National Trade Certificate (NTC) as a regular candidate issued by National Council for Vocational Training (NCVT).

For engagement, the candidates possessing higher academic/ technical qualifications than the required qualification indicated in the Advertisement/ Notification, **need not apply**. Candidates pursuing / enrolled for any other qualifications should mandatorily indicate the same in the application format. Candidature of such persons who possesses higher qualification than the required qualification indicated in the Advertisement/ Notification will be rejected at any stage of the recruitment/ selection.

Age Limit/ Relaxation/ Concession :

- Upper age limit as on **01/01/2019** will be for UR-28 years; SC/ST-33 years; OBC(Non-creamy layer)-31 years. Candidates belonging to OBC(NCL) category are required to submit OBC certificate not older than six months as on 01/01/2019, in the prescribed format at the time of document verification. The candidates belonging to SC/ST category is also required to produce the community certificate in proof of their community at the time of document verification in the prescribed format.
- In respect of Persons with Disability (PWD), upper age limit is relaxable by 10 years which will be over & above the relaxation admissible for candidates belonging to SC/ST/ OBC as mentioned above.
- Ex-Apprentices of HAL (who had undergone apprenticeship training at HAL, Lucknow or any other Divisions of HAL) would be given the age relaxation to the extent of the period for which the Apprentice had undergone training in HAL Divisions under Apprentices Act, 1961.
- Proportionate relaxation in upper age limit will be given to the candidates having relevant work experience. The upper age limit is relaxable for the 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 & above 28 years subject to a maximum age limit of 35 years. This relaxation with the relevant post qualification experience will be applicable to the concerned reserve category candidates and all Ex-Apprentices of HAL over & above their respective upper age limits.
- Ex-Servicemen 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 by more than 3 years, he will be deemed to satisfy the condition regarding the age limit.
- The Upper age limit with all relaxations shall not exceed 55 years, as on **01/01/2019** except for candidates belonging to PWD Category. For PWD candidates the upper age limit with all relaxations should not exceed 56 years as on **01/01/2019**.
- For candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989, upper age limit is relaxable by 5 years.
- Reservation of the posts will be as per rules.

Selection Procedure :

Eligible candidates who are enrolled/ registered with the Employment Exchange/ Zila Sainik Board, Ex-Apprentices trained at TTI & TTC of any Divisions of HAL and open candidates applying against Newspaper Advertisement/ HAL Website will be called for

Written Test, subject to their meeting the notified criteria. Ex-Apprentices of HAL, Accessories Division, Lucknow may apply online directly against the advertised posts as per their eligibility and no separate communication to apply will be sent to them in this regard. Division reserves the right to decide the cut off percentage for calling candidates for Written Test, based on the Marks secured in the Qualifying Examination prescribed for a particular Trade / Discipline, to ensure sufficient competition. However, the cut off percentage of Marks for UR / OBC candidates cannot be less than 60% and for SC/ ST/ PWD candidates not less than 50%, in the qualifying examination. Selection of the candidates will be made based on the marks scored in the Written Test only, in the order of merit i.e. on the basis of performance in the Written Test.

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.

Candidates staying beyond 30 miles away and attending Document Verification will be paid to & fro TA (Rail Fare) i.e. Sleeper Class/ II Class Train fare/ Bus Fare by the shortest route as per rules of the Company subject to production of proof of travel (Original onward journey ticket and Photostat copy of return journey ticket), failing which TA will not be paid. In case the candidate travel by other mode of transport, he will be reimbursed the fare limited to the shortest route by train or actual expenses, whichever is less, on production of proof.

Extent of Disability & Physical Requirement :

Discipline/ Trade	Disability	Physical Requirement
HR/ Finance & Accounts/ Commercial	OL, HH	S, RW, SE, ST, BN, MF
Quality Control	OL	S, ST, W, BN, L, MF, SE, RW, H, C
Fitter	OL, HH	S, ST, BN, L, MF
Electrician	OA, OL, OH	S, ST, SE, RW, MF, W

Note :

- a) Categories of Disabled : OA= One Arm, OL- One Leg, HH- Hearing Handicapped, VH- Visually Handicapped, OH- Orthopedically Handicapped
- b) Physical Requirements : S= Sitting, ST= Standing, SE= Seeing, W= Walking, BN= Bending, L= Lifting, MF= Manipulation by Fingers, RW= Reading & Writing, H= Hearing, C= Communication,

Tenure of Engagement :

The selected candidates will be engaged on tenure basis for a maximum period of **four years** from the date of engagement. The tenure will come to an end automatically on completion of four years from the date of joining, without any further notice. The employment can be terminated, at any time, during the period of tenure engagement, by giving one month's notice in writing by either party or by payment of one month's Basic Pay + DA components in the Consolidated Remuneration in lieu of the Notice. The tenure based engagement will not confer any right on the personnel to claim the status of a regular employee of the Company.

Place of Posting :

Selected candidates will be posted at HAL, Accessories Division, Lucknow (UP). However, they are liable to be transferred / posted to any place in India where HAL has Divisions/ Offices/ Bases. No request for change of posting will be entertained after joining.

Remuneration :

The selected candidates would be paid a monthly remuneration of Rs. 27,500/- (approx.) and Rs. 26,000/- (approx.) at the minimum level of induction in D-6 & C-5 respectively plus admissible allowances & incentives, as applicable. The monthly remuneration would comprise of the following items :-

- i) Basic Pay + Personal Pay
- ii) Dearness Allowance (revised quarterly) on the Basic Pay + Personal Pay
- iii) House Rent Allowance as per classification of Cities (when Company quarter is not provided)
- iv) Special Allowance at the rate of 5% of Basic Pay + Personal Pay
- v) Washing Allowance @ Rs. 75/- per month

An annual increase of 3% during the tenure shall be admissible on the Basic Pay subject to satisfactory performance.

Provident Fund contribution will be calculated taking into account the Basic Pay + Personal Pay + Dearness Allowance components of the monthly emoluments. The engaged personnel will be covered under the Income Tax, Service Tax, Professional Tax etc. as per the applicable rules and all such taxes would be payable by them.

The selected candidates will also be entitled for the following Allowances/ Benefits/ Incentives, like in case of regular workmen, as per rules :

- i) Canteen Subsidy/ Allowances in the form of Meal Coupon/ Card
- ii) Conveyance reimbursement for Two- Wheeler/ Conveyance Allowance
- iii) Monthly incentive and Annual incentive
- iv) Quarterly Performance Pay
- v) TA/ DA for joining duty and for Temporary Duty as per relevant rules applicable to workmen in the appropriate scale of pay
- vi) Group Insurance in lieu of EDLI
- vii) Night Shift Allowance, wherever applicable

Other Benefits & Terms & Conditions :

The selected candidates will also be entitled for Holidays/ Leave, Uniform as per Company rules. Further, female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.

The selected personnel will be governed by the various company rules & regulations In carrying out the assigned tasks and their conduct, like Standing Orders, transferability to other Departments or Divisions or places. Contract can be terminated for reasons of non-performance or poor performance or without assigning any reasons etc.

How to apply :

- Applications for various posts will be received online. Eligible and interested candidates are required to apply online only through the link given in HAL Website i.e. www.hal-india.co.in. No other means/ mode of application will be accepted. Candidates are required to upload the necessary documents in support of their Qualification like Provisional/ Final Mark Sheet indicating the marks of all the years/ semesters of the Qualifying Examination i.e. M. Com./ Diploma in Engg./ ITI & Apprenticeship Examination, as applicable for their respective post and Experience Certificate, if applicable, while submitting application online failing which their application will not be considered and will be summarily rejected. The Website will remain functional from 08:00 Hrs. of **30/01/2019** to 23:45 Hrs. of **13/02/2019** for submission of online application.
- On submission of application, an Acknowledgement will be generated on-line, mentioning the System Generated Application Reference Number with other details/ information for reference to the candidates and provision to take a print out of the submitted application.
- The claim of the candidates with regard to the Date of Birth, Educational Qualifications, Experience and category etc. are accepted provisionally on the basis of information provided by them in the online application and is subject to verification and meeting the prescribed standards of HAL. Mere admission to Written Test or inclusion of the

name of a candidate in the merit list will not confer any right for employment. The candidature is therefore, provisional at all stages and if the information/ certificates furnished by the candidates in any part/ stage is found to be false/ 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.

Application Fee:

- The candidates are required to deposit an Application Fee of **Rs. 200/- (Rupees Two Hundred only)** which is non-refundable. Application Fee is fully exempted in the case of **SC/ ST/ Persons with Disabilities (PWDs)/ Ex-Apprentices of HAL & Candidates registered/ enrolled with any Employment Exchange under U.P. & Zilla Sainik Welfare Board**. For the candidates who have to pay Application Fee a link **“Proceed to Payment”** will be provided in our website for payment which would take the candidate to **“State Bank Collect Homepage”** after making the PROVISIONAL Registration. After filling up the required details in the **“State Bank Collect Homepage”** the candidates can deposit Application Fee through Internet Banking/ Debit Card/ Credit Card/ Bank e-Challan. After making the payment, a Payment Slip will be generated on screen and the candidates should take the print of that payment slip for future reference.
- Candidates who wish to make payment through e-Challan will visit the same link **“State Bank Collect Homepage”** and follow the instructions to download the e-Challan. Thereafter the candidates will deposit the requisite Application Fee in any Branches of State Bank of India (SBI) only in working hours. After making the payment the **‘Depositor’s Copy’** provided by the Bank should be kept by the candidates for future reference. Candidates should ensure that Registration No./ Other details should be correctly mentioned while making the payment through online payment/ e-Challan mode otherwise their payment will not be linked and their candidature will be summarily rejected. Candidates who wish to make payment later on should login through: **“Existing User/ Re-login”** to make the payment of Application Fee before the last date of submission of online application. Application fee can be deposited till the last date of submission of online application. Further, the candidates need to bear all the Bank charges, applicable for remittance of Application Fee for all the above mentioned mode of payment.
- Application Fee once deposited into the Company’s account will not be refunded under any circumstances, even if the candidate is unable to submit online application or due to being ineligible at the time applying or rejection of application etc. Therefore, before depositing the Application Fees, candidates are required to ensure that they meet all the eligibility criteria. The candidates are advised to retain the original counter foil (**‘Depositor’s Copy’**) of the e-Challan/ On-line receipt for their future reference.
- Candidates should note that in case status of payment shown by SBI is **“NOT SUCCESS”** for their transaction i.e. status of payment shown by SBI is **“PENDING”/ “FAILURE”/ “REJECTED”** or any other technical issue, then it is the responsibility of the candidate to

ensure that payment is credited to HAL within the due date. In case transaction is reversed by SBI to candidate or cancelled, and payment is not received by HAL within due date, the candidature will be summarily rejected.

- Please note that only after confirmation of the payment, the registration of the candidate shall be treated as COMPLETED. The payment status will get updated after 48 hours of making payment. Hence, the candidates are advised to re-visit the website after 48 hours to see the payment status. Candidates are also advised to take a print out of the registered application form for their record and further reference.

No mode other than detailed above like NEFT/Cheque/ Money Order/ Postal Order/ Pay Order/ Banker's Cheque/ Postal Stamp/ Demand Draft will be accepted towards Application Fee.

General Conditions :

- Only Indian Nationals need to apply.
- One candidate can apply for one post only.
- Persons with 40% or more relevant disability will only be considered in PWD category. Candidates are required to produce disability certificate issued by the Competent Authority at the time of document verification.
- Date, time & venue of the Written Test will be intimated to the shortlisted/ eligible candidates by Registered/ Speed Post, by E-mail (in the E-mail ID provided in the online application format by the candidates) and through SMS. The same will also be hosted on the HAL website (www.hal-india.com).
- Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for test/selection & appointment.
- Candidates already possessing higher qualification than the required qualification indicated in the Advertisement/ Notification need not apply.
- All the Qualifications possessed by the candidates and also Qualifications/ Courses being pursued by them at the time of submitting the application for employment, are to be clearly indicated in the online application. If it is found at any stage of recruitment that the candidate is possessing higher qualification than the required qualification for the specified post, his/ her candidature will be rejected summarily without making any further correspondence to the candidate in this regard.
- Candidates who are employed in Govt./ Public Sector/ Semi-Govt. undertaking will not be allowed for verification of original documents and for joining unless he/ she produces a **No Objection Certificate(NOC)** from his/ her present employer.
- Candidates availing age relaxation on account of post qualification experience should produce relevant and proper experience certificates and proof of employment at the time of verification of original documents failing which, their candidature will be summarily rejected.

- Experience (for availing age relaxation) :
 - (i) In case of experience possessed by candidates engaged on contract basis directly by PSUs/Central/Sate Governments, experience certificate is to be produced from such PSUs/Central/Sate Government etc, indicating the contract engagement. As regards NOC, the same needs to be in line with the terms & conditions of contract engagement and Rules applicable for such contract engagement in the concerned organization.
 - (ii) In case of experience possessed by candidates engaged on contract basis directly by Private Organization, experience certificate is to be produced from such organization indicating the contract engagement. Such experience will be considered subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc.
 - (iii) Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company. The letter head of the Company should have details of the Company;
- The qualification, percentage of marks / class, caste, age, experience, etc. indicated by the candidates in the online application would be taken on its face value, before calling the Candidates for the written test.
- Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete applications/ discrepancy in the information provided / those received after the last date will not be entertained.
- Selected candidates will be posted at HAL, Accessories Division, Lucknow or anywhere in India, based on the requirements of the Company. The candidate will not be allowed to apply for transfer to any other Division / Location of the Company for initial three years of service.
- 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 whatsoever. Number of vacancies can be modified as per the discretion of the Management or even cancel the whole process of engagement without assigning any reason.
- The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Written Test etc. will be final and binding on the candidates.
- 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 in this regard,
- While applying for the post the applicant should ensure that he/ she fulfils the eligibility criteria and other norms as mentioned above as on the specified dates and that the particulars furnished by him/ her are correct in all respects.

- All correspondence to the candidates will be made via E-mail on the E-mail ID provided by the candidate in the online application format. No other mode of communication will be adopted.
- Any sort of canvassing or influencing of the employees related to recruitment/ selection process would result in immediate disqualification of the candidates.
- Any further information / Corrigendum / Addendum would be uploaded only on HAL website.
- Court of jurisdiction for any dispute / cause will be at Lucknow.

In case of any particular query not covered above, the candidate can write to HAL at E-mail ID **recruitment.adlko@hal-india.co.in** only. No other method of communication will be entertained.

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