

HR MANUAL BOOK 1

RECRUITMENT RULES

(Updated upto 31st May 2020)



Hindustan Aeronautics Limited

Corporate Office
15/1, Cubbon Road, Bengaluru - 560 001
www.hal-india.co.in

(for Private Circulation Only)

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ಅಧ್ಯಕ್ಷರು ಮತ್ತು ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

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अध्यक्ष एवं प्रबंध निदेशक

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Chairman & Managing Director



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ಪ್ರಧಾನ ಕಛೇರಿ

हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

HINDUSTAN AERONAUTICS LIMITED

CORPORATE OFFICE



MESSAGE

Employees are the most valuable asset of a Company. The legacy of our Company and its continued success make us the most recognized name in the South East Asian Aviation Industry. The Human Resource function plays an important role in catapulting the Organization on its journey towards achieving excellence.

I am delighted to note that various HR Manuals which are compendium of HR Policies on subjects of Recruitment and Promotion Rules; Conduct, Discipline & Appeal Rules, and Terms & Conditions of Service; Performance Appraisal System, Job Rotations, Training and Sponsorship Schemes; Pay & Allowances; Travelling Allowance Rules & Leave Rules; Welfare Measures, Medical Benefits & Post Superannuation Benefits; Reservation Matters, etc. have been revised & updated.

Employees are required to be well informed about the Rules & Regulations, especially the HR Policies of the Company. The updated Manuals will help the employees to understand the Rules & Policies which helped us to reach where we are today. We strongly subscribe to the principle of transparency in all gamut of activities and the revised HR Manuals would be uploaded on the HAL Website.

My best compliments to the HR Team for being instrumental in bringing out the updated Manuals.

With Best Wishes.

(R.MADHAVAN)

Bengaluru

31st May 2020

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ನಿರ್ದೇಶಕರು (ಮಾನವ ಸಂಪನ್ಮೂಲ)

आलोक वर्मा

निदेशक (मानव संसाधन)

ALOK VERMA

Director (Human Resources)



हिन्दुस्तान एरोनाटिक्स लिमिटेड

मुख्यालय

HINDUSTAN AERONAUTICS LIMITED
CORPORATE OFFICE

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FOREWORD

Research shows that the success of an Organisation is closely tied to the quality of its employees. The right quality of Manpower forms the hall mark of any good Organization. As HAL has an ambitious Vision to become a significant global player in the Aerospace Industry; hiring qualified & right person for the right job is one of the challenges for achieving the Vision. HAL also provides equal opportunity to all the potential employees.

Personnel Circulars, through which the Company's Rules & Regulations are notified, are not readily available to all employees for reference. For the first time, a Personnel Department Manual was published in November, 1973. This was reviewed and issued in April, 1986; followed by another series issued in 1991 and 2013.

Further, amendments and new Rules on the subject have been issued subsequently. Therefore, a need was felt to revise the existing Recruitment Manual. The updated Manual will act as a ready reckoner of the existing Rules & Procedure for Recruitment and Induction of Manpower in the Company. The Book contains all amendments and new Rules on the subject upto 31st May 2020. It should, however, be noted that Personnel Circulars and Circulars of Corporate Office will continue to be the authority for all the Rules & Regulations of the Company.

My best compliments to the Team which has worked in ensuring the compilation and publication of this Manual.


(ALOK VERMA)

Bengaluru

31st May 2020

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PREAMBLE

The **HAL RECRUITMENT RULES** came into force with effect from 1st of November 1967. The need for having a comprehensive and exclusive set of Recruitment Rules was felt necessary based on feedback received from various Divisions / Offices and Employees handling Recruitment functions.

Accordingly, a comprehensive set of Recruitment Rules was formulated by compiling and consolidating the policies, rules and guidelines issued and amended by HAL, Corporate Office from time to time, upto and including 30.6.2013.

The Recruitment Rules have been updated with the circulars & amendments issued from July 2013 upto **31st May 2020** . .

The provisions of these rules shall apply to all the employees of HAL other than the personnel on deputation or contract (excepting those against regular manpower sanctions).

The main aim of having this comprehensive Recruitment Rules is to make available a Ready Reckoner to the employees handling recruitment functions across the Company.

Short Title and Commencement:

1. These Rules will be called as Hindustan Aeronautics Limited Recruitment Rules, as updated in May 2020.
2. These Rules shall regulate the method of selection for Direct Recruitment to posts which shall be approved by the Competent Authority from time to time.
3. The Rules as specified herein, including the schedules annexed, shall be re- structured and reviewed at appropriate intervals.
4. These Rules shall be effective **31.5.2020**.

1. DEFINITIONS

Reference:
P.C.No.65 Dt.26.10.1967

- 1.1 **'Company'** means Hindustan Aeronautics Limited wherever situated and includes its Factories, Divisions, Complex Offices, Corporate Office and other Administrative Offices / Offices within the Country and abroad.

Reference:
P.C.No.155 Dt.13.04.1970

- 1.2 **'Appointing Authority'** means the President of India, the Board of Directors, the CMD, the Directors, the Chief Executive Officers (CEOs), the Executive Directors, the General Managers, the Chief Designers, the Chief of Projects / Planning of the Divisions / Offices and / or any other Executives of the Company to whom the powers of appointment have been specifically delegated.
- 1.3 **'Employee'** means any person employed on the regular rolls of the Company, other than personnel on deputation or contract.
- 1.4 **'Trainee'** means a learner recruited under any of the training schemes of the Company against the OSS and who is engaged in learning and is governed by the terms and conditions laid down in the offer / bond / agreement executed by him wherever applicable with the Company, excluding Apprentices under the Apprentices Act, 1961.

References:
1) P.C.No.706 Dt.05.01.2015
2) P.C.No.717 Dt.01.05.2019

- 1.5 **'Tenure based Personnel'** means any person so recruited in the Non-Executive Cadre against the OSS and who is engaged only to undertake specific Jobs/Projects/Programmes.
- 1.6 **'Committee(s) or Selection Committee(s)'** means the Committee(s) constituted by the Company for Direct Recruitment of candidates.
- 1.7 **'Competent Authority'** means the person authorized to take decisions under the delegation of powers (DoP) and / or under the rules of the Company.
- 1.8 **'Overall Sanctioned Strength (OSS)'** is the Maximum Manpower Strength sanctioned to the Divisions / Offices within which Divisions / Offices are required to carry out its tasks. OSS is released every year by Corporate Office.

- 1.9 **'Direct Recruitment'** means recruitment made through open competition amongst the eligible candidates as per the rules of the Company.
- 1.10 There are two categories of employees in the Company i.e (i) Officers [Executives] and (ii) Workmen [Non-Executives].

2. MANPOWER PLANNING

Induction of Manpower is done in accordance with the Overall Sanctioned Strength (OSS) issued annually by Corporate Office for every financial year.

The OSS includes all categories namely Regular Employees, Trainees who would become regular employees during the year, Tenure based Personnel and the Ex-Servicemen on contract inducted against Manpower Sanctions. The Manpower Sanctions (OSS) for executives also includes non- executives to be promoted to executive cadre.

- 2.1 **Manpower Ceiling**: Ceiling of Manpower sanction would be reckoned at the end of the financial year (eg: 31st March of 2020 for the year 2019-20).
- 2.2 **Consequential Vacancies**: The Divisions / Offices are authorized to fill in consequential vacancies on account of Retirement / Superannuation's / Optional Retirements, Resignation etc., subject to not exceeding the sanctioned manpower strength.
- 2.3 **Medical & Health Units**: Manpower Sanctions are given separately for Doctors, Para-Medical Staff and other indirect departments (HR, Finance & IMM). These posts are not interchangeable at the level of the Medical & Health Unit.

3. GRADES / SCALES, SCALES OF PAY & APPOINTING AUTHORITIES

References:

- 1) P.C.No.495 Dt.14.09.1983
- 2) P.C.No.545 Dt.29.05.1985

The Grades / Scales of induction, Scales of Pay and Appointing Authorities are as under:

3.1 EXECUTIVES:

Reference:

P.C.No.715 Dt.17.11.2017

There are Eleven different Scales of Pay in the Executive cadre below the Board level starting with Grade I and two Board Level posts which are applicable for Directors and CMD (Chairman & Managing Director). In future, changes in the Scales of Pay, if any, will be notified by the Company:

Grade	Scales of Pay (wef 1.1.17) (₹)	Appointing Authorities
Junior Executives:		Directors / CEOs (Chief Executive Officer) / Executive Directors / General Managers / Chief Designers / Chief of Projects / Chief of Planning of the Divisions / Offices and / or any other Executives to whom the powers of appointment have been specifically delegated.
Grade-I	30000-120000	
Grade-II	40000-140000	
Executives:		
Grade-III	50000-160000	
Grade-IV	60000-180000	
Senior Executives:		
Grade-V	70000-200000	
Grade-VI	80000-220000	
Grade-VII	90000-240000	
Grade-VIII	100000-260000	
Grade-IX	120000-280000	Board of Directors
Grade-X	150000-300000	
CEOs	180000-340000	
Directors / CMD:		President of India
Schedule-B	180000-340000	
Schedule-A	200000-370000	

3.2 NON-EXECUTIVES:

Reference:
P.C.No. 718 Dt. 16.01.2020

There are four Channels of induction viz Channel A, B, C & D with eleven different Scales of Pay in the Non-Executive Cadre starting with Scale 1. In future, changes in the Scales of Pay if any will be notified by the Company.

Scale	Scales of Pay (wef. 1.1.17) (₹)	Appointing Authorities
1	18000-70000	Directors / CEOs / Executive Directors / General Managers / Chief Designers / Chief of Projects / Chief of Planning of the Divisions / Offices and / or any other Executives of the Company to whom the powers of appointment have been specifically delegated.
2	18500-75000	
3	19000-80000	
4	21000-85000	
5	22000-90000	
6	23000-95000	
7	24000-100000	
8	25500-105000	
9	27000-110000	
10	28500-115000	
Special Scale	30000-120000	

4. TYPES OF INDUCTION

4.1 EXECUTIVES:

4.1.1. Induction of Management Trainees (MT) / Design Trainees (DT)

4.1.2. Campus Selections

4.1.3. Inductions through Lateral Entry

4.1.4 Re-employment of Ex-HAL Officers

4.2 NON-EXECUTIVES:

4.2.1. Induction of Trainees (Diploma / Technician & other Trainees)

4.2.2. Recruitment & Selection of Sportsmen

4.2.3.Engagement of Personnel on Tenure Basis

4.3 Engagement of Ex-servicemen on Contract / Regular appointment (Executives & Non-Executives)

4.4 Engagement of Superannuated Employees on Contract Basis, as Consultants / Advisors

4.5 Scheme for Engagement of Visiting Consultants (Specialist Doctors)

4.6 Engagement of Paramedical Staff on Part Time / Visit basis

4.7 Temporary Appointments

4.1 **EXECUTIVES**

Reference: P.C.No.545 Dt. 29.05.1985

4.1.1 **INDUCTION OF MANAGEMENT TRAINEES (MT) TECHNICAL / IMM / CIVIL/ ARCHITECTURE/ MARKETING/ HR / FINANCE / LEGAL & DESIGN TRAINEES (DT):**

There is a Management Trainees training scheme for inducting Trainees in the Executive cadre. In order to ensure the availability of adequate number of Engineers & Professionals possessing requisite qualification and specialized knowledge in different disciplines across the Company, Management Trainees shall be inducted centrally and the recruitment for the same shall be carried out by Corporate Office. Fresh Engineers are inducted as Design Trainees also for positioning in the R&D Centers.

Candidates possessing Degree in Engineering / Technology or its equivalent are inducted as Management Trainees (Technical / IMM / Civil / Architecture / Marketing) & Design Trainees. Disciplines in which Management Trainees (Technical /IMM / Civil / Architecture/Marketing) & Design Trainees are inducted and grouping of branches of engineering in different disciplines are as under:

Disciplines in which induction is done			Eligible Branches of Engineering
MT (Technical)	MT (IMM)	Design Trainees	
Aeronautical	-	Aeronautical	Aeronautical / Aerospace
Computer Science	-	-	Computer Science / Computer Engg / Computer Science & IT / Information Technology/ Information Science & Technology /Computer Systems / Information Systems /Information Science / Software Engg. / Computer Technology / Computer Science & Engg.
Electrical	Electrical	Electrical	Electrical/Electrical & Electronics/ Electrical & Instrumentation
Mechanical	Mechanical	Mechanical	Mechanical / Mechanical & Industrial Engg / Mechanical & Production Engg.

Electronics	-	Electronics	Electronics / Electronics & Communication / Instrumentation & Control / Instrumentation & Electronics / Applied Electronics & Instrumentation / Electronics & Instrumentation / Electronics & Telecommunication
Metallurgy	-	-	Metallurgy / Materials & Metallurgy / Metallurgy & Materials Engg. / Metallurgy & Materials Technology / Metallurgy & Material Science
Production	Production	-	Industrial Production / Production Engg. / Industrial Engg & Production / Mechanical Production & Industrial Engg. / Production Engg. & Management / Industrial Engg. / Manufacturing Engg. / Production & Industrial Engg. / Industrial Engg. & Management / Manufacturing Science & Engg. / Manufacturing Process & Automation / Mechanical Stream – Production Engg.

Disciplines in which induction is done			Eligible Branches of Engineering
MT (Architecture)	MT (Civil)	MT (Marketing)	
Architecture	-	-	Architecture

Disciplines in which induction is done			Eligible Branches of Engineering
MT (Architecture)	MT (Civil)	MT (Marketing)	
-	Civil	-	Civil
-	-	Electrical	Electrical/Electrical & Electronics/ Electrical & Instrumentation
-	-	Electronics	Electronics / Electronics & Communication / Instrumentation & Control / Instrumentation & Electronics / Applied Electronics & Instrumentation / Electronics & Instrumentation / Electronics & Telecommunication
-	-	Mechanical	Mechanical / Mechanical & Industrial Engg / Mechanical & Production Engg.
-	-	Production	Industrial Production / Production Engg. / Industrial Engg & Production / Mechanical Production & Industrial Engg. / Production Engg. & Management / Industrial Engg. / Manufacturing Engg. / Production & Industrial Engg. / Industrial Engg. & Management / Manufacturing Science & Engg. / Manufacturing Process & Automation / Mechanical Stream – Production Engg.

Candidates possessing relevant professional qualifications indicated at Chapter 5.3 in HR, Finance & Legal disciplines are inducted as Management Trainees (HR / Finance / Legal).

In order to become eligible to apply for the posts of Management Trainees / Design Trainees, candidates should have secured the following minimum percentage of Marks, in the aggregate, of all the Semesters /

Years or corresponding CGPA Ratings/ Gradations in their qualifying examinations [Graduation as well as Professional qualification in respect of posts in Non-Technical disciplines]:

Post		Unreserved / EWS / OBC Candidates	SC / ST Candidates
MT (Technical / IMM/ Civil/ Architecture/ Marketing) & DT (Electrical, Electronics & Mechanical)		65%	55%
MT / DT (Aeronautical)		60%	50%
MT (HR / Legal)		60%	50%
MT(Marketing)	BE/B.Tech or its equivalent	65%	55%
	Post Graduate Degree	60%	50%

RECRUITMENT OF SERVING EMPLOYEES OF HAL AS MANAGEMENT TRAINEES (TECHNICAL / IMM / CIVIL/ ARCHITECTURE / MARKETING / HR / FINANCE / LEGAL) & DESIGN TRAINEES:

References:

- 1) HAL/HO/CAM/5(55)/MT Dt.31.08.1984
- 2) HAL/P&A/27(1)/PF Dt.13.07.1987
- 3) HAL/HR/25(38)/2012 Dt.03.10.2012
- 4) HAL/HR/25(38)/2012 Dt.11.10.2012

Internal candidates whose higher qualifications have been accepted and incorporated in their personal records and who fulfill the requirements stipulated in the Notification are eligible to apply for the post of Management Trainees / Design Trainees. Diploma / Other Trainees possessing the requisite qualification are not eligible to apply for the post of Management Trainees / Design Trainees during their training period.

Employees of the Company who are selected as Management Trainees will be posted to the same or other Divisions, after completion of their training at the HMA / identified Institutions. These employees are entitled to only train fare and daily allowance for the onward journey. They are not entitled to any other grants /allowances for self or family. As regards their salary, they will draw the consolidated salary last drawn prior to their induction as Management Trainees or stipend applicable to newly inducted Management Trainees, whichever is higher. However, they will not earn Vacation Leave and Annual Increment in respect of training period. They will also not be eligible for payment of Ex-gratia or Incentive, as the case may be, during this period.

4.1.2 CAMPUS SELECTIONS:

Campus recruitment is resorted to as one of the Multiple Channels of recruitment. Currently, Campus selections are held in the following Institutes for Technical disciplines as Design Trainees:

- (i) All IITs
- (ii) IT-BHU, Varanasi
- (iii) MNNIT, Allahabad
- (iv) NIT, Warangal, Trichy, Calicut, Nagpur, Rourkela & Durgapur
- (v) VNIT Nagpur & NITK, Surathkal
- (vi) BITS, Pilani
- (vii) PEC University of Technology, Chandigarh (only Aeronautical).
- (viii) Madras Institute of Technology, Chennai (only Aeronautical)
- (ix) IISc, Bangalore

The following Management Institutes are identified for direct posting in Grade-II (Marketing & Business Development, International Business) / Management Trainees in the disciplines such as Finance & Accounts, HR, IMM etc.,:

- (i) All Indian Institutes of Management (IIMs)
- (ii) Indian Institute of Foreign Trade (IIFT), Delhi
- (iii) Faculty of Management Studies (FMS), Delhi
- (iv) Xavier Labour Relations Institute (XLRI), Jamshedpur (For HR)
- (v) Management Development Institute (MDI), Gurgaon
- (vi) ICAI for Chartered Accountants (All chapters) (For Finance)
- (vii) Tata Institute of Social Sciences, Mumbai. (For HR)
- (viii) XIM, Bhubhaneswar (For HR)
- (ix) XISS, Ranchi (For HR)

Candidates should have secured a minimum of 60% Marks or equivalent CGPA (minimum 50% Marks or equivalent CGPA for SC / ST candidates) in the aggregate in their Qualifying examinations (upto and including previous Semester for which results are declared);

Candidates should not have any active backlog papers at the time of the Campus Selections & should complete the qualifying Degree within the prescribed period of the course.

Since during the campus selection the provisional confirmation on selection has to be conveyed soon after the interviews are over, it may not be desirable to visit all the Institutes identified for Campus Recruitment. Based on the slots given by the institutes and vacancies to be filled, the institutes which are to be visited will be decided keeping in view the past experience. In case identified vacancies are filled up from the institutes which have been visited, Selection Committee need not visit other institutes which have given slots later or subsequently.

4.1.3 INDUCTIONS THROUGH LATERAL ENTRY:

References:

- 1) P.C.No.65 Dt.26.10.1967
- 2) P.C.No.545 Dt.29.05.1985
- 3) P.C.No.567 Dt.26.08.1986
- 4) HAL/P&A/36(40)-2/2005/2 Dt.17.08.2005
- 5) HAL/P&A/36(78)/2006/46 Dt.02.02.2006

With a view to have a balanced Manpower profile comprising of experienced professional and young executives, lateral induction is resorted to as one of the Channels of Induction. The induction through lateral entry is done on need basis.

4.1.3.1 GRADE – I (TECHNICAL / NON TECHNICAL):

- i. Normally, induction of freshers will not be done in Grade-I in Disciplines where MTs / DTs are inducted. However, if additional vacancies are identified to be filled up in Grade-I, by Direct Recruitment in such Disciplines, the same will be advertised and selections will be conducted. Divisions can induct freshers in Disciplines in which MTs / DTs are not inducted, based on identified vacancies.
- ii. Internal candidates meeting the advertised criteria, with applicable relaxations, are eligible to apply for posts in Grade I.
- iii. In order to become eligible to apply for the posts in Grade-I, UR / OBC candidates should have secured a minimum of 60% Marks and SC/ST candidates should have secured a minimum of 50% Marks, in the aggregate, of all the Semesters / Years or corresponding CGPA Ratings / Gradations in their qualifying examinations [Graduation as well as Professional qualification in respect of posts in Non-Technical disciplines].
- iv. Personnel inducted as Assistant Engineer by the Divisions should undergo a structured Training, for a period of 16 weeks, in suitable batches. The Training will be organized at HMA / the Division of posting or at suitable external institutions.
- v. The Assistant Engineers will be required to execute a bond of ₹.2 Lakhs to serve the Company for a period of two years, after their confirmation in the regular rolls of the Company on completion of structured training. They are required to execute a bond before undergoing the structured training. Draft Bond format is at **Annexure A**.

4.1.3.2 GRADE – II (TECHNICAL / NON TECHNICAL):

References:

- 1) P.C.No.545 Dt.29.05.1985
- 2) HAL/HO/CAM 5(55)/85 Dt.26.06.1985
- 3) HAL/HR/27(30)/2013/02 Dt.14.09.2013

- i. Induction of required number of freshers will be done by Corporate Office as MTs / DTs (by Advertisement / Campus Selection), in identified Disciplines. In view of induction of MTs/DTs by Corporate Office, Divisions / Offices will not normally induct Executives in Grade II. To the extent possible, the requirement of Executives in Grade II should be met through the central recruitment carried out at the Corporate Office in the form of MT/ DT. Exceptional cases wherein lateral inductions are to be made in Grade II based on urgent requirement or requirement of typical nature/experience, are to be forwarded to Corporate Office with detailed justification, for clearance. However, recruitments in areas such as Fire, Security, Safety, Welfare, Environment, Civil, Chemical, Medical etc in Grades I, II & III will continue to be carried out by the respective Divisions/ Offices. In such cases, approval of Corporate Office is required to be obtained before issuance of the advertisement.
- ii. After obtaining the clearance from Corporate Office, the vacancies in Grade II will be notified and selections will be conducted.
- iii. Since vacancies are identified to be filled up by external candidates, internal candidates are not eligible to apply.

4.1.3.3 GRADE III AND ABOVE:

References:

- 1) P.C.No.514 Dt.04.06.1984
- 2) P.C.No.545 Dt.29.05.1985
- 3) HAL/HR/27(1)/2017/MRR Dt.12.03.2018

- i. 50% of the posts in Grade III & IV will be filled by Promotion and the remaining 50% will be filled by Internal Merit Selection. All vacancies in Grade V and above will be filled only by promotion based on merit i.e by Internal Merit Selection. Direct Recruitment will be resorted to only if suitable Officers are not available to fill the vacancies by promotion / Internal Merit Selection. This is without prejudice to the right of the Management to go in for Direct Recruitment, deputation from Government or contract appointments where it is necessary to infuse fresh talent from outside.

Posts in Grade V will be stroked as Grade V/VI. Promotion from Grade V to VI will not result in vacancies. Promotion from VI to VII will result in vacancies in Grade V and not in Grade VI. The management reserves the right to operate any stroked post of Grade V / VI either in Grade V or in

Grade VI for direct recruitment, should induction from outside become necessary.

Posts in Grade V are not be operated in Grade IV and below by the Divisions / Complexes, except with the specific prior approval of the Corporate Office. All appointments / promotions made to posts in Grade VI should be communicated to the Corporate Office indicating the date of appointment / promotion as well as inter- se-seniority in case more than one Officer has been appointed / promoted to the Grade, on the same date.

- ii. Internal candidates would be eligible to apply against Open Selection Posts in Grade-VII & above and eligible Candidates will be considered for Selection, along with external Candidates. However, internal candidates will not be eligible to apply against Open Selection posts upto Grade-VI, except for Posts at the induction levels.

4.1.3.4 INDUCTION IN SECURITY & FIRE DISCIPLINE:

References :

- 1) HAL/HR/27(1)/MRR/2016 Dt. 28.6.2016
- 2) HAL/HR/27(1)/MRR/2019 Dt. 18.11.2019

Induction of Officers in Security & Fire Discipline is generally done in Grade I / II. Candidates in Security Discipline are to be inducted in Grade-II Level with adequate Experience like in case of lateral induction. Accordingly, Selections in Security Disciplines in Grade-II are conducted through Interview only. Recruitment for posts of Fire Officer (Gr II) will be conducted through interview as in the case of other lateral Selections. Written Test will be conducted for selection for posts of Asst. Fire Officer (Gr-I). The question papers for Written Test will be prepared centrally at Corporate Office for which the Divisions / Offices should intimate the requirement well in advance.

The Written Test will be of Objective type and 2½ hours duration. The Test will be in 3 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. No negative Marks.

4.1.4 RE-EMPLOYMENT OF EX-HAL OFFICERS:

Reference:

- 1) HAL/P&A/27(1)/2007 Dt.23.11.2007
- 2) HAL/P&A/36(104)/2008 Dt.09.09.2008

- i. Conduct of exclusive recruitment drives / campaigns to attract the employees who had resigned from HAL, by advertisement in the Press. Under this Channel, applications from employees who had resigned and left the Organization will be invited. Only short listed candidates will be called for interview. Candidates will be assessed by a duly constituted Selection Committee. The ex-employees will be taken back on a selective basis. Exceptionally, deserving candidates could be considered even for posts in higher Grades, i.e. Grades higher than to those which his / her erstwhile colleagues had been promoted, commensurate with their qualification, status, experience & expertise, with the specific & prior approval of the Chairman. This scheme will be operated only at the Corporate Level.
- ii. The unidentified vacancies for which the candidates are recommended by the selection committee would be adjusted against the Manpower Sanctions of the respective Divisions.
- iii. Decision of the Selection Committee on the Grant of Additional Increments, Service Weightage etc will be indicated in the Offer letter.
- iv. Pre-Employment Medical examination is exempted.
- v. The verification of Character & Antecedents is exempted only for the candidates who have resigned within a period of 5 years from the date of re-appointment. However, the candidates, who have left HAL before 5 years from the date of re-appointment, would be allowed to join HAL, pending verification of Character & Antecedents from the District Authorities. In such cases, the verification process is to be initiated by the respective Division / Office.
- vi. Reimbursement of Notice Pay will be examined by Corporate Office and permitted only on a case to case basis.

4.2 NON-EXECUTIVES

Reference:

HAL/P&A/27(1)/99 Dt.14.07.1999 & 21.08.1999

4.2.1 INDUCTION OF DIPLOMA / TECHNICIAN / OTHER TRAINEES:

- i. Induction of personnel in Non-Executives Cadre shall be done through Trainees Scheme. Trainees in Technical Trades will be inducted as (a) Diploma Trainees and (b) Technician Trainees.

- ii. While separate trainee schemes have not been made in respect of workmen in various non-technical trades, Divisions / Offices would induct personnel in all such trades / disciplines also, wherever posts are sanctioned, as Trainees only. Divisions would evolve suitable training scheme for all such categories.
- iii. The qualification requirement for induction of Diploma / Technician trainees in Technical Trade and other trainees in Non-Technical Trades are indicated at Chapter 5.3.
- iv. Selection of Diploma / Technician & Other Trainees would be made by the concerned Divisions / Office, based on the posts sanctioned by Corporate Office.

4.2.2 RECRUITMENT AND SELECTION OF SPORTSMEN:

References: P.C.No.323 Dt.13.06.1984 & Amendment No.1 Dt.08.01.1985

The following criteria are to be followed for selection and recruitment of Sportsmen:-

- i. The sportsmen are to be recruited as supernumerary.
- ii. The player should have represented a State or the Country in National or International competitions in any of the game, such as Football, Hockey, Basketball, Cricket, Kabadi and Chess or any other games that may be included in course of time. [OR]

The player should have represented his university in Inter-University tournaments conducted by the Inter-University sports board. [OR]

The player should have represented the state schools team in National Sports / Games for schools conducted by the All India School Games Federation.

- iii. The qualifications and experience prescribed under the R&P Rules may be relaxed to attract outstanding sportsmen. The candidates with technical qualifications or back- ground should be taken in technical jobs and those who are having Degree in Arts / Science or Matriculation qualification in the clerical jobs.
- iv. They are required to sign a bond to serve the Company for 5 years.
- v. The age of the player should not exceed 25 years in case of state level players and 27 years in the case of National Level Players at the time of induction.

- vi. The performance of the sportsmen should be assessed every two years and those who have performed well may be refitted in higher Groups / Scale as stated below:-
- a) Grant of higher scales of pay will be limited to 10% of the total players in each of the games once in a period of 2 years.
 - b) The sportsmen should have played and served the HAL sports club for a minimum period of 2 years and while serving HAL sports club they should have represented the HAL at state/ national level tournaments and should have played in equivalent All India tournaments on two occasions or during the aforesaid period, the sportsmen should have represented the country in international tournaments at least once.
 - c) If a sportsman has neither represented the state nor the country, he will be eligible to be considered if he has been a player registered with HAL sports club for the immediately preceding 5 years and during such period, has consistently and satisfactorily participated in the respective games on behalf of the Company.
 - d) The stipulation regarding qualification and experience under the Recruitment Rules will not apply in the above cases.
 - e) The performance of the Sportsman in the Department where he is assigned to work should be at least 'Average' from the point of view of attendance and discipline.
 - f) Every Division should assign an Executive in Grade – I/ II to be exclusively in charge of sports in the Division. He should preferably have a Degree or Diploma from the National Institute of Sports.

4.2.3 ENGAGEMENT OF PERSONNEL ON TENURE BASIS IN THE NON-EXECUTIVE CADRE

References:

- 1) P.C.No.706 Dt.05.01.2015
- 2) P.C.No.717 Dt.01.05.2019
- 3) HAL/HR/36(201)/Tenure/2016/01Dt.09.08.2019

4.2.3.1 Criteria for Engagement:

Induction of Personnel on Tenure Basis will generally be done with Freshers, in the Disciplines / Trades in which requirements arise. Experienced Personnel, who meet the eligibility criteria contained herein, will also be eligible to be engaged under this Scheme. Further, Ex-Servicemen could also be engaged, based on need.

- i. Engagement of Tenure Based Personnel would be well within the Overall Sanctioned Strength (OSS) of Manpower of the concerned Division / R&D Center / Office in the Workmen Cadre in the respective Category (Direct Labour / Indirect Labour), in Trades / Disciplines where need arises.
- ii. The Channels, minimum Qualification requirements and the corresponding Skill Levels to which Personnel on Tenure Basis will be engaged are as follows:

Equivalent Channels/Scale of Pay in respect of regular Employees	Qualification		Skill Level
	Technical	Non-Technical	
B/4	ITI	PUC / Inter	Semi-skilled
C/5	NAC / NCTVT / BSc+	BA / BSc / BCom++	Skilled
D/6	Diploma in Engg / MSc+	MA / MSc / MCom++	Highly Skilled

+ In specified Trades only.

++ Need to Possess relevant Certificate of Proficiency in Typing, Stenography, PC Operations (Min 3 month's duration) etc., as the case may be.

- iii. Engagement of Tenure based Personnel shall be 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 period 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 by either party or payment of the Basic Pay+ DA components in the Consolidated Remuneration in lieu of the Notice.
- iv. The number of personnel so engaged shall be the bare minimum of the Sanctioned Strength of Manpower in the Division / Office / R&D Centre, under each Category (Direct Labour & Indirect Labour) and based on Firm Work Load only.
- v. Such Personnel would generally be engaged only in Core Technical Areas like Design, Manufacturing / Assembly / Overhaul / Testing, Quality Control, Production Engineering, Management Services, Test Flying / Flight Operations, Customer Services, etc. However, if a requirement arises in any other area which cannot be met by other means, personnel can be engaged in such areas also, exceptionally.

- vi. The personnel would be engaged only to undertake specific Jobs / Projects / Programmes. They would not be engaged for routine day-to-day work which can be carried out by regular employees.
- vii. Job assignments during the period of engagement would be laid down in the Offer of Engagement which will clearly indicate the requirement of operating more than one Machine at the workplace. The Specific Role, Charter of Duties, Responsibilities and Risk Clauses would also be indicated in the Offer, in detail.
- viii. Divisions / R&D Centers will review & refix rationally the Standard Man Hours (SMH) of Jobs assigned to such personnel.
- ix. Selected Personnel on Tenure Basis will undergo Induction Training for a period of 8 weeks. The training Schedule & methodology to be adopted for assessment during the training period would continue to be same, as notified vide Circular No. HAL/CO/SD/15/006/16 dated 1.1.16.

4.2.3.2 Competent Sanctioning Authority

- (i) Chairman & Managing Director (CMD) would be the Competent Authority to approve the requirements for engagement of Personnel of Tenure Basis under this Scheme.
- (ii) Divisions / R&D Centers / Offices need to forward the requirements with detailed justifications of number of personnel required, Channel / Scale / Skill Level & specific Project details, to the Corporate Office (MSD), with the approval of the Divisional Head and the Complex Head.

4.2.3.3 Process of Engagement

- i. Proposals received from the Divisions / R&D Centers / Offices for engagement of Personnel would be scrutinized by the Corporate Management Services Department. Based on the scrutiny, MSD would put up the proposal for approval by CMD.
- ii. After obtaining the approval, Engagement Notifications shall be issued by the concerned Division / R&D Center / Complex Office to the Employment Exchanges in respect of Civilians. In respect of Ex-Servicemen, it will be notified to the Sainik Boards. In addition, the names of Ex-Apprentices trained at the Technical Training Institute (TTI) / Technical Training Centre (TTC) of the concerned Complex / Division are also to be considered subject to meeting the eligibility criteria. They need not be sponsored by the Employment Exchange. Where adequate numbers of suitable candidates are not available from the Employment Exchange / Sainik Board / Ex-Apprentices, Advertisements shall be issued in Local / Regional Level Newspapers.

- iii. The Notification / Advertisement would indicate the name(s) of the Post(s), total number of Vacancies in each Scale; Age Criteria; Qualification requirements; place of Vacancies; Job Specifications; Pay, Allowances & Benefits afforded by the Company and prescribed Application Forms. It would also indicate Reservation of Vacancies earmarked for SC/ST/OBC-NCL/Persons with Benchmark Disability (PWBD) / Ex- servicemen (XSM) / Economically Weaker Section (EWS) and any other class of persons. In case of Ex-Apprentices, if the age bar comes in the way, the same would be relaxed to the extent of the period for which the Apprentice had undergone the training.
- iv. Conduct of Written Test for selection of Tenure based Personnel will be outsourced. In case the number of positions to be filled up is less than 10, the concerned Division / R&D Center / Office can conduct the Written Test in-house, keeping in view the cost involved in outsourcing and expertise available in the Division / R&D Centre / Office.
- v. Applications received will be screened by the Outsourced Agency and submitted to a Committee of Officers from the Division / R&D Center / Office, as per the eligibility criteria norms laid down, to ascertain whether the candidates meet the eligibility criteria prescribed in the Notification / Advertisement or not.
- vi. Selection of the candidates shall be done based on the Marks scored in the Written Test only, in the order of Merit. Divisions / R&D Centers / Offices can 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 / EWS/OBC candidates cannot be less than 60% and for SC/ST /PWBD candidates not less than 50%, in the qualifying examination.
- vii. Candidates qualifying in the Written Test will be called for Document Verification in the order of Merit. The number of candidates called for Document Verification will be limited to the number of posts notified (Discipline/ Category wise).
- viii. In case of rejection of candidates during the Document Verification process on account of non-availability of requisite documents / testimonials, not meeting the advertised criteria with respect to Age, Qualification, Experience, etc., additional candidates will be called for Document Verification in the order of Merit (Discipline/ Category wise). The number of additional candidates called for Document Verification will be limited to the number of candidates rejected.
- ix. 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 Posts advertised.

- x. Candidates qualifying in the Document Verification stage as above will be issued Offers of Engagement (**Annexue Q3**) after obtaining the approval of the Divisional Head.

4.2.3.4 Relaxations & Concessions

The Age limit applicable to unreserved /EWS category of candidates is 28 years. Age Relaxation and other Concessions will be applicable to candidates belonging to SC/ST/OBC-NCL/PWBD/XSM etc., as per the Reservation Rules.

4.2.3.5 Remuneration

- i. Personnel engaged on tenure basis would be paid Consolidated Remuneration every month. The Consolidated Remuneration would comprise of the following items (as per 2012 wage structure) :
- Basic Pay + Personal Pay;
 - Dearness Allowance (revised quarterly) on the Basic Pay + Personal Pay;
 - House Rent Allowance as per classification of Cities (when Company Quarter is not provided)
Note: In case of availability of Company Quarters, priority should be given for allotment of Quarters.
 - Special Compensatory Allowance at Koraput & Korwa @ 10% of the Basic Pay + Personal Pay;
 - Special Allowance at the rate of 5% of the Basic Pay + Personal Pay;
 - Washing Allowance @ ₹. 75 p.m.
- ii. The Basic Pay Component in the Consolidated Remuneration on induction of such Personnel will be based on the corresponding Channels, as indicated below:

Equivalent Channels of Induction (based on Qualification)	Equivalent Pay Scale of Induction	Basic Pay + Personal Pay on Induction (2012 Scales) (₹).	Skill Level
B	4	15000	Semi-skilled
C	5	15910	Skilled
D	6	16820	Highly Skilled

- iii. An annual increase of 3% during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.
- iv. Provident Fund contributions will be calculated taking into account the Basic Pay + Personal Pay + Dearness Allowance components of the Consolidated Emoluments.

- v. These category of personnel will also be entitled for the following Allowances / Benefits / Incentives, like in the case of regular Workmen, as per Rules (as per 2012 wage structure) :
 - a) Canteen Subsidy / Allowance in the form of Meal Coupons;
 - b) Conveyance Reimbursement for Two Wheeler / Conveyance Allowance;
 - c) Monthly Incentive and Annual Incentive;
 - d) Quarterly Performance Pay;
 - e) TA/DA for joining duty and for Temporary Duty as per relevant Rules applicable to Workmen in the appropriate Scale of Pay;
 - f) Group Insurance in lieu of EDLI;
 - g) Night Shift Allowance, wherever applicable;
- vi. In case such personnel are transferred from one Base/ Station to another, they will be entitled to Transfer TA/DA Benefits, as per the Rules applicable to regular Workmen in the appropriate Scales of Pay.

4.2.3.6 Extension of Tenure in respect of Personnel Engaged on Tenure Basis

- i. While Engagement of Tenure based Personnel shall be for a maximum period of 4 years in the normal course, extension of their tenure for a further maximum period of 4 years may be considered, on case-to-case basis, in cases where workload & requirement exist.
- ii. In such an event, Divisions/ Offices will forward proposals along with detailed justifications & workload, with the approval of the Divisional Head and the Complex Head, to Corporate MSD.
- iii. CMD will be the Competent Authority for granting extension of tenure to Personnel Engaged on Tenure Basis.
- iv. Extensions will be considered only in critical Work Centres / Work places of the Divisions. Such proposals need to be within the Overall Sanctioned Strength (OSS) of the Division/ Office.
- v. Cases for extension of tenure will be examined and recommended during the fourth year of the engagement by a duly constituted Evaluation Committee at the Division/ R&D Centre/ Office.
- vi. The Committee will be chaired by the Head of the Division / Office with the respective Department Heads, Head of Quality, Head of MSD and Head of HR of the Division/ Office as Members.
- vii. The Evaluation Committee will reckon the following Indicators, during the preceding three years:

Sl. No.	Evaluation Criteria	Marks	Remarks
i	Performance Index	70	<u>Direct Labour:</u> Average Performance Index (Efficiency) during the preceding three years would be reckoned. The minimum qualifying Average Performance Index (threshold Efficiency) would be '90%'. Average Efficiency Levels (AEL) of '120 & above' will be awarded 70 Marks. Levels between '90 and 119' would be awarded proportionate Marks [i.e (AEL x 90/120)]
			<u>Indirect Labour:</u> Average PAR Marks of the preceding 3 years would be reckoned. The minimum qualifying Average PAR Marks would be '85'.
ii	Physical Attendance	10	Average Attendance during the preceding three years. Cases of personnel with less than 250 days of Average Physical Attendance, during the preceding three years, will not be considered for extension. Also, personnel who have availed any LWP during the preceding three years will not be reckoned.
iii	Conduct & Discipline	5	To be evaluated by the HoD in the Division.
iv	Evaluation Committee	15	Aspects of quality of work, rejection rate, taking initiative, etc. will be considered and evaluated by the Committee.
v	Total	100	The Total Minimum Qualifying Marks would be '70'; with atleast 60% in each of the above parameters.

- viii. In cases where there are more than 01 candidate in the Trade, extension would be given based on merit in the assessment and the number of vacancies available.
- ix. Personnel who are granted extension of Tenure in Service beyond 4 years will be eligible to draw Annual increment/s of 3% of Basic Pay + Personal Pay, during the extended period, including during the first year of extension.
- x. Personnel who are granted extension of Tenure would continue in the same Scale of Pay in which they were initially engaged.

4.2.3.7 Other Benefits and Terms & Conditions

- i. Personnel engaged on Tenure Basis will be entitled for one day Casual Leave for each remaining complete month in the calendar year. Further, Personnel joining the Company between the 1st & 15th day of the month will be granted one day Casual Leave for that month also.
- ii. Tenure based Personnel will be entitled to 2.5 days of Vacation Leave (VL) with Pay, for every calendar month of service. VL can be accumulated by the Tenure based Personnel during their tenure. For the last month of Service prior to separation/ completion of Tenure, the VL of 2.5 days pertaining to the last month of Service will be credited on the 15th day of that month. Encashment of unutilized VL will also be allowed in respect of them. For the last year of Tenure, the encashment will be allowed with the final settlement.

Note: Encashment of VL in respect of Tenure based Personnel will be governed by the Rules and Terms & Conditions applicable to the regular Workmen as notified from time to time.

- iii. A Lumpsum amount of Rs.1000/- per month will be admissible to meet the medical expenses (both in-patient and outpatient), based on self-certification. This amount shall be paid on monthly basis along with the Consolidated Remuneration. These personnel will not be entitled for any other medical benefits in any of the HAL Hospitals & Dispensaries or elsewhere. In case of an emergency, facilities in HAL Hospitals / Dispensaries can be availed.
- iv. They will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.
- v. 4 sets of Uniforms once in 2 years, Stitching Charges & Shoe Allowance (Safety Shoes, wherever applicable, in place of Shoe Allowance) will be issued / provided.
- vi. Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- vii. In the normal course, the engagement will be for a maximum period of four years from the date of engagement and the tenure will come to an end automatically on completion of four years period from the date of joining, without any further notice. Personnel who are granted extension of Tenure beyond 4 years shall be entitled for Gratuity as per the provisions of the Payment of Gratuity Act, 1972, on completion of minimum 5 years. In case of death of Tenure based Personnel before completion of the tenure, payment of Gratuity will be admissible as per the provisions of the Payment of Gratuity Act, 1972.

- viii. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- ix. The Tenure based Personnel will abide by various Company Rules & Regulations governing carrying out the assigned tasks and their conduct, like Standing Orders, Transferability to other Departments or Divisions or Places, Termination of Contract for reasons of non-performance or poor performance or without assigning any reason, etc.
- x. Such 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.
- xi. They will be eligible for Company Quarters, wherever available. House Rent for Quarters will be deducted at the rates as applicable to regular Workmen.
- xii. They will be eligible to join the self-contributory Group Savings Linked Insurance & Group Personal Accident Insurance Schemes, as specified in the said Schemes.
- xiii. They will not be entitled for the following:
 - a) Promotions;
 - b) Loans, Advances & Interest Subsidies;
 - c) Attendance Incentive;
 - d) Service Gifts;
 - e) Medical Facilities;
 - f) Contingency Advance;
 - g) School Fee Reimbursement;
 - h) LTC / LTA Facilities;
 - i) Outstation Allowance;
 - j) Grant of Study Leave;
 - k) Sponsorship for Higher Studies;
 - l) Any other benefits admissible to regular Workmen.
- xiv. The Tenure based Personnel will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.
- xv. Performance of the Personnel would be assessed on a half yearly basis.
- xvi. Personnel engaged on Tenure Basis will be deployed in the 2nd & 3rd Shifts. In case of any emergent requirement necessitating deployment in the 1st Shift, specific approval of Corporate Office should be obtained.
- xvii. The engagement will be on full time basis. Absence from duty other than on authorised Leave / Company Holidays will result in proportionate reduction in the Consolidated Emoluments. They will be eligible for Company Holidays as applicable to regular employees.

- xviii. The SMH Timings for Tenure based Personnel should be different and there should not be any flexible timings.
- xix. Suitable Risk Clauses will be added in the Offer of Engagement, in detail, to safeguard the interest of the Company in case the candidate quits the job before its completion and for losses / damages, if any, caused to Company property, etc.
- xx. During the period of Engagement, Divisions/ R&D Centres/ Offices will have the flexibility to transfer the engaged personnel to other Divisions/ Bases/ Stations if they could not be utilised by the existing Division/ Base/ Station.

**Illustrative items of Payment to Personnel engaged on Tenure Basis
(as on 1.1.2020)- (based on 2012 Wage Structure)**

CHANNEL B-Scale-4

SN	Particulars	Bkpr.	Blore/ Hyd.	Luck/ Kan	Nasik	Kpt/ Korwa
1	Basic Pay	10,400	10,400	10,400	10,400	10,400
2	Personal Pay	4,600	4,600	4,600	4,600	4,600
3	Sub Total (SI.Nos.1 & 2)	15,000	15,000	15,000	15,000	15,000
4	DA@ 64.1% (as on 1.1.2020) on SI.No.3	9,615	9,615	9,615	9,615	9,615
5	HRA on SI.No.3	4,500	4,500	3,000	3,000	1,500
6	Special Compensatory Allowance @ 10% on SI.No.3 for Koraput / Korwa	-	-	-	-	1,500
7	Special Allowance @ 5% on (SI.No.3)	750	750	750	750	750
8	Conveyance Reimbursement-	2,670	2,670	2,670	2,670	2,670
9	Pro-rata Conveyance Maintenance	223	223	223	223	223
10	Medical Reimbursement	1,000	1,000	1,000	1,000	1,000
11	Canteen Allowance (Meal Coupons)	2,500	2,500	2,500	2,500	2,500
12	Washing Allowance	75	75	75	75	75

13	Monthly Incentive+ pro- rata Quarterly Performance Pay + pro- rata Annual Incentive (Approx.)	4,200	4,200	4,200	4,200	4,200
14	Encashment of VL @ 2.5	2,221	2,221	2,221	2,221	2,221
15	PF @ 12% on SI.Nos.3 & 4	2,954	2,954	2,954	2,954	2,954
16	Total (CTC p.m) (SI.Nos 3 to 15)	45,708	45,708	44,208	44,208	44,208

Notes:

- (i) Payment of HRA is made as per the classification of Cities, subjected to the specified conditions. Wherever quarters are provided, HRA is not payable. House Rent for Quarters will be deducted at the rates as applicable to regular Workmen;
- (ii) Allowances like Shift Allowance paid to specific categories of Personnel are not included.

4.3 ENGAGEMENT OF EX-SERVICEMEN ON CONTRACT / REGULAR APPOINTMENT:

a) EXECUTIVES:

References:

- 1) HAL /P&A/21(14)/XSM-Contract/2003 Dt.10.06.2003
- 2) HAL/P&A/21(14)/XSM-Contract/2008 Dt.02.09.2008

- i. Based on the vacancies available vis-à-vis Overall Sanctioned Strength (OSS) of the Divisions / Offices, engagement of Ex-Servicemen on Contract Basis in Executives Cadre may be considered.
- ii. Process of selection would be as that of inductions in Executive cadre. During the Contract engagement, consolidated payment would be made to them.
- iii. The induction level of Ex-servicemen in Executives Cadre of HAL will be regulated as under:

Rank in IAF	Grade in HAL
Flight Lt.	III
Sqn. Leader	IV
Wg. Cdr. with less than 3 yrs. experience in the rank	V
Wg. Cdr. with 3 yrs. or more experience in the rank	VI
Group Capt.	VII

Rank in IAF	Grade in HAL
Air Cmde	VIII
AVM	IX

Note : Similar would be the case with Officers of other Armed Forces also.

- iv. Ex-servicemen who retired from the IAF in the Rank of Warrant Officer / Master Warrant Officer, or equivalent from the Army & Navy, who are having not less than 20 years of post qualification (Diploma in Engg. or equivalent) experience in the Armed Forces, can be considered for appointment in Grade-I in the Technical Disciplines.
- v. The candidates should have acquired the Diploma in Engineering by passing the prescribed Test (Trade & Written) and the Certificate should have been issued by the concerned Board of Technical Education / Institute, if the qualification was acquired before joining the Armed Forces.
- vi. In cases where candidates join the Armed Forces without the qualification of Diploma in Engineering and they undergo the prescribed training in the Armed Forces and are awarded the Diploma in Engineering, the Certificate should have been issued by the Training Institute/School of the Armed Forces wherein the candidates have undergone the training.
- vii. Certificates issued by the Armed Forces stating that the candidate is possessing qualification equivalent to Diploma in Engineering, which are issued on completion of specified years of service in the Armed Forces, will not be considered on par with Diploma in Engineering, for the purpose of induction in Grade-I.
- viii. The personnel will initially be inducted on contract basis for a period of one year. Based on their performance during the first year of service, extension of contract service can be considered for one more year. On completion of 2 years of satisfactory Contract service, they can be considered for absorption as regular Officers, in Grade-I.
- ix. In cases of such candidates to be inducted as Assistant Training Officers in the Technical Training Institutes, out of 20 years of post qualification experience, they should have completed atleast one tenure in the IAF Technical Training Schools or TETTRAS, as Instructors.
- x. Ex-servicemen possessing the qualification of Diploma in Engineering or its equivalent plus 10 years of Technical Experience in IAF cannot be considered on par with employees possessing the qualification of Degree in Engineering for the purpose of Recruitment in the Company.

b) NON-EXECUTIVES:

Reference:
1) HAL /P&A/27(30)/97/187 Dt.19.04.2001

Ex- Servicemen who were having relevant experience in the Disciplines/ Trades in which requirements exist were being inducted on Contract basis in the Non Executive Cadre also, as follows:

Channel	Qualification possessed by Ex-Servicemen		Pay Scale to which fresh candidates are inducted	Pay Scale into which Ex- Servicemen will be inducted depending on Post Qualification Exp. in the relevant Discipline / Trade in the Armed Forces, in completed Years.		
	Technical Trades.	Non-Technical Trades @		Upto & including 5 yrs	12 yrs plus.	20 yrs plus.
B	ITI or equivalent *	PUC/ INTER or equivalent *	4	4	5	6
C	NAC / NCTVT or equivalent*	University Degree or equivalent*	5	5	6	7
D	Diploma in Engineering or equivalent*	Post Graduate University Degree or equivalent*	6	6	7	8

* i.e., Equivalent Service Trades / Certificates/ Qualifications in the Army / Airforce / Navy.

@ Candidates were also required possess relevant Professional Certificates in Typing, Stenography and PC Operations etc as the case may be.

References:
1) P.C.No.706 Dt.05.01.2015
2) P.C.No.717 Dt.01.05.2019

However, the system of engagement of Ex-Servicemen on Contract basis in the Non-Executive cadre, against Manpower Sanctions, has

been discontinued from 2019 and Ex-Servicemen will also be engaged on Tenure Basis only under the Scheme for Engagement of Personnel on Tenure basis in the Non-Executive cadre. At the same time, requests for extension of Contract period in respect of Ex-servicemen engaged on Contract Basis prior to the introduction of the Scheme for engagement of Personnel on Tenure Basis, who continue to be engaged on Contract Basis, is examined on case to case basis.

4.3.1 TERMS AND CONDITIONS OF CONTRACT ENGAGEMENT:

- i. The tenure of engagement would be initially for a period of one year with effect from the date of joining. Depending upon performance and Organizational requirements, the Contract service can be extended for one more year. Contract engagement will not confer any right to claim either absorption or regularization on any grounds in the Company.
- ii. The components of monthly consolidated emoluments payable to Ex-servicemen engaged on contract basis would be as under (2012 Wage Structure):
 - a) Basic Pay
 - b) DA
 - c) HRA (in case Company accommodation is not provided)
 - d) Koraput and Korwa Allowance (if admissible)
- iii. The following Allowances would also be admissible as applicable to Executives & Non-Executives (2012 Wage Structure):
 - a) Canteen subsidy/availing canteen facilities,
 - b) PRP
 - c) Reimbursement of school fee up to a maximum of two children
 - d) Washing allowance
 - e) Conveyance reimbursement / conveyance allowance.
 - f) Monthly incentives (Non-Executives)
 - g) Quarterly performance pay based on performance and attendance (Non- Executives)
 - h) Attendance Bonus (Non-Executives)
- iv. In addition to the above, they are also entitled for the following benefits as per rules:
 - a) Increment on extension / continuation (subject to assessment and recommendation by duly constituted Committee);
 - b) DA component would be revised on completion of one year period, which will be effected on 1st April every year;
 - c) TA / DA for joining duty and for temporary duty as per relevant rules applicable to Executives in the appropriate Scale of Pay;

- d) Entitled for one day Casual Leave, and 2-1/2 (Two and half) days Vacation Leave with pay for every calendar month or encashment (restricted to Basic Pay and DA component up to a maximum of 300 days at the time of expiry / termination of contract);
 - e) They will be entitled to avail medical facilities along with wife and dependent children at HAL Hospital or ESI dispensary / Hospital. For specialist treatment they will be governed by the existing rules of the Company;
 - f) Entitled for payment towards LTA for self & family (eligible only after completion of one year) for Non-Executive cadre. In case of Executives, the LTA will depend on the equivalent Grade in HAL;
 - g) Provident Fund (contributions to be calculated taking into account Basic Pay and DA components of the consolidated emoluments only). Payment of Gratuity will be governed by relevant statutes;
 - h) Group Insurance in lieu of EDLI;
 - i) Membership of Group Savings Linked Insurance Scheme;
 - j) Uniforms, stitching charges and shoes;
 - k) Familiarization Training;
 - l) Other Terms and Conditions like applicability of CDA Rules, 1984 / Standing Orders, Transferability to department or divisions or place in any part of India or abroad, Termination of Contract for reasons of non-performance or poor performance or without assigning any reason.
- v. These category of personnel will not be entitled for the following:
- a) Promotions
 - b) Loans, Advances and Interest Subsidies.
 - c) Attendance Bonus
 - d) Sponsorship for PG Courses
 - e) Grant of Study Leave
 - f) LTC facilities (except LTA as per iv (f) above)
 - g) Outstation Allowances
 - h) Magazine Allowance
 - i) Reimbursement of Professional body membership
 - j) Service Gifts
 - k) Medical Facilities for dependant parents

4.3.2 PAY FIXATION OF EX-SERVICEMEN APPOINTED IN THE WORKMEN CADRE

References:

- 1) HAL/P&A/21(14)XSM/10/01 Dt.01.02.2011
- 2) HAL/P&A/21(114)/XSM/15 Dt.01.01.2015

- i. The Company has adopted the Government Rules for pay fixation of Ex-servicemen on appointment. While pay of Ex-servicemen on re-employment would continue to be fixed as per laid down policy, Additional Increments to Ex- Servicemen who would have completed service between 6 to 11 yrs, 13 to 19 yrs and 21 yrs & above in the Armed Forces and who would be appointed to the Workmen Cadres, over and above the normal pay which would be fixed as per the prevailing Rules. The Channels of Induction (based on qualification possessed) and Basic pay in the 2012 Pay Scales during the contract period have been as at **Annexure-B**.

NOTE : The Pay Scales in the 2017 Wage Structure for Ex-servicemen engaged on Contract basis in the Non-Executive cadre are to be notified.

- ii. Experienced Ex-Servicemen would be appointed as regular employees as at paras 4.3 (b) & 4.3.2 (i) above, in cases where requirements for additional manpower are long term.
- iii. In cases where the requirement for experienced Ex- Servicemen in the Workmen Cadre is short term, the personnel will be engaged on Contract basis only. In cases of Contract engagement, remuneration etc would be decided depending on the level at which the candidates would have been appointed as regular employees (as at para 4.3 (b) above) and pay fixed (as at para 4.3.2 (i) above), had the requirements been long term. Respective Appointing Authorities will be competent to decide the remuneration etc in such cases.
- iv. The concerned Complex/ Division could decide the standard of Written test & Interview to be conducted for selecting the candidates, after giving due weightage to the experience profile of Ex- Servicemen, HAL's job Specification etc:
- v. Experienced Ex-servicemen would directly be appointed as regular employee or on contract basis, as the case may be. In other words, they will not be appointed as Trainees before absorption as regular employees as in the case of fresh ITIs, NAC & Diploma Holders.
- vi. In cases where posts sanctioned are not earmarked exclusively for Ex-servicemen, assessment for selection will be made on the same basic standards with equal yardstick for candidates belonging to all category (including Ex-servicemen) as at present; as the Job Requirement / Specification for the posts concerned would be the same.

4.3.3 REGULARIZATION OF SERVICES OF EX-SERVICEMEN ENGAGED ON CONTRACT BASIS AGAINST MANPOWER SANCTIONS ISSUED BY THE CORPORATE OFFICE:

References:

- 1) HAL /P&A/36(23)/2006 Dt.18.03.2006
- 2) HAL/P&A/36(23)/2007 Dt.31.01.2007
- 3) HAL/P&A/36(23)/2006 Dt.02.05.2008
- 4) HAL/P&A/36(23)/2011 Dt..24.10.2011

The services of Ex-Servicemen who are engaged on contract basis were being regularized / absorbed in the past, on completion of two years of contract service subject to being found suitable for absorption / regularization and availability of vacancies. The absorption / regularization of Ex-Servicemen would be governed by the following Terms & Conditions:

- i. Candidates found suitable for absorption / regularization would be absorbed / regularized in the Grade / Scale of Pay of the post in which they were appointed initially on contract basis. Their seniority in the Grade/ Scale would be reckoned from the date of their engagement on contract basis in the Company in the Grade / Scale of absorption / regularization.
- ii. An acceptance letter would be obtained from such personnel indicating their willingness for absorption / regularization in HAL.
- iii. The period of service rendered by such personnel on contract basis would be considered as service in the absorbed Grade / Scale for the purpose of their promotion to the next higher Grade / Scale.
- iv. The Basic pay component in the consolidated remuneration drawn as on the date of absorption will be the basic pay on absorption / regularization.
- v. The first annual increment after absorption could be granted to ex-servicemen who are absorbed / regularized on the anniversary date of grant of the last annual Increment while on contract service. Increment during the next year would also be granted on the anniversary date after confirmation in service. The subsequent increments would be rescheduled w.e.f 1st January of the subsequent year.
- vi. Ex-Servicemen absorbed on the regular rolls will be on probation for a period of one year [Executives] and six months [Non-Executives].
- vii. Applications, if any, for employment to outside Organizations from such candidates will not be forwarded for a period of 3 years from the date of absorption / regularization.

- viii. The Ex-Servicemen who are regularized / absorbed will be eligible for their next promotion only after completion of a minimum period of one year of service in the absorbed Grade, after reckoning the service during the contract period, provided they have completed the requisite period of service and fulfill all other eligibility conditions.
- ix. The suitability of Ex-Servicemen for absorption / regularization would be assessed at the Divisional level, based on their performance during the Contract period and in an Interview by a Selection Committee with concerned EDs / GMs as chairman and other members (AGMs, DGMs, HR Head etc.) from the concerned Division for posts in Grade I, II & III. As regards Non-Executives cadre, the Selection Committee will be headed by an AGM/DGM, with Heads of Customer Services, Quality, Production & HR of the Division, as Members.
- x. The suitability of Ex-Servicemen Executives (Grade IV & above) for absorption / regularization would be assessed at the Complex level, based on their performance during the Contract period and in an Interview by a Selection Committee consisting of the following members:

Concerned Directors / CEOs	Chairman
EDs / GMs of the concerned Divisions	Members
Head of the Technical Dept of the Complex Office	Member
Head of the HR Dept of the Complex Office	Member/ Secretary

- xi. Divisions would forward the bio-data & copies of PARs of the Officers during the Contract period, along with the recommendations regarding the absorption / regularization, to the respective Complex Offices.
- xii. In case an Ex-serviceman is found not suitable for absorption, his engagement on contract basis would be terminated, after completion of current tenure of contract period.
- xiii. The Divisions / Offices need to ensure that the process for absorption of Ex- Servicemen wherever required is completed before the due date of absorption.

4.3.4 PAY FIXATION OF EX-SERVICEMEN APPOINTED AS WATCH & WARD GUARD / FIREMEN

Reference: HAL/P&A/27(1)/2003 Dt.06.05.2005
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- i. The qualification requirement and scale of induction for the posts of Watch & Ward Guard / Fireman are indicated in Chapter 5.3.

- ii. Post qualification experience has to be considered for fixation of pay in respect of candidates possessing qualification of PUC/ Inter. In case of others having Combatant experiences, 3 years may be deducted from their total combatant experiences so as to make them equivalent to PUC/ Intermediate and on the basis of remaining length of experience additional increment due, if any could be granted.

4.4 ENGAGEMENT OF SUPERANNUATED EMPLOYEES ON CONTRACT BASIS AS CONSULTANTS / ADVISORS

References :

- 1) P.C.No.681 Dt.26.02.2008
- 2) P.C.No.698 Dt 26.07.2013
- 3) P.C.No.698 (Amended) Dt.27.08.2014
- 4) P.C.No.698 (Amended-2) Dt.01.10.2014
- 5) HAL/HR/37 (1)/2015 Dt.14.01.2016
- 6) P.C.No.698 (Amended-3) Dt.23.11.2016

4.4.1 Criteria for Engagement:

- 4.4.1.1 Superannuated employees would be engaged on contract basis, only in areas where regular employees with the requisite knowledge, skills & expertise to carry out the jobs are not available. Personnel with 'Above Average' (Officers) & 'Very Good' (Workmen) Performance Appraisal Marks during the last 3 years of their service would only be eligible to be engaged on contract basis.
- 4.4.1.2 Engagement of the personnel would normally be within the Overall Sanctioned Strength (OSS) of Manpower in the concerned Division / Office. However, if it is not feasible to engage the personnel within the OSS of the Division / Office, then the personnel can be engaged beyond the OSS, limited to 2% of the OSS in the concerned Division / Office, under each category (Executives, Direct & indirect Labour).
- 4.4.1.3 The No. of personnel so engaged will not exceed 10% of the Sanctioned Strength of Manpower in the Division / Office, under each category (Executives, Direct Labour & Indirect Labour).
- 4.4.1.4 However, engagement of personnel on the rolls of Corporate Office, LO Delhi & CS Cell Delhi, who will provide services to the Company as a whole, would be within the OSS of Manpower of the Company as a whole, under each category (Executives, Direct Labour & Indirect Labour). In case it is not feasible to engage the personnel within the OSS of Manpower of the Company as a whole, then the personnel can be engaged by Corporate Office beyond the OSS of the Company as a whole, limited to 2% of the OSS of Manpower of the Company as a whole.

- 4.4.1.5 While engagement of personnel by a particular Division would be within the Overall Sanctioned Strength of Manpower of the Division, in case any Division is exceeding its OSS, the engagement could be within 10% of the OSS of the concerned Complex, under each category (Executives, Direct Labour and Indirect Labour) allowing flexibility within the Complex.
- 4.4.1.6 Such personnel would generally be engaged only in core technical areas like Design/ Manufacturing / Assembly / Overhaul / Testing, Quality Control, Production Engineering, Management Services, Test Flying / Flight Operations, Customer Services, etc. where internal expertise is not available or will take some time to develop. However, if a requirement arises in any other area which cannot be met by other means, personnel can be engaged in such areas also, exceptionally. The concerned Departments / Divisions would be answerable for all such engagements.
- 4.4.1.7 The personnel would be engaged only to undertake specific Jobs / Projects / Programmes. They would not be engaged for routine day-to-day work which can be carried out by regular employees.
- 4.4.1.8 The job assignments during the period of engagement would be laid down very clearly, in the Offer of Engagement. The specific Role, Charter of Duties, Responsibilities and Risk Clauses would be clearly indicated in the Terms & Conditions of engagement, in detail.
- 4.4.1.9 On engagement, the superannuated employee would be appropriately designated as Consultant or Advisor, with the specific area of work mentioned in brackets.
- 4.4.1.10 In respect of Company employee, those who retired from the services on attaining the age of superannuation would only be eligible to be engaged on contract basis under this Scheme. In other words, personnel who left the services of the Company under Optional Retirement, Voluntary Retirement, Medical Termination, Resignation, Termination on disciplinary grounds etc, will not be eligible to be engaged under this Scheme.

4.4.2 Competent Sanctioning Authority:

- 4.4.2.1 Chairman & Managing Director (CMD) would be the Competent Authority to approve filling up the requirements by engagement of superannuated employees under this Scheme.
- 4.4.2.2 Divisions / Offices which need to engage the services of superannuated HAL employees would forward proposals to the Head of HR at Corporate Office, with the approval of the Divisional Head and the concerned Director / CEO, with proper & adequate justifications and the credentials of the employee. Consent of the employee would be taken in writing before forwarding the proposal.

4.4.3 Process of Engagement:

4.4.3.1 The engagement of the Consultant / Advisor is to be made in a very transparent manner

4.4.3.2 Engagement of Superannuated HAL Employees:

- i. Proposals received from the Complex Offices as at Para 4.4.2.2 above will be scrutinized by a Committee consisting of HoDs (ED/ GM) of Planning, Finance & HR Departments at Corporate Office. Recommendations of the Committee would be put up for approval by the CMD (There will be no notification or interview for selection in respect of retired HAL employee, considering that his track record is very well known to the Company).
- ii. Engagement of retired HAL employee would generally be done in the Division /Office where he was working. In case he is to be engaged in another Division / Office, the credentials of the candidate and his capability to carry out the assignments could be got verified by the Division / Office, if necessary with the Department Head /Division where he was working, before recommending his case for engagement.

4.4.3.3 Engagement of superannuated Employees / Experts from IAF / Other Organizations.

- i. Proposals received from the Complexes for engagement of such Personnel would also be scrutinized by the Committee at Corporate Office referred at Para-4.4.3.2(i) above. Recommendations of the Committee would be put up for approval of CMD.
- ii. After obtaining the approval as at 4.4.3.3(i) above, the requirement would be hosted on the HAL Website, by the concerned Division / Office, indicating detailed Job Specifications and other requirements, inviting Applications from prospective candidates.
- iii. Selection of the candidates would be done through Interview. Suitable candidates from among the applicants would be shortlisted and called for the interview, by the concerned Divisions / Office, which would be conducted by a duly constituted Selection Committee.
- iv. The Selection Committee will consist of at least 3 Officers. The Chairman of the Committee would be as follows:

Equivalent level of the Employee in HAL, before Superannuation	Chairman of the Committee
Grade-IV or lower	Senior most Officer in Grade – VIII in the Division / Office
Grade-V to VIII	The Concerned GM /ED
Grade-IX & X	The Concerned Director / CEO

- v. On finalizing the selection, approval of CMD would be obtained.
- vi. In addition to the above, Senior retired Defence Personnel from the Armed Forces in the Rank of Air Marshal / Lieutenant General / Vice Admiral and above can be engaged as Consultants / Advisors on 'Nomination basis', without resorting to advertisement / interview, based on requirements, with the prior approval of CMD. Such appointments on 'Nomination Basis' should be reported to the Board of Directors, as per the procedure.

4.4.4 General conditions

- i. On approval of the proposal by the CMD for the engagement, Offer of Engagement indicating the Terms & Conditions of engagement, details of the assignments etc will be issued to the selected candidate.
- ii. The candidate would sign the duplicate copy of the Offer of Engagement and submit it to the Company, in acceptance of the Terms & Conditions in the Offer.
- iii. There will be a gap of minimum one month from the date of superannuation of the employee and the date of engagement on contract basis.

4.4.5 Age Limit:

- 4.4.5.1 The Consultant / Advisor will normally not be engaged beyond the age of 62 years.
- 4.4.5.2 In exceptional cases, the engagement can be extended upto the age of 65 years, with the prior approval of the CMD.
- 4.4.5.3 Further candidates who have crossed the age of 62 years can also be engaged as Consultants/Advisors ab-initio or period extended upto the age of 65 years, based on requirements, exceptionally with the prior approval of the CMD.

4.4.5 Period of Engagement

- 4.4.5.1 The Consultant / Advisor would be engaged only for the minimum period required.
- 4.4.5.2 He would be engaged for an initial period of upto one year, at the first instance. The Performance in terms of his Specific Role, Charter of Duties, Responsibilities etc., will be monitored periodically and extension, if required, would be granted provided the performance is found to be satisfactory. Such extensions would be granted on yearly basis.

4.4.5.3 He would be reporting to a designated regular Officer in the Division / Office.

4.4.5.4 The performance of the Consultant / Advisor would be reviewed / monitored, on a half yearly basis, by a duly constituted Committee headed by the respective Director/CEO (for Ex-Officers engaged as Consultants / Advisors) and the respective Divisional Heads (for Ex-Workmen engaged as Consultants / Advisors). The 2nd Assessment will be done at the end of the 11th month, Composition of the Committees would be as follows:

i. For assessment of performance in respect of Ex-Officers i.e, HAL & Other Organizations.

i)	Concerned Director / CEO	Chairman
ii)	ED / GM of concerned Division	Members
iii)	Head of Department / Area where the Consultant is engaged	Member
iv)	Head of HR Dept. of the Complex / Office	Member/ Secretary

ii) For assessment of performance of Ex-Workmen i e. HAL & Other Organizations

i)	ED / GM of concerned Division	Chairman
ii)	Head of Department / Area where the Consultant is engaged	Members
iii)	Reporting Officer	Member
iv)	Head of HR Dept. of the Complex / Office	Member/ Secretary

4.4.5.5 In addition, Performance Appraisal Reports (PARs) would be raised, on a six monthly basis. The Formats circulated vide Personnel Circular Nos. 651 dated 8.8.2000 & 663 dated 14.7.2004 would be used for this purpose with necessary modifications.

4.4.5.6 In cases where extension of the engagement of the Consultant / Advisor is sought, the Committee Assessment Reports (6th & 11th monthly) along with PARs (1st Report pertaining to first 6 months and 2nd Report pertaining to the period from 7th to 11th month) will be forwarded to Corporate Office, along with the recommendations of the respective Division / Complex.

4.4.5.7 The engagement will be on full time basis. Absence from duty for more than 12 working days in a Calendar Year will result in proportionate reduction in the Consolidated Emoluments.

4.4.6 Remuneration:

4.4.6.1 The Consultant/ Advisor would be paid a Lumpsum Consolidated Remuneration per month. The same would be decided after mutual discussions.

4.4.6.2 The Consolidated Remuneration will not exceed the sum of the following:

- i. The last Basic Pay drawn p.m;
- ii. The last DA drawn p.m;
- iii. HRA payable at the rate applicable at the Station of engagement on the last Basic Pay drawn p.m;
- iv. Conveyance Reimbursement / Allowance per month, as indicated below.

- (a) In respect of Workmen, the Conveyance Reimbursement / Allowance last drawn per month;
- (b) In respect of Officers, the quantum of Conveyance Reimbursement / Allowance per month would be reckoned as under:

Sl.No.	Item	Grade	Rs. Per Month
1	Conveyance Reimbursement a) Car	I/II	4270
		III/IV	4880
		V/VI	5490
		VII & higher	6090
	b) Two Wheeler	I to VIII	2440
2	Conveyance Allowance	I to VIII	1530

Notes: (1) Only one of the rates at (b) above, i.e., 1(a) or 1(b) or 2 will be applicable, depending upon the Vehicle possessed.

(2) Rates at (b) above will be applicable only for engagements made on or after 25.10.12. In other words, no changes will be made in the Consolidated Remuneration in respect of personnel who were engaged on contract as Consultants / Advisors before 25.10.12

(3) In respect of Ex-Officers in Grade IX/X who were eligible for the Company Car, Conveyance Reimbursement would be reckoned as Rs 6090/- per month. Alternatively, Company Car will be provided from the General Pool of Cars, instead of reckoning Conveyance Reimbursement in the Consolidated Remuneration. No new Car will be purchased for this purpose.

- v) Canteen Allowance of Rs. 2500/- p.m.
- vi) Average amount p.m. if any, last drawn towards Residential & Mobile Phone, during the last 12 months of service OR Rs. 2800/- p.m. whichever is less.
- vii) At locations where vacant Company Quarters are available, the Consultant can be allowed to continue to stay in the Quarter allotted to him while in regular service, with recovery of normal rent (i.e. rent paid during regular service), if he requests for the same. At locations where employees are in the waiting list for allotment of Quarters, the Consultant will normally not be allowed to stay in the Company Quarter during the period of engagement on contract basis. If the same is allowed in exceptional cases, Market Rent as notified by the Company from time to time will be recovered, beyond the period for which retention of quarters with payment of normal rent is permitted on superannuation. The HRA component in the Consolidated Remuneration will not be payable in all such cases.

4.4.7 TA/DA:

4.4.7.1 TA / DA will be allowed to the Consultant / Advisor, for Official Tours, at the rates admissible at the level from which the Consultant / Advisor superannuated from HAL or equivalent level from other Organizations, as per the TA/DA Rules (Inland) of the Company. However, Consultants / Advisors who had superannuated at the level of Grade-X in HAL or equivalent level will be entitled for TA/DA as applicable to Officers at the level of Grade-IX in HAL only.

4.4.7.2 TA will be reimbursed to the candidates who have superannuated from other Organisations and who are called from outstations for attending the interview for selection for the post of Consultant / Advisor on contract basis. The payment of TA will be on par with the equivalences of the levels in the Company being considered, as per the TA/DA Rules (Inland) (as amended) applicable in the Company. The entitlements will be as indicated below.

Equivalent Scale / Grade	Entitlement
1 & 2	No TA (except for SC/ST/OBC/Ex-Servicemen for whom II Class return Train Fare or Bus Fare is admissible)
3 to 10	Sleeper Class / II Class / Bus Fare
I to III & Special Scale	III Tier A/C (3A)

IV to VI	II Tier A/C (2A) / III Tier A/C (3A)/ I Class / CC
VII & above	Air Fare (shortest available route)

TA as above will be admissible to superannuated HAL employees also, if they are called for interview at a Station different from their Headquarters while in regular service.

4.4.7.3 Consultants joining duty on engagement, who have to travel from other locations will be entitled for the following benefits only, according to the equivalent Grade / Scale of Pay offered, as joining TA/DA benefits

- i. Travelling Expenses for self and spouse
- ii. Daily Allowance for Journey time for self and spouse

The above entitlements will be regulated on par with the equivalences of the level being considered, as per the TA/DA Rules (Inland) (as amended) of the Company. However, Consultants / Advisors who had superannuated at the level of Grade-X in HAL or equivalent level will be entitled for the Expenses as applicable to Officers at the level of Grade-IX in HAL only.

4.4.7.4 The expenditure incurred in relocating to the place of settlement after completion of the contract engagement will also be reimbursed to the Consultant / Advisor, who had joined on engagement from another location, as at para 4.4.7.3 above. In case the Consultant / Advisor resigns or the services are dispensed before the completion of the Contract period, this benefit will not be admissible. Superannuated HAL employees engaged as Consultants / Advisors who had not availed the Superannuation TA/DA benefits on retirement will be eligible to claim the same on cessation of his tenure of engagement as Consultant / Advisor, in accordance with the TA/DA Rules (Inland) (as amended) of the Company.

4.4.8 Local Transport:

4.4.8.1 The Consultant /Advisor will be entitled to use Company Transport for journeys beyond 8 Kms radius of the Office/Factory.

4.4.9 Other Benefits and Terms & Conditions:

4.4.9.1 The Consultant / Advisor will be eligible for weekly off and paid holidays as applicable to the Division / Office;

4.4.9.2 The Consultant / Advisor will be covered under Income Tax, Service Tax, Professional Tax etc, as per the applicable Rules. All such Taxes would be payable by the Consultant /Advisor.

4.4.9.3 Consultants / Advisors who are superannuated HAL employees will be

eligible to join the HAL Post Superannuation Group Health Insurance Scheme.

4.4.9.4 Medical facilities will be provided to Consultants / Advisors engaged under the Scheme, who are not HAL retired employees, to the extent available in the HAL Hospitals / Dispensaries at the Station where the Consultant / Advisor is engaged for himself & spouse, during the period of engagement, on chargeable basis, at par with relatives of serving Company employees.

4.4.9.5 The Consultant / Advisor will not be entitled for any Allowances or Benefits other than those indicated in this Scheme.

4.4.9.6 The contract engagement will not confer any right on the Consultant / Advisor to claim the status of a regular employee of the Company.

4.4.9.7 He will abide by the various Company Rules & Regulations governing carrying out the assigned tasks.

4.4.9.8 He will safeguard the security and confidentiality of all official matters and secrecy of information coming to his knowledge.

4.4.9.9 Suitable Risk Clauses will be added in the Offer of Engagement, in detail, to safeguard the interest of the Company in case the candidate quits the Job before its completion and losses / damages, if any, caused to Company property, etc.,

4.4.10 Exercising of Powers:

The Consultant / Advisor can be authorised by the concerned Director / CEO / ED / GM, based on requirements, to raise Note Sheets, co-ordinate various activities, supervise the work carried out by the employees assigned to work under him, initiate/review their PARs, sanction Leave etc. However, he will not have any financial powers.

4.4.11 Termination of the Contract engagement:

The contract engagement will stand automatically terminated on completion of the prescribed tenure. The engagement can be terminated even earlier with one month's notice in writing on either side or payment (Consolidated Remuneration) in lieu of the Notice.

4.5 SCHEME FOR ENGAGEMENT OF VISITING CONSULTANTS (SPECIALIST DOCTORS)

Reference : HAL/HR/15(2D)/2016/VC Dt. 12.5.16
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- 4.5.1 HAL Hospitals have been catering to the medical needs of the employees and their eligible dependent family members. In some of the Divisions, the existing strength of Permanent Doctors is not sufficient to meet the specialized needs of the patients. Also, there are no Super-Specialty Hospitals available in the vicinity of Koraput & Korwa Divisions, which causes difficulties to the patients. In this backdrop, Divisions have been engaging Visiting Consultants (Specialist Doctors) in various Specialties / Disciplines.
- 4.5.2 In the absence of standard Guidelines for engagement of Visiting Consultants (Specialist Doctors) and fixing/revising their remuneration, the Divisions have been following different practices based on the local requirements. Some Divisions are engaging Consultants on nomination basis whereas certain others do it through selection by Advertisements. In this background, the need to streamline the existing practices for engagement of Visiting Consultants (Specialist Doctors), including provisions for fixing their remuneration, extension of their period of engagement, etc was brought out.
- 4.5.3 Accordingly, the procedure/methodology to be followed henceforth by the Divisions/Offices in this regard are delineated in the following paragraphs:

(i) Criteria for Engagement

- (a) Eminent Doctors in respective Specialties/Disciplines may be engaged as Visiting Consultants (Specialist Doctors) in HAL Hospitals/Dispensaries, on need basis, where internal expertise is not available;
- (b) The job assignments during the period of engagement would be laid down clearly, in the Offer of Engagement. The Specific Role, Charter of Duties, Responsibilities and Risk Clauses would also be indicated in the Offer, in detail.

(ii) Competent Authority

The Competent Authority to approve engagement of Visiting Consultants (Specialist Doctors) will be GMs / EDs. The proposal duly concurred by the CoMS/CMS will be put up to the Competent Authority through HR & Finance for consideration & approval for engagement of the Visiting Consultants (Specialist Doctors) under this Scheme.

(iii) Process of Engagement

- (a) The requirement / vacancy would be hosted in HAL Website by the concerned Division/Hospital, inviting applications from prospective candidates, after obtaining the approval of the GM / ED;
- (b) Prospective candidates will be required to indicate the expected Remuneration per visit, at the time of applying against the vacancy;

- (c) Suitable candidates from among the applicants would be shortlisted. Shortlisted candidates would be called for an interview, by the concerned Division/Hospital. Interviews would be conducted by a duly constituted Selection Committee;
- (d) The Selection Committee would consist of atleast 3 Senior Doctors of the Division/Complex. Chairman of the Committee would be the senior most Doctor of the Division/Complex. An Officer from the HR Department would be the Member/Secretary;
- (e) The recommendations of the Committee will be put up to the GM / ED for approval;
- (f) In cases where adequate numbers of candidates do not respond to the Advertisement, Divisions can engage Visiting Consultants (Specialist Doctors) on 'Nomination basis', with adequate justification and with the approval of CEOs.

(iv) Offer of Engagement

- (a) On finalization of the Selection Process, Offer of Engagement indicating the Terms & Conditions of Engagement, details of the assignments etc., will be issued to the selected candidates.

(v) Maximum Age Limit for Selection

- (a) Generally, Visiting Consultants (Specialist Doctors) will not be engaged beyond the age of 65 years. However, in exceptional cases, the engagement of Visiting Consultants can be done upto the age of 70 years, with the approval of the GM / ED.

(vi) Post Qualification Experience

- (a) Candidates need to possess minimum 5 years post qualification experience in the relevant stream. However, the same may be relaxed on need basis, with the approval of the GM / ED.

(vii) Period of Engagement / Reporting

- (a) The initial engagement will be for a period of two years. The performance would be assessed by the respective CoMS/ CMS during the said period. Extension for another 2 years can be approved by the GM / ED. In case further extension is to be granted in deserving cases, approval of CEO / Director would be required. No extension beyond 4 / 6 years will be granted. Thereafter, fresh Selection will be resorted to. Consultants already engaged would be eligible to apply for fresh selections. Any change in the Terms & Conditions of engagement will be approved by the CEO / Director.

- (b) The Visiting Consultant (Specialist Doctor) would be reporting to a designated regular Doctor in the Division/Hospital.

(viii) No. of Visits / Visiting Hours

- (a) The Visiting Consultant (Specialist Doctor) would be engaged for maximum 2 Visits per week. Any additional requirement shall be with the specific approval of the GM / ED. The minimum number of hours per visit would be as follows:

Sl. No.	Division	Minimum No. of Hours (per visit)
a	Bangalore	2 Hours
b	Hyderabad	
c	Lucknow	
d	Kanpur	
e	Nasik	
f	Barrackpore	
g	Koraput	5 Hours
h	Korwa	

(ix) Remuneration

- (a) The Remuneration payable to the Visiting Consultants (Specialist Doctors) would be fixed, within the following Ceilings:

Sl. No.	Division	Maximum amount payable (Rs. per visit)
a	Hyderabad	2,500/-
b	Lucknow	2,500/-
c	Kanpur	2,500/-
d	Nasik	2,500/-
e	Barrackpore	2,500/-
f	Bangalore	5,000/-
g	Korwa	10,000/-
h	Koraput	12,000/-

- (b) In addition to the above Remuneration, the Visiting Consultants performing Surgeries would be paid an extra amount of Rs.1,000/- per Surgery. The Surgery would be conducted during the period of their regular visiting hours only.
- (c) The remuneration fixed per visit as at para- 3.9.1 above would be revised by 10%, every 2 years.
- (d) Visiting Consultants would be eligible for Conveyance Charges, as applicable to HAL Officers when they travel in their own vehicle for Official

Duty as per the Company's TA / DA Rules. Present rate is Rs.12/- km. However, minimum Conveyance Reimbursement would be Rs.250/- per visit.

(x) Other Benefits and General Terms & Conditions:

- (a) The engagement of Visiting Consultants (Specialist Doctors) will be purely temporary and will not confer any right to the Consultants to claim the status of a regular employee of the Company;
 - (b) The Visiting Consultants (Specialist Doctors) will not be entitled for any other Allowance or Benefits other than those indicated above;
 - (c) The Visiting Consultants (Specialist Doctors) will abide by the Company Rules & Regulations governing their engagement;
 - (d) The Visiting Consultant (Specialist Doctor) will safeguard the security and confidentiality of all official matters and secrecy of information coming to his knowledge;
 - (e) The Visiting Consultants (Specialist Doctors) will be covered under the Income Tax, Service Tax, Professional Tax etc., as per the applicable Rules. All such Taxes would be deducted from the remuneration payable to the Consultants;
 - (f) Suitable Risk Clauses will be added in the Offer of Engagement, in detail, to safeguard the interest of the Company against any damages/losses to Company Property etc.
- (xi) Termination of Engagement:
- (a) The engagement of the Visiting Consultant (Specialist Doctor) will stand automatically terminated on completion of the prescribed tenure as specified in the Offer of Engagement, unless extended after approval by the GM / ED. The engagement can be terminated even earlier, with 1 month Notice in writing by either side or payment (Consolidated Remuneration equivalent to the amount payable for 5 visits) in lieu of the Notice.

4.6 ENGAGEMENT OF PARAMEDICAL STAFF ON PART TIME/ VISIT BASIS:

Reference : HAL/HR/15(2D)/2017/PS Dt.18.01.2017
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4.6.1 Criteria for Engagement

- i. The Para-Medical Specialists / Technicians in respective Specializations/ Disciplines may be engaged as Visiting / Part Time Para-Medical Specialists / Technicians in HAL Hospitals/Dispensaries, on need basis

(Nurses will not be engaged under this Scheme, as their services are required on full time basis).

- ii. The job assignments during the period of engagement would be laid down clearly in the Offer of Engagement. The Specific Role, Charter of Duties, Responsibilities and Risk Clauses would also be indicated in the Offer, in detail.

4.6.2 Competent Authority

The Competent Authority to approve engagement of Visiting/ Part Time Para- Medical Specialists / Technicians will be GMs / EDs. The proposal duly concurred by the CoMS/CMS will be put up to the Competent Authority through HR & Finance for consideration & approval for engagement of the Visiting/ Part Time Para-Medical Specialists/ Technicians under this Scheme.

4.6.3 Process of Engagement

- i. The requirement/vacancy would be hosted on HAL Website by the concerned Division/ Hospital, inviting Applications from prospective candidates, after obtaining the approval of the GM / ED;
- ii. Prospective candidates will be required to indicate the expected Remuneration per visit, at the time of applying against the vacancy;
- iii. Suitable candidates from among the applicants would be shortlisted. Shortlisted candidates would be called for an interview, by the concerned Division/ Hospital. Interviews would be conducted by a duly constituted Selection Committee;
- iv. The Selection Committee would consist of atleast three Doctors of the Division/Complex. Chairman of the Committee would be a Senior Doctor of the Division/Complex at the level of DGM. An Officer from the HR Department would be the Member /Secretary;
- v. The recommendations of the Committee will be put up to the GM / ED for approval;
- vi. In cases where adequate numbers of candidates do not respond to the Advertisement, Divisions can engage Visiting / Part Time Para-Medical Specialists/Technicians on 'Nomination basis', with adequate justification, with the approval of CEOs.

4.6.4 Offer of Engagement

On finalization of the Selection Process, Offer of Engagement indicating the Terms & Conditions of Engagement, details of the assignments etc., will be issued to the selected candidates.

4.6.5 Maximum Age Limit for Selection

Generally, Visiting / Part Time Para-Medical Specialists / Technicians will not be engaged beyond the age of 40 years. However, in exceptional cases, the engagement of Visiting / Part Time Para-Medical Specialists / Technicians can be done upto the age of 50 years, with the approval of the GM / ED.

4.6.6 Post Qualification Experience

Candidates need to possess a minimum of 1 year post qualification experience in the relevant Discipline/ Trade, to be eligible to be considered for engagement. However, the same can be relaxed on need basis, with the approval of the GM / ED.

4.6.7 Period of Engagement / Reporting

- i. The initial engagement will be for a period of two years. The performance would be assessed by the respective HoDs in the Speciality for which the Paramedical Staff is engaged during the said period. Extension for another 2 years can be approved by the GM / ED. In case further extension is to be granted in deserving cases, approval of CEO/ Director would be required. No extension beyond 4 / 6 years will be granted. Thereafter, fresh Selection will be resorted to. Paramedical Staff already engaged would be eligible to apply for fresh selections. Any change in the Terms & Conditions of engagement will be approved by the CEO / Director.
- ii. The Visiting / Part Time Para-Medical Specialists / Technicians would be reporting to a designated regular Doctor in the concerned Speciality in the Division/ Hospital.

4.6.8 No. of Visits / Visiting Hours

The Visiting / Part Time Para-Medical Specialists / Technicians would be engaged for a maximum of 3 Visits per week. Any additional requirement shall be with the specific approval of the GM / ED. The minimum number of hours would be 3-4 hrs per visit, based on the requirement of the Division.

4.6.9 Remuneration

- i. The Remuneration payable to the Visiting / Part Time Para-Medical Specialists / Technicians would be fixed, within the following Ceilings:

SI.No.	Qualification	Max. amt. payable (Rs. Per visit)
a	SSLC with Diploma in the concerned discipline	800
b	PUC with Diploma in the	900

	concerned discipline	
c	Degree in the concerned discipline	1000

- ii. The remuneration fixed per visit as at para- 4.6.9(i) above would be revised by 10%, every 2 years.
- iii. Visiting / Part Time Para-Medical Specialists / Technicians would be eligible for Conveyance Charges, as applicable to HAL Employees when they travel in their own vehicle for Official Duty as per the Company's TA / DA Rules. Present rate is Rs.12/- km. However, minimum Conveyance Reimbursement would be Rs.150/- per visit.

4.6.10 Other Benefits and General Terms & Conditions:

- i. The engagement of Visiting / Part Time Para-Medical Specialists/ Technicians will be purely temporary and will not confer any right to them to claim the status of a regular employee of the Company;
- ii. The Visiting / Part Time Para-Medical Specialists / Technicians will not be entitled for any other Allowance or Benefits other than those indicated above;
- iii. The Visiting / Part Time Para-Medical Specialists / Technicians will abide by the Company Rules & Regulations governing their engagement;
- iv. The Visiting / Part Time Para-Medical Specialists / Technicians will safeguard the security and confidentiality of all official matters and secrecy of information coming to his knowledge;
- v. The Visiting / Part Time Para-Medical Specialists / Technicians will be covered under the Income Tax, Service Tax, Professional Tax etc., as per the applicable Rules. All such Taxes would be deducted from the remuneration payable to the Consultants;
- vi. Suitable Risk Clauses will be added in the Offer of Engagement, in detail, to safeguard the interest of the Company against any damages/losses to Company Property etc.

4.6.11 Termination of Engagement:

The engagement of the Visiting / Part Time Para-Medical Specialists / Technicians will stand automatically terminated on completion of the prescribed tenure as specified in the Offer of Engagement, unless extended after approval by the GM / ED. The engagement can be terminated even earlier, with 1 month Notice in writing by either side or payment (Consolidated Remuneration equivalent to the amount payable for 7 visits) in lieu of the Notice.

4.7 TEMPORARY APPOINTMENTS:

- i. Individuals selected for appointment to temporary posts are to be issued with an Offer of appointment making it very clear that the appointment is purely Temporary and that the appointment will automatically get terminated on expiry of the tenure of temporary appointment unless the same is extended for further period (s).
- ii. Their confirmation will be subject to the posts to which they are appointed being made permanent.
- iii. The services of employees appointed against Temporary posts can be terminated on 45 days notice or payment in lieu. If the notice falls short of 45 days, the employee is to be paid basic pay for the period by which the notice falls short of the prescribed period of notice (in case of Officers in Grade-I and above Basic pay + DA is to be paid). If the employee wishes to resign from the services of the Company, he has to give 45 days notice or pay to the Company the basic pay (Basic pay + DA in case of Officers in Grade I & Above) for the period by which the letter of resignation falls short of the period of 45 days. However, management reserves the right not to accept resignation of executives, if circumstances so warrant.
- iv. Where the very nature of work is temporary, such as Translators, personnel for such type of work should be recruited on temporary basis only.
- v. **Engagement of Doctors on Contract basis:** Existing system of engaging Doctors on Contract basis as per DoP will be continued. Qualification, Age, experience etc for engagement of Doctors on Contract basis would be as in the case of Direct Recruitment. As regards consolidated emoluments, it will be Basic Pay + DA + HRA/Accommodation + NPA + Perks & Allowances of the concerned Grade / Level. DA will be revised on annual basis (i.e April).
- vi. **Engagement of Paramedical Staff on Contract Basis:** Paramedical Staff can also be engaged on Contract basis in accordance with the provisions contained in the DoP. The Qualification, Age, Experience etc. for engagement of Paramedical Staff on Contract basis would be as in case of Direct Recruitment. The Consolidated Emoluments payable will be minimum Basic Pay + DA + HRA/ Accommodation + Conveyance Allowance + Canteen Allowance, of the concerned Level. DA will be revised on annual basis (i.e. in April).
- vii. **Engagement of superannuated Paramedical Staff on Contract basis:** Additionally, superannuated Paramedical Staff can also be engaged on Contract Basis, in accordance with the Scheme for Engagement of superannuated Employees as Consultants / Advisors on Contract Basis prevailing in the Company.

5. ELIGIBILITY CRITERIA

5.1 AGE LIMIT

Grade of Appointment / Appointment as	Age limit applicable to UR Category (years)
Management Trainees / Design	28
Diploma / Technician / Other Trainees / Tenure basis (Non-Executives)	28
I / II	35
III / IV / V	45
VI / VII	48
VIII	50
IX	54

5.2 RELAXATION

References:

- 1) HAL/PO/1(13)75/2 Dt.28.09.1967
- 2) P.C.No.65 Dt.26.10.1967
- 3) P.C.No.319 Dt.21.10.1965
- 4) HAL/P&A/27(1)/MPA/96 Dt.26.07.1996
- 5) HAL/HR/37(1)/PWD/2015 Dt.05.10.2015

- 5.2.1 The upper age limit is relaxable upto 35 years for internal candidates applying for the post of Management / Design Trainees.
- 5.2.2 The upper age limit is relaxable for candidates with relevant post qualification experience, to a maximum extent of 7 years for the posts of Diploma / Technician / Other Trainees/Tenure basis. Relaxation in age would be one year for every completed year of relevant post qualification experience over and above 28 years subject to a maximum age limit of 35 years.
- 5.2.3 As regards ex-apprentice trainee applying for the posts of Diploma / Technician / Other Trainees, Tenure basis if age bar comes in the way of the trainee the same would be relaxed to the extent of the period for which the apprentice had undergone training, in line with Apprentice act.
- 5.2.4 Relaxation upto 5 years is admissible for the candidates belonging to SC/ ST category. The prescribed SC/ST caste certificate is at **Annexure C**

5.2.5 Relaxation upto 3 years is admissible for the candidates belonging to OBC (Non-Creamy Layer) category. The prescribed OBC caste certificate is at **Annexure D**. The undertaking to be submitted by the OBC candidate is at **Annexure D1**.

5.2.6 The Upper age limit for Persons with Benchmark Disabilities (PWBD) is relaxable upto 10 years (15 years for SCs/STs and 13 years for OBCs) for candidates belonging to the PWBD category, for Direct Recruitment to posts in Categories A, B, C & D.

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

The prescribed disability certificate formats to be submitted by the candidate as per RPWD Act 2016 and RPWD Act Rules 2017 is at **Annexure E1, Annexure E2 & Annexure E3**.

In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against unreserved vacancy, provided the post is identified suitable for Persons with Benchmark Disability of the relevant category.

5.2.7 Relaxation in the upper age limit upto 5 years may be given to all candidates who had domiciled in the State of Jammu & Kashmir during the period 1.1.1980 to 31.12.1989.

5.2.8 In case of appointments to reserved vacancies, every Ex-serviceman 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 for which he seeks appointment / employment by more than 3 years, he is deemed to satisfy the condition regarding the age limit.

For appointment to posts in Scale-10 and below disabled ex-servicemen would be eligible for relaxation up to 45 years of age.

In the case of Ex-servicemen/ Commissioned Officers/ Emergency Commissioned Officers / Short Service Commissioned Officers who have rendered at least five years military service and have been released on completion of assignments (including those whose assignment is to be completed within the next six months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on invalidment, are eligible for relaxation of the upper age limit upto five years for selection of Management Trainees, based on All India Open Competitive Examinations.

5.2.9 The Upper Age limit with all relaxations shall not exceed 55 years for posts in the Executive Category, except for candidates belonging to the PWBD category. For PWBD candidates, the upper Age limit with all relaxations shall not exceed 56 years, for posts both in the Executive & Non Executive Categories. Serving Officers from Armed Forces will be inducted for Regular Posts in HAL by extending age relaxation as applicable to Ex-Servicemen.

5.2.10 The CEOs, Executive Directors and General Managers will have the powers to make appointments to posts in relaxation of the minimum standard prescribed to the extent indicated below:-

Relaxation	Posts for which
Educational qualifications prescribed for Direct Recruitment may be relaxed to the standards indicated in the rules for promotion to the post in question, provided the individual has the corresponding length of experience.	Grade-I & below
Minimum experience prescribed may be relaxed upto two years, subject to the condition that no one without experience is appointed except in posts for which recruitment of individuals without experience is authorized under the rules.	Grade-III & below
Upper age limit prescribed in the rules may be relaxed up to two years.	Grade-III & below

These powers will be exercised by the Executive Directors/General Managers only if candidates with the qualifications and experience prescribed in the rules are not available, and ED/GMs are satisfied that the relaxations will not adversely affect efficiency.

The CEOs are authorized to make relaxations in Age, Educational Qualifications and Experience, to the extent necessary, for appointment to post below Grade-IV, whether the appointment is to be made by Direct Recruitment or by Promotion.

Note:

- i. Cases of individuals appointed to posts below Grade - IV by Direct Recruitment in relaxation of the prescribed standards are to be reported to the Chairman every month indicating precisely-
 - a) The relaxation granted;
 - b) The reasons for doing so;
 - c) Whether the relaxation was approved by the GM / ED / CEO

Appointments made by ED / GM in relaxation of the rules should likewise be reported to the concerned CEO.

- ii. These powers to relax the standards do not apply to selection of Management Trainees
- iii. All cases of relaxation of rules for appointment to posts in Grade - IV and above are to be referred to the CMD for prior approval.

5.3 MINIMUM QUALIFICATIONS

References:

- 1) HAL/PO/18(59)/Dt.12.07.1984
- 2) HAL/P&A/27(30) Dt.13.11.1985
- 3) HAL/P&A/27(30)/IV/186/1450 Dt.08.12.1986
- 4) HAL/P&A/27(1)/87 Dt.10.04.1987
- 5) HAL/P&A/27(30)/88/596 Dt.13.12.1988
- 6) HAL/P&A/27(30)/89/ Dt.28.02.1989
- 7) HAL/HR/36(89)/OL/2014 Dt.19.09.2014
- 8) HAL/HR/27(1)/MRR/2016 Dt.28.06.2016

5.3.1 EXECUTIVES:

SI.No	Discipline	Educational Qualification
1A	Technical	Degree in Engineering / Technology or its equivalent
1B	IMM	Degree in Engineering / Technology or its equivalent
1C	Civil	Degree in Engineering / Technology in Civil
1D	Architecture	Degree in Architecture (5 Years Full Time Course after 10+2)

1E	Marketing	<p>Degree in Engineering / Technology or its equivalent in the Branches of Electrical, Electronics, Mechanical & Production, with 2 years Full Time Post Graduate Degree/Diploma in Marketing Management</p> <p>MBA Qualification with dual specialization with one being Marketing</p> <p>AMIE courses in Electrical, Electronics, Mechanical & Production Engineering by Institute of Engineers (India) / Grad IIIE course from the Indian Institute of Industrial Engineering, Mumbai under Production discipline with 2 years Full Time Post Graduate Degree/ Diploma in Marketing Management.</p>
2A	Non-Technical	University Degree with relevant Professional Qualification in the concerned discipline (Like CA / ICWA / CS/ MBA / PG Degree / PG Diploma)
B	Finance & Accounts	Bachelor's Degree with a pass in final examination of CA / ICWA from the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.
C	Secretariat	Pass in Associate Membership Examination of the Institute of Company Secretaries of India, New Delhi.
D	Public Relations	Bachelor's degree in any discipline with PG Degree / PG Diploma in Journalism and Communication / Journalism and Mass Communication / Communication / Journalism / Mass Communication / Broadcast Journalism / Media Communication / Public Relations from recognized Indian Universities.
E	Human Resource	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	Legal / Law	Bachelor of Law (5 years integrated course after 10+2) or Bachelor degree with Bachelor of Law (10+2+3+3)

G	Security & Vigilance	<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> <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; OR</p> <p>Note: Candidates possessing the qualifications indicated at Sl.Nos. (i) to (v) and who apply for the post will be called for Written Test (Grade I).</p>
H	Fire Fighting /Fire Brigade	<p>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</p> <p>ii) Bachelor degree of Fire Engineering / Fire Technology from Institutes / Universities recognized by appropriate statutory authorities. OR</p> <p>iii) Pass in Associate Membership / Membership Examination of Institute of Fire Engineering. UK; OR</p> <p>iv) Degree of recognized University with Pass in GIFE – India / UK.</p> <p>Personnel with the above qualification will not, however, be eligible for recruitment to posts in the Technical Discipline where a Degree in Engineering is specifically prescribed..</p>

I	Official Language	<p>The candidate should possess a Full Time Bachelor's Degree (3 years after 10+2), from Institutes / Universities recognized by appropriate statutory authorities in the Country. AND</p> <p>The candidate should possess one of the following:</p> <p>a) Full Time Master's Degree in Hindi with English as a Compulsory or elective subject or as the medium of examination at the degree level from Institutes / Universities recognized by appropriate statutory authorities in the Country; OR</p> <p>b) Full Time Master's Degree in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level from Institutes / Universities recognized by appropriate statutory authorities in the Country; OR</p> <p>c) Full Time Master's Degree in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject or as a medium of examination at the degree level from Institutes/Universities recognized by appropriate statutory authorities in the Country; OR</p> <p>d) Full Time Master's Degree in any subject other than Hindi or English, with English medium and Hindi as compulsory or elective subject or as a medium of examination at the degree level from Institutes/Universities recognized by appropriate statutory authorities in the Country;</p>
J (a)	Russian Language Translator	<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.</p> <p>However, Designation of Assistant Engineer (Russian Language Interpreter) will not be used. Candidates need to be inducted as Assistant Engineer. They will also do the job of Interpretation.</p> <p>iii) In case candidates as at i) & ii) are not available, the Divisions / Offices can induct candidates possessing 5 years Integrated Degree of Master of Arts in Russian Language (Translation & Interpretation) (Full Time Regular Course) from Recognized Universities / Institutes, as Russian Language Interpreter, in Grade-I.</p>

(b)	Russian Language Interpreter	(i) 5 years Integrated Degree of Master of Arts in Russian Language (Translation & Interpretation) from Recognized Universities / Institutes, as Russian Language Interpreter, in Grade-I Only. OR (ii) 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, in Grade-I Only.
K	French Language Translator / Interpreter	2 years MA (French) from Calcutta University; OR 2 years Post Graduate Degree / Post Graduate Diploma in French from Recognized Universities / Institutes
L	Library	2 years Post Graduate Degree / Post Graduate Diploma in Library Science (i.e M.Lib)
M	AME Licence Holders for induction in Grade-I	Diploma in Engineering + 4 years of relevant post qualification experience + AME Licence
<p>Note : Wherever statutory posts are filled (like Welfare Officer, Safety Officer etc), it needs to be ensured that the Qualification & Job specification / Description etc for the posts are in accordance with respective Statue / Act / Rules.</p>		

5.3.2 NON-EXECUTIVES:

The Channels, Qualifications, Scales of Pay and corresponding Skill Levels to which Non-Executives are inducted are as follows:

Channel / Scale of Pay	Qualifications		Skill Level
	Technical	Non-Technical	
A / 1	No Induction	SSLC	Un-skilled
B / 4	ITI	PUC / Inter *	Semi-skilled
C / 5	NAC / NCTVT	BA/ B.Sc / B.Com* \$	Skilled
D / 6	Diploma in Engg	MA/M.Sc/M.Com *	Highly skilled

* With relevant certificates of Proficiency in Typing, Stenography, PC Operations etc (Minimum of 3 months duration), as the case may be. In respect of candidates possessing the Qualification of Degree in Computer Science or Degree in Computer Application, the certificate of proficiency in PC Operations need not be insisted upon.

\$ would mean Bachelors Degree in Arts / Science / Commerce / Administration / Management / Computer Applications (like BA/BSc/BCom/BCA/BBA/BBM).

5.3.2.1 INDUCTION LEVELS FOR SPECIFIC QUALIFICATIONS:

Induction levels for post in trades of Pharmacist, Nursing Staff, Clerical Cadre and Library Trade in respect of candidates possessing specific qualifications, will be as under:

Discipline / Trade	Qualification possessed	Channel and Scale of Induction
Pharmacist	PUC/Inter + Diploma in Pharmacy (D. Pharma) (2 years Full Time)	C5
	PUC/Inter + Bachelors Degree in Pharmacy (B. Pharma)	D6
Medical Laboratory Technician, Radiographer / Medical X-ray Technician, Physiotherapist, Health Inspector, Dental Hygienist, ECG Technician, Ophthalmic Technician, OT Technician, Dialysis Technician, Dietician etc	SSLC + Diploma (3 years Full Time Course) in the concerned Para Medical Trade	B4
	PUC/Inter (Physics, Chemistry & Biology) + Diploma (2/3 years Full Time Course) in the concerned Para Medical Trade	C5
	i. PUC/Inter (Physics, Chemistry & Biology) + Bachelors Degree (3/4 years Full Time Course) in the concerned Para Medical Trade ii. MSc (Home Science) with specialization in Dietician / Nutrition	D6
Nursing Staff	PUC/Inter + Diploma in General Nursing	C5
	PUC/Inter + Bachelors Degree in Nursing	D6

Clerical Staff	SSLC + Diploma in Commercial and Computer Practice / Diploma in Commercial Practice / Diploma in Secretarial Practice + one year Apprenticeship*	C5
	University Degree + Diploma in Commercial and Computer Practice / Diploma in Commercial Practice / Diploma in Secretarial Practice *	D6
Library Trade	MSc + qualifications in Library Science / Library & Information Science like BLISc / BLIS / Diploma in Library & Information Science, etc.(minimum one year course).	D6
	BSc + qualifications in Library Science / Library & Information Science like BLISc / BLIS / Diploma in Library & Information Science, etc.(minimum one year course).	C5
	PUC / Inter + Diploma in Library & Information Science / Diploma in Library Science, etc. (Minimum 1 year Course)	B4
Hindi Typist	Bachelor's Degree in Hindi (or) Bachelor's Degree with Hindi and English as main/elective subjects or either of them as a main/elective subject and the other as medium of instruction. AND Hindi Typing on Computer with a speed of 25 w.p.m & English Typing on Computer with a speed of 30 w.p.m.	C5

Hindi Translator	<p>Channel D6: Masters Degree in Hindi with English as a compulsory or elective subject at Degree level (or) Masters Degree in English with Hindi as a compulsory or elective subject at Degree level (or) Masters Degree in any subject with Hindi & English as a compulsory or elective subject at Degree level (or) Masters Degree in any subject with Hindi medium & English as a compulsory or elective subject at Degree level</p> <p>Channel C5: Bachelor's Degree in Hindi (or) Bachelor's Degree with Hindi and English as main / elective subjects or either of them as a main/elective subject and the other as medium of instruction. AND Diploma in Translation (i.e., Hindi to English and vice-versa)</p>	D6 / C5
Security Guard / Watch & Ward Guard	Ex-Servicemen possessing PUC /Intermediate or Ex-Servicemen (combatant) with 3 years of experience (considered equivalent to PUC / Intermediate)***	Minimum B4**
Fireman	Ex-Servicemen possessing PUC / Intermediate or Ex Servicemen (combatant) with 3 years of experience (considered equivalent to PUC/ Intermediate) and Minimum three months basic Fire Fighting course certificate + Valid Heavy Vehicles Driving License***	Minimum B4**
BAMEL / BAMEC Holders	Fresh BAMEL / BAMEC Holders	D6 (Trainee)
	BAMEL / BAMEC Holders with 5 years of post qualification experience	D7

* The Diploma in Commercial and Computer Practice / Diploma in Commercial Practice / Diploma in Secretarial Practice should be acquired from the State Board of Technical Education.

** To be inducted as per Qualification & Post Qualification experience in the armed forces.

*** Physical Test also to be conducted.

5.3.2. Personnel in trades where the ITI course is of 3 years duration (like Tool & Die Maker) will be inducted in Scales & Channels as indicated below:

Qualification possessed	Channel &Scale of induction
ITI Course of 3 years duration	B5 (as against B4 for normal ITIs)
NAC Course of 4 years duration OR ITI (3 yrs) + NCTVT	C6 (as against C5 for normal NACs/ NCTVTs)

5.3.2.3 The Qualification of BCA / BSc (Computer Science) is equated with Diploma in Engineering, for appointment in Channel D-6, in the Computer Discipline / Trade, in the Workmen Cadre. If candidates with these qualifications are appointed in the Non-Technical Disciplines/Trades, they need to be appointed in Channel-C and Scale-5 only, on par with BA, BSc, B.Com etc.,

5.3.2.4 The following conditions are applicable for selection to the posts in Executive and Non-Executive Category:

- (i) The qualification of Degree in Engineering / Technology (eg: BE/BTech) here would mean Regular / Full Time Degree in Engineering / Technology acquired from recognized Universities / Institutions under the 10+2+4 system.
- (ii) The qualification of University Degree (eg: BA/BSc/BCom) here would mean Regular/ Full Time Degree acquired from recognized Universities / Institutions under the 10+2+3 system.
- (iii) The qualification of Post Graduate Degree / Post Graduate Diploma (eg: MA/ MSc / MCom/ MBA/ PGDPM&IR) here would mean Regular / Full Time University Degree plus Regular / Full Time PG Degree / PG Diploma acquired from recognized Universities / Institutions under the 10+2+3+2 system.
- (iv) The qualification of Diploma in Engineering / Technology here would mean Regular / Full Time Diploma in Engineering / Technology acquired from recognized Institutions/ State Board of Technical Education under the 10+3 system.
- (v) The qualification of ITI / NAC here would mean Regular / Full Time course after 10th Standard.
- (vi) In General, all the qualifications (Degree / Diploma etc) prescribed for induction in the Company should be of Regular and Full Time course from a recognized University / Institution.

In other words, the qualifications acquired through Correspondence / Distance Education / Part Time / E-Learning cannot be equated with a Regular / Full Time course as above.

5.3.2.5 The allied Trades indicated below can be considered under the Major Trades / Trade domain for induction of Workmen in the Divisions.

Reference :
HAL/HR/27(1)/2016 Dt.20.02.2017

Sl.No.	Major Trade / Trade Domain	Allied Trades
1	Electrician	Power Electrician
		Electrician Aircraft
2	Electronics Mechanic	Information Technology and Electronic System Maintenance
		Mechanic Radio and Radar Aircraft
		Mechanic cum Operator Electronics Communication System
		Mechanic Communication Equipment Maintenance
3	Fitter	Mechanic Machine Tool Maintenance
		Tool & Die Maker (Press Tools, Jigs and Fixtures)
		Tool & Die Maker (Die and Moulds)
4	Moulder	Foundry man
5	Instrument Mechanic	Mechanic Instrument (Aircraft)
		Advanced Mechanic (Instruments)
6	Machinist	Machinist (Grinder)
		Tool & Die Maker (Press Tools, Jigs and Fixture)
		Tool & Die Maker (Die and Moulds)
7	Painter (General)	Painter (Marine)
8	Tool & Die Maker (Die and Moulds)	Tool & Die Maker (Press Tools, Jigs and Fixture)
9	Turner	Machinist (Grinder)
		Tool & Die Maker (Press Tools, Jigs and Fixture)
		Tool & Die Maker (Die and Moulds)

Note : NAC in Machinist (Grinder) may be considered as an allied Trade for NAC in Turner whereas NAC in Turner cannot be considered as an allied Trade for NAC in Machinist (Grinder) i.e., Reverse of the Trades is not recommended.

5.3.2.6 Candidates possessing higher qualifications than the prescribed qualifications are not to be appointed into lower Channels / Scales. In this regard the following guidelines may please be noted in general:

Reference:

- 1) HAL/P&A/27(30/04 Dt.05.02.2004
- 2) HAL/P&A/27(30)/2005 Dt.13.06.2005

i. APPOINTMENT TO TECHNICAL TRADES:

- a) Candidate possessing ITI & NAC qualifications are not to be appointed in Channel / Scale B4
- b) Candidate possessing ITI & Diploma in Engineering / Technology or only Diploma in Engineering / Technology qualifications are not to be appointed in Channel / Scale B4
- c) Candidate possessing NAC & Diploma in Engineering / Technology or only Diploma in Engineering / Technology qualifications are not to be appointed in Channel / Scale C5
- d) Candidate possessing Diploma in Engineering / Technology & Degree in Engineering / Technology qualifications are not to be appointed in channel / Scale D6

ii. APPOINTMENT TO NON-TECHNICAL TRADES:

- a) Candidate possessing PUC / Intermediate & University Degree qualifications are not to be appointed in Channel / Scale B4
- b) Candidate possessing University Degree & Post-Graduate Degree / Post- Graduate Diploma qualifications are not to be appointed in Channel / Scale C5

The above general guidelines are to be adhered to, irrespective of the fact, whether both the qualifications are in the same trade / discipline or not.

5.3.2.7

- i) The levels of induction should be decided first and the appropriate qualifications required to be possessed by the candidates with reference to the level & Channel of induction need to be indicated in the Advertisement / Notification. In this connection, Divisions / Offices should include the following condition while issuing the Advertisement / Notification for inductions in the Workmen cadre (i.e Diploma / Technician Trainees/Tenure based Personnel etc):

“Candidates possessing higher qualifications than the required qualification indicated in the Advertisement / Notification need not apply. Candidature of such personnel who possess higher qualifications than the required qualification indicated in the Advertisement / Notification and who apply for the post, will be rejected.”

- ii) An Undertaking to that effect is required to be obtained from all the candidates who are being considered for selection, before the Interview. The specimen Undertaking / Declaration to be obtained from the candidates being considered for selection is enclosed as **Annexure F**. In case a candidate is possessing qualifications higher than those indicated in the Advertisement / Notification, he will be disqualified from being considered for selection. No Travelling Allowance will be paid to such candidates.

Reference : HAL/HR/27(1)/2016

- iii) In order to ensure that all the Qualifications possessed / being possessed / being pursued by the candidates are indicated in the Application, Divisions / Offices are required to include the following condition also while issuing the Advertisement / Notification for inductions in the Workmen Cadre (i.e., Diploma / Technician Trainee / Tenure based Personnel etc), henceforth:

“All the Qualifications possessed by the candidates as also Qualifications / Courses 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 possessed 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”

- iv) For this purpose, required provisions will be incorporated in the Application Blank by the Divisions / Offices.

5.4 POST PROFESSIONAL QUALIFICATION EXPERIENCE FOR EXECUTIVES:

Reference: HAL/P&A/27(1)/04/185 Dt.28.05.2006
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The minimum post professional qualification experience required to be possessed by the candidates for lateral induction in Executive cadre would be as indicated below:

SN	Grade	Minimum No. of years of relevant post qualification experience required to be possessed (completed years)				
		Posts in Technical Disciplines	Posts in Non-Technical Disciplines (Other than Medical)	Posts in Medical Discipline (Based on Qualifications Possessed, as follows)		
				MBBS	MBBS + PG Diploma	MBBS + PG Degree
1	I	NIL	NI	NIL	NIL	NIL
2	II	2	3	1	NIL	NIL
3	III	3	4	2	1	NIL
4	IV	6	7	5	4	3
5	V	9	10	8	7	6
6	VI	12	13	11	10	9
7	VII	15	16	14	13	12
8	VIII	18	19	17	16	15
9	IX	21	22	20	19	18

Note: In case of candidates possessing the qualification of Degree in Engineering plus Post Graduate Degree in Engineering, the period of experience will be reduced by the prescribed period of the Post Graduate Engineering Course, subject to a maximum of two years.

- 5.4.1 Wherever relaxation in experience is given to the experienced candidates, based on the qualification of relevant post Graduate Degree in Engineering / Technology or equivalent, weightage for such qualification need not be given in the final assessment. Candidates possessing Diploma / Degree in any discipline which is not relevant to the advertised qualification or the admission to such Diploma / Degree is not based on the notified professional qualification, the weightage for post professional qualification experience and additional marks in the assessment sheet will not be given.
- 5.4.2 In addition to the total post qualification experience as indicated above the candidates should possess a minimum of 3 years experience in the next below Grade or in equivalent post also, with the following exceptions:

Sl. No.	Discipline	Recruitment to Grade	Qualification Possessed	Experience required to be possessed in the next below Grade or in equivalent post (Completed Years)
1	Technical	II	Degree in Engineering or Technology	2
2	Finance & Accounts	II	CA / ICWA	1
3	Company Sectt.	II	CS	1
4	Medical	II	MBBS	1
		III	MBBS	2
		III	MBBS + PG Diploma	1

6. RESERVATION OF VACANCIES

Reference:
HAL/HR/31(1)/2019 Dt.25.01.2019

6.1 SCHEDULED CASTES (SC) / SCHEDULED TRIBES (ST) / OTHER BACKWARD CLASSES (NON-CREAMY LAYER) (OBC) / ECONOMICALLY WEAKER SECTIONS (EWS):

The prescribed percentages of reservation are as follows:

Mode of Recruitment	SC	ST	OBC*	EWS**
Direct Recruitment on All India Basis by means of Open Competitive Test i.e., by Written Examination	15%	7.5%	27%	10%
Direct Recruitment on All India Basis otherwise than Open Competitive Test i.e. by not conducting Written Examination	16.66%	7.5%	25.84%	10%
Direct Recruitment to Group C & D (Non- Executives) posts normally attracting candidates from a locality or region	Varies from States & UT's as Notified by Government. Annexure G refers [whenever % of reservation is amended by the Government, the same is to be followed]			

* a sub quota of 4.5% for minorities, as defined under section 2(C) of the National Commission for Minorities Act, 1992 is to be carved out from within 27% reservation for OBCs. The castes / communities of the said minorities which are included in the central list of OBCs, notified from time to time by the Ministry of Social Justice and Empowerment shall be covered for the sub-quota.

** The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in civil posts and services in the Government of India w.e.01.02.2019. The benefit of Reservation under EWS can be availed upon production of an Income & Assts Certificate issued by a Competent Authority. The prescribed format for the Certificate is placed at **Annexure H**.

6.2 PERSONS WITH BENCHMARK DISABILITIES: (Horizontal Reservation)

Reference:
HAL/HR/31(1)/2018 Dt.06.02.2018

- i. As per the Section – 34(1) of the Rights of Persons with Disabilities (RPWD) Act, 2016, 1% each shall be reserved for Persons with Benchmark Disabilities under Clause (a), (b) & (c) and one percent, under clauses (d) & (e), as mentioned below (total 4%) :
 - (a) Blindness and low vision;
 - (b) Deaf and hard of hearing;
 - (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
 - (d) Autism, intellectual disability, specific learning disability and mental illness
 - (e) Multiple disabilities from amongst persons under Clauses (a) to (d) including deaf- blindness in the posts identified for each disability.
- ii. Reservations for Persons with Benchmark Disabilities in case of Group C & D posts shall be computed on the basis of total number of vacancies arising in all Group C or Group D posts, as the case may be in the Company, although the recruitment of Persons with Benchmark Disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for Persons with Benchmark Disabilities in case of Direct recruitment to Group C Posts in the Company shall be computed by taking into account the total number of vacancies arising in Group C posts, for being filled by Direct recruitment in a recruitment year both in the identified and non-identified posts. The same procedure shall apply for Group D posts.
- iii. Reservations for Persons with Benchmark Disabilities in case of Group A posts shall be computed on the basis of vacancies occurring in direct recruitment quota in the entire identified 'Group A' posts. The same procedure shall apply for Group B posts.
- iv. Only such persons would be eligible for reservation who suffers from not less than 40% of relevant disability. A person who wants to avail the benefit of reservation would have to submit a disability certificate issued by a Competent Authority in the format given in **Annexure - E1, E2 & E3.**

6.3 EX-SERVICEMEN

Reference: HAL/HR/31(1)/2018 Dt.16.03.2018

- i. 14.5% in Group C posts and 24.5% in Group D posts are reserved for Ex- servicemen, disabled Ex-servicemen and dependents of those killed in action in Central PSUs. This includes 4.5% reservation for disabled ex-servicemen and dependents of servicemen killed in action. As per Department of Public Enterprises OM No.DPE-GM-12/0001/2016-GM-FTS-5410 dated 23.11.17, provisions are to be made for relaxed standards in respect of disabled ex-serviceman / dependents of serviceman killed in action if sufficient number of candidates belonging to these categories are not available on the basis of general standards to fill up the vacancies reserved for them. The candidates belonging to these categories may be selected under a relaxed standard of selection in terms of DoPT notification no.15012/8/82-Estt.(D) dated 12-02-1986 to make up the deficiency in the reserved quota subject to the condition that such relaxation will not affect the level of performance by such candidates.
- ii. In order to keep up the intake of Ex-servicemen in various Scales in the Workmen cadre, the post of Watch and Ward guards, may be earmarked to be exclusively filled by Ex-servicemen / Dependants of Ex-servicemen killed in action.

7. APPLICATION FEE (NON-REFUNDABLE)

Reference:

- 1) P.C.No.131 Dt.02.08.1969
- 2) P.C.No.155 Dt.13.04.1970
- 3) P.C.No.272 Dt.08.06.1974
- 4) HAL/P&A/33(1)-POL/MPA/252-3 Dt.24.3.2016
- 5) HAL/HR/27(1)/2016/MRR Dt.24.3.2016

- i. ₹.500/- (Rupees Five hundred Only) which is non-refundable (exempted in the case of SC / ST / PWBD) is to be paid as Application Fee for the posts of Management Trainees / Design Trainees / Lateral Inductions in Executive Cadre. However, Candidates who apply for selection as Management Trainees & Design Trainees through GATE are exempted from payment of the Application Fee.
- ii. ₹ 200/- (Rupees Two hundred Only) which is non-refundable (exempted in the case of SC / ST / PWBD / Ex-Apprentices of the Division / Candidates sponsored by Employment Exchange, Zilla Sainik Welfare Boards etc) is to be paid as Application Fee for the post of Diploma / Technician / Other Trainees/Tenure based Personnel and posts in Non-Executive Cadre.
- iii. Application Fee may be collected through Demand Draft or Credited in the Company's Account (through Challan) / Online payment, based on the feasibility.
- iv. Candidates getting selected through Job Portals, Recruitment Consultants and Campus Recruitment are exempted from paying the Application Fee.
- v. No application / examination fee is to be charged to the applicants of the Company who are applying for the post of Management / Design Trainees / Posts in Grade I.

8. PRE-RECRUITMENT PLANS

References:

- 1) HAL/P&A/27(1)/2008 Dt.22.02.2008
- 2) HAL/P&A/27(1)/10 Dt.15.11.2010
- 3) HAL/HR/27(1)/12 Dt..02.11.2012

- 8.1** Divisions / Offices conducting recruitment should work out detailed action plan to carry out the activities (i.e issuance of advertisement, shortlisting of applications, conducting Test / Interview, issuance of Offers, etc). Activity chart may also be prepared specifying the responsibilities assigned to each Executive executing the work.

Wherever recruitment activities are sub-delegated to other Divisions / Offices / Departments, the same needs to be clearly brought out in the activity chart along with the roles & responsibilities of the Divisions / Offices / Departments. The same needs to be placed in the concerned Recruitment File.

8.2 OUTSOURCING OF RECRUITMENT ACTIVITIES:

Selection in the Executive and Non-Executive cadre i.e Management Trainees / Diploma Trainees / Technician Trainees / Tenure based Personnel etc., can be outsourced with respect to conduct of written test. In respect of selections in the non-executive cadre for which the number of posts will be limited (excluding Diploma / Technician Trainees), Divisions can conduct the written test in-house, keeping in view the expertise available in the Divisions, cost involved in outsourcing etc.

8.2.1 SELECTION OF THE FIRM / AGENCY:

- i. Outsourcing is required to be done by the Divisions / Offices doing the selection, through the tendering process, by following the commercial procedures;
- ii. Agencies / Firms who have capability to undertake the assignment would be identified from time to time. Tenders would also be issued to all such identified Agencies / Firms;
- iii. The Tender Document / RFQ should clearly bring out the detailed Scope of Work, besides aspects like time schedules, TDS, payment schedule linked to milestones, confidentiality, penalty clause, arbitration, indemnity etc;
- iv. The 'Online Recruitment' process involves major activities like customization of software, data processing and capturing, data entry, test administration, issuance of call / interview letters online, setting of question papers and evaluation, issuance of provisional offers of

appointment (wherever applicable), etc. As such, the payment schedules and milestones should be linked to appropriate activities and their completion. The payment schedule should be specified in such a manner that the charges / fees are released stage-wise and gradually only, linked to the quantum of work involved before each milestone;

- v. Quotes will be obtained in the two bid system. Price bids of the tenderers who qualify in the technical bid will only be opened.
- vi. The Tender Notice /RFQ should clearly indicate whether application is being invited on line or off line;
- vii. The tender documents /RFQ should clearly indicate the eligibility criteria for selection of the outsourcing Agency regarding past experience and turnover;
- viii. The Tender Notice /RFQ should clearly indicate the Weightage of activities which will be adopted for deciding the L1 quote.
- ix. As post Tender negotiations could be a source of Corruption, it is directed by CVC that there should be no post tender negotiations with L1, except in certain exceptional situations. Such exceptional situations would include procurement of proprietary items, items with limited sources of supply and items where there is suspicion of a cartel formation. The justification and details of such negotiations should be duly recorded and documented without any loss of time.
- x. Further, Works & Contract procedure and relevant existing Rules will be followed in this regard.

9. NOTIFICATION OF VACANCIES & SELECTION PROCESS

References:

- 1) P.C.No.155 Dt.13.04.1970
- 2) P.C.No.409 Dt.17.02.1979
- 3) HAL/P&A/27(1)/99 Dt.27.03.2000
- 4) HAL/P&A/27(1)/08 Dt.04.12.2008
- 5) HAL/P&A/22(1)-2/C/2009/481 Dt.11.03.2009
- 6) HAL/P&A/27(1)/09 Dt.29.10.2009
- 7) HAL/HR/25(42)/2016 Dt.12.09.2016

9.1 Recruitment in the Company is made by adopting one or more of the following measures:

9.1.1 Advertisements in the press (newspapers):

Recruitment advertisements would be released in the National / Regional newspapers, as required. Advertisement would also be hosted on the HAL Website. Wherever applications are to be received online, suitable link to the advertisement would be provided.

No changes in the advertised / notified specifications / criteria would be made, post facto, after receipt of applications.

a) Whenever advertisement is released, the following features should invariably be included:

- Number of posts, Discipline/ Branch wise:
 - Number of posts reserved for
 - SC ()
 - ST ()
 - OBC ()
 - EWS ()
 - PWBDs ()
 - XSM ()
- } (Discipline/ Branch wise)
- Place of vacancies,
 - Educational qualifications required to be possessed and qualifying marks required to apply for the post(s),
 - Post qualification experience required, if any.
 - Job specifications,
 - Scale(s) of pay & admissible allowances / benefits etc,
 - Date and venue for written test, if any.

b) Age relaxation admissible to SC/ST/OBC/PWBD/XSM;

- c) Relaxation in the qualifying marks, wherever applicable, admissible to reserved candidates;
- d) Whenever Written Tests are conducted, advertisement must clearly mention that shortlisted candidates on the basis of marks/ percentage scored in the qualifying examination(s) viz., BE/ B.Tech/ MBA etc would only be called for the Tests / Interview (both General and Reserved Categories), at the discretion of the Management;
- e) Last date of receipt of completed application (along with application fee wherever applicable).

Application received in the Division / Office after due date must not be acceptable and should be rejected. Application fee in such cases may be returned to the applicants.

- f) Applications should be submitted in the prescribed format whether it is 'Online' or 'Offline'. Applications should have the details of the candidates like Name, Age, Date of Birth, Qualifications, Experience, Training etc. Wherever applicable, copies of the required Documents / Certificates also need to be enclosed. The sample Application Format is at **Annexure I**. Suitable modifications if required can be done for various posts.
- g) The Designation and contact details of the Officer, who can be contacted in case of any clarification by the candidate, need to be indicated in the Advertisement;

9.1.2 Notification to the Employment Exchange / Directorate General for Resettlement, New Delhi/ Rajya Sainik Board/ Zilla Sainik Board/ Special Employment Exchanges for Persons With Disabilities/ District Magistrate in the concerned state / Dept. of Social Welfare of the State Government/ Recognized representative Association of SC/ST for advising SC/ST candidates to apply either directly or through local Employment Exchanges / Secretariat of the Parliamentary Committee on the welfare of SC/ST, Commissioner for SC/ST.

9.1.3 In respect of posts in non-executive cadre, advertisement may be issued in the Employment News / Rozgar Samachar published by the Publication Division of Ministry of Information & Broadcasting and the Local / Regional News Papers in addition to notifying the vacancies to Employment Exchange, etc.

9.1.4 Advertisement of vacancies may also be placed at the National Career Service (NCS) Portal (www.ncs.gov.in) of Ministry of Labour & Employment. The contact details of the Nodal Officer for NCS Portal / Project is Deputy Director General (Employment) (Telefax: 011-23350896; email : ddg-dget@nic.in)

9.2 The agencies to which the notifications are to be issued in respect of selections in Executive and Non-Executive cadre are as under:

Mode of Induction	Notifications to be issued to
Management / Design Trainees and Lateral Entry (Grade I & above)	Concise Advertisement in three National News papers, Employment News on All India Basis and hosting detailed advertisement in Company Website.
Non-Executives (Diploma /Technician /other Trainees)	<p>(i) Employment Exchanges / Dept. of Social Welfare of the State Government/ Recognized representative Association of SC/ST / District Magistrate in the concerned state;</p> <p>(ii) Concise Advertisement in three Local / Regional news papers and hosting detailed advertisement in Company Website;</p> <p>(iii) Employment News;</p> <p>In addition, the names of the Ex-Apprentices trained at TTI / TTC of the concerned Division / Office are also to be considered subject to meeting the eligibility criteria.</p> <p>Note: Where adequate number of suitable candidates are not available against local / regional advertisement the vacancies may be advertised on all India basis.</p>
Vacancies for Ex-Servicemen (Non-Executives)	<p>(i) Notification to the Directorate General of Re-settlement (DGR), and Directorate General of Employment & Training, New Delhi;</p> <p>(ii) Notification to the Rajya and Zila Sainik Boards and the concerned Employment Exchanges;</p> <p>(iii) Notification to the IAF Placement Cell, Air Force Records Office(AFRO), New Delhi and IAF Stations.</p> <p>(iv) Forwarding copies of the Notification to the concerned Air/Naval/Army Head Quarters & Commands and Bases / Stations which operate the type of Aircraft, where personnel who meet the specified requirements & experience would be available, with a request to sponsor candidates who would be retiring shortly;</p> <p>(v) Issuing concise Advt. in the National / Regional Newspapers with detailed Notification in the Company Website;</p> <p style="text-align: center;">OR</p> <p>(i) Participation in Employment / Job Fairs being organized by IAF/Navy/Army Bases / Stations.</p>

Vacancies for Ex-Servicemen (Executives)	Method followed for Ex-Servicemen (Non-Executives) & Lateral Entry (Grade-I & above) can be followed.
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For PWBD posts: Special Employment Exchanges for Persons with Benchmark Disabilities / Vocational Rehabilitation centers and All India Federation of Blind / Local Employment Exchanges are also to be notified.

Employment Agencies to whom copies of Concise Advertisement are required to be forwarded in addition to the above [wherever applicable]

- 9.2.1 All Divisions/ Offices of HAL. (For Management Trainee / Design Trainee & Grade I posts)
- 9.2.2 Director of Employment Exchanges, Government of India, Minister of Labour & Employment, New Delhi.
- 9.2.3 District Magistrate concerned;
 - Recognized representative Associations of SCs and STs (recognized for the limited purpose of notification of vacancies reserved for SCs and STs);
 - Secretariat of Parliamentary Committee on the Welfare of SC/ST,C/o Lok Sabha Secretariat, New Delhi-110 011.
 - The Commissioner of Scheduled Castes / Scheduled Tribes, New Delhi, in respect of vacancies reserved for Scheduled Castes / Scheduled Tribes.
- 9.2.4 The Secretary, National Registration Unit, Council of Scientific and Industrial Research (CSIR), New Delhi, in respect of Technical/ Scientific posts in Grade-I and above only.
- 9.2.5 Employment and Manpower division, Planning Commission, Yojana Bhavan, New Delhi, in respect of Non –Technical/ Non- Scientific posts in Grade-I and above only.
- 9.2.6 Director General of Employment and Training (Special Cell) Government of India, New Delhi;
- 9.2.7 Liaison Officer, Directorate General of Employment and Training, Ministry of Labour and Employment, New Delhi.
- 9.2.8 Defence Services Liaison Officer, Defence Services Liaison Office, Army Head quarters, New Delhi.
- 9.2.9 Employment Board (General Department), Government of Jammu and Kashmir, Jammu (Tawi).

9.2.10 The Secretary of Government of Jammu and Kashmir, Planning Department(Employment Cell), Jammu-Tawi (Srinagar).

9.2.11 The Deputy Director, Youth Employment Information Centre, Office of the Divisional Commissioner, Kashmir.

9.2.12 The Deputy Director, Youth Employment Information Centre, Office of the Divisional Commissioner, Jammu.

9.2.13 Member (Personnel), Ordinance Factory Board, Calcutta.

9.3 MULTIPLE CHANNELS OF RECRUITMENT:

Keeping in view the need to attract the best talent in the shortest possible time and in order to augment the efforts to fill up the vacancies laterally, it is decided to operate multiple channels of recruitment. Accordingly, recruitment of Executives could also be done under the following modes also, in addition to the above, wherever required:-

9.3.1 **JOB PORTALS**: The services of Job Web Sites like Times Jobs.com, Naukri.com, Monster.com, etc. could be utilized for recruitment at all levels from Grade-I to IX. The candidates could be sourced from the resume database of the service provider and the job notifications posted by the Company on the web site of the service provider.

Services of job portals are to be utilized, in addition to the existing modes. In other words, the primary source for filling-up vacancies in the executive cadre would continue to be advertisement in the Press. Utilization of the services of job portals is meant to augment the efforts through press advertisements.

Divisions / Offices need not to engage Job Portals separately, as the same is centrally done by Corporate Office.

9.3.2 **RECRUITMENT CONSULTANTS**: Recruitment Consultants will be engaged to fill up posts in Grade VII & above, as per the job specifications & descriptions.

As services of Recruitment Consultants are to be utilized for filling posts in Gr.VII & above only, the same will be handled by Corporate Office directly.

Reference: HAL/HR/27(1)/2016/MRR Dt.24.03.2016

9.3.3 INDUCTION OF MANAGEMENT TRAINEES (MTs) / DESIGN TRAINEES (DTs) THROUGH UTILISATION OF MARKS SCORED IN THE GRADUATE APTITUDE TEST IN ENGINEERING (GATE) EXAMINATION:

Recruitment of Management Trainees (Technical) in the Aeronautical, Computer Science, Electrical, Electronics, Mechanical, Metallurgy & Production Disciplines; Management Trainees (IMM) in the Electrical, Mechanical & Production Disciplines; Management Trainee (Civil) in the Civil Discipline; Management Trainee (Architecture) in the Architecture Discipline; and Design Trainees in the Aeronautical, Electrical, Electronics & Mechanical Disciplines, can also be done by utilizing GATE Marks (out of 100) to shortlist the candidates to be called for the Interview, as one of the Multiple Channels of Recruitment.

9.4 Only Indian Nationals are to be appointed in the Company. This should be clearly stated in all recruitment advertisements. Proposals for appointment of Non-Indians in the Company should be made to the Corporate Office with full justification for obtaining the prior approval of the government.

9.4.1 The following categories of personnel are also eligible for being appointed in the services of the Company:-

- A subject of Nepal / Bhutan *
- A Tibetan refugee, who came over to India prior to 1.1.62 with the intention of permanently settling in India.

These personnel are not eligible for posting abroad (either on duty or on training)

9.4.2 A person of Indian origin who has migrated from Pakistan / Myanmar / Sri Lanka / East African countries of Kenya / Uganda/ United Republic of Tanzania / Tanganyika/ Zanzibar, with the intention of permanently settling in India. *

*Note: (i) The above personnel are to be appointed only subject to issuance of certificate of eligibility in their favour by the Corporate Office. Proposals for issue of certificate of eligibility should be made after carrying out verification of character and antecedents through the appropriate authorities, enclosing a copy of the report obtained in this regard.

(ii) Before considering non - Indians for appointment, availability of suitable Indians for such appointments should be explored. Efforts should be made for obtaining the requisite expertise from other Public Enterprises engaged in the same / similar/ related line of manufacture or of Indians who have been working abroad in similar fields, and who have acquired expertise in the concerned field.

9.4.3 Cases of appointment of non-Indians of categories other than those listed above should be governed by the following guidelines.

- Appointment of Non-Indians in the Company should be made only in very exceptional circumstances and that too on contract basis for the barest minimum period necessary after obtaining approval as indicated in para 9.4
- Suitable steps should be taken simultaneously to train Indians to fill such posts on regular basis.
- Vigilance is to be exercised to see that the Indian personnel attached to the non- Indians are enabled to pick up, during the period of contract, the intricacies of the work, especially in priority areas such as drawings, designs and operational work and achieve self reliance to obviate the extension of contract periods in respect of foreign Nationals as far as possible, periodical reviews should be regularly conducted to evaluate the progress made in training Indian personnel. Such reviews are to be conducted at least once in six months.

9.4.5 The provision of compassionate appointment (Death cases, Medical Termination Cases and cases of land acquisition) has been discontinued, with effect from 15.7.97.

9.4.6 SELECTION PROCESS:

References: 1) HAL/HR/27(1)/2013/MRR Dt.02.09.2013 2) HAL/HR/27(1)/2016/MRR Dt.01.01.2016 3) HAL/HR/27(1)/2016/MRR Dt.24.03.2016 4) HAL/HR/27(1)/2017/ Dt.25.01.2017 5) HAL/HR/27(1)/2016 Dt. 24.07.2017

- (i) Selection of candidates for posts in Executive & Non-Executive Cadres is done through Written Test and / or Interview as the case may be. The method of selection and Weightage of Marks assigned are as under:

Posts	Method of selection	Weightage of Marks	
		Written Test	Interview
Management / Design Trainees	Written Test & Interview	85	15
Management / Design Trainees through GATE Examination	GATE Marks (out of 100) & Interview	85	15
Campus selections	Interview	NA	100

Grade I	Written Test	100*	NA
Grade II (where no. of posts to be filled in a Discipline is 10 or more)	Written Test & Interview	85	15
Grade II (where no. of posts to be filled in a Discipline is less than 10)	Interview	NA	100**
Grade III & above including Ex-servicemen	Interview	NA	100**
Diploma / Technician / Other Trainees including Ex-servicemen / Personnel engaged on Tenure Basis	Written Test	100*	NA

* Based on the Marks scored in the Written Test in the order of Merit (Category Wise). Selection of Candidates to Posts in Executive Cadre (Grade-I) (Group-B) & Non Executive Cadre (Group – C) (i.e. Diploma / Technician / Other Trainees including Ex-servicemen and Personnel engaged on Tenure basis) will be done only through Written test based on the Marks secured in the Order of Merit w.e.f. 1.1.16 & conduct of Selection Interviews to such posts is discontinued.

** Marks to be assigned as per the Assessment Sheet.

- (ii) Candidates should secure atleast 50% marks each in the Written Test and Interview, for qualifying in the Selection. (Relaxation to the candidates belonging to the reserved categories will be given as per rules).
- (iii) 10% relaxation in qualifying Marks for Written Test and / or interview for Direct Recruitment afforded to Candidates belonging to SC/ST category will be on the Total Marks and not on the minimum qualifying Marks prescribes for Candidates belonging to 'UR' and 'OBC-NCL' Categories; and the relaxed standards as applicable candidates belonging to SC/ST category will be applied to Candidates belonging to PWBD category also to meet the applicable statutory requirements.
- (iv) Selection of candidates to posts in the Security & Fire Disciplines in the Non- Executive Cadre will be done through (a) Physical Test; and (b) Written Test. Candidates who qualify the Physical Test by achieving 'Satisfactory Standard' of the Physical parameters as laid down in **Annexure J** will only be eligible to appear for the Written Test. In case of candidates securing same marks in the Written Test and other relevant parameters of selection, the candidate with the higher standard in the Physical Test viz. 'Excellent' or 'Good', as the case may be, will be reckoned for selection.

10. VIGILANCE GUIDELINES / CLEARANCE FOR RECRUITMENT ACTIVITIES

- 10.1 The names and telephone numbers of Vigilance HODs of the Divisions / Offices and ED / GM of the Division are to be displayed at prominent places / locations of Written Test and Interview. The prescribed format for the same is at **Annexure-K**.
- 10.2 Vigilance Department of the Divisions should also be informed of all the recruitment activities i.e. name of the post, date, time, venue of the test / interview, etc well in time.

References:

1)HAL/HR/27(1)/Policy/2019 Dt. 25.04.2019

- 10.3 HR Department should ensure that Officers (Members) being nominated as Selection Committee Members for Recruitment have not been issued Advisory / Punishments in Recruitment Cases during the preceding three years, reckoning the date of the Selection Committee Meeting. In other words, Officers (Members) against whom Advisory / Punishments in Recruitment / Promotion cases have been issued during the preceding three years will not be nominated as Selection Committee Members.
- 10.4 On Line vigilance Clearance has been introduced in the Company as a step towards Green endeavour and enhancing the efficiency through leveraging technology. The aim of this initiative is to ensure the prompt issuance of Vigilance Clearances.

10.5 SENSITIZATION OF SELECTION COMMITTEE MEMBERS :

Reference:

HAL/HR/36(100)/2012 Dt.07.08.2012

The Member Secretary of Selection Committee is required to brief / apprise the Chairman / Members by providing copies of relevant portions of the Modified recruitment Rules and endorse the same in relevant Records.

Notwithstanding the above, advance information will continue to be intimated to Divisional / Complex Office Vigilance HoDs by the concerned HR, as done hitherto.

11. SCRUTINY / SHORTLISTING OF APPLICATIONS

References:

- 1) HAL/HR/27(30)/2011 Dt.10.11.2011
- 2) HAL/HR/27(1)/2016/MRR Dt.01.01.16

- 11.1 Outsourced Agency or HR Department as the case may be shall screen the applications received from the candidates and categorize them into those who satisfy the prescribed educational qualifications, age, category, years of post qualification experience etc as per the advertisement and those who do not. Outsourced Agency or HR Department as the case may be will then prepare the list of candidates who should be called for written test/interview based on the eligibility criteria. As regards the experience / technical qualification in the relevant area, the same has to be scrutinized by the concerned Department for which the selection is being made and approved by the Head of that Department with Signature, Name, Designation and Date (technical scrutiny).
- 11.2 After ensuring that the candidates meet all the eligibility criteria, they should be short listed for the written test/interview by following the prescribed criteria.
- 11.3 HR Heads should ensure that the names of the short listed candidates for written test/interview are brought out in the approval Note sheet, while seeking the approval from the Competent Authority.
- 11.4 Where written test & interview are conducted, candidates who qualify in the written test are only to be called for the Document verification / Interview.
- 11.5 Feed back on the activities of shortlisting of candidates for written test is required to be given by the Executive who is looking after the recruitment activities, to the HR Head of the division and the Divisional head, on a regular basis.
- 11.6 The Head of HR of the Division will ultimately be responsible for all the recruitment activities.
- 11.7 The Executives involved in the screening / scrutiny of the applications needs to endorse the reasons for shortlisting / rejecting the candidature and should countersign on the applications with name, designation and date.
- 11.8 The concerned Recruitment File should contain all the documents pertaining to the selection (i.e Advertisement, List of candidates called for written test, interview letters, E-mail communications, Shortlisting, Approvals, Offers, etc). In other words, the file should be self-explanatory. In case written test letters, E-mail communications etc are bulky,

specimen copies can be kept in the main File, with originals retained in another File.

- 11.9 As per DPE guidelines, "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". This needs to be strictly adhered to in case of such candidates, if any. 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.
- 11.10 Candidates found fit and selected for appointment to a particular Grade / Scale of Pay, but cannot be offered appointment for that post may be appointed to posts in lower Grades / Scale of Pay, if so recommended by the Staff Selection Committee, subject to the following conditions:
- (i) The post in the lower Grade / Scale of Pay to which such candidate is proposed to be appointed was also advertised;
 - (ii) The candidate is suitable for appointment to the post in the lower Grade /Scale of Pay;
 - (iii) The candidate has no objection to accept such appointment in the lower Grade / Scale of Pay.
- 11.11 Further, if the candidate has applied for more than one post in the same Advertisement, he needs to be considered only for the lowest post among the posts applied by him. When posts are notified as stroke posts (i.e Chief Manager / Senior Manager), the eligibility of the candidate will be determined for either of the posts i.e, Chief Manager or Senior Manager, taking into consideration his eligibility in terms of age, qualification, post professional qualification experience including relevant experience to that post.
- 11.12 Candidates are to be recruited to advertised posts only. No posts other than advertised posts can be filled.
- 11.13 Candidates who are employed in Government / Semi-Government / Public Sector Undertakings should apply through their employers i.e, through proper channel. If under unavoidable circumstances, advance copies of applications are entertained, the individual concerned should not be interviewed/document verification should not be carried out unless he produces a 'No Objection Certificate' from his present employer.
- 11.14 In direct recruitment made otherwise than through examination and in direct recruitment made through examination followed by an interview, the interview of Scheduled Caste/Scheduled Tribe candidates should be held on a day or sitting of the Selection Committee other than the day or sitting on which general candidates are to be interviewed so that the Scheduled Caste and Scheduled Tribe candidates are not judged in comparison with general candidates and the interviewing authority/Board is/are

prominently aware of the need for judging the Scheduled Caste /Scheduled Tribe candidates by relaxed standards.

11.15 The following shortlisting criteria is to be followed for calling candidates for Written Test for posts in the Clerical Cadre, wherein candidates possessing 2 sets of qualifications are eligible to apply for the post:

Channel	Sl. No	Qualifications prescribed	Marks to be considered for short listing the candidates for Written Test	Shortlisting to be done based on
C 5	1	BA / B.Sc / B.Com with relevant Certificate of Proficiency in Typing, Stenography, PC Operation, etc.	% of Marks secured in BA / BSc / BCom	In the Order of Merit, from the combined merit list prepared, based on percentage of Marks, in respect of Sl. Nos. 1 & 2.
	2	SSLC + Diploma in Commercial and Computer Practice / Diploma in Commercial Practice / Diploma in Secretarial Practice + 1 yr Apprenticeship	% of Marks secured in Diploma in Commercial and Computer Practice / Diploma in Commercial Practice / Diploma in Secretarial Practice	
D6	3	MA / MSc / MCom with relevant Certificates of Proficiency in Typing, Stenography, PC Operation, etc.	% of Marks secured in MA / MSc / MCom	In the Order of Merit, from the combined merit list prepared, based on percentage of Marks, in respect of Sl. Nos. 3 & 4.
		University Degree + Diploma in Commercial and Computer Practice / Diploma in Commercial Practice / Diploma in Secretarial Practice	Combined % of Marks secured in University Degree + Diploma in Commercial and Computer Practice / Diploma in Commercial Practice/ Diploma in Secretarial Practice i.e [Total Marks scored in University Degree + Total Marks scored in Diploma in Commercial and Computer Practice / Diploma in Commercial Practice/ Diploma in Secretarial Practice] / [Maximum Total Marks in University Degree + Maximum Total Marks in Diploma in Commercial and Computer Practice / Diploma in Commercial Practice/ Diploma in Secretarial Practice]	

12. CALLING OF CANDIDATES FOR WRITTEN TEST, DOCUMENT VERIFICATION, INTERVIEW & FINAL SELECTION

References:

- 1) HAL/HR/27(1)/2013/1 Dt.03.12.2013
- 2) HAL/HR/27(1)/2016/MRR Dt.01.01.16
- 3) HAL/HR/27(1)/2016/MRR Dt.03.05.16
- 4) HAL/HR/27(1)/2017 Dt.24.07.17
- 5) HAL/HR/31(1)2019 Dt.25.01.2019

12.1 NON-EXECUTIVES

Divisions / Offices can 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, based on the number of applications received against the particular Trade / Discipline. However, the cut off percentage of marks for UR / OBC / EWS candidates cannot be less than 60%; and for SC/ST candidates not less than 50%, in their qualifying examination. As regards Ex-servicemen engaged on Contract basis, the scale of appointment will be decided depending on the number of years of post qualification experience in the Armed Forces. Considering that Ex-servicemen are appointed in various Scales based on experience (like lateral selection of Officers) and are not appointed as Trainees, the cut off percentage of Marks may not be insisted upon.

Additional vacancies if any, received before calling the candidates for Written Test, can be considered for selection along with notified vacancies and candidates called for Written Test accordingly. However, it may be ensured that in all cases adequate competition is generated and no compromise is made in the selection standards.

The cut off percentage so decided for shortlisting the candidates is to be hosted on the Company website for information of all the candidates.

12.1.1 WRITTEN TEST:

12.1.1.1 UNRESERVED POSTS (UR):

A common list consisting of all eligible candidates from the Employment Exchange and Press Notification together (UR+SC+ST+OBC+EWS) will be prepared, in the order of Merit, based on the Marks secured in the qualifying examination. SC/ST/OBC candidates who have availed relaxations like Age and/or percentage of Marks in the qualification will be removed from this list. SC/ST/OBC candidates who have not availed any relaxations will continue to be placed in the list. Thereafter, candidates will be called for Written Test against the UR posts, from this UR list, as per the cut off decided in the order of merit.

12.1.1.2 **SC / ST / OBC / EWS POSTS:**

After finalizing the candidates who are to be called against the UR posts as at 12.1.1.1 above, Category wise separate lists (SC/ST/OBC/EWS) will be prepared and SC/ST/OBC/EWS candidates will be called for Written Test, against the posts reserved for SC/ ST/OBC/EWS respectively, as per the cut off decided, in the order of merit.

In case the cut off percentage Marks in respect of SC/ST category is more than the cut off percentage Marks of UR category for calling candidates for the Written Test, then the cut off percentage of SC/ST category, as the case may be, will be lowered to the cut off percentage of UR category, and additional number of SC/ST candidates will be called for the Written Test. Such a comparison, however, will not be made amongst the reserved candidates.

12.1.1.3 **EX-APPRENTICES:**

References :

- 1) HAL/P&A/28(3)/91/ Dt.03.12.1996
- 2) HAL/HR/36(201)/Tenure/2015 Dt.13.11.2015

Divisions / Offices will continue to follow the existing Rules & Systems, for calling Ex-Apprentices for the Written Test.

Other things being equal trained apprentices should be given preference over direct recruits;

- (i) For this, Trainee would not be required to get his name sponsored by any Employment Exchange;
- (ii) If age bar would come in the way of the Trainee, the same would be relaxed to the extent of the period for which the apprentice had undergone training would be given.
- (iii) The concerned training institute would maintain a list of apprentices trained year wise. The apprentices trained earlier would be treated as senior to the apprentices trained later. In between the trained apprentices, preference shall be given to those who are senior.
- (iv) Employment of Apprentices under the Apprentices Act, 1961 would generally mean Ex- Apprentices trained in the concerned Division/Station. However, in case Ex- Apprentices trained by other HAL Divisions apply against Recruitment Advertisement / Notifications issued by another Divisions, they are required to be given the concessions applicable to Ex- Apprentices.

12.1.2 **FINAL SELECTION FOR DOCUMENT VERIFICATION :**

12.1.2.1 **UNRESERVED POSTS (UR)/EWS:**

On completion of the Written Test, a merit list consisting of all candidates who have appeared for the Written Test as at 12.1.1 above and qualified in the Written Test will be prepared, based on the Marks secured in the Written Test, in the order of merit. SC/ST/OBC candidates who have not availed any relaxation in the Written Test will continue to be placed in the list. The final select list against the UR/EWS posts will be prepared accordingly.

12.1.2.2 **SC / ST / OBC POSTS:**

After drawing the merit list against the UR/EWS posts as at 12.1.3.1 above, separate SC/ST/OBC merit lists will be prepared, based on the marks secured in the Written Test, in the order of merit.

12.1.3 **Document Verification Stage:**

12.1.3.1 Where written test are conducted, candidates who qualified in the written test are only to be called for document verification. The Call letter for Document Verification is placed at **Annexure L**. The following procedure will be adopted with regard to calling of Candidates for Document verification:

- i) Candidates qualifying in the Written Test will be called for Document Verification in the order of Merit. The number of candidates called for Document Verification will be limited to the number of Posts advertised (Discipline/Category wise);
- ii) In cases where the candidates are in possession of Documents/ Testimonials in support of Caste/ Tribe/ Class Certificate and/or Disability Certificate, which are not in the prescribed Format, an Undertaking may be obtained to the effect that, the Candidates undertake to produce the said Certificate(s) within a stipulated time; and the Candidates may be allowed provisionally. The candidature in respect of such applicants will be considered on production of the said Certificate(s) and in the event any of the information furnished by them is found to be false or incorrect; their candidature for the said post can be cancelled/ terminated without any notice.

- iii) In case of rejection of candidates during the Document Verification process on account of non-availability of requisite documents/ testimonials, not meeting the advertised criteria with respect to Age, Qualification, Experience, etc., additional candidates will be called for Document Verification in the order of Merit (Discipline/Category wise). The number of additional candidates called for Document Verification will be limited to the number of candidates rejected;
- iv) The procedure as at (i) and (ii) above will continue till such time the number of candidates qualifying in the Document Verification Process is equal to the number of Posts advertised;
- v) Candidates qualifying in the Document Verification Stage as above will be issued the Provisional Offers of Appointment.
- vi) The panel can be operated when 100% materialization of offers has not taken place on account of disqualification at Document Verification Stage ; non acceptance of offer, medical unfit cases etc. till the validity of the panel.

12.1.3.2 Further the following Clause is required to be included in the Advertisements being hosted for Recruitment:

‘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/Income & Asset (EWS); Experience and other advertised eligibility criteria. The Testimonials/ Documents should be in the 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.’

12.2 EXECUTIVE CADRE

(i) GRADE-I

Systems adopted for selections in Non-Executive Cadre will be followed.

(ii) GRADE II & ABOVE

The system adopted at para 12.2 (i) above will be followed wherever Written Test is conducted for the posts in Grade II.

Candidates for the posts in Grade II & above where Written Test is not conducted will be called for Interview in the ratio of 1:10 (Maximum) Discipline / Branch and Category wise.

In case number of candidates fulfilling the minimum eligibility criteria for the posts in Grade II & above are more than the ratio of 1:10, then the candidates possessing more relevant experience is to be considered first. In case of tie in the relevant experience also then the candidates who secured more marks in the qualifying examination (i.e Qualification prescribed for the post) is to be considered first. In case Marks are also same, senior in age is to be considered first.

12.3 MANAGEMENT TRAINEE / DESIGN TRAINEE

All eligible candidates will be called for Written Test (Online). Candidates qualified in the Written Test would be called for personal Interview in the ratio of 1:5 (maximum) branch / discipline-wise and category wise.

Travelling / Daily Allowance is admissible in respect of internal candidates who meet the criteria for attending the Written Test (Online)/ Interview. The same is required to be claimed from the concerned Divisions / Offices / R&D Centres.

Once applications against open selection / advertisements / internal merit selection notifications are forwarded, requests for retention of officers in the respective Divisions in the event of selection for the post applied for will not be entertained.

12.4 The percentage of marks / class, caste, 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 (it would not be possible to verify these details before the Test, as the original documents are not enclosed with the application. Further, sufficient time will not be available as the test is generally conducted within a few days of the last date of receipt of applications). However, the percentage of marks / class, caste, status, experience etc, would be verified thoroughly before candidates are allowed to appear for the Interview. Candidates who do not meet any of the advertised criteria would not be allowed to appear for the interview.

12.5 The Individual, Consolidated and Final Assessment / Rating Sheet for the posts in Executive cadre are placed at **Annexure M1 to M5** separately for selection with written test and without written test.

12.6 As per the instructions of Department of Defence Production & Supplies, Ministry of Defence, any Recruitment / Competitive examinations should not be held on the day of festivals of any minority community.

13. WRITTEN TEST ADMINISTRATION

Reference: HAL/P&A/27(1)/2007 Dt.07.01.2008
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13.1 Written Test Administration:

- i. The Agency to whom the work is awarded should nominate one Officer who will be responsible for all the activities connected with the assignment. Officer so detailed by the outsourced Agency should be on the permanent rolls of the Agency. The Division/Office should also identify one Executive to interact with the Agency, till the completion of the process;
- ii. Smooth conduct of the written test would be the responsibility of the Agency and the Institution where the Test is conducted. The Division / Office should also depute at least one Executive each to the Examination Centers, preferably at the level of Gr.I & above, as HAL Observer;
- iii. The Division / Office is required to ensure that the Agency to whom the work is awarded for capturing of applications online as well as conduct of written test need to hire qualified and adequate number of persons as Invigilators and to the extent possible should not hire local persons from the HAL Township in respect of Divisions like Korwa & Koraput. A representative from IT department of the concerned Division / Office will be associated before conducting the Test as a pre-test requirement.
- iv. Issues, if any, raised by the candidates during the Written Test pertaining to the Question Paper or any other observations would be compiled by the Agency conducting the Test. This would be countersigned by the HAL Observer and submitted to the Head of HR Deptt., for necessary action.
- v. HAL Observers at each of the Test Venue should be adequately briefed by the HR Head of the Division / Office or his representative. The responsibilities of the Observer should be clearly indicated.
- vi. Detailed instructions for the Centre Superintendent (representative of the Institution where the Test will be conducted) & Invigilators should be prepared and all the concerned personnel should be briefed by the Agency. The same needs to be ensured by the HAL Observer, before start of the Test.
- vii. As regards sending of Call Letters / Admit Cards for Written Test / Interview, the same can be sent by E-mail / enable candidates to down load directly from the system, wherever applications are received 'Online'. In case of 'Offline' applications, Call Letters / Admit Cards can be sent by E-mail / enable candidates to down load directly from the system, besides sending the information by post. This aspect should be incorporated in Tender Documents / RFQ;

- viii. To avoid Postal delay, wherever Bulk Call Letters are involved, Division should liaise with Postal Authorities and get Franking Machine within the premises of the Company, and ensure that correct stamp value is affixed and dispatched properly. In case there is any difficulty in getting the Franking Machine, the Dispatchers should ensure that proper stamp value is affixed, and then sent to Postal Authorities
- ix. Call letters for written test/ Interview should be sent by Registered Post / Speed Post, well in advance.
- x. The Test Centers for conducting the test should be located closer to the Divisions and also to suit the convenience of the large sections of candidates wherever possible and feasible;
- xi. In case a candidate reports at the Test Venue without the downloaded & printed Admit Card, a duplicate Admit Card will be issued only after obtaining a request letter from the candidate and cross checking the details which will be provided by the candidate with the Master Data available with the HAL Representative at the Test Venue. The Agency conducting the Test / HAL Representative is required to carry printed Admit Cards to the Test Venue for this purpose, with "Duplicate" printed on the same. However, if it is not feasible to carry printed duplicate Admit Cards (which will have to be carried for all the registered candidates), blank Admit Cards can be carried and the same can be issued after filling up the requisite details;
- xii. Candidates can be allowed to appear for the Test / Interview on production of any one of the original Identity proof viz Driving License, Passport, Aadhar Card, PAN Card, Voters ID Card, ID card issued by Central / State Govt. / PSU for their employees, ID cards issued by Government Agencies authorized for the purpose, College ID card where the candidate has studied last along with a copy of which duly attested by the Gazetted Officer, for verification.
- xiii. In case a candidate reports at the Test venue without the Admit Card as also the photograph to be affixed on the Admit Card, a photocopy of the photo identity proof indicated above should be obtained from the candidate and attached to the duplicate Admit Card which will be issued to him. In case the candidate is not even having the above photo identity Card, he will not be allowed to appear for the Test;
- xiv. Necessary instructions in writing should be issued to all Centre Superintendents where the Written Test is conducted, either by the Agency conducting the Test or by the concerned HAL Division / Office, as the case may be with regard to the process to be followed for verification of the credentials of the candidates appearing for the Test with the data given in the Admit Card, the Photo Identity Card, etc;

- xv. In case any inadvertent errors are noticed in the Written Test Question Paper or brought out by the candidates, such questions would be ignored and the evaluation would be carried out for the balance questions only;
- xvi. The Agency which is conducting the Written Test should hand over the results of the Test to the concerned HAL Division / Office, Discipline / Branch / Trade wise and Roll No. wise (Names not to be indicated);
- xvii. When preparation of the written test question paper is outsourced, it should be ensured that the same is prepared in atleast two series. Candidates sitting next to each other for the Test should be given Question Paper of different series;
- xviii. If the Question Paper for the Written Test is to prepared in-house, expert Officer(s) for the said purpose would be nominated by the Appointing Authority;
- xix. The syllabus / areas which will be covered and pattern & type of the Question Paper for the written test will be hosted in the HAL Website, along with the general instructions. Wherever possible, sample question papers may also be hosted in the Website.
- xx. The written test will be of 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. Each question carries one mark each and there is no negative Mark.
- xxi. Candidates may be allowed the option of answering the questions in written test / interview for recruitment in English / Hindi. The availability of option to answer questions in Hindi in the Written Test/ Interview should be clearly indicated in the test/ interview Call letter sent to the candidates for appearing for Written Test and/or Interview for Recruitment.
- xxii. Question papers for all written test held in connection with Recruitment may be set in Hindi/ English bilingually wherever required.
- xxiii. The Agency who has been assigned to conduct Written Test should adhere to the provisions of IT Act 2000.
- xxiv. If adequate number of Scheduled Castes and Scheduled Tribes, who have been found suitable based on the relaxed standards of suitability applicable to Scheduled Castes/ Scheduled Tribes are not available to fill the reserved vacancies, the Staff Selection Committee may further relax the standards of selection of Scheduled Castes/ Scheduled Tribes, provided they are not found unfit for such appointment.

14. INTERVIEW

References:

- 1) P.C.No.65 Dt.26.10.1967
- 2) HAL/P&A/27(1)/87/1961 Dt.20.02.1987
- 3) HAL/P&A/27(1)/DM (R)/90 Dt.13.11.1990
- 4) HAL/HR/31(01)/2014 Dt.07.07.2014
- 5) HAL/P&A/27(1)/87/1561 Dt.20.02.2017

14.1 **CONSTITUTION OF SELECTION COMMITTEES**

14.1.1 Chairman & Managing Director would be the competent authority for according approval for constitution of selection committees for selection of Management Trainees (Technical / IMM / Finance / HR / Legal) / Design Trainees and selection for lateral induction of Executives by Corporate Office;

Retired Directors / CMD of HAL / other PSUs and retired PESB members could be empanelled to be the chairman and members of selection committee(s) along with one HR representative. However, in case of non-availability of Retired Directors/ Chairman, internal members can be nominated as per the existing system.

14.1.2 In respect of selections being made by the Divisions / Complex Offices, the Concerned Appointing Authority would be the Competent Authority to approve constitution of Selection Committees;

14.1.3 At least one Whole Time Director of HAL will be a member of the selection committee for selections in Grades VII & VIII;

14.1.4 The Selection Committees will consist of all the Whole Time Directors and one Part Time Director under the Chairmanship of Chairman & Managing Director, HAL, for selections in Grades IX & X.

14.1.5 All the Selection Committees in respect of Direct Recruitment in Executives and Non- Executive cadre should invariably have an Officer belonging to SC/ST Community as Member and an officer belonging to one of the Minority Communities and one member belonging to OBC Category as a Member. Further one of the member of the selection committee/board, whether from General Category or from the Minority Community or from SC/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. Persons belonging to five Religions viz. Muslims, Christians, Sikhs, Buddhists & Parsis (Zoroastrians) are considered as minorities for this purpose.

14.1.6 The Committees constituted for the purpose of conducting Written Test and Interview should be different wherever Written Test is conducted in-house.

14.1.7 Each Committee member involved in the Interview is required to pro-actively disclose in a written declaration any personal relationship with any candidate or other panel member or any conflict of interest. The same should be brought to the notice of the Competent Authority.

14.1.8 The illustrative duties of Chairman / Members / Member Secretary of the Interview Committee are indicated at **Annexure N**.

14.1.9 The illustrative duties of Document Verification Officials are indicated at **Annexure O**. Model check list for document verification is placed at **Annexure P**.

14.2 HONORARIUM TO EXTERNAL MEMBERS:

References:

- 1) P.C.No.554 Dt.30.09.1985
- 2) HAL/P&A/27(43)/NPP/95/362 Dt.26.05.1995
- 3) HAL/P&A/27(43)-HR/2007 Dt.17.02.2007

14.2.1 The staff selection Committee for interviewing candidates for recruitment to various posts should have a specialist member as additional member of the committee, at the discretion of the Chairman of the Committee.

The amount of Honorarium payable to the external members co-opted in the staff selection committees is as follows:

Retired Chairman of HAL/other PSU's and retired PESB members	₹.10,000/- Per Day
Retired Directors of HAL/other PSU's / Directors of other Companies	₹.5,000/- per Day
For Executives in the Grade of General Managers & Other Senior Executives of equivalent Grade below Board Level	₹.3,500/- per Day
For Others	₹.2,500/- per Day

14.2.2 In addition to the Honorarium, the external member will be paid the following:

- a) To & Fro air fares; where two places are not connected by air they will be given first class or air-conditioned class train fare;
- b) Boarding & lodging charges at the rates applicable to HAL Officers (to the extent possible the members may be accommodated in the HAL Guest House);
- c) Local Conveyance.

- 14.3 The Written Test Marks are not to be disclosed to the Interview Committee. The Officer(s) associated in shortlisting the candidates for the interview will not be nominated as Members of the Interview Committee;
- 14.4 All the Members of the Interview Selection Committee should meet before the commencement of the interview and decide the process / methodology which would be followed in evaluating / rating the candidates;
- 14.5 The candidates who are short listed for interview will be advised to bring the required original documents / testimonials, along with self attested copies, in support of Age, Qualification, Experience Caste etc. The certificates are to be verified by a designated Officer of HR before the candidate is permitted to attend the interview;
- 14.6 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. This aspect should be mentioned in the detailed advertisement;
- 14.7 The responsibility of verification of the testimonials / documents solely lies with the concerned HR Officer who is verifying the same and not with the Chairman or Members of the Interview Committee. In case the candidate(s) do not produce / submit the required documents before the interview, the candidate(s) should not be permitted to attend the interview. However, in genuine cases where the candidate could not produce certain documents like latest Caste Certificate, Original Degree Certificate / Mark Statements etc at the time of Interview, the candidate may be allowed to appear for Interview with an undertaking to produce / submit the same within the stipulated time frame;
- 14.8 Bio-data of the candidate(s) who have been shortlisted for interview is to be given to the Chairman & Selection Committee Members before the commencement of the Interview;
- 14.9 Wherever interviews are held for more than one day, Chairman of the Selection Committee should appraise the GM / Head of the Division or Head of HR about progress of the interviews;
- 14.10 In respect of lateral inductions where only interview is conducted, the Post Graduates are entitled to additional marks. Also one additional mark for every additional year of job experience over and above the minimum number of years prescribed in the line may be given.
- 14.11 The following instructions are to be adhered to on signing the Assessment / Rating Sheets by the Selection Committee Members:

- i. The Interview Committee will finalize the Marks in the Interview, based on the performance of the candidates. Each Member of the Committee will indicate his / her individual assessment in the Interview Assessment / Rating Sheets, separately. Individual Interview Assessment / Rating Sheets will be signed with date by the Interview Committee Members, including the Chairman, on the final day of the Interview itself and handed over to the Member Secretary. Thereafter, the consolidated interview assessment / rating sheet will be prepared, as the average Score of all the Members together and signed by the Chairman & Member Secretary of the Interview Committee. The individual Interview Assessment / Rating Sheets and the consolidated Interview Assessments / Rating Sheets should be handed over in a sealed envelope to the HR Head of the concerned Division / Office; Scores of the candidates during the Assessment process should be awarded in numerical only.
- ii. Subsequently, the Recruitment Section will prepare the final Assessment / Rating Sheet, including the Marks of Written Test & Interview. This will be cross checked by the Chairman & Member Secretary of the Interview Committee, with the 'Master Copy' in respect of Written / Online Test Marks & Interview. The final Assessment / Rating Sheet will thereafter be signed by the Chairman and Member Secretary of the Interview Committee;
- iii. In respect of selections which involve only conduct of Interview (i.e Lateral Inductions), the process as at para (i) is to be followed.

14.12 Hosting the names of the candidates who are shortlisted for the Interview / finally selected, in the HAL Website, should be done Discipline / Branch / Trade-wise, in alphabetical order. If no candidate has been found suitable, the same also needs to be hosted in the HAL Website as "None found suitable".

14.13 TRAVELLING ALLOWANCE PAYABLE FOR CANDIDATES APPEARED FOR WRITTEN TEST/DOCUMENT VERIFICATION / INTERVIEW

References :
 1) P.C.No.453 Dt.29.09.1980
 2) P.C.No.696 Dt.22.01.2013
 3) HAL/HR/27(1)/2016/MRR Dt. 06.06.2016

- i. Candidates appeared for Document verification / Interview for appointment are to be paid TA as given below:

Scale / Grade	Entitlement
1 & 2	No TA (except for SC/ST/OBC/Ex-servicemen/PWBD for whom II Class return train fare or bus fare is admissible)

3 to 10	Sleeper Class / II Class / Bus fare
I to III & SS	III Tier A/C (3A)
IV to VI	II Tier A/C (2A)/ III Tier A/C (3A) / I Class / CC
VII & above	Air fare (Shortest available route)

Note: No Travelling Allowance will be paid to candidates called for Written Test. However, if the Written Test and any Document Verification / Interview are held at one and the same Station and on the same/ adjacent days, the candidates who qualify the Document Verification stage would be paid Travelling Allowance, as per their entitlement, for one journey to and from the place of selection.

- ii. Internal candidates called for Interview against posts advertised by the Company are to be treated as on temporary duty on par with candidates called for interview for promotion and paid TA/DA as per the Rules.

14.14 Member-Secretary of the Selection Committee has an important role to perform with regard to co-ordination between HR / Executives looking after recruitment and Chairman & Selection Committee Members. HR Head of the Division should appraise the role of the Member / Secretary before the commencement of the Interview / Process.

14.15 DRAWING OF PANELS

References:

- 1) HAL/P&A/27(1)/05 Dt.27.10.2005
- 2) HAL/HR/27(1)/2016/MRR Dt.03.05.2016

- i. Draw up & maintain equal number of candidates on the Panel (Discipline / Category-wise), in case of selections to the Executive cadre and 50% of candidates on the panel (Trade / Discipline / Category-wise) in case of selections to the Non- Executive cadre, in order to meet requirements of the current selection as well as to fill up vacancies, if any, which may be sanctioned subsequently. However, the cut- off percentages in Written Test & Interviews and aggregate of Written Tests & Interviews should be maintained as per the existing rules;

The panel can be operated when 100% materialization of offers has not taken place on account of non acceptance of offer, medical unfit cases etc. Subsequent vacancies which may arise during the validity of the panel can be filled up by operating the valid Panel, with the approval of the Competent Appointing Authority.

- ii. Candidates available in the panel in the respective Discipline / Category as at (i) above shall be utilized before resorting to fresh selections to fill up sanctioned posts, subject to validity of the panel. Select panels drawn up by Direct Recruitment are valid for one year from the date of approval of the recommendations of the selection committee by the Appointing

Authority. Once panels are drawn up by a new selection, the validity of the earlier panel shall lapse.

- iii. Divisions / Offices may issue Provisional Offers upto 15% more candidates, over and above the sanctioned strength, based on the past experience, category-wise, when selections are held to induct large number of personnel in the Executive Cadre who are required to undergo specialized training together (i.e Management / Design Trainees);
- iv. The Divisions / Offices should ensure that in all cases, invariably, adequate competition is generated and no compromise is made in the selection standards.
- v. Subsequent to discontinuation of Interview for selection to various posts in the Executive Cadre (Gr.-I) and the Non-Executive Cadre, the panel will be drawn as follows:-
 - i) The Panel will be drawn up after the Final Document Verification Stage and issuance of Provisional Offers of Appointment till such time the number of candidates qualifying in the Document Verification Process is equal to the number of Posts advertised and Candidates qualifying in the Document Verification Stage will be issued the Provisional Offers of Appointment.
 - ii) The Panel will consist of candidates who have cleared the Written Test but who have not been called for the Document Verification. Panel will be operated in the event of cancellation of Provisional Offers of Appointment and the verification in respect of such candidates will be initiated thereafter. The panel can be operated when 100% materialization of offers has not taken place on account of non acceptance of offer, medical unfit cases etc., till the validity of the panel.

15. PUBLICATION OF RESULTS

- 15.1 Hosting the names of the candidates who are shortlisted for the written test / Interview / Document Verification / finally selected, in the HAL Website, should be done Discipline / Branch / Trade-wise, in alphabetical order;
- 15.2 After conclusion of the Written Test and declaration of the results of finally selected candidates, the HR Department of the Division / Office should take possession of all the connected documents, answer sheets etc from the Agency to whom the work is outsourced;
- 15.3 After conduct of Written / Online Test and its evaluation, the Agency to whom / the work is outsourced is required to submit 'Master Copy' of the database of all the candidates incorporating marks obtained in the written / online test along with all the database of the questions administered and the answers of the candidates in two separate Compact-Disk Read Only Memory (CD ROM) along with a covering letter duly signed by the authorized person;
- 15.4 The Agency should also provide two hard copies of the marks list of the candidates, sorted Name-wise, Discipline / Trade- wise, and Roll no. wise;
- 15.5 Based on the results given by the Agency, the candidates are to be shortlisted for Document Verification/ interview, Discipline / Trade-wise, by the Recruitment section;
- 15.6 The CD-ROM and hard copies of the Marks list are to be preserved under Lock & Key by the Head of the Recruitment Group / Head of HR;
- 15.7 In cases where the selections are conducted by the Division, the Agency is required to forward one hard copy of the marks of all the candidates, Discipline / Trade-wise, to HR Head of the Complex Office, in a Sealed Cover. In cases where the selections are conducted by the Complex, the Agency is required to forward one hard copy of Marks of all the candidates, Discipline /Trade wise, to HR Head of Corporate Office in a Sealed Cover;
- 15.8 The sealed cover will be opened after the interviews are conducted and sent to the Division / Complex for cross checking the marks mentioned in the final merit list;
- 15.9 Normally, Results of Interviews would be declared immediately and in any case before completion of 48 hours of the Interviews;

- 15.10 Results of Tests (wherever applicable) would also be declared immediately and in any case before completion of 48 hours from the receipt of Test results from the outsourced agency (wherever applicable) / Completion of Test in case of in-house selection;
- 15.11 After the selection process is completed in respect open selection, the unsuccessful candidates are to be politely informed of their non-selection.

16. ISSUANCE OF PROVISIONAL OFFER OF APPOINTMENTS

References:

- 1) HAL/P&A/27(1)/2006 Dt.13.02.2006
- 2) HAL/P&A/25(33)/2009 Dt.16.10.2009
- 3) HAL/HR/36(89)/MRR/2015 Dt.13.05.2015
- 4) HAL/HR/36(89)/MRR/2016 Dt.03.03.2016

16.1 ISSUANCE OF PROVISIONAL OFFER OF APPOINTMENTS:

- a) Candidates who are selected for appointment to permanent posts will be issued with a Provisional Offer of appointment proposing to offer the post or offering the post. The model Provisional offer of appointment for various posts is at **Annexure Q1 & Q2**.
- b) List of candidates to be issued the Offers of Appointment against the UR posts will be prepared first, from the list at para 12.1.3.1, in the order of merit. Thereafter, lists of SC/ST/OBC/EWS candidates to be issued the Offers of Appointment against the reserved posts will be prepared, in the overall order of merit of the remaining SC/ST/OBC/EWS candidates in the list at 12.1.3.1 plus the SC/ST/OBC/EWS candidates in the lists at para 12.1.3.2. Offers of Appointment will be issued accordingly;
- c) In case the Panels are to be operated subsequently, similar system as at 16.1 (ii) above will be followed;
- d) The Officer-in-Charge of Recruitment / HR Head of the Division is required to ensure and check that all the short listed candidate(s) to whom the Offer of Appointment are to be issued fulfill all the eligibility criteria mentioned in the advertisement;
- e) Wherever candidate(s) do not meet any of the eligibility criteria, the provisional Offer of Appointment will not be issued;
- f) Candidates are to be issued Offers of Appointment in the order of Merit in the Final Assessment / Selection, Category wise. In case where the marks are equal / there is tie in the final selection, the candidate who secures more marks in the written test is to be considered first. In case of tie in the written test marks, then the candidate who secured higher marks in the Qualifying examination and even if it happens to be the same, then senior in age is to be considered first, followed by the next senior in age and so on. In cases where there is no Written Test, the person who scored more Marks in the Qualifying examination prescribed for the post is to be considered first.
- g) If candidates accept the provisional offer of appointment issued to him, they are required to confirm the same in writing in the format prescribed at **Annexure Q4**. The declaration form to be submitted by the candidate

while accepting the offer of appointment is at **Annexure Q5**.

- h) On completion of all Administrative formalities candidates may be issued with final offer of appointment. The model final offer of appointment for various posts is at **Annexure R1**. If candidates accept the final offer of appointment issued to him, they are required to confirm the same in writing in the format prescribed at **Annexure R2**.
- i) In the offer of appointment issued to SC/ST/OBC/EWS candidates, a specific clause to the effect that the candidate is being appointed against a reserved vacancy, that his appointment is provisional and is subject to verification of caste status through proper channels, if the verification reveals that the claim to belong to SC/ST/OBC/EWS, as the case may be, is fake / false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake / false certificates, is to be included.
- j) The following Additional Clauses are also to be inserted in the Offer of Appointment (Executives & Non-Executives including MTs / DTs / Diploma Trainees / Technician Trainees, XSM on Contract/ Tenure based Personnel etc):
- a) You are advised not to resign from your present employment/job, till receipt of the final offer of appointment. The final offer of appointment / engagement will be issued on completion of:
- Pre-employment medical examination
 - Verification of character & antecedents.
 - Obtaining vigilance clearance (wherever applicable) and
 - Other applicable administrative formalities.
- b) The date by which you can join us will also be indicated in the final offer of appointment.
- c) Request for mutual transfer or request transfer from one Division to another Division / Complex will not be considered for a minimum period of 3 years from the date of joining the Division/Office.
- k) Executives who have completed 12 months service in the Company, but yet not confirmed on account of administrative delays, need to serve 3 months notice or make payment in lieu of the notice, in case they want to resign from the services of the Company.

16.2 TRAVELLING ALLOWANCE FOR JOINING DUTY ON FRESH APPOINTMENT:

References:

- 1) P.C.No.453 Dt.29.09.1980
- 2) P.C.No.696 Dt.22.01.2013
- 3) HAL/HR/10(1)/PF/2020 Dt.10.02.2020

- i. Persons joining duty on fresh appointment, including Trainees (MTs/DTs/Diploma Trainees/Technician Trainees etc), will be paid Travelling expenses, Daily Allowance for Journey Time for self and members of their family (in respect of Trainees, reimbursement will be admissible for self only), cost of transportation of Personal Effects, Packing Allowance & reimbursement of Life Time Road Tax for the re-registration of the vehicle owned by them in the new State, according to the Grade/Scale of Pay offered, as in the case of transfers. These benefits will also be admissible to Ex-servicemen engaged on Contract basis against Manpower Sanctions (family in respect of them, for this purpose, would be spouse & children only). This benefit in respect of MTs/ DTs/ Diploma Trainees/ Technician Trainees would be admissible only for the journey performed to join the Company as Trainee. The same will not be admissible to them for the journey etc. performed after absorption as regular employees. Transfer Grant will not be admissible in all such cases. If a fresh appointee who has availed himself of these benefits resigns within one year of his joining duty, he has to refund the entire amount received by him.

Note: Reimbursement of the Life Time Road Tax in respect of Trainees will be admissible, once the following conditions are satisfied:

- a) The Vehicle should have been registered in the name of the Trainee before joining the Company. Certificates in this regard are to be produced by him;
 - b) Reimbursement of the Road Tax would be made only for payment of the Tax at the Station of final posting, after absorption. In case the Tax at the final Station of posting was paid before absorption, proportionate reimbursement would be made after absorption, reckoning the total period for which Tax has been paid and the period of training to be reduced from the same.
 - c) Other documents/ Certificates etc., as required, need be produced by the Officer.
- ii. TA/DA and other benefits in respect of Government Servants, including those belonging to the Defence Services joining the Company on Immediate Absorption Basis, is to be regulated as in cases of transfer of Company employees of equal status in terms of these Rules.

- iii. Employees who join HAL on regular basis on fresh appointment within the same Station where change of residence is involved, may be reimbursed the actual cost of transportation of personal effects on production of bills, subject to the following ceilings:

Category	Amount (₹ .)
Grade-VII & above	7500
Grade-IV to VI	6000
Grade-I to III & Special Scale	4500
Workmen in Scales - 1 to 10 drawing Basic Pay of ₹.29110/- & above in the 2017 Scales of Pay	3000
Workmen in Scales - 1 to 7 drawing Basic Pay less than ₹.29110/- & above in the 2017 Scales of Pay	1500

16.3 REIMBURSEMENT OF AMOUNT TOWARDS NOTICE PAY:

References:

- 1) HAL/P&A/27(1)/2006/PF Dt.03.04.2006
- 2) HAL/P&A/27(1)/2006/PF/136 Dt.14.08.2006

- i. In order to meet the manpower requirements in the Executive Cadre, in addition to inducting fresh Engineering Graduates/Professionals as Management Trainees/ Design Trainees/Asst. Engineers etc, the Company is also inducting experienced candidates at different levels.
- ii. In many cases, the need to fill up posts by the Company would be urgent. However, in view of the lead-time involved in the selection process and the time taken by the candidates to join the Company after receipt of the Offer (including the notice they have to give to their present Employer in accordance with the Terms & Conditions of appointment in such Companies), it is experienced that the Company is unable to fill up the posts within the desired time. The issue of reimbursement of the amount towards Notice Pay to selected candidates, which could enable them to join the Company early, is examined in the above context. Accordingly, the following decisions are taken:
 - a) The Company would reimburse the Notice Pay amount, if any, paid by the selected candidates to their previous Employers, based on requests received, subject to a maximum of 3 months, after they join HAL;
 - b) The above reimbursement would be subject to production of documentary proof issued by the concerned Company indicating the Rule position in that Company, the amount paid etc.,

- c) The amount could also be paid directly to the previous Employer, if the candidate so requests, after his/her joining HAL;
- d) The above Rule would be applicable in respect of candidates joining HAL from various categories of Organizations, including the Private Sector.
- e) In case the Officer resigns within a period of three years from the date of his/her joining, the amount so reimbursed towards Notice pay would be recovered/refunded by him/her to HAL.
- f) Considering that the expenditure which will be incurred by the Company in such cases would be substantial, a written undertaking from Officers who will be availing the said benefit will be obtained at the time of joining, to the effect that, in case the Officer resigns within a period of three years from the date of his/her joining, the amount so reimbursed towards Notice pay would be recovered/refunded by him/her to HAL. To facilitate uniform application, the format to be used for undertaking is at **Annexure S.**

17. PRE-EMPLOYMENT MEDICAL EXAMINATIONS

References:

- 1) P.C.No.65 Dt.26.10.1967
- 2) HAL/PO/(1)/35 Dt.07.05.1971
- 3) P.C.No.324 Dt.30.12.1975
- 4) HAL/P&A/36(55)/2005 Dt.05.11.2005
- 5) P.C.No.683 Dt.30.09.2008
- 6) P.C.No.691 Dt..25.04.2012
- 7) HAL/HR/36(35)/2015 Dt.11.04.2016
- 8) HAL/HR/36(35)/2015 Dt.18.05.2016
- 9) P.C.No.716 Dt..26.03.2019

17.1 PRE-EMPLOYMENT MEDICAL EXAMINATION

- i. No individual will be appointed unless he is medically examined by an authorized medical Officer of the company or by any other authority who may be prescribed by the Appointing Authority. Applicants should meet the medical standards prescribed by the Company. The certificate of medical fitness as per the medical examination standards prescribed for appointments in the company is at **Annexure T** (Health Data Sheet & Pre-Employment Medical Form).
- ii. The 'Health Data Sheet – Questionnaire' to be filled by the candidate and the proforma for 'Pre-employment Medical Examination Record' should be countersigned by the Head of the Medical Department of the Division or another officer in Grade-VI above nominated by him. In case the Head of the Department is in lower Grade, he can countersign the same.
- iii. The Divisions / Offices cannot allow candidates who are found medically unfit to join service in the Company, by relaxing the standards.
- iv. Wherever candidates are referred to undergo certain Tests / Investigations as part of the pre-employment Medical examination outside the HAL Hospital, the expenditure so incurred is to be borne by the respective HAL Hospitals. This procedure will also be applicable for the pre-employment medical examination being done in respect of Management Trainees (Technical / IMM / Finance / HR / Legal / Marketing / Civil / Architecture) / Design Trainees.
- v. After the medical examination, the pre-employment medical examination form needs to be signed by the Chief of Medical services.

17.2 **PRE-EMPLOYMENT MEDICAL STANDARDS:**

- i. Different standards are prescribed for candidates in the age group of '40 years & below' and 'above 40 years'. The Pre-Employment Medical Standards for both the age groups are enclosed as **Annexure U1**. The list of Mandatory Investigations to be undergone by a Candidate while joining the Services of the Company through Direct Recruitment are enclosed at **Annexure U1A**.
- ii. In respect of candidates who are above 40 years of age & who apply directly from the Civil Market / from other Organizations and selected for appointment to posts in Disciplines of Test Pilots, Flight Test Engineers & Pilots, the following standards would be applicable:
 - a) Test Pilots / Flight Test Engineers / Pilots who join HAL on appointment from the Civil Market / from other Organizations and who are of age 40 years & above will be assessed as per the Pre-Employment Medical Standards indicated in **Annexure U1** , except for Hearing & Vision;
 - b) In respect of Hearing & Vision [Sl.Nos. 2 & 3 (i) of **Annexure U1**], the Guidelines notified by the DGCA for Class-I Medical Standards will be followed in respect of them. The Pre-Employment Medical Standards of Hearing & Vision applicable for them are indicated in **Annexure U2**.
- iii. The standards at **Annexure U1** would be applicable in respect of candidates who are of age 40 years & below and who apply directly from the Civil Market / from other Organizations and selected for appointment to posts in Disciplines of Test Pilots, Flight Test Engineers & Pilots.
- iv. The Pre-Employment Medical Standards mentioned at paras 17.2 (ii) & 17.2 (iii) above are not applicable to Test Crew who come on Immediate Absorption.
- v. In respect of Persons with Benchmark 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 Exchanges for Physically Handicapped. PWBD candidates will be subjected to pre – employment medical examination with regard to other medical parameters as per the revised standards. PWBDs who are otherwise qualified to hold clerical posts and are certified as being unable to type, by the Medical Board, are to be exempted from typing qualifications.
- vi. Married female candidates of reproductive age should undergo pregnancy test and ultrasound sonography of abdomen and pelvis prior to actual date of joining, if there is a time gap of one month or more from the date of pre-medical examination and actual date of joining / reporting.

- vii. A Declaration format regarding any new disease/disorder/pregnancy in the time gap between pre-medical examination and actual date of joining is required to be sent to the candidate along with the final offer of appointment and declaration obtained on the actual date of joining. The format is enclosed at **Annexure U3**.

18. VERIFICATION OF CHARACTER & ANTECEDENTS

References:

- 1) HAL/P&A/9(11) Dt.03.07.1985
- 2) HAL/P&A/27(8)/97 Dt.12.12.1997
- 3) HAL/P&A/27(8)/06 Dt.13.09.2006
- 4) HAL/P&A/27(8)/06 Dt.18.10.2006
- 5) HAL/P&A/27(8)/06/399 Dt.04.11.2006
- 6) HAL/P&A/36(65)/2007 Dt.30.03.2007

18.1 **VERIFICATION OF CHARACTER AND ANTECEDENTS :**

18.1.1 Prior verification of Character and Antecedents of candidates selected by Direct recruitment will be carried out first based on the Attestation form as at **Annexure V**, which is to be enclosed along with the provisional Offer of appointment. On satisfactory receipt of the verification report from the concerned authorities, the final offer of appointment will be issued.

18.1.2 Attestation forms duly filled in by the candidate should be sent directly to the District Magistrate/ District Collector / Deputy Commissioner / Commissioner of Police or other authorities as applicable in duplicate, at the earliest. In case of Indian nationals who lived/living abroad for some years, two additional sets of attestation forms should be sent to the Intelligence Bureau also through the Ministry of Defence for verification and report.

18.1.3 In order to get the Character and Antecedents report quickly, the Divisions / Offices are required to write to the concerned Authorities in the State requesting them to expedite the Verification report. Wherever required depending upon the urgency to fill up the post, Executives from Security Department / HR Department shall be deputed to concerned District Authorities. The Head of Security Department of the nearby Division / Office where the verification is required to be obtained could be requested to personally visit the concerned authorities and expedite the report.

18.2 **CANDIDATES APPOINTED IN THE NON-EXECUTIVE CADRE:**

Prior verification of Character & Antecedents will be done in all cases of appointments in the Non-Executive Cadre, including those initially appointed as Diploma/Technician Trainee, in line with the directions given by the Ministry.

18.3 **CANDIDATES JOINING AS MANAGEMENT TRAINEES / DESIGN TRAINEES:**

The practice of allowing the candidates to join for training on a provisional basis, pending receipt of the Character & Antecedents verification report will continue. The following steps shall be taken in such cases:

- (i) Character certificate from two Gazetted Officers (**Annexure W**);
- (ii) A Character certificate obtained from Principal / Head of the college / institute in which the candidate has studied;
- (iii) A certificate from the candidate to the effect that his conduct during the last five years has not come to any adverse notice which would render him unsuitable for employment in a Defence PSU like HAL and that his Character and Antecedents are above board. He should also confirm that there are no adverse remarks in the police Department against him.

18.4 FRESH CANDIDATES APPOINTED AS ASSISTANT ENGINEERS:

Such candidates would also be allowed to join the company, pending verification of Character & Antecedents, as in the case of Management Trainees / Design Trainees. Steps as at para **18.3 (i) to (iii)** in respect of MTs / DTs would be taken in such cases also.

18.5 EXPERIENCED CANDIDATES WHO JOIN FROM PSUs & GOVT. (CENTRAL & STATES) ORGANIZATIONS:

18.5.1 Vigilance Clearance from the erstwhile Organisation would continue to be obtained before issuing the final Offer of Appointment to such candidates;

18.5.2 Divisions/Offices can issue the final Offer of Appointment to such candidate, pending receipt of the Verification Report, subject to receipt of satisfactory Vigilance Clearance. An undertaking from the candidate will be obtained to the effect that his conduct during the last five years has not come to any adverse notice which would render him unsuitable for public employment in a Defence PSU like HAL and that his Character & Antecedents are above board. He should also affirm that there are no adverse recordings in the Police Department against him. A confirmation from the Organisation that his/her Character & Antecedents was verified by them on his/her appointment should also be obtained before issue of the final offer of Appointment;

18.5.3 In addition, a Certificate from the concerned Organisation to the effect that his Character & Conduct during the period of service in that Organisation was good would also be taken.

18.6 PERSONNEL FROM THE ARMED FORCES:

18.6.1 In respect of Personnel joining the Company from the Armed Forces and Central Para Military Forces, no verification is necessary if the break-in service between the date of discharge from the Army/Navy/Air Force/Para Military Forces and their re-employment in the Company is less than one year. In such cases, the appointing authority is required to get himself satisfied by making a reference to the appropriate authorities that the Character & Antecedents of the individual had been verified by the

concerned authorities in the Army/Navy/Air Force/Para Military Forces and that his conduct during the previous employment did not render him unsuitable for employment under the Government. This system would continue to be applicable.

18.6.2 In cases of personnel retired from the Armed Forces and where the break in service is more than one year, the system as applicable to experienced candidates who join from PSUs & Govt. (Central & States) Organizations would be adopted.

18.7 PERSONNEL SELECTED FROM THE PRIVATE SECTOR:

18.7.1 Personnel selected from the Private Sector, who had served in the Public Sector / Government Sector before joining the Private Sector atleast for a period of Five years could also be allowed to join the post provisionally, pending verification of Character & Antecedents. The following Undertaking would be obtained from such candidates:

- (i) A certificate from the candidate to the effect that his conduct during the last five years has not come to any adverse notice which would render him unsuitable for employment in a Defence PSU like HAL and that his Character and Antecedents are above board. He should also confirm that there are no adverse remarks in the police Department against him.
- (ii) Further a confirmation from the PSU / Government Organisation in which the Candidate has worked before joining the Private sector, to the effect that his / her Character and Antecedents was verified by them on his / her appointment in that Company would also be obtained from them before issuing the final offer of appointment.

18.8 CANDIDATES WHO WORKED ONLY IN THE PRIVATE SECTOR:

18.8.1 Personnel selected from the Private Sector can be issued final Offer of Appointment and they can be allowed to join the post provisionally, pending receipt of the Police Verification Report, subject to the following:

- (i) The candidate produces a valid Passport, if any, possessed by him, and;
- (ii) The candidate produces the Police Clearance Certificate from the jurisdictional Police Station stating that there is nothing adverse against him / her in the Police Records, and;
- (iii) The candidate produces a Certificate of Character from the College where he studied last; and
- (iv) The candidate gives a Certificate to the effect that his conduct during the past 5 years has not come to any adverse notice which would render him unsuitable for public employment in a Defence PSU like HAL and his Character & Antecedents are above board.

- (v) The candidate should also confirm that there are no adverse remarks in the Police Department against him, and
- (vi) The Police Verification Report has been received relating to the latest address where the candidate stayed, pending receipt of reports from Police Authorities relating to the previous address (es) where they stayed during the past 5 years;

The condition at para 18.8.1 (vi) above would also be applicable in respect of candidates who have stayed at more than one location during the past 5 years. Similarly, candidates who do not possess a valid Passport can be issued the final offer of appointment provided they meet the other applicable conditions specified above. All appointments in such cases would be provisional, subject to receipt of satisfactory Police Verification Reports.

- 18.9 In all cases where provisional appointments are made, as above, if anything adverse is noticed before receipt of Character and Antecedents verification report, services of the Employee are liable to be terminated forthwith. Further, the Character and Antecedents would be got verified expeditiously in all such cases, and in any case before the employee is confirmed in the Company.
- 18.10 All Confirmation in appointments should be effected only after receipt of satisfactory police verification report on Character & Antecedents.
- 18.11 If adverse reports are received from any of the authorities, the services of the individual should be terminated forthwith, without divulging the reasons for termination. Nature of the report against the Individual, or the substance of the report should not be disclosed under any circumstances.

18.12 PERSONNEL SELECTED ON TENURE BASIS :

Reference: HAL/HR/ENG-TNR/2015(V) Dt.21.12.2015
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Divisions can allow the candidates to join who have been selected on Tenure Basis on a Provisional Basis, pending receipt of Character & Antecedents verification, subject to fulfilling the following conditions:

- i) The candidate produces the Police Clearance Certificate from the jurisdictional Police Station stating that there is nothing adverse against him/her in the Police Records; and
- ii) The candidate gives a Certificate to the effect that his conduct during the past 5 years has not come to any adverse notice which would render him unsuitable for Tenure based engagement in a Defence PSU like HAL and his Character & Antecedents are above board; and

- iii) The candidate should also confirm that there are no adverse remarks in the Police Department against him; and
- iv) Undertaking from the candidate that if any adverse remarks are found against them, his/her services are liable to be terminated; and
- v) In respect of candidates from PSU/ Govt, Vigilance Clearance from the erstwhile Organization will be obtained before appointment.

19. VERIFICATION OF DATE OF BIRTH

References:

- 1) P.C.No.65 Dt.26.10.1967
- 2) HAL/P&A/27(1)/186/1488 Dt.24.12.1986

- 19.1 The secondary school leaving certificate is the accepted document required for verification of date of birth. However, if this document is not available, the candidate should produce a certified extract from the birth register of the place in which he was born or Birth certificate issued by a Municipal Authority / District Office of the Registrar of Births & Deaths. If a candidate is not able to produce even certified extract from the birth register, the original of baptismal certificate if available, may be considered for verification of the date of birth.
- 19.2 Where the minimum qualification prescribed for posts is below secondary school standard, school leaving certificate / transfer certificate is to be accepted as proof of age.
- 19.3 Discharge certificate from the Army, Navy, Air force and certificate of age issued by the Government Departments/ Public Sector Undertakings, where the candidates were working, may also be accepted as proof of age in the absence of Secondary School Leaving Certificate.
- 19.4 Wherever applicable, the provisions made in the respective certified standing orders will prevail.
- 19.5 It should be ensured that proper verification is done of the date of birth at the time of induction of the employees and see that under no circumstances they are allowed to modify the date of birth subsequently in various official documents filled by them from time to time.
- 19.6 As per instructions of Government the date of birth declared by the employee at the time of appointment and accepted by the Appropriate Authority on production of confirmatory documentary evidence such as High School/Higher Secondary/Secondary School Certificate etc. shall not be subject to any alteration except with the sanction of the Board of Directors of the company, if
 - (i) A request in this regard is made within 5 years of the date of his joining the company;
 - (ii) It is clearly established that a genuine bonafide mistake had occurred and;
 - (iii) Date of birth so altered does not make him ineligible to appear in any school or University in which he had appeared or for entry in Public Sector Service on the date on which he first appeared at such examination or on the date on which he entered Public Sector Service.

20. VERIFICATION OF CASTE/ INCOME & ASSET CERTIFICATE (EWS)

References:

- 1)HAL/HR/27(1)2018 DT 30.11.2018
- 2)HAL/HR/31(1)/2019 Dt.06.02.2019

20.1 VERIFICATION OF THE CLAIMS OF SCHEDULED CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES (NON-CREAMY LAYER)/EWS:

The Caste / Tribe certificates issued by the following authorities (Sl.No. (i) to (v)) in the prescribed form will only be accepted as sufficient proof in support of a candidate's claim of belonging to SC / ST / OBC category as the case may be.

The Income & Asset Certificate issued by any one of the following authorities (Sl.No. (i) to (iv)) in prescribed form will only be accepted as sufficient proof in support of a candidate's claim of belonging to EWS as the case may be:

- i) District Magistrate / Additional District Magistrate / Collector / Dy. Commissioner / Additional Dy. Commissioner / Dy. Collector / 1st class stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive magistrate / Extra Assistant Commissioner;
- ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate;
- iii) Revenue Officer not below the rank of Tehsildar;
- iv) Sub-Divisional Officer of the Area where the candidate and / or his family normally resides; and
- v) Administrator / Secretary to Administrator / Development Officer(Lakshadweep Islands)

Matriculation or School Leaving Certificate or Birth certificate giving the caste / community of the candidate should not be accepted as proof of caste at the time of Initial Appointment.

The Appointing Authority should verify the claim of a candidate belonging to SC/ST/OBC category through the District magistrate of the place where the candidate and / or his family ordinarily resides.

The Appointing Authority should verify the veracity of the Income and Asset certificate (EWS) submitted by the candidate through the Certificate issuing authority.

The Appointing Authority should ensure that all out efforts are made in getting verified the claim of a candidate belonging to SC/ST/OBC/EWS category as the case may be, immediately on their joining, through the District Magistrate of the place where the candidate and / or his family ordinarily resides.

21. FIXATION OF PAY ON APPOINTMENT

References:

- 1) P.C.No.65 Dt.26.10.1967
- 2) HAL/P&A/27(1)/2005 Dt.22.11.2005
- 3) HAL/HR/37(28)/2017 Dt 04.07.2017

21.1 Ordinarily, a candidate is to be appointed only at the minimum of the scale of pay of the post to which he is found fit. But if the selection committee so recommends, a candidate may be given up to five additional increments in the scale of pay of the post to which he is to be appointed in the following circumstances:

- a. Where a candidate is highly qualified and possesses long experience of the type required for the post;
- b. Where a candidate is already drawing an equal or higher salary than the minimum of the Grade, Group, for which he has been selected;
- c. Where a candidate has to forego various benefits accruing to him from his present job, employment to accept the job offered by the company;
- d. Where a candidate's performance in the interview is of a high order.

21.2 **FIXATION OF PAY OF EXPERIENCED CANDIDATES ON INITIAL APPOINTMENT AS OFFICERS**

21.2.1 **CANDIDATES JOINING FROM IDA PSUs; I.E. WHERE THE DA STRUCTURE IS THE SAME AS IN HAL:**

i) **Joining in the same or a lower Scale of Pay in HAL:**

The last Basic Pay drawn by the candidate will be protected. In deserving and meritorious cases, additional Increments upto a maximum of 5 can also be granted as an inducement / joining benefit.

ii) **Joining in the next higher Scale of Pay:**

In such cases, the pay will normally be fixed by following the rules applicable for fixation of pay on promotion in HAL, with reference to the last Basic Pay drawn by the candidate. In deserving and meritorious cases, over and above the pay so fixed, exceptionally, additional increments, upto a maximum of 5 can also be granted.

21.2.2 CANDIDATES JOINING FROM CDA PSUs / GOVT. SECTOR ETC:

The Basic Pay + DA drawn by the candidates joining from CDA PSUs / Govt. sector, where it is more than corresponding pay in HAL, will be protected as Basic + DA in HAL. In exceptional cases, additional increments upto a maximum of 5 can also be granted as an inducement / joining benefit.

Wherever the Pay cannot be fixed for candidates joining from IDA PSUs i.e. where the DA structure is the same as in HAL and candidates joining from CDA PSUs / Govt. Sector etc as above, within the concerned Scale of Pay, the Basic Pay of the candidates will be fixed at 2 stages below the maximum of the concerned Scale of Pay and the difference shall be granted as Personal Pay, which will be reckoned as Basic Pay for all purposes. This Personal Pay will be added to the Basic Pay while fixing the Pay on promotion to the next Grade or while fixing the Pay on Salary revision, whichever event occurs earlier.

21.2.3 CANDIDATES JOINING FROM THE PRIVATE SECTOR:

The Gross Pay drawn by the candidate in the previous organization comprising of Basic Pay + DA + HRA + Conveyance + Incentives will be compared with the Basic Pay at the minimum of the Scale of Pay + DA+ HRA / Koraput / Korwa Allowance + Perks and PRP as applicable in the respective Grades in HAL for this purpose. In case the Gross Pay in HAL happens to be less than the Gross Pay in the Previous Organization calculated as detailed above, upto 5 additional increments can be granted as an inducement / joining benefit, over and above the Gross Pay in HAL thus arrived at.

21.2.4 The respective Appointing Authorities will be the Competent Authority to approve fixation of Pay with grant of additional Increments.

21.2.5 While additional Increments can be granted based on the recommendations of the Selection Committee within the above guidelines, the HR Department is also empowered to examine requests received from candidates for higher pay fixation and process the same in consultation with the Finance Department, to obtain the approval of the Appointing Authority.

21.2.6 CMD will have powers to approve fixation of Pay over and above the guidelines, in exceptionally deserving cases, by granting upto a maximum of 5 more additional Increments, to attract and retain talented candidates.

21.2.7 The pay fixation of Service/ Govt. Officers joining the company on Immediate Absorption basis shall be governed by Specified Rules applicable for them. Similarly, Pay fixation of re-employed pensioners would continue to be regulated as per the existing Rules applicable to them.

21.2.8 Pay fixations as mentioned at para 21.2.1 to 21.2.6 above will be done subject to the condition that the Basic Pay is fixed always two stages below the maximum of the concerned Scale of Pay, in order to have scope to earn 2 Increments. The differential amount, if any, where pay is so fixed will be granted as Personal Pay (PP). This PP will be treated as Basic Pay for all purposes and will be added to the Basic Pay while fixing the Pay on promotion to the next Grade or while fixing the pay on Salary revision, whichever event occurs earlier.

21.2.9 Doctors joining the Divisions at Koraput and Korwa :

- I) In respect of deserving & meritorious Doctors joining at the Divisions at Koraput & Korwa, the number of Additional Increments which can be granted as Inducement / Joining Benefit by the Selection Committee, exceptionally, would be as indicated below (instead of the "upto 5 Additional Increments" indicated at Paras 21.1, 21.2.1, 21.2.2 & 21.2.3 above):
- i) Upto 7 Additional Increments to General Duty Medical Officers (Doctors who possess MBBS / BDS Qualifications);
 - ii) Upto 10 Additional Increments to Specialist Doctors [Doctors who possess MBBS with PG Degree / Diploma or Higher Qualifications in the concerned Medical Discipline].
- II) Grant of the Additional Increments as at (I) above would be in a staggered manner, subject to their performance, as indicated below:
- i) Upto 5 Additional Increments can be granted to General Duty Medical Officers and Specialist Doctors, at the time of appointment.
 - ii) The remaining Additional Increments would be granted in the subsequent years, based on the performance of the Doctors, as follows:
 - a) General Duty Medical Officers -1 each (maximum 2) on completion of Service of 2 years each, from the date of Joining.
 - b) Specialist Doctors -1 each (maximum 5) on completion of each year of Service, from the date of joining.
 - iii) In order to become eligible for the Additional Increments as at (ii) above, candidates should have secured a minimum of "85 Marks" (out of 100) in the PAR(s) of the previous 2 years (General Duty Medical Officers) / previous year (Specialist Doctors). In respect of the Probationary Period, the Average PAR Marks will be reckoned.

- III) The provision at Para -21.2.6 above that CMD will have powers to approve fixation of Pay over and above the Guidelines, in exceptionally deserving cases, by granting upto a maximum of 5 more Additional Increments, to attract & retain talented candidates, would be applicable in respect of the Doctors appointed as at (I) & (II) above also. Grant of these further Increments could be at the time of initial appointment; or in a staggered manner, within the period specified at (II)(ii) above.

- IV) Grant of Additional Increments as at (II) above would be decided at the time of appointment and would be indicated in the Offer of Appointment. Grant of further Additional Increments as at (III) above would be decided based on the merit of each case."

**21.3 FIXATION OF PAY OF EX-SERVICEMEN (NON-EXECUTIVE CADRE)-
ON TENURE BASIS**

- a) **On first appointment and during the 2nd & 3rd years of Service:** Deciding the equivalent level of their induction based on the Post Qualification Service in the Armed Forces; and Fixation of the Basic Pay Component in the Consolidated Emoluments in respect of them on initial engagement and during the 2nd & 3rd year of Service, would continue to be effected as per the provisions contained in Circular No. HAL/P&A/27(30)/97 /187 dated 19.4.2001 (as amended) and Circular No. HAL/P&A/21(14)/ XSM/15 dated 1.1.2015 (**Annexure B**). They will be eligible to be granted the Annual Increment during the 4th year also.

- b) **Ex-servicemen who were earlier engaged on Contract Basis and selected for engagement on Tenure basis:** The Basic Pay+ Personal Pay will be fixed with grant of one Increment over the last drawn Basic Pay+ Personal Pay.

22. SERVICE BOND, TRAINING & ABSORPTION OF TRAINEES

Reference:
HAL/HR/25(33)/2010 Dt.16.09.2010

22.1 SERVICE BOND & TRAINING FOR MANAGEMENT TRAINEES / DESIGN TRAINEES:

22.1.1 Selected Management Trainees shall execute a Service Agreement Bond to serve HAL for a period of 5 years (excluding the training period). In case of breach of the Service Agreement during the training period or after absorption as Engineer/Officer, the candidate is liable to reimburse the actual training expenses (including recruitment expenses, all the remuneration paid and expenses incurred during the training period), subject to a maximum of ₹.5,00,000/- (Rupees Five Lakhs only). The format of Service bond is placed at **Annexure X**.

22.1.2 The Trainees will undergo 52 weeks or as decided by the HAL from time to time of training programme, comprising of various training modules including theoretical & on-the-job training at various places.

22.1.3 During the training period, the Trainees will draw a Stipend comprising of Basic Pay, Variable Dearness Allowance & Canteen Allowance. Besides, bachelor accommodation or House Rent Allowance is also admissible during the training period, depending upon the place of posting.

22.2 ABSORPTION OF MANAGEMENT TRAINEES / DESIGN TRAINEES:

22.2.1 On successful completion of the training, the Trainees would be absorbed as Engineers / Officers in Grade-II at the minimum of the pay scale. On absorption, the candidate 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. On regular appointment to posts in Grade - II, these personnel will be on probation for a period of 12 months.

22.2.2 Training comprises of following modules and maximum marks for assessment as indicated against each module:

SI.No	Module	Max. Marks
i	On-the-Job training	200
ii	Project/individual Project Work	100
iii	IIT/Institution Phase	400
iv	Basic Management Program	250
v	Common Evaluation Test	150
vi	Final Evaluation	100
Total		1200

22.2.3 SYSTEM OF ABSORPTION:

On the completion of the prescribed 52 weeks training, the absorption of the trainees shall be subjected to one of the following:

Sl. No	Criteria	Absorption / Extension / Termination
i)	Secured more than 50% in all modules with overall 60% marks	Absorption in Grade II
ii)	Secured more than 50% in all modules, but less than 60% overall marks	Absorption in Grade I
iii)	Fails in one module	<ul style="list-style-type: none"> • Extension of training by 6 months • If the trainee passes the re-test with overall 60% marks, will be absorbed in Gr. II; otherwise the trainee can be considered for absorption in Gr. I based on recommendations of Division / HMA
iv)	Fails in two modules	<ul style="list-style-type: none"> • Extension of training by 6 months. • If the trainee passes both the modules in the re-test with overall 60% marks, will be absorbed in Grade – II; otherwise, his training will be terminated. The trainee can also be considered for absorption in Grade – I, if the trainee passes 1 of the 2 modules with overall 60% marks during the re-test, based on recommendations of Division / HMA
v)	Fails in three or more modules	Termination of training

- a) Trainees of each batch who have successfully completed the training for absorption in Grade – II are to be appointed to posts in Grade – II with effect from the same date, as indicated by the Corporate Office, uniformly, in all the Divisions.
- b) Posting orders will be issued by the Corporate Office. No fresh offer of appointment is required to be made by the concerned Division. They are merely to be absorbed into the regular service of the Company.

- c) The inter-se-seniority of the trainees is to be drawn up in the order of merit, i.e. based on the total marks obtained by each trainee at the final assessment of their training by the HMA.
- d) Where two or more trainees obtain the same number of marks, their inter- se-seniority is to be determined with reference to their dates of birth, the older being senior to the younger.

22.2.4 MTs/DTs NOT FULFILLING THE REQUIREMENTS FOR ABSORPTION AS REGULAR EXECUTIVES:

Reference: HAL/P&A/25 (32)/2006 Dt.09.05.2008
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The procedure as indicated below is required to be followed in dealing with cases of MTs/DTs whose training period is extended / even after extended period they do not complete successfully the training for absorption in the required Grade:-

- 22.2.4.1 It is required to be ensured that Trainees take all the phase of training seriously and need to successfully complete the training in order to attain the required level of proficiency during the training period of one year.
- 22.2.4.2 Trainees who successfully complete the training will be absorbed in Grade-II.
- 22.2.4.3 The Trainee on termination of his training, either during the training period and / or upon his unsuccessful completion of the training is required to fulfill his obligations under the bond.
- 22.2.4.4 It would be advisable to decide about the absorption / termination before the due date of completion of the training and notify the absorption / termination with effect from the due date only. In cases where in training evaluation reports / declaration of performance results are delayed for any reasons, the training will be terminated with effect from the date of declaration of results of such evaluation. In such cases, while calculating the bond liability, the amount of stipend etc paid till the actual date of termination will be reckoned.
- 22.2.4.5 Settlement of accounts, relieving etc of Trainees who are terminated would be done by the Division / Offices in which the Trainee is posted, based on advice issued by the HMA.
- 22.2.4.6 The extended period of training in respect of MTs/DTs, whose training period is extended for maximum period of six months, will not be reckoned as service for the purpose of determining their eligibility for promotion. In other words, the original period of training of one year would only be considered as service for the purpose of promotion.

22.2.4.7 The Bond period of 5 years in respect of MTs/DTs whose training period is extended for maximum period of 6 months and who are absorbed in Grade-II will be reckoned from the date of their absorption in Grade-II only.

22.2.4.8 The MTs/DTs, absorbed in Grade-I, would also be under bond to serve the Company for minimum period of 5 years, from the date of the regularization of their service in Grade-I. The terms and conditions in the bond which they had executed before joining as MTs/DTs will be applicable in their cases, with the modification that their services were regularized in Grade-I.

22.2.4.9 The period of training of one year as MTs/DTs will be reckoned as service in Grade-I for the purpose of promotion to Gr.II where the Trainee was absorbed in Grade-I immediately on completion of 52 weeks of training;

22.2.4.10 In cases where the training period was extended by six months and then absorbed in Grade-I or where the Trainee was absorbed after an extended period based on a review, the original period of one year training will only be reckoned as service in Grade-I for the purpose of promotion to Gr.II.

22.2.4.11 The first Annual Increment in Grade II in respect of ex-MTs / DTs will be granted reckoning the anniversary date of the actual due date of absorption in Grade II from which financial benefits in Grade II was granted to them. The Annual Increment will, however, be granted only after orders of confirmation in Grade II are issued.

22.3 RECOVERY OF TRAINING EXPENSES FROM MANAGEMENT TRAINEES / DESIGN TRAINEES JUMPING THE BOND:

22.3.1 PROCEDURE FOR RECOVERY : The amount recoverable from the Management Trainees abandoning training / jumping bond executed by them is to be regulated as indicated below:-

(a)	In case the Trainee abandons the training before the completion of the period of training	The actual cost of training incurred (including recruitment expenses, stipend & allowances paid) for the period of training undergone subject to a maximum of ₹.5,00,000/- (Rupees Five Lakhs Only).
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(b)	In case the company discharges the Trainee either during the Training period or upon his unsuccessful completion of the training after 52 weeks / after the extended period of 6 months :	The actual cost of training incurred (including recruitment expenses, stipend & allowances paid) for the period of training / the extended period of training undergone subject to a maximum of ₹.5,00,000/- (Rupees Five Lakhs Only). The amount of stipend etc paid till the actual the date of termination will be reckoned as liability to the Company.
(c)	If he / she leaves service before the expiry of bond period (i.e., 5 years), from the date of appointment / absorption as a regular Officer in Gr II / Gr I.	The actual training expenses incurred (including the recruitment expenses, stipend & allowances paid during the training period) subject to a maximum of ₹.5,00,000/- (Rupees Five Lakhs Only).

22.4 TRAINING FOR DIPLOMA / TECHNICIAN & OTHER TRAINEES

22.4.1 On selection, the candidates would be on training for a period of one year in all categories. Training would be imparted as under:

Theory : Divisional TTIs / TTCs
 On the Job / Practical Training : Divisions / Offices

22.4.2 If it is not possible to impart class room training in a discipline / trade on account of the number of candidates required to be inducted being not large, separate arrangements would be made by the concerned Division / Office to impart necessary theoretical training. Evaluation after the training would be conducted at the Divisional level.

22.4.3 Candidates who successfully complete the training would be absorbed as regular employees in the Scales of pay as indicated below:

Technical Trades	Non-Technical Trades
Diploma Trainees : Scale D-6	Admin / Commercial/
Technician Trainees : Scale C-6/C-5/B-4	Finance Trainees etc: Scale D-6/ C-5/B-4

22.4.4 Practical Test & Interview shall be conducted for assessing the suitability of the Diploma (Direct) / Technician (Direct) Trainees for absorption as regular employees. As regards Trainees in the Indirect Technical & Non-Technical Discipline, Written Test & Interview shall be conducted for assessing the suitability of the Trainees for absorption as regular employees. The Weightage of Marks assigned for Written / Practical / Interviews would be as under:

Reference: HAL/HR/27(1)/2013/MRR Dt.02.09.2013

Direct Trades	Indirect Technical / Non-Technical Trades
Practical Test : 85% Interview : 15%	Written Test : 85% Interview : 15%

22.4.5 In order to qualify for absorption, trainees should have scored minimum of 50% Marks in the Written Test or Practical Test (as the case may be) and 50% Marks in the Interview [Relaxation as applicable for SC/ST]. The training period of the Trainees who fail in the Written Test / Practical Test / Interview will be extended for a period of 6 months. Thereafter, the performance of the Trainees will be re-assessed. The services of the Trainees who fail in the re-assessment after the extended period of training would be dispensed with.

23. PROBATION AND CONFIRMATION

References:

- 1) P.C.No.65 Dt.26.10.1967
- 2) P.C.No.177 Dt.05.12.1970
- 3) P.C.No.180 Dt.11.05.1971
- 4) HAL/PO/1(36)/2308 Dt.16.07.1980
- 5) P.C.No.452 Dt.06.08.1980

- 23.1 All employees recruited against permanent posts are to be appointed on probation for a period of six months in the case of appointments to Non-executive posts and for a period of twelve months in the case of appointments to Executive Posts. If the candidate does not acquire the standards required of him or his conduct and work are considered unsatisfactory during the period of probation he is liable to be discharged either during the period of probation or at the end of probation. However, at the discretion of the appointing authority, the period of probation may be extended. The reasons for extending the period of probation are to be communicated to the employee concerned in writing. The employee will be treated as on probation till he is confirmed or discharged. The employee is deemed as confirmed in his post, only if he is intimated to that effect in writing.
- 23.2 During the period of probation, employees are to be monitored for their ability, conduct and attendance by the concerned departmental head or an officer authorized by him. At the end of probation period, the Departmental Head will send to the HR department, a report in the probationary rating sheet. Suitability of the employee for confirmation is to be determined on the basis of this report. Suitability of the Executive for confirmation is to be determined on the basis of the 6th and 11th monthly reports prepared in the form of Performance Appraisal reports of the appropriate Grade.
- 23.3 In the case of officers in Grade-I and above the period of probation is to be closely watched and monitored by the appropriate Initiating and Reviewing Officers. Deficiencies found, if any, should be communicated in writing to the probationer concerned and this should be indicated in the sixth/eleventh monthly probationary reports.
- 23.4 If the performance of the probationer is not found to be satisfactory inspite of intimating the deficiencies noticed, in writing, his services should be terminated, if he was appointed from open market and reverted to the lower post if he was a company employee appointed to the present post. However, in exceptional cases, the Competent Authority may consider extending the probationary period and then decide the question of confirmation of the employee in the present post on the basis of his performance during the extended period of probation. If at the end of such extended period, the employee's performance is still found to be unsatisfactory; his services may be terminated and in the case of

workmen after following the procedure laid down for retrenchment in accordance with the provisions of Industrial Disputes Act, 1947 if appointed from open market.

- 23.5 Probationer not found suitable for the job to which he was appointed should not be transferred laterally to another job in the same Grade on that reason.
- 23.6 In the cases where the period of probation is extended, the officer whose probation has been extended will lose the seniority by a period equivalent to the period by which the probation was extended. The due date of increment will also be postponed in the event of extension of probation period. The revised due date of increment thereafter will be reckoned with reference to the actual date of confirmation.
- 23.7 However, cases of officers who are unable to perform duties during their probation satisfactorily, on account of long sickness / deputation / study leave will be considered on merits individually. The authorities competent to approve confirmation of employees appointed / promoted on probation are given below:-

Employees on probation	Competent Authority to approve confirmation
Grade – III & below	FD/CEO/ED/GM/CD/CoP or other Executives to whom the powers of appointment have been specifically delegated.
Grade – IV, V & VI	Directors / CEO
Grade – VII & Above	Chairman & Managing Director

24. SENIORITY

References:

- 1) P.C.No.143 Dt.16.12.1969
- 2) P.C.No.169 Dt.10.08.1970
- 3) P.C.No.514 Dt.04.06.1984
- 4) HAL/P/286(1)/85 Dt.08.01.1985
- 5) P.C.No.545 Dt.29.05.1985
- 6) HAL/P&A/36(4)/86 Dt.21.10.1986

- 24.1 Seniority of persons appointed by direct recruitment as well as promotion is to be determined with reference to the date of their joining the post for which they are selected. If two persons join on the same day, one in the forenoon and the other in the afternoon, the one who joined in the forenoon becomes senior. If one or more persons join the same grade on the same forenoon or afternoon, their inter-se- seniority is to be fixed on the basis of the marks awarded by the selection committee, if the selection was made by direct recruitment. The inter-se-seniority of persons who have secured the same number of marks is to be determined with reference to their age, the older being senior to the younger.
- 24.2 Officers in Grade - I and above posted from manufacturing / production, Management Services, computer systems and other disciplines to systems audit group in the divisions / offices will retain their seniority in the parent discipline. For this purpose, their names are to be shown in the seniority list in their parent disciplines only (not in Finance/Accounts Discipline) with a remark that the officers concerned have been posted to the Systems Audit Group. They will continue to be considered for promotions in their parent discipline, subject to their eligibility. These officers may also be reverted to parent disciplines after they have completed tenure of 3 years. However, the management reserves the rights to extend or curtail the period.
- 24.3 The inter-se-seniority of persons who have secured the same number of marks is to be determined with reference to their age, the older being senior to the younger.
- 24.4 Between employees appointed to the same Grade by direct recruitment and by promotion on the same forenoon / afternoon of the same date, those appointed by promotion are to be deemed senior to those appointed by direct recruitment.
- 24.5 Seniority lists Grade wise are to be drawn up and maintained up to-date. Any employee who is aggrieved with the seniority assigned to him is entitled to appeal to the appointing authority through proper channel. A common seniority roster in respect of all officers in Grade – VI and above company wide will be maintained at the Corporate Office. In preparing such rosters, name of officers on deputation and officers on contract will be shown distinctly.

- 24.6 The office of the CEOs will maintain seniority lists of officers in Grade- III, IV & V of its constituent divisions. All appointments / promotions made by the CEO to posts in Grade-VI are to be communicated to Corporate Office duly indicating the date of appointment as well as inter-se-seniority in case more than one officer has been appointed / promoted to the Grade on the same date. In addition, cases of postponement of officers in Grade-VI and above due to extension of probation are also to be intimated to the corporate office for incorporation in the seniority list of officers in Grade-VI and above maintained by the corporate office on a Company wide basis.
- 24.7 All appointments to new trades either at the instance of the Management or at the request of the employee should be effected only against direct recruitment quota of posts.
- 24.8 Services rendered by employees on contract in the Company will be reckoned for purpose of fixing their seniority in the respective Grade after their appointment on a regular basis.
- 24.9 **Seniority on reversion / demotion** : The seniority of an employee demoted/ reverted to the lower Grade/ Group shall, in the case of an employee directly recruited to the higher Grade/ Group, be reckoned from the date of his appointment to the higher Grade/ Group and in the case of an employee promoted/ appointed to the higher Grade/ Group from the lower Grade/ Group from the date of his original appointment to the lower Grade/ Group to which he has subsequently been demoted.
- 24.10 If such a demoted/ reverted employee is subsequently promoted/ appointed to the Grade/ Group from which he was demoted, the service rendered by the employee in the Grade / Group prior to reversion/ demotion shall be taken into account while fixing his seniority in the higher Grade/ Group after such promotion/ demotion.

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Bond Format – Assistant Engineer

(STAMP VALUE Rs.200/-)

(* THIS AGREEMENT made on the _____ Day of _____ Two Thousand and _____ amongst

(* ***(To be filled by Office only)***)

(i) Shri/Smt/Ms _____ Son /
Daughter of Shri _____ aged
_____ years residing _____ at

_____ (here-in-after called the Employee) of the first part.

(ii) Shri/Smt/Ms _____ Son /
Daughter of Shri _____
aged _____ years residing _____ at

_____ (here-in-after called the SURETY) of the second part AND

The Hindustan Aeronautics Limited, _____ Division, _____ a Company incorporated under the Companies Act, having its Registered Office at 15/1, Cubbon Road, Bangalore – 560 001 (here-in-after called the COMPANY) of the third part.

WITNESSES AS FOLLOWS

- I. WHEREAS the Company has selected the employee and agreed to impart training to the employee for a total period of 16 weeks.
- II. WHEREAS the Employee has while consenting to undergo the said training, has agreed to abide by the provisions of the training scheme and the Terms & Conditions herein contained.
- III. WHEREAS the Surety herein has, on the request of the Employee, agreed to guarantee to the Company the due observance by the Employee of the Terms & Conditions of this agreement and the conditions stipulated for the sponsorship to the above training.

IV. NOW THESE PRESENTS WITNESS AS FOLLOWS:

- (1) The Company hereby sponsors the Employee for _____ in _____ subject to the Terms & Conditions and covenants herein contained;
- (2) The Company shall bear all expenses connected with the said training as per rules in addition to usual Pay and Allowances admissible to him;
- (3) The duration of the training is _____ Weeks provided however the Company shall be entitled to reduce or extend its terms or suspend it or cancel it altogether or recall the Employee at any time without giving rise to liability in favour of the Employee in consequence thereof ;
- (4) On completion of the said training, the Employee shall be bound to rejoin duty in the \Company and serve it for the balance period of the probation period (after completion of the training) and for a further minimum period of two years from the date of his confirmation in the services of the Company (excluding periods of absence on leave without pay and all days of unauthorized absence) on such assignments as decided by the Company at its discretion in the interest of the Company;
- (5) The Employee hereby agrees and covenants with the Company as follows.
 - a) During the period of training, he shall apply himself conscientiously and diligently and endeavour to acquire the theoretical and practical knowledge imparted to him during the training. He shall produce a Certificate from the Institution or Authorities imparting the training to the effect that he has satisfactorily carried out the assignments;
 - b) In addition, abide by the Terms & Conditions of his training and carry out his obligations there under and under this Agreement;
 - c) duly observe the rules of conduct, attendance timings, dress regulations, discipline, hostel / mess regulations etc., as prescribed by the authority in charge of the training from time to time;
- (6) If the employees fail or neglect:
 - a) to undergo and complete the training satisfactorily as expected of him; or
 - b) to serve the Company as herein before provided, for the balance period of his probation period (after completion of the training) and for the full term of two years from the date of his confirmation as undertaken by him; or

Employee

Company

c) otherwise commits a breach of any part of the Terms and Conditions of the training or these presents, the Company shall be entitled to :

- (i) Suspend OR terminate his training;
- (ii) Reimbursement from the Employee (including the Surety) the amount equal to the total expenditure incurred by the Company on his training, subject to a ceiling of Rupees Two lakhs. This amount will be arrived at taking into account the Pay & Allowances which will be paid to him by the Company during the training period (including contribution to the PF & provision for Gratuity) and Course Fee & other expenses incurred by the Company in connection with the training.
- (iii) The amount reimbursable as at 6 c (ii) above will be arrived at as follows:

<p>i) In case the Employee leaves the Company during the period of training.</p>	<p>The actual expenditure incurred by the Company during the training period (upto the date of Leaving), consisting of Pay & Allowances paid during the training period (including contribution to the PF & provision for Gratuity) and Course Fee & other expenses incurred by the Company in connection with the training, subject to a ceiling of ₹ 2 lakhs (Rupees Two Lakhs only).</p>
<p>ii) In case the Employee leaves the Company after completion of the training but before the date of confirmation</p>	<p>The actual expenditure incurred by the Company during the training period, consisting of Pay & Allowances paid during the training period (including contribution to the PF & provision for Gratuity) and Course Fee & other expenses incurred by the Company in connection with the training, subject to a ceiling of ₹.2 Lakhs (Rupees Two Lakhs only).</p>
<p>iii) If the Employee leaves the Company after the date of confirmation</p>	<p>The actual expenditure incurred by the Company during the training period, consisting of Pay & Allowances paid during the training period (including contribution to the PF & provision for Gratuity) and Course Fee & other expenses incurred by the Company in connection with the training, subject to a ceiling of ₹.2 lakhs (Rupees Two Lakhs Only).</p>

Employee

Company

(7) The Surety herein covenants with the Company that the Employee shall duly perform all his obligations towards the Company as per the conditions of his training under this Agreement and in the event of his failing or neglecting to do so, the Surety shall pay to the Company whatever is payable to it by Employee in that behalf in accordance with this Agreement.

(8) All Suits and legal proceedings pertaining to this Agreement or any matter howsoever arising out of or connected herewith shall be instituted and decide in the Courts at Bangalore or in the Courts where the Divisions / Offices of the Company are situated and the Employee is posted for training or service and those Courts alone shall have jurisdiction to entertain or adjudicate thereon.

(8) IN WITNESS WHERE OF the Parties herein have executed those presents at

Employee

Company

IN WITNESS WHEREOF the parties herein have executed these presents.

TRAINEE

Signature _____
Name _____
Address _____

WITNESSES *

1)Signature _____
Name(Caps) _____
Address _____

2)Signature _____
Name(caps) _____
Address _____

SURETY (2 signatures of the Surety)

1) Signature _____
Name _____
Address _____

WITNESSES *

1)Signature _____
Name(Caps) _____
Address _____

2) Signature _____
Name (caps) _____
Address _____

Signature: _____

for **HINDUSTAN AERONAUTICS LIMITED (To be signed by HAL Authorities)**

WITNESSES *

1) Signature _____
Name (Caps) _____
Address _____

2) Signature _____
Name (Caps) _____
Address _____

*Give full name & address of
Witnesses

FOR COMPANY

**PAY OF EX-SERVICEMEN ENGAGED ON CONTRACT BASIS IN THE 2012 PAY SCALES DURING THE
CONTRACT PERIOD AND ON ABSORPTION / TENURE BASIS**

Sl. No.	Completed years of Post Qualification Service in the Armed Forces in the relevant Trade / Discipline	Channels of Induction (based on Qualification)	Scale of Induction	Pay on Induction			Pay on extension of Contract Service after 1 year			Pay on extension of Contract Service after 2 year		
				Basic Pay	Personal Pay	Total	Basic Pay	Personal Pay	Total	Basic Pay	Personal Pay	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	upto & including 5	B	4	10400	4600	15000	10400	4600	15000	10500	4700	15200
2	6-8		4	10400	4600	15000	10500	4700	15200	10570	4960	15530
3	9-11		4	10500	4700	15200	10570	4960	15530	10720	5120	15840
4	12		5	10750	5160	15910	10910	5250	16160	10950	5600	16550
5	13-15		5	10910	5250	16160	10950	5600	16550	11090	5820	16910
6	16-19		5	10950	5600	16550	11060	5780	16840	11200	6070	17270
7	20		6	11050	5770	16820	11060	5780	16840	11200	6070	17270
8	21-23		6	11060	5780	16840	11200	6070	17270	11390	6320	17710
9	24 & above		6	11200	6070	17270	11390	6320	17710	11600	6550	18150
10	upto & including 5	C	5	10750	5160	15910	10910	5250	16160	10950	5600	16550
11	6-8		5	10910	5250	16160	10950	5600	16550	11090	5820	16910
12	9-11		5	10950	5600	16550	11060	5780	16840	11200	6070	17270
13	12		6	11050	5770	16820	11060	5780	16840	11200	6070	17270
14	13-15		6	11060	5780	16840	11200	6070	17270	11390	6320	17710
15	16-19		6	11200	6070	17270	11390	6320	17710	11600	6550	18150
16	20		7	11400	6330	17730	11650	6620	18270	12020	6800	18820
17	21-23		7	11650	6620	18270	12020	6800	18820	12590	6800	19390
18	24 & above		7	11750	6800	18550	12310	6800	19110	12890	6800	19690
19	upto & including 5	D	6	11050	5770	16820	11060	5780	16840	11200	6070	17270
20	6-8		6	11060	5780	16840	11200	6070	17270	11390	6320	17710
21	9-11		6	11200	6070	17270	11390	6320	17710	11600	6550	18150
22	12		7	11400	6330	17730	11650	6620	18270	12020	6800	18820
23	13-15		7	11650	6620	18270	12020	6800	18820	12590	6800	19390
24	16-19		7	11750	6800	18550	12310	6800	19110	12890	6800	19690
25	20		8	11750	6800	18550	12310	6800	19110	12890	6800	19690
26	21-23		8	12310	6800	19110	12890	6800	19690	13490	6800	20290
27	24 & above		8	12890	6800	19690	13490	6800	20290	14100	6800	20900

Annexure C

**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* _____ of 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.

Annexure D

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

This to certify that Shri / Smt / Kumari _____, son /
daughter of _____, of Village / Town _____ in District / Division
_____ in the State / Union Territory _____

belongs to the _____ Community which is recognized as a Backward Class under
the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. _____, dated _____. Shri / Smt / Kumari
_____ and / or his / her family ordinarily reside(s)
in the _____ District / Division of the State / Union
Territory. This is also to certify that he/she does not 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

* The authority issuing the certificate may have to mention the details of
Resolution of Government of India, in which the caste of the candidate is
mentioned as OBC.

** 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

**DECLARATION TO BE FURNISHED BY CANDIDATES SEEKING
RESERVATION AS OBC**

To:

The Dy. General Manager (HR)/ Chief Manager (HR) / Senior Manager (HR)

Sub:- Selection for the post of _____

Respected Sir,

“I _____ son / daughter
of Shri _____ resident of village /Town /
City _____

Dist _____ State _____ hereby
declare that I belong to the _____ community which is
recognized as Backward Class by the Government of India for the purpose of
reservation in services as per orders contained in Department of Personnel &
Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 8.9.1993, It is
also declared that I do not belong to Persons/sections (creamy layer)
mentioned in column 3 of the Schedule to the above-referred Office
Memorandum dated 8.9.1993.”

2. I further declare that I have been selected and offered the above said post
provisionally which is reserved for the persons belonging to OBC Non Creamy
Layer Category. I know that my appointment to this post is provisional and is
subject to the community certificate being verified through the proper channels
and if the verification reveals that my claim to belong to Other Backward Class or
not to belong to Creamy Layer is false, my services will be terminated forthwith
without assigning any further reasons and without prejudice to such further
action as may be taken under the provisions of the Indian Penal Code for
production of false caste certificate.

Thanking you,

Yours faithfully,

Signature of the candidate

Disability Certificate (FORM –V)

(In cases of amputation or complete permanent paralysis of limbs or dwarfism
and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size
attested photograph
(Showing face only)
of the person with
disability.

Certificate No.

Date:

This is to certify that I have carefully examined Shri / S mt. /Kum.
_____ son /wife /daughter of Shri _____ Date
of Birth (DD/MM/YYYY) _____ Age _____ years, male/ female
_____ registration No. _____ Permanent resident of
House No. _____ Ward/Village/Street _____ Post Office _____
District _____ State _____, whose photograph is affixed
above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in
words) permanent locomotor disability/dwarfism/blindness in relation to
his/her _____ (part of body) as per guidelines (.....number and
date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of
residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of
notified Medical Authority)

Signature/thumb
impression of the person
in whose favour certificate
of disability is issued

**Disability Certificate (Form – VI)
(In case of Multiple Disabilities)**

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/ Smt./ Kum.
_____ son /wife /daughter of Shri _____ Date
of Birth (DD/MM/YYYY) _____ Age _____ years, male/ female
_____ .

Registration No. _____ permanent resident of House No. _____
Ward/Village/Street _____ Post Office _____ District _____
State _____, whose photograph is affixed above, and am satisfied
that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/ disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		

8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the 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 :

1) Not necessary, or

2) Is recommended /after..... year..... months and therefore this certificate shall be valid till -----

(DD) (MM) (YYYY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued

Disability Certificate (Form – VII)

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport
size attested
photograph
(Showing face
only) of the person
with disability.

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri / Smt / Kum
_____ Son / wife / daughter of
Shri _____ Date of Birth
(DD/MM/YYYY) _____ Age _____ years, male/female _____
Registration No. _____ permanent resident of House No.
_____ Ward/Village/Street _____ Post Office
_____ District _____ State
_____, whose photograph is affixed above, and am satisfied
that he/she is a case of _____ disability. His/her
extent of percentage physical impairment/disability has been evaluated as per
guidelines (.....number and date of issue of the guidelines to be specified) and
is shown against the relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			

12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above 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 _____ (DD/MM/YYYY).
 - @ 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

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Signature/thumb impression of the person in whose favour certificate of disability is issued
--

Countersigned
{Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a Government servant (with seal)}

Note- In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

UNDERTAKING / DECLARATION

From :
(Name & Address of the Candidate)

.....
.....
.....

To:
Head of HR Department

HAL.....Division / Office
.....

Sir,

Sub : Selection for the post of
Ref : Advertisement / Notification No.. dated

I have applied for the above mentioned post vide my application dated On clearing the Written Test held on, I have now been called for the Document Verification / Interview.

2. In this connection, I hereby declare that the qualifications possessed by me as on the date of submission of the application were the following (to indicate from SSLC onwards):

Sl. No.	Qualification Name	Institution / University / Board	Month & Year of Passing	% of Marks & Class obtained	Duration of the Course	Full Time / Part Time / Correspondence

3. Further, I have been pursuing the following qualifications as on the date of submission of the application also:

Sl. No	Qualification Name	Institution / University / Board	Month & Year of Joining the Course	Duration of the Course	Full Time / Part Time / Correspondence	Present status of completion of the course

4. It is declared that I do not possess any qualification (lower or higher) other than those indicated at para-2 above. Similarly, I am not pursuing any qualification other than those indicated at para-3 above.

5. I understand that non declaration of any qualification possessed by me will render my selection null & void as and when it comes to the notice of the Company and that my selection will be rejected & service terminated. I also understand that this will be applicable for my entire length of service in the Company.

Signature

Name :.....

Place :

Date :

Quantum of Reservation
For SCs, STs & OBCs in Direct Recruitment to Group 'C' (Scale 3 & higher) and 'D'
(Scale 1 & 2) posts [Non-Executives]

Sl. No.	Name of the State / UT	Percentage of Reservation		
		SCs	STs	OBCs
(1)	(2)	(3)	(4)	(5)
1	Andhra Pradesh	16	7	27
2	Arunachala Pradesh	1	45	0
3	Assam	7	12	27
4	Bihar	16	1	27
5	Chhattisgarh	12	32	6
6	Goa	2	12	18
7	Gujarat	7	15	27
8	Haryana	19	0	27
9	Himachala Pradesh	25	4	20
10	Jammu & Kashmir	8	11	27
11	Jharkhand	12	26	12
12	Karnataka	16	7	27
13	Kerala	10	1	27
14	Madhya Pradesh	15	20	15
15	Maharashtra	10	9	27
16	Manipur	3	34	13
17	Meghalaya	1	44	5
18	Mizoram	0	45	5
19	Nagaland	0	45	0
20	Orissa	16	22	12
21	Punjab	29	0	21
22	Rajasthan	17	13	20
23	Sikkim	5	21	24
24	Tamil Nadu	19	1	27
25	Tripura	17	31	2
26	Uttaranchal	18	3	13
27	Uttara Pradesh	21	1	27
28	West Bengal	23	5	22
29	Andaman & Nicobar Islands	0	8	27
30	Chandigarh	18	0	27
31	Dadra & Nagar Haveli	2	43	5
32	Daman & Diu	3	9	27
33	Delhi	15	7.5	27
34	Lakshadweep	0	45	0
35	Pondicherry	16	0	27
36	Telangana	15	7.5	27

Annexure H

Government of.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. -----

Date: _____

VALID FOR THE YEAR _____.

This is to certify that Shri/Smt./Kumari _____ son / daughter/wife _____ permanent resident of _____ Village /Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose phot ograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family"' is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size attested photograph of the applicant

*Note1 :.Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and s iblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a " Family" in di fferent l ocations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



APPLICATION FORM

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 _____	
6.	State of Domicile and Nationality	
7.	Contact / Mailing Address	Permanent Address
Pin Code.....Pin Code.....
	Phone No (with STD Code): Mobile No: Email ID:	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 1.01.1980 to 31.12.1989? (<i>copy of Certificate to be produced at the time of Document Verification / Interview</i>)	Yes / No
11.	Circle the Category (<i>copy of Certificate to be produced at the time of Document Verification / Interview</i>) in case of SC/ST/OBC/EWS)	SC / ST / OBC / EWS / GEN
12.	Are you a Person with Disability (PWD)? If so, mention the category of Disability (VD/OD/HD) (<i>copy of Certificate to be produced at the time of Document Verification / Interview</i>)	Yes / No VD / OD / HD/ Benchmark Disabilities to be mentioned
13.	a) Are you an Ex- Serviceman? <i>If yes , mention the last Rank held and the no. of years served in the Rank.</i> b) Are you Serving Officer in the Armed forces? <i>If yes, mention the present Rank and the no. of years completed in the Rank.</i>	Yes / No ----- Yes / No -----
14.	Have you been interviewed by HAL any time earlier? (<i>If yes, please give the details of the post for which you have been interviewed as also date/year/venue</i>) If Yes: Post Interviewed: Date of Interview: Venue of Interview:	Yes / No ----- ----- ----- -----

15.	Are any of your close relatives working in HAL? If yes, provide details of Name, Designation, Division, etc.	
16.	<p>Have you ever been a Member/Worker of any Political Party/Organisation or participated in any Political activities? If 'Yes' please give the following details:</p> <p>a) Name of Political Party / Organisation :</p> <p>b) Particulars of Political Activity (if any) :</p> <p>c) Period of Membership (from year)/year of participation in Political Activity</p> <p>d) Nature of Participation in Political Activity</p> <p>e) Office, if any, held in Political Party:</p>	

17. EDUCATIONAL QUALIFICATION: (*Academic and Professional – only from Degree onwards*)

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	Month & Year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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

18. Details of Training undergone in the last 5 years

Name of Program	Institution / Organisation	Duration of the Training	
		From (dd/mm/yy)	To (dd/mm/yy)
(1)	(2)	(3)	(4)

(use separate sheets, if required)

19. Professional Experience from the First Job onwards to Current Job

(chronological order) :

Sl. No	Designation	Organisation	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)

20. 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)*

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

22. a) Present Scale of Pay _____

Basic Pay _____ DA _____ Gross Pay _____

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

24. Pay Expected: _____

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

26. 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)*

27. Details of Application fee paid:

Name of SBI Branch / Bank	Branch Code	Date	Amount

(Copy of Challan "HAL Copy" to be enclosed with the application)

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:

Date :

Signature of the Candidate

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 application blank

PHYSICAL STANDARDS FOR RECRUITMENT TO NON-EXECUTIVE POSTS IN SECURITY & FIRE DISCIPLINES

Sl. No.	Test	Upto 30 years			31-40 years			41-45 years		
		Excellent	Good	Satisfactory	Excellent	Good	Satisfactory	Excellent	Good	Satisfactory
1	Chin Ups	10	8	6	9	7	5	8	6	4
2	Push Ups	24	22	20	22	20	18	20	18	16
3	Bend Knee Sit Ups	40	35	30	35	30	25	30	25	20
4	100 mtr Sprint (in seconds)	13	15	17	15	17	19	17	19	21
5	2.4 km Run (in mintues)	9	9.3	10	10.3	11	11.3	11.3	12	12.3
6	Rope Climbing	10 Mtrs	To be completd by all candidates							
7	Monkey Crawl	10 Mtrs								

Sl. No.	Test	46-50 years			51-55 years		
		Excellent	Good	Satisfactory	Excellent	Good	Satisfactory
1	Push Ups	16	14	12	12	10	8
2	Bend Knee Sit Ups	25	20	15	15	11	7
3	2.4 km Run (in mintues)	13	14	15	-	-	-
4	3 km Walk (in minutes)	-	-	-	28	29	30
5	2 km Run (in mintues)	-	-	-	-	-	-
6	Rope Climbing	10 Mtrs	To be completd by all candidates				
7	Monkey Crawl	10 Mtrs					

Notes:

1. In order to qualify in the Physical Test, the candidate should:
 - a) meet a minimun requirement of 'Satisfactory' standards as above; and
 - b) complete the 'Rope Climbing' and 'Monkey Crawl' of 10 meters each.

NOTICE FOR INFORMATION

Hindustan Aeronautics Limited is committed to conduct recruitment in the most transparent and fair manner, without any fear or favour. This selection is purely on merit basis, therefore, candidates are requested to desist from approaching anybody for any favour, unethical malpractices in getting selection. If anyone assures you of getting you selected in this selection process, do not fall prey to such touts. In the interest of general public, you are all requested to bring the names and other details of such personnel to the notice of the following authorities for taking further action so that this menace can be curbed. As per Company's Whistle Blower's policy, the name of such persons will be kept confidential.

Name & Designation	Office phone No.	Mobile	E-mail id
ED/GM			
CVO			cvo@hal-india.co.in
Divisional VO			
CVC			cvc@nic.in

How to lodge the complaint:

- i. Please note that we do not entertain anonymous / Pseudonymous complaint as per Complaint Handling Policy.
- ii. Register your complaint directly with the officials mentioned above and the Vigilance Department.
- iii. Complainant may also file his/her complaint on www.vigeyegpms.in or www.hal-india.co.in
- iv. You can send blank SMS or "VIGEYE" to 09223174440 to get an SMS containing the registration link in your mobile; you have to register first before filing complaint.

Model Document Verification Letter

No:

Date :

To

Mobile No:

Email id:

Dear Candidate,

**Sub: Document Verification for the post of _____ under
_____ Category.**

Ref: Advertisement No:

Roll No:

We thank you for attending the Written Test held on _____ at
for selection to the post of _____ under
_____ Category. In continuation of the selection process, you are
required to appear for the Document Verification on _____ at
_____ hrs at the following Venue:

Venue Details :

2. You are required to produce the following documents **in original along with one set of self-attested photocopies**, for verification:

- a) Certificate in support of your:
 - i) Date of Birth (SSLC Mark Sheet/ Certificate/ Birth Certificate);
 - ii) Higher Secondary Certificate;
 - iii) **Disability Certificate in the prescribed format (if applicable);**
 - iv) Caste [SC / S T / OB C (Non-Creamy Layer)/EWS] (if applicable);
 - v) Sub Category (Ex-Serviceman) (if applicable);
- b) Certificate & Marks Sheets of all Semesters / Years of **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. It is pertinent to mention here that shortlisting has been done based on the Marks / Percentage as indicated by you against the Degree as possessed by you. The Marks / Percentage indicated in the application may be supported with the Certificates, please (as applicable).

- c) Certificate of Proficiency in **Typing / PC Operations** of minimum **3 Months (the duration needs to be continuous) (with dates mentioned clearly in the Certificate)**. In respect of candidates possessing the qualification of Degree in Computer Science or Degree in Computer Applications, Certificate of Proficiency on PC Operations is not required (as applicable).
- d) Candidates who are awarded Gradations under the CGPA / GPA system in respect of Bachelor's Degree are required to bring proof issued by the University / Institute for converting CGPA / GPA Gradations into appropriate percentage.
- e) Certificate & Marks Sheets of all Semesters / Years of other Qualification possessed, if any, as declared in the Application Form (*wherever applicable*);
- f) Experience Certificates/ Service Certificates in respect of past experience possessed in the letter head of the respective Company, indicating the date of joining & date of relieving (*If applicable*);
- g) Offer of Appointment with date of joining & recent salary slip in respect of the present experience (*If applicable*);
- h) **No Objection Certificate**, in case of candidates employed in Central/ State/ Semi-Government/ Public Sector Undertakings etc. (including candidates engaged on Contract basis in Central/ State/ Semi-Government/ Public Sector Undertakings etc.);
- i) Duly filled in Checklist of Documents, Employment Questionnaire, Traveling Allowance (TA) claim for outstation candidates (*if Applicable*) and Undertaking enclosed with respect to Higher Qualification..

3. In addition to the documents at para – 2 above, in case of candidates belonging to the **OBC Community (Non-creamy layer)**, a Certificate not older than 6 months as on _____ (**last date specified for receipt of Applications**), issued by the Competent Authority, has to be produced. Further, it may be noted that the Category / Disability details declared in the Application form cannot be changed at the time of Document Verification.

4. You are being called for the Document Verification, based on the details / information furnished by you in the Application Form submitted. **If any of the information with regard to your Age, Qualification, Disability, Sub-Disability, Percentage of Disability, Category (SC/ST/OBC/UR), Sub Category (Ex-Servicemen), etc. possessed is not meeting the criteria indicated in the Advertisement No. _____, please ignore this Intimation Letter and you need not attend the Document Verification.** It may be noted that 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.

5. It is yet again reiterated that requisite Age, Qualification, Experience etc., as contained in the Detailed Web Advertisement, is reckoned as on _____. Candidates meeting the stipulated eligibility criteria as on the cut-off date only are requested to attend the Document Verification. Candidates are therefore requested to ensure that they possess the required advertised criteria in terms of age, qualification, etc.

6. Only the Outstation candidate appearing for the Document Verification will be reimbursed _____. Payment will be subject to production of proof of travel (i.e. Original onward journey ticket and Photocopy of return ticket). In case the candidate travels by other modes of transport, they will be reimbursed the fare limited _____ by shortest route by train / Bus on production of proof of travel i.e. boarding pass in case of travel by Flight, Bus tickets etc. Further, candidates are required to arrange accommodation on their own for appearing for the Document Verification.

7. Please note that in case of **non-production of documents / NOC as mentioned at paras – _____ above (wherever applicable)** and on the day of the Document Verification, if it is found that you are not meeting any of the eligibility criteria notified in the Detailed Web Advertisement, your candidature will be summarily rejected. **You will also not be entitled for reimbursement of Travelling Allowance referred at Para – _____ above.**

8. A line in confirmation of your attending the Document Verification may be forwarded to us by e-mail at _____ on or before _____. In case you are not able to attend the Document Verification, kindly let us know the reasons for the same. Any request for change of date and time for attending the Document Verification will not be entertained.

Thanking you,

Yours faithfully,
For Hindustan Aeronautics Limited,

CM(HR)/SMHR)/M(HR)/DM(HR)

Paras 2(b) & (c) will change as per the Qualification requirement of the advertised Post.

HINDUSTAN AERONAUTICS LIMITED
 _____ DIVISION / OFFICE, _____
(HUMAN RESOURCE DEPARTMENT)

STAFF SELECTION COMMITTEE - INDIVIDUAL INTERVIEW ASSESSMENT SHEET
(FOR DIRECT RECRUITMENT TO POSTS WITH WRITTEN TEST - EXECUTIVES)

Name of the post	:		Advertisement No.	:	
No. of posts (incl reservation)	:		Date of Advertisement	:	
Scale of Pay	:		Date & Time of Interview	:	
Minimum Educational Qualification Prescribed	:		No. of Candidates called for Interview	:	
			No. Reported	:	
			No. Qualified	:	

SL. NO.	Roll / Registration No.	Name	Date of Birth	Category	Interview	Remarks
					15 Marks (Max)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						

Note : A candidate, in order to qualify should get a minimum 50% of total marks against Column (6). Relaxation in respect of reserved category is as per rules.

**MEMBER
CHAIRMAN**

MEMBER

MEMBER

MEMBER / SECRETARY

Individual Committee Member to sign with Name, Designation, Division & Date

HINDUSTAN AERONAUTICS LIMITED

DIVISION / OFFICE, _____
(HUMAN RESOURCE DEPARTMENT)

STAFF SELECTION COMMITTEE - CONSOLIDATED INTERVIEW ASSESSMENT SHEET
(FOR DIRECT RECRUITMENT TO POSTS WITH WRITTEN TEST - EXECUTIVES)

Name of the post	:		Advertisement No.	:	
No. of posts (incl reservation)	:		Date of Advertisement	:	
Scale of Pay	:		Date & Time of Interview	:	
Minimum Educational Qualification Prescribed	:		No. of Candidates called for Interview	:	
			No. Reported	:	
			No. Qualified	:	

SL. NO.	Roll / Registration No.	Name	Date of Birth	Category	Average Interview Marks of the Selection Committee (Rounded off to 2 decimal points)	Remarks
					15 Marks (Max)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						

Note : A candidate, in order to qualify should get a minimum 50% of total marks against Column (6). Relaxation in respect of reserved category is as per rules.

MEMBER / SECRETARY

CHAIRMAN

To be signed with Name, Designation, Division & Date

HINDUSTAN AERONAUTICS LIMITED
 _____ DIVISION / OFFICE, _____
(HUMAN RESOURCE DEPARTMENT)

STAFF SELECTION COMMITTEE FINAL ASSESSMENT SHEET
(FOR DIRECT RECRUITMENT TO POSTS WITH WRITTEN TEST - EXECUTIVES)

Name of the post	:	Advertisement No.	:
No. of posts (incl reservation)	:	Date of Advertisement	:
Scale of Pay	:	Date & Time of Interview	:
Minimum Educational Qualification Prescribed	:	No. of Candidates called for Interview	:
Date of Written Test	:	No. Reported	:
No. Qualified in Written Test	:	No. Selected	:

SL. NO.	Roll / Registration No.	Name	Date of Birth	Category	Marks (Rounded off to 2 decimal points)			Remarks
					Written Test	Interview	Total	
					85	15	100	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1								
2								

Note : A candidate, in order to qualify should get a minimum of 50% total marks against Columns (6) & (7) and secure minimum of 50% marks in the aggregate. Relaxation in respect of reserved category is as per rules.

MEMBER - SECRETARY

CHAIRMAN

To be signed with Name, Designation, Division & Date

HINDUSTAN AERONAUTICS LIMITED

DIVISION / OFFICE, _____

(HUMAN RESOURCE DEPARTMENT)

STAFF SELECTION COMMITTEE INDIVIDUAL INTERVIEW ASSESSMENT SHEET
(FOR DIRECT RECRUITMENT TO POSTS WITHOUT WRITTEN TEST - EXECUTIVES)

Name of the post :
 No. of posts (incl reservation) :
 Scale of Pay :
 Minimum Educational Qualification Prescribed :
 Minimum Experience prescribed :

Advertisement No. :
 Date of Advertisement :
 Date & Time of Interview :
 No. of Candidates called for Interview :
 No. Reported :
 No. Selected :

SL. NO.	Roll / Registration No.	Name	Date of Birth	Category	Weightage assigned by HR/concerned HoD		MARKS			Total	Remarks
					Educational Qualification	Experience in the field in which experience is useful or required for the job for which he is interviewed	Knowledge of the job for which he is interviewed	General knowledge particularly in spheres allied to or connected with the one he is engaged in and is intended for	Personality		
(1)	(2)	(3)	(4)	(5)	20 (6)	20 (7)	30 (8)	20 (9)	10 (10)	100 (11)	(12)
1											
2											

Note : A candidate in order to qualify should get a minimum 50% of total marks against Columns(8), (9) & (10) and secure minimum 50% of marks in the aggregate. Relaxation in respect of reserved candidates as per rules.

Markings : Education Qualification : 10 Marks for minimum education Qualification and 3 Marks for every additional stage of Qualification.

Experience : 10 Marks for minimum experience prescribed and 1 mark for every additional year of experience.

MEMBER

MEMBER

MEMBER

MEMBER / SECRETARY

CHAIRMAN

Individual Committee Member to sign with Name, Designation, Division & Date

HINDUSTAN AERONAUTICS LIMITED

 DIVISION / OFFICE, _____
 (HUMAN RESOURCE DEPARTMENT)

STAFF SELECTION COMMITTEE FINAL ASSESSMENT SHEET
(FOR DIRECT RECRUITMENT TO POSTS WITHOUT WRITTEN TEST - EXECUTIVES)

Name of the post :
 No. of posts (incl reservation) :
 Scale of Pay :
 Minimum Educational Qualification Prescribed :
 Minimum Experience prescribed :

Advertisement No. :
 Date of Advertisement :
 Date & Time of Interview :
 No. of Candidates called for Interview :
 No. Reported :
 No. Selected :

SL. NO.	Roll / Registrati on No.	Name	Date of Birth	Category	Weightage assigned by HR/concerned HoD		Average Interview Marks of the Selection Committee (Rounded off to 2 decimal points)				Remarks
					Educational Qualification	Experience in the field in which experience is useful or required for the job for which he is interviewed	Knowledge of the job for which he is interviewed	General knowledge particularly in spheres allied to or connected with the one he is engaged in and is intended for	Personality	Total [(sum of col nos (6) to (10))]	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1											
2											

Note : A candidate in order to qualify should get a minimum 50% of total marks against Columns(8), (9) & (10) and secure minimum 50%of marks in the aggregate. Relaxation in respect of reserved candidates as per rules.

Markings : Education Qualification : 10 Marks for minimum education Qualification and 3 Marks for every additional stage of Qualification.

Experience : 10 Marks for minimum experience prescribed and 1 mark for every additional year of experience.

MEMBER / SECRETARY

CHAIRMAN

To be signed with Name, Designation, Division & Date

ILLUSTRATIVE DUTIES OF THE SELECTION COMMITTEE FOR INTERVIEW

CHAIRMAN:

- i. Chairman shall ensure conducting the Interview process in fair and transparent manner.
- ii. He will familiarize himself with advertisement and the details of the criteria for selection of the candidate.
- iii. He will brief all the members of the Committee about the procedures and systems to be followed during the Interview process.
- iv. Each members of the committee are required to assess the candidates individually.
- v. He will ensure that the marks are awarded to each candidate in the specified assessment / rating sheet in ink and in numerical values only.
- vi. He will ensure that the final assessment / rating sheet of the interview is prepared on the final day of Interview itself and is properly sealed & handed over to Member / Secretary.
- vii. He shall be responsible for each act of the members of the Interview Committee.
- viii. Any other activities related to smooth completion of Interview.

MEMBERS:

- i. Members shall ensure conducting the Interview process in fair and transparent manner.
- ii. Members should get familiarize themselves with advertisement and the details of the criteria for selection of the candidate.
- iii. Members are required to assess the candidates individually.
- iv. Members shall award the marks to each candidate in the specified assessment / rating sheet in ink and in numerical values only.
- v. No discretion is used in relaxing any condition specified for appearing for Interview such as production of NOC etc.
- vi. Select panels are to be maintained as per the guidelines in each category and posts.

vii. Any other activities related to smooth completion of Interview.

MEMBER /SECRETARY:

- i. Member Secretary should provide blank individual assessment / rating sheet in respect of all the candidates who are appearing for Interview to all the members of the Committee.
- ii. Vacancy matrix (UR, OBC, SC & ST, PWD,EWS) should be provided to all the members.
- iii. Member Secretary shall collect the individual assessment / rating sheet from all the Members after conclusion of the Interview and the same has to be sealed.
- iv. All the members including Chairman should be briefed about the procedure by Member Secretary.
- v. The Member Secretary of Selection Committee is required to brief / apprise the Chairman / Members by providing copies of relevant portions of the Modified recruitment Rules and endorse the same in relevant Records.
- vi. An undertaking form as at Appendix **N1** to be given by Interview panel shall be distributed by the Member/Secretary and collect the same after getting attested.
- vii. Member Secretary should prepare a report on the interview process with his observations and submit.
- viii. Any other activities related to smooth completion of Interview.

UNDERTAKING

I _____ hereby declare that none of the candidates appearing in this interview are related / known to me directly or indirectly. I have assessed the candidates to the best of my prudence without any prejudice. I also accept that all the necessary rules and regulations pertaining to the Interview have been explained to me by the Member Secretary and I have understood the same.

Signature :

Name :

Designation:

Division :

Date :

**ILLUSTRATIVE DUTIES OF THE PERSONNEL INVOLVED IN THE
VERIFICATION OF DOCUMENTS**

- i. The personnel involved in verification of documents shall be well conversant with the recruitment rules & procedures.
- ii. They all familiarized with the criteria for selection of candidates for the advertised posts.
- iii. He will prepare a chart of the applications verified and record reasons for rejection of candidates, if any, at the time of Document Verification / Interview.
- iv. A check list shall be provided for the personnel engaged in verification of documents so that no point is left unverified.
- v. The Officers detailed for verification shall ensure that no information pertaining to the verification process is leaked out.

**ILLUSTRATIVE CHECK-LIST FOR VERIFICATION OF DOCUMENTS AT THE
TIME OF DOCUMENT VERIFICATION / INTERVIEW**

The following documents are to be produced by the candidates (Original plus one set of self attested photocopies) when reporting for Interview:

Name of the Candidate :

Name of the Post :

Date of Document Verification /
Interview :

Venue :

Sl.No	Description	Whether requisite certificates are submitted (Yes or No)	Remarks of the Document verification Officer
1	Certificate in support of Age		
2	SSLC / HSc Certificate		
3	ITI / N AC / Diploma Certificates (as applicable)		
4	ITI / NAC / Diploma Mark Sheets (as applicable)		
5	Bachelor's Degree Certificate / Provisional Certificate (as per advertisement)		
6	Bachelor's Degree Mark Sheets of all the Semesters / Years		
7	Post Graduate Degree Certificate / Provisional Certificate (as per advertisement) (as applicable)		
8	Post Graduate Degree Mark Sheets of all the Semesters / Years (as applicable)		
9	Additional Qualifications if any		
10	Caste Certificate (SC/ST/OBC-NCL) / Income & Asset Certificate (as applicable)		
11	PWBD Certificate (as applicable)		

12	Ex-Servicemen (as applicable)		
13	Proof issued by the University for converting CGPA in to percentage (as applicable)		
14	No Objection Certificate (NOC) from present employer (as applicable)		
15	Relieving letter from present Organization (as applicable)		
16	Experience Certificate (as applicable)		
17	Proof of Salary / Pay-Slip of the present organization (as applicable)		
18	Training Certificate (as applicable)		
19	Whether retired from Government / PSUs etc on VRS		
20	Undertaking if any		
21	Any other relevant documents		

Date :

Signature of Candidate

Place :

Name :

Roll / Reg.No.

(FOR OFFICE USE)

The original certificates as mentioned at Sl.No.1 to 20 (wherever applicable) have been verified. The attested photocopies of the same (wherever applicable) are also enclosed herewith.

Note : Original certificate to be attached in case of Sl.No.14 if applicable.

Date :
Officer

Signature of the Verification

Name :

Designation :

Division :

MODEL PROVISIONAL OFFER OF APPOINTMENT – EXECUTIVES

HAL/HR/ / /

DD / MM / YYYY

<<Address>>
<<Address>>
<<Address>>
<<Address>>

Dear Sir,

Sub: Provisional Offer of Appointment to the Post of__ (Gr-) in the Scale of pay of Rs._____ (Under ____ Category)

With reference to your application in response to our advertisement and the subsequent Interview you had with us on DD/MM/YYYY, we are pleased to provisionally offer you the post of _____ (Gr-) at _____ **Division / Office, Hindustan Aeronautics Limited,** _____, on the following Terms & Conditions:

- (i) Your Basic Pay will be Rs._____/ - per month in the scale of pay of Rs._____. Besides Basic Pay, you will be eligible for variable DA, HRA / Company Accommodation and Allowances under the Cafeteria system. Total Allowances payable under the Cafeteria System will be limited to _____ of the running Basic Pay, as specified in the Rules. Other benefits like Performance Related Pay, Leave, Medical facilities, PF, Gratuity etc would also be admissible as per Company Rules.
- (ii) Your appointment will be subject to receipt of:
 - a) Your acceptance of the offer of appointment for the subject post;
 - b) Satisfactory medical report from the Company's Doctor;
 - c) Satisfactory report on verification of your character and antecedents from the concerned authorities; and
 - d) Satisfactory previous employers report / Vigilance Clearance from PSUs / Government / Agency as applicable.
- (iii) For making arrangements for medical examination, you are requested to contact the Chief of Medical Services / Chief Medical Superintendent of any of HAL Hospital listed at _____ on or before **DD/MM/YYYY**. A format for medical examination is enclosed as _____. It is to be informed that it may take two or more days for medical examination. You

are requested to make your own arrangements for the boarding, lodging etc at your own cost.

- (iv) On your appointment, you will be on probation for a period of 12 months and this period may be extended by the Company, if considered necessary. You will be deemed as confirmed in the post, only if you are intimated to that effect in writing by the Company. During the probationary period, your services can be terminated by giving three months Notice in writing or by payment of three months Basic pay plus DA in lieu of notice, without assigning any reason whatsoever. During the probation period you are free to resign from the services of the Company by giving three months notice in writing or by paying three months Basic pay plus DA in lieu of notice. However, the Management may not accept the request, if the circumstances so warrant.
- (v) After confirmation of the probation, your services can be terminated by the Management by giving three months notice in writing on either side or by payment of three months Basic Pay and DA in lieu of notice. You are also free to resign from the services of the Company by giving three months notice in writing or by paying three months Basic Pay and DA in lieu of notice. However, the Management may not accept the request, if the circumstances so warrant;
- (vi) You will be liable to serve in any position or Department / Office / Division of the company, in any part of India or Abroad, at the discretion of the Company;
- (vii) In case you belong to any of the reserved categories (SC/ST/OBC/EWS), your appointment will be provisional, subject to the Caste / Tribe / Income & Asset Certificate being verified through proper channel. In case you belong to the OBC Category, you should also bring a Certificate of belonging to the non-creamy layer issued by the Competent Authority. If the verification reveals that the claim to belong to SC/ST/OBC/EWS, as the case may be, is false, your services will be terminated forthwith without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake / false Caste Certificate;
- (viii) You have to obtain the written permission from the Competent Authority of the company before applying for any Scholarship / Appointment / Commission elsewhere. Further, applications for employment to outside Organizations will not be forwarded for a period of three years from the date of your appointment in the company;
- (ix) In case you have already applied anywhere else, the same may be brought to the notice of the management while accepting the offer without fail mentioning the name of the organization, post applied and other relevant details.

- (x) You are also requested to produce the following certificates / documents in original along with one set of Self attested Copies when you report for duty:
- a) A relieving Certificate and Service Certificate from your present employer;
 - b) Documentary evidence in proof of your Date of Birth;
 - c) Documents / Certificates in proof of your Educational and Professional Qualifications, Previous Experience, Training etc.
 - d) Two Character certificates from two different Gazetted officers of Government (for having known you for atleast six months on the date of signing of the certificate)
 - e) Certificate in respect of OBC / SC / ST / EWS / PWBD Candidates (as applicable)
- (xi) The age of superannuation in HAL is 60 years at present and therefore you shall retire from the services of the Company and you shall have no claim to continue in the services of the Company thereafter;
- (xii) During your employment, you will be governed by the Rules and Regulations of Service of the Company including Conduct, Discipline & Appeal Rules as in force at present and as may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to observe all such Rules and Regulations.
- (xiii) Requests for mutual transfer or request transfer from one Division to another Division / Complex will not be considered for a minimum period of 3 years from the date of joining the Division / Office.
- (xiv) You should intimate HAL, changes, if any, that have taken place or that will take place in respect of the particulars furnished by you in your Application / Bio – data for the post mentioned above;
- (xv) You will be entitled for the following for joining HAL as per the Rules of the Company:
- (a) _____ Train Fare by shortest route for self and dependent members of family from the place of your residence (as declared in your application) to the place of posting. This will be reimbursed to you after your joining the Division / Office of posting.
 - (b) Daily Allowance for Journey Time for self and dependent members of your family;

- (c) Rs. _____ /- towards Packing Allowance;
- (d) Reimbursement of Life Time Road Tax on vehicle owned by you;
- (e) Reimbursement of Cost of Carriage of personal effects by Goods / Passenger Train, subject to a maximum of _____Kgs Or actual cost for a full four wheeler wagon by Goods Train. In addition to this, you will also be entitled to the cost of transportation of personal Car / Motorcycle / Scooter / Moped, by Rail / Road, if you are owning and using the same at present. The charges (including packing and forwarding when carried by Goods Train) will be limited to the freight charges by Passenger Train. You will be liable to refund the entire amount so received in case you resign from the services of the Company within one year from the date of joining HAL.

<<<Above needs to be indicated as per the eligibility under TA / DA Rules>>>

- (xvi) You are advised not to resign from your present employment / job, till receipt of the final offer of Appointment / Engagement. The final offer of Appointment / Engagement will be issued on completion of:
 - (a) Pre-employment medical examination
 - (b) Verification of Character & Antecedents
 - (c) Obtaining Vigilance Clearance (Wherever applicable) and
 - (d) Other applicable administrative formalities

The date by which you can join in HAL will also be indicated in the final offer of Appointment / Engagement.

- 2. Please send your acceptance in the format as at _____ duly signed by you indicating the likely date by which you will be able to join our Organization, to reach the _____(HR), **Hindustan Aeronautics Limited**, _____, <<Address>> on or before **DD/MM/YYYY**.
- 3. Please also fill up the enclosed Attestation Forms and send the same together with five copies of your recent Passport size Photographs along with your acceptance. On receipt of your acceptance, and on completion of certain administrative formalities, the date by which you may have to report for duty at _____, **HAL**, _____ <<Address>> will be communicated to you.
- 4. Please note that this Offer of Appointment is issued under the presumption that all the information provided in the Application & employment Questionnaire are true & correct, and also you fulfill the eligibility criteria as per our advertisement. Please be informed that in case, after verification, if the details mentioned in the Application & Employment Questionnaire are found to be incorrect / not true, you will be liable to be terminated summarily.

5. To know more about HAL, its Product & Services and the Divisions, you may please visit our Website www.hal-india.co.in.
6. We take this opportunity to congratulate you on y our selection as _____, Grade ____ in HAL and look forward to your long and fruitful association with us.

Thanking you,

Yours faithfully,
For **Hindustan Aeronautics Limited**,

()
(DGM(HR) / CM(HR) / SM(HR) / M(HR))

Encl : As stated above

MODEL PROVISIONAL OFFER OF APPOINTMENT – NON-EXECUTIVES

HAL/HR/ / /

DD/MM/YYYY

<<Address>>
<<Address>>
<<Address>>
<<Address>>

Dear Sir / Madam,

**Sub : Provisional Offer of Appointment to the Post of
_____ Trainee (_____) – (Scale ____)
(Under ____ category)
-oOo-**

With reference to the Written Test held on **DD/MM/YYYY** and subsequent Interview you had with us on **DD/MM/YYYY**, we have pleasure in offering you Provisional offer of appointment as _____ **Trainee (_____)** in _____ **Division, Hindustan Aeronautics Limited,** _____ for one year on the following terms and conditions:

- (i) During the training period of one year, you will be paid emoluments (stipend) per month consist of the minimum Basic pay of _____ and Dearness Allowance on the basic pay as per the system applicable in respect of regular workmen which is revised on a quarterly basis. The present rate of DA is _____%. Accommodation Allowance will be paid in case the Company accommodation is not provided in HAL. Besides, you will be eligible for the following facilities:

a) LEAVE:

You will be entitled for 6 days of Casual Leave, with payment of Stipend etc., during the training period of one year. On absorption as a regular employee 15 days of vacation leave will be credited. In addition to this, you will be entitled for 2 weeks of planned vacation during the training period. Further, you will also be eligible For Maternity/Paternity leave as case may be as per rules during training period.

b) MEDICAL FACILITIES:

You will be entitled to avail the Medical Facilities in the Company Hospital for Self, Spouse and dependent Children (not to dependent parents) during the training period as admissible to family members of regular employees of the company.

c) UNIFORM:

You would be entitled to four sets of uniform material as well as stitching charges for the same, as admissible to regular employee of the Company. Further, an amount as applicable from time to time will be paid to you for purchase of leather black shoes/Sandals (Ladies). You will be required to wear the uniforms while undergoing training at the Training Institutions as well as during the on-the-job training in the Division/Office.

- ii) Your appointment will be subject to receipt of :
- a) Satisfactory medical report from the Company's Medical Officer at HAL Hospital, and the opinion of the Company's Medical Officer in this regard shall be final. You are, therefore, requested not to resign from your present employment if you are serving unless and until you are found medically fit by our company doctor and possessing all the relevant certificates/documents required to be submitted at the time of joining the post which is offered to you.
 - b) Satisfactory vigilance clearance report from the present employer in case you are serving any Central/State Govt./PSU, as may be applicable.
 - c) Receipt of satisfactory report on verification of your caste and character & antecedents from the concerned authorities. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation form which comes to the notice at any time during your service, your services would be liable to be terminated.
- iii) In case you belong to Scheduled Caste / Scheduled Tribe, your appointment is provisional and is subject to the caste/tribe certificate being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste/Scheduled Tribe, as the case may be, is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false caste certificate. In case you belong to Other Backward Class, your appointment is provisional and is subject to the community certificate being verified through the proper channels and if the verification reveals that the claim to belong to Other Backward Classes or not to belong to Creamy Layer is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false caste certificate.
- iv) In case you belong to Economically Weaker Section (EWS), your appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake / false, your services will

be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake / false certificate

- v) You will undergo “ On the Job Training “ for a period of 52 weeks and you will be liable to undergo the training as per the Training Scheme drawn up for this purpose. In case your performance during the training period is not found to be satisfactory, your training will be either extended further or will be terminated without giving any notice.
- vi) On satisfactory completion of the training and on passing the prescribed assessment which consist of test / Interview/ practical test, you will be appointed in the regular rolls with appropriate designation in Scale_____ in the Company on a starting Basic Pay of _____**(Rupees _____ only)** per month in the Scale of Pay of _____plus Allowances etc. admissible under the rules. If you do not qualify for appointment/absorption as an employee in the Company, your services will be terminated without giving any Notice.

You will be considered for absorption in the regular scales of the company subject to the following conditions:

- a) Availability of vacancies
 - b) Satisfactory performance during the training period
 - c) Qualifying prescribed assessment which consist of test / Interview Practical test for absorption
- vii) On your appointment as regular employee in the Company, you will be on **probation** for a period of **six months** and this period may be extended by the Company, if considered necessary. You will be deemed as confirmed in the post, only if you are intimated to that effect in writing.
 - viii) During the period of probation, your services are liable to be terminated at any time without giving notice and without assigning any reason whatsoever. After confirmation, your services can be terminated by one month's Notice in writing on either side or by payment of one month's Basic Pay in lieu of notice. In case of shorter notice, the liability will be restricted to payment of the proportionate period by which the notice falls short of the prescribed period. If during the notice period you are absent without permission, your services can be terminated without any notice. Further, in the event of your giving notice to terminate the contract of appointment in terms of this clause, the company will have the option to accept termination / resignation with immediate effect or at any time before the date of expiry of the Notice Period, in which case you will be paid only for the period you have actually worked.
 - ix) On your appointment / absorption as a regular employee in the company on successful completion of the training:

- a) You will be liable to serve in any part of India or Abroad at the discretion of the Company.
- b) You will be liable to serve in any position, Department or Shift as may be assigned to you from time to time.
- x) You shall not apply for any scholarship / appointment / commission elsewhere without first obtaining the written permission from the Competent Authority of the Company. You are required to give an undertaking to this effect before joining for training.
- xi) You should conceal and in no way reveal the secrets of the company or its business which comes to your knowledge during the course of service as per Official Secrets Act 1923, as amended from time to time.
- xii) You are required to bring the following certificates / documents in **ORIGINAL** as well as a set of **attested photo-copies** of the same when you report to HAL, for Training.
 - a) Documentary evidence in proof of your **Date of Birth** i.e. SSC Board Certificate or Secondary School Leaving Certificate only.
 - b) Documents /Certificates in proof of your **Educational and Technical qualifications**.
 - c) Experience Certificates on the company letter head, which has the details of the company and company registration number. If employed, the **relieving certificate** and Service Certificate from the present employer.
 - d) Character Certificate from two different Gazetted Officers (they should have known you for at least six months at time of signing the certificate) or the Principal / Head of the Department of College, where you had studied last if not submitted earlier.
 - e) Caste Certificate/Community Certificate in the case of Scheduled Caste and Scheduled Tribe / OBC candidates in the prescribed proforma. In case of OBC Candidates, valid Non-Creamy Layer Certificate is essential in the prescribed format required for appointment to the posts under Government of India.
 - f) Attestation forms duly filled in triplicate if not submitted earlier at the time of Medical Exam..
 - g) 3 copies of your recent passport size photograph.

2. The age of superannuation in HAL for regular employees is 60 years. On attaining 60 years of age, you shall be retired from the services of the Company.

3. You are required to report for training at your own expenses.

4. In respect of other matters, during the period of training you would be governed by the rules and regulations of the company as in force, from time to time. Further, during your period of employment, you will be governed by the rules and regulations of service of the company as in force at present and as may be amended or altered from time to time and your acceptance of this offer

of appointment carries with it, your agreement to observe all such rules and regulations.

5. You are required to inform the HR Department, of any change that has taken place in the particulars already furnished by you subsequent to the date of your filling the application form and before the date of your reporting for training. Similarly, you should inform the HR Department of any change that may take place in the particulars shown in the Application form, subsequent on your appointment, as and when they take place.

6. If the above terms and conditions are acceptable to you, please send your acceptance immediately in the enclosed proforma to _____.

7. Thereafter, on receipt of your satisfactory report on verification of your Character & Antecedents from the concerned authorities and fitness report from our Medical Officer of the Company, the Final Offer of Appointment will be issued to you by indicating the date by which you may have to report for Training at HAL, _____. For any queries and clarifications regarding the Offer of Appointment and other terms and conditions of appointment etc. you may contact the undersigned at _____.

8. Please note that this Offer of Appointment is issued under the presumption that all the information provided in the Application & employment Questionnaire are true & correct, and also you fulfill the eligibility criteria as per our advertisement. Please be informed that in case, after verification, if the details mentioned in the Application & Employment Questionnaire are found to be incorrect / not true, you will be liable to be terminated summarily.

9. To know more about HAL, its Product & Services and the Divisions, you may please visit our Website www.hal-india.co.in.

10. We take this opportunity to congratulate you on your selection as _____ in HAL and look forward to your long and fruitful association with us.

Thanking you,

Yours faithfully,
For **Hindustan Aeronautics Limited**,

()
[DGM(HR) / CM(HR) / SM(HR) / M(HR)]

Encl : as Above.

**MODEL PROVISIONAL OFFER OF ENGAGEMENT (TENURE BASIS) –
NON-EXECUTIVES**

HAL/HR/ / /
DD/MM/YYYY

To,

<<Address>>
<<Address>>
<<Address>>
<<Address>>

Dear Sir/Madam,

Sub: Provisional Offer of Engagement on Tenure Basis for the
post of _____ (Channel / Scale – ____), (under
_____ Category)
-oOo-

With reference to the Written Test held on D D/MM/YYYY and the
subsequent Document Verification you had with us on DD/MM/YYYY, we are
pleased to offer you the Provisional Offer of Engagement as
_____(indicate the name of the post) (Channel / Scale ____), on Tenure
Basis in Non- Executive (Workmen) Cadre in the Scale of Pay of
Rs. _____

2. Your engagement as _____ is for _____ trade (Job / Project /
Programme) on Tenure Basis, at HAL _____, will be for a period of _____
years subject to:

- i. Your acceptance of the Offer for the subject engagement;
- ii. Receipt of satisfactory Medical Report from the Company's Doctor;
- iii. Receipt of satisfactory report on Verification of your Caste and
Character & Antecedents;
- iv. Vigilance Clearance from the concerned Authorities, if any;
- v. Receipt of Police clearance certificate from the jurisdictional police
station stating that there is nothing adverse against you in the
Police records.

3. The other Terms & Conditions of the Tenure Engagement are enclosed at
Appendix-1.

4. If the enclosed Terms & Conditions are acceptable, you may kindly
intimate your acceptance of the Provisional offer by signing duplicate copy of
the Terms and Conditions issued to you.

5. You are requested to contact the Chief of Medical Services / Chief Medical Superintendent of HAL Hospitals for Medical Examination from _____ to _____. A Format for the Medical Examination is enclosed. The Medical Examination needs to be completed before you join the Company. Please note that opinion of the Company's Medical Officer in this regard shall be final.

6. Thereafter, on receipt of your satisfactory report on Vigilance Clearance from the concerned Authorities(if any), Police clearance certificate from the jurisdictional police station and Medical fitness report from Medical Officer of the Company, the Final Offer of Engagement will be issued to you indicating the date by which you may have to report for Training at HAL, _____. In case you are currently employed, you are advised not to resign from the services till receipt of Final Offer of Engagement. For any queries and clarifications regarding the Offer of Engagement and other Terms and Conditions of Engagement etc., you may contact the undersigned at _____.

7. Please note that this Offer of Engagement is issued under the presumption that all the information provided in the Application & Employment Questionnaire is true & correct, and also you fulfil the eligibility criteria as per the Notification / Advertisement. Please be informed that in case, after verification, if the details mentioned in the Application & Employment Questionnaire are found to be incorrect / not true / suppressed, you will be liable to be terminated summarily.

8. You are being engaged against a reserved vacancy and your engagement is provisional, subject to caste / tribe certificate being verified from the concerned Authorities. If the verification reveals that your claim to belong to SC / ST / OBC / EWS, as the case may be, is fake / false, your services will be terminated forthwith without prejudice to such further action as may be taken under the provisions of the Indian penal code for production of false / fake caste certificate (applicable for SC / ST / OBC / EWS) Certificate candidates only.

9. You are required to bring the following Certificates / Documents in ORIGINAL as well as a set of self attested photo-copies of the same, when you report to HAL for duty:

- i. Documentary evidence in proof of your Date of Birth i.e. SSC Board Certificate or Secondary School Leaving Certificate only;
- ii. Documents / Certificates in proof of your Educational and Technical Qualifications;
- iii. Experience Certificates on the Company letter head, which has the details of the Company etc., If employed, the Relieving Certificate and Service Certificate from the present employer;
- iv. Character Certificate in original from two different Gazetted Officers (they should have known you for at least six months at the time of signing the Certificate-Format attached) or the Principal / Head of the

Department of College, where you had studied last;

- v. Caste Certificate/Community Certificate in the case of Scheduled Caste and Scheduled Tribe / OBC / EWS candidates in the prescribed proforma. In case of OBC Candidates, valid Non-Creamy Layer Certificate is essential in the prescribed format required for appointment to the posts under Government of India;
- vi. Police clearance certificate from the jurisdictional police station stating that there is nothing adverse against you in the police records.
- vii. Attestation forms duly filled in triplicate;
- viii. 3 copies of your recent passport size photograph.

10. To know more about HAL, its Product & Services and the Divisions, you may please visit our Website www.hal-india.co.in.

Thanking You,

Yours faithfully
for Hindustan Aeronautics Limited

(_____)
[DGM(HR)/CM(HR)/SM(HR)/M(HR)]

Encl: As stated above

Terms & Conditions for Engagement of Shri /Smt. _____
on _____ **Tenure Basis as _____ (indicate Name of the post) (Channel /**
Scale – _____), at _____ (Name of the Division/R&D Centre/Office).

1. Tenure of Engagement

- 1.1 The engagement is 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 period from the date of joining, without any further notice.
- 1.2 Extension of the tenure for a further maximum period of 4 years will be considered, on case to case basis, in cases where workload & requirement exist and Committee evaluation w.r.t your Performance, Physical Attendance, Conduct & Discipline etc. during the period of your tenure,
- 1.3 The engagement on tenure basis will not confer any right or claim for the status of a regular employee of the Company.

2. Job Assignments

- 2.1 You are engaged to execute jobs as indicated at **Appendix-2**.
- 2.2 You will not divulge any information relating to the Job/ Project / Programme you are engaged for which you may come to know during your engagement with HAL;
- 2.3 You are required to execute and complete the Job Assignments as per requirements. In case, you fail to execute / complete the Job Assignments as per the required standards, HAL reserves the right to make alternative arrangements at your risk and any financial loss/damage suffered will be recovered to that extent from you.
- 2.4 You will be deployed for duty in 2nd / 3rd shift.

3. Remuneration

- 3.1 You will be paid a monthly Consolidated Remuneration inclusive of Basic Pay & Personal Pay of Rs. _____ Dearness Allowance (revised quarterly as per the rates applicable to the regular Workmen of the Company) on the Basic Pay + Personal Pay ; Company Quarters/ House Rent Allowance (If company quarters are not provided) based on classification of Cities; Special Allowance at the rate of 5% of the Basic Pay + Personal Pay; Washing Allowance @ _____ p.m.
- 3.2 An annual increase of 3% during the tenure shall be admissible on the Basic Pay + Personal Pay, subject to satisfactory performance.

3.3 For the purpose of Provident Fund, Basic Pay + Personal Pay + Dearness Allowance components of the Consolidated Remuneration will only be considered.

3.4 You will also be entitled for the following Allowances / Benefits / Incentives, as applicable to the regular Workmen of the Company:

- i) Meal Vouchers/ Canteen Allowance of Rs.2500/- per month;
- ii) Reimbursement of Conveyance expenditure @ Rs.2670/- per month in case you possess a Two Wheeler in your Name and use the same for commuting between residence & workplace. In such case, you will also be paid Rs.223/- per month towards Vehicle Maintenance charges. In all other cases you will be paid Conveyance Allowance @ Rs. 1860/- per month;
- iii) Monthly Incentive and Annual Incentive;
- iv) Quarterly Performance Pay;
- v) TA/DA for Official Duty;
- vi) Coverage under Group Insurance Scheme in lieu of EDLI;
- vii) Night Shift Allowance, wherever applicable.

4. Other Benefits and Terms & Conditions

4.1 You will be entitled for one day Casual Leave for each remaining complete month in the calendar year and also you are entitled for 2.5 days of Vacation Leave with Pay, for every calendar month of service.

4.2 You will be entitled for paid holidays of the Company as applicable to the regular Workmen of the Company.

4.3 Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.

4.4 A lumpsum amount of Rs.1000/- per month will be admissible to meet the Medical Expenses (both in-patient and outpatient), based on self-certification and NOC issued by ECHS / Defence forces. This amount shall be paid on monthly basis along with the Consolidated Remuneration. You will not be entitled for any other Medical Benefits in any of the HAL Hospitals & Dispensaries or elsewhere. In case of an emergency only, facilities in HAL Hospitals / Dispensaries can be availed.

4.5 You will be entitled for safety and protective gears, equipment, kits etc. as per the Company norms.

4.6 You will be entitled for 4 sets of Uniforms once in 2 years, Stitching Charges & Shoe Allowance (Safety Shoes, wherever applicable, in place of Shoe Allowance) will be issued / provided as per Rules.

- 4.7 You will abide by various Company Rules & Regulations (as applicable to Regular employees) which govern carrying out the assigned tasks and conduct, like Standing Orders, Transferability to other Departments or Divisions or Places, etc.
- 4.7 You would be covered under applicable Rules with respect to Income Tax, Service Tax, Professional Tax, etc.
- 4.9 You will be eligible for Company Quarters, wherever available. However, House Rent for Quarters including Water, Electricity charges etc. will be deducted as per Rules. No HRA will be payable.
- 4.10 You will be eligible to join the self contributory Group Personal Accident Insurance Scheme of the Company.
- 4.11 You will not be entitled for any Allowances or Benefits including promotion etc. other than those contained in the Offer of Tenure engagement.
- 4.12 Your Performance will be assessed as per Rules of the Company. In case of on-performance or poor performance, the Contract of Engagement can be terminated without assigning any reason.
- 4.13 Your engagement will be on full time basis and you will be required to work on Rationalised Standard Manhours (SMH) of the jobs as decided by Management Services (MSD) of the Division. Further you are required to work in more than one machine wherever applicable. Absence from duty other than on authorised Leave / Company Holidays will result in proportionate reduction in the Consolidated Remuneration and necessary action will be taken accordingly.
- 4.14 You will be required to undergo induction Training for a period of 08 weeks. You are required to report for training at your own expense.

5. Termination

- 5.1 The contract engagement will come to an end automatically on completion of four years period from the date of joining, without any further notice. This engagement can also be terminated at any time during the period of engagement by giving one month's notice by either party or payment of one month Basic Pay & DA component only as indicated in Consolidated Remuneration in lieu of Notice period.

6. Residual Matters

In respect of matters, which are not specified above, you will be governed by the applicable Rules and Regulations of HAL.

Acceptance of Provisional Offer of Engagement on Tenure basis

1. I hereby accept this Provisional Offer of Engagement on Tenure Basis for the post of _____, (_____), in the Scale of Pay of Rs. _____ in the _____ Non- Executive Cadre (Workmen), on the Terms & Conditions contained herein.

2. I am well aware that the engagement offered to me is for the specific period of Four years only and does not entitle me to claim permanent absorption or regularization.

3. I hereby undertake not to claim any better benefits including permanency & regularization than what is offered to me under the Contract Engagement. I hereby accept this Offer of Engagement as _____ in your Company, on the Terms & Conditions contained herein issued to me vide letter no. _____ dated _____.

Date

Signature:

Place

Name:

Job Assignments:

Division/ Office is required to clearly indicate the following:

- a) Specific Jobs / Projects/ Programmes that the Engaged Personnel will be required to execute;
- b) The requirement of operating more than one Machine (wherever applicable) at the workplace.
- c) The Specific Role, Charter of Duties, Responsibilities and Risk Clauses involved therein.

-oOo-

From _____

To

The DGM(HR) / CM(HR) / SM(HR) / M(HR) / DM(HR)
<<Address1>>
<<Address2>>
<<Address3>>

Dear Sir / Madam,

Sub : ACCEPTANCE OF PROVISIONAL OFFER OF APPOINTMENT
AS _____

I hereby accept this Offer of provisional appointment as _____ in your Company, on the Terms & Conditions contained in the Provisional offer of appointment issued to me vide letter No. _____ dated _____ .

2. I understand that the Terms & Conditions offered to me are final. I will not ask for any changes in the Terms & Conditions.
3. I also agree to abide by the Rules, Regulations, Orders that may be issued by the Company from time to time in regard to matters pertaining to me as an employee of the Company.
4. The Attestation Forms duly filled in and five (5) copies of my recent Passport size Photographs are also enclosed.
5. I will be reporting for duties on _____.

Yours faithfully,

Date : _____

Signature: _____

Place : _____

Name: _____

DECLARATION BY THE CANDIDATE WHILE ACCEPTING THE OFFER OF APPOINTMENT IN HAL

(To be filled and sent along with acceptance of the offer appointment)

1. Name :
2. Father's name :
3. Date of Birth :
4. Permanent Address :

5. **Declaration**

It is affirmed that my conduct during the last 5 years (_____ to _____) has not come to any adverse notice by any authorities which would render me unsuitable for employment in the Government / a Defence Public Sector Undertaking like HAL. It is further affirmed that my Character & Antecedents are above board. It is confirmed that there are no adverse remarks in the Police departments of any State / Union Territory against me. I further declare that no Disciplinary / Civil / Police / Criminal case is pending or contemplated against me.

6. Details of proceedings and outcome of Disciplinary / Civil / Police/ Criminal case (s), if any in the past. (Details of pending & contemplated cases are also required to be furnished):

Warning:

Furnishing of false information or suppression of any factual information, which subsequently comes to notice, would result in termination of services summarily.

Date : Signature :

Place : Name :

Roll No :

MODEL FINAL OFFER OF APPOINTMENT

Ref No. HAL /HR / /
DD/MM/YYYY

<<<Name>>>

<<<Address1>>>

Dear _____,

Sub: Final Offer of Appointment for the post of _____, the Scale of Pay of _____.

Please refer to the provisional Offer of Appointment issued to you vide our letter No..... dated and your acceptance dated

2. We are pleased to issue the final Offer of Appointment to you for the post ofat HAL, on a Basic Pay of per month in the Scale of Pay **Rs.....**

3. The other Terms & Conditions that have already been conveyed to you vide the Provisional Offer of Appointment dated remain unchanged.

4. You are requested to produce the following Certificates / Documents, in original, along- with one set of self attested Photostat copies, when you report for duty at _____ (Division/Office of Posting):

- a) A Relieving Certificate and Service Certificate from your present / last Employer;
- b) Documentary evidence in proof of your Date of Birth;
- c) Documents / Certificates in proof of your Educational & Professional Qualifications, Previous Experience, etc.

5. You are requested to report to the, **HAL** by However, we shall very much appreciate if you could join at the earliest.

Thanking you,

Yours faithfully,
For Hindustan Aeronautics
Limited,

(.....)
DGM / CM / SM / M (HR)

From

To

The DGM(HR) / CM(HR) / SM(HR) / M(HR)
<<Address1>>
<<Address2>>
<<Address3>>

Dear Sir / Madam,

Sub : ACCEPTANCE OF FINAL OFFER OF APPOINTMENT
AS

I hereby accept this Final offer of appointment as _____ in your Company, on the Terms & Conditions contained in the final offer of appointment issued to me vide letter No. _____ dated _____.

- 2. I understand that the Terms & Conditions offered to me are final. I will not ask for any changes in the Terms & Conditions.
- 3. I also agree to abide by the Rules, Regulations, Orders that may be issued by the Company from time to time in regard to matters pertaining to me as an employee of the Company.
- 4. I will be reporting for duties on _____.

Yours faithfully,

Date : _____

Signature: _____

Place: _____

Name: _____

UNDERTAKING BY THE CANDIDATE WHILE JOINING

(To be filled at the time of joining the Division / Office)

From

To

The DGM(HR) / CM(HR) / SM(HR) / M(HR)

<<Address1>>

<<Address2>>

<<Address3>>

Dear Sir / Madam,

Sub : Undertaking

I have joined HAL, _____ Division / Office, as _____ in accordance with the Offer of appointment issued to me vide letter No. _____ dated _____.

2. The Notice Pay Amount of Rs. _____/- paid by me to _____ (my previous employer), is reimbursable to me / to my previous employer, by the Company.

3. In this connection, I _____ hereby undertake that in the event of my resigning from the Company within a period of three years from the date of my joining, the said amount of Rs _____ would be refunded by me to Hindustan Aeronautics Limited fully, before my release.

Yours faithfully,

Date : _____

Signature of the candidate: _____

Place: _____

Name of the candidate : _____

HINDUSTAN AERONAUTICS LIMITED

_____ DIVISION / OFFICE :

HEALTH DATA SHEET – QUESTIONNAIRE

To be filled in by candidate
ANSWER ALL QUESTIONS: MAKE A (✓) TICK MARK IN THE COLUMN

‘YES’ OR ‘NO’

SI.No	Question	Yes	No
1.	Do you have any minor or major complaint about your health?		
2.	Are you taking any medication? If so, what?		
3.	Do you have any allergies? If yes, describe		
4.	Have you recently traveled out of the country? If so, where?		
5.	Have any of your blood relatives suffered from : <ul style="list-style-type: none"> ■ High Blood Pressure ■ Heart Disease ■ Tuberculosis ■ Stroke (Paralysis or Hemorrhage in Brain) ■ Diabetes ■ Cancer ■ Any other disease (describe) 		
6.	Have you ever been treated for high blood pressure?		
7.	Have you lost more than 5 kg. in weight in the last 6 months without being on diet ?		
8.	Have you lost more than 3 weeks from work during the past 6 months because of illness?		
9.	Do you take some alcoholic beverages almost everyday?		
10.	Do you use tobacco or smoke? If yes, what and how much each day?		
11.	Do you have fainting spells?		
12.	Do you have frequent headaches?		
13.	Do you feel that your eyesight is failing?		
14.	Has there been any change in the appearance of any birth marks, warts or moles on your skin in the past 6 months?		
15.	Do you have any skin sores that don't heal quickly?		
16.	When you walk upstairs, do you get a feeling of pain, tightness, burning or choking in your chest?		
17.	Do you have occasional swelling of your ankles?		
18.	Do you become unusually short of breath when you walk up one flight of stairs?		
19.	Have you ever been treated for heart disease?		
20.	Do you get pain in your legs on walking which goes away quickly after you stop?		
21.	Do you have trouble swallowing?		
22.	Have you ever vomited any bloody material?		
23.	Do you have more than 3 loose bowel movements a day?		
24.	Have you ever had bloody, black or tarry bowel movements?		

25.	In the last 6 months have you often had indigestion, belching, stomach pains or vomiting?		
26.	Have you ever been told you had gallstones or gall- bladder diseases or jaundice?		
27.	Have you ever had any operations or been advised an operation?		
28.	Have you ever undergone Lasik surgery?		
29.	Have you ever been hospitalized?		
30.	Have you ever noticed blood in your urine?		
31.	Do you have to get up more than once a night to pass urine?		
32.	Have you been treated for kidney disease or kidney stones in the past?		
33.	Are you thirsty a good deal of the time and do you drink large amounts of liquids?		
34.	Have you had a cough that started in the last 6 months and lasted more than a month?		
35.	Do you have hoarseness of voice?		
36.	Have you ever coughed up blood?		
37.	Have you ever had epilepsy, fits or convulsions?		
38.	Have you ever had a "stroke"? (Brain haemorrhage/paralysis)		
39.	Do you have weakness or paralysis of either of your arms or legs?		
40.	Do you ever feel so depressed that it interferes with your job or with your doing housework?		
41.	Have you ever been treated for nervous or mental illness?		
42.	Do you feel that you need medical or psychiatric help because of nervousness?		
43.	Do you have hernia?		
44.	Do you have hemorrhoids or piles?		
45.	<p>Have you been told by `any' Doctor that you suffer from any of the following conditions?</p> <ul style="list-style-type: none"> ■ Tuberculosis ■ Asthma ■ Anaemia ■ Diabetes ■ Rheumatic Fever ■ A stomach ulcer, duodenal ulcer or a peptic ulcer ■ Cancer ■ Syphilis or other Venereal Disease ■ An abnormal finding in a chest 'X' ray ■ Angina pectoris or heart disease ■ High Blood Pressure 		
	FOR MEN ONLY		
46.	Have you ever been treated for prostate gland trouble?		
	FOR WOMEN ONLY		
47.	Have you ever noticed any bleeding between menstrual periods?		
48.	Are/were your periods irregular?		
49.	Are you pregnant now?		
50.	Have you had your change of life (menopause)? If so have you had any discharge or bleeding since your periods stopped?		
51.	Are you taking birth control pills?		
52.	Do you have a lump in your breast?		

Date.....Name Signature.....

HINDUSTAN AERONAUTICS LIMITED
DIVISION / OFFICE

PROFORMA
PRE-EMPLOYMENT MEDICAL EXAMINATION RECORD
(To be filled by the candidate)

Name :					PHOTO GRAPH
MALE / FEMALE		SR. NO.		DATE :	
PERMANENT ADDRESS				Date of birth	
IDENTIFICATION MARKS : 1. 2.					
PERSONAL HABITS: SMOKING : YES / NO QUANTITY : /DAY FOR YEARS ALCOHOL : YES / NO QUANTITY : PEGS /DAY FOR YEARS TOBACCO/GUTKHA : YES / NO DIET : BOWEL HABITS : DOMINANT HAND : RIGHT / LEFT					
MARITAL STATUS : SINGLE / MARRIED / WIDOWED / DIVORCED NO. OF CHILDREN : MALE FEMALE FP HISTORY : VASECTORY / TUBECTOMY					
IMMUNIZATION : TETANUS TOXOID : I II III BOOSTER : I II OTHERS					
FOR FEMALE CANDIDATES ONLY : EXCESSIVE OR IRREGULAR MENSTRUAL PERIODS : YES / NO ARE YOU PREGNANT? : YES / NO ANY COMPLICATIONS DURING PREGNANCY? : YES / NO LUMP IN THE BREAST : YES / NO WHETHER ON ORAL CONTRACEPTIVE PILLS : YES / NO IF THE ANSWER IS 'YES' TO ANY OF THE ABOVE QUESTIONS, PLEASE GIVE DETAILS REGARDING NATURE OF ILLNESS, DURATION AND YEAR OF OCCURENCE :					
PRESENT JOB DESCRIPTION : PREVIOUS NATURE OF JOBS (IF ANY)					
NAME OF COMPANY	NO. OF YEARS	NATURE OF JOB	ANY OCCUPATIONAL HEALTH AILMENT		
DECLARATION BY THE CANDIDATE : I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF ANY OF THIS INFORMATION IS FOUND TO BE FALSE / INCOMPLETE / INCORRECT, THE COMPANY CAN CANCEL MY APPOINTMENT OR TERMINATE MY SERVICE CONTRACT. DATE : SIGNATURE OF THE CANDIDATE					

CMS : For detailed medical examination please

Date :

HR Officer

GENITO URINARY SYSTEM :

HERNIA: HYDROCELE / VARICOCELE

 CRYPTORCHIDISM..... PHIMOSIS

 VARICOSE VEINS HISTORY OF EXTRA MARITAL SEXUAL EXPOSURE

SIGNATURE OF MEDICAL OFFICER

SKIN:

NORMAL ABNORMAL

SIGNATURE OF MEDICAL OFFICER

FOR FEMALE CANDIDATES :

MENSTRUAL HISTORY
 MENARCHE AT YEARS OBSTETRIC HISTORY
 MENSES - SCANTY / AVERAGE / EXCESS GRAVIDA
 PAIN - BEFORE / DURING / AFTER PARA
 LMP -

PELVIC EXAMINATION :

VULVA VAGINA URETHRA CERVIX
 UTERUS ADNEXA PAP SMEAR

SIGNATURE OF MEDICAL OFFICER

INVESTIGATIONS :

URINE : ALBUMIN BILE SALTS ACETONE.....
 SUGAR BILE PIGMENTS..... MICROSCOPY.....
 HAEMOGRAM Hb gms % TLC / CMM
 RBC / CMM DLC - P L E M B
 ESR.....
 BLOOD GROUP: BLOOD SUGAR - FBSmg% PPBS mg% STOOL
 X- RAY CHEST

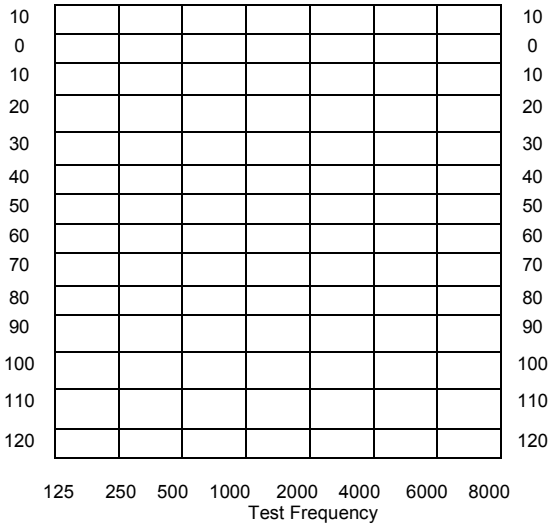
PELVIC ULTRASONOGRAPHY
 ECG
 2D ECHO
 VDRL

PULMONARY FUNCTION TEST
 PREDICTED
 MEASURES
 % OF PREDICTED

FVC FEV1 FEV 1 %

SIGNATURE OF MEDICAL OFFICER

AUDIOGRAM (AIR CONDITION)



TIME :
 LT EAR x BLUE COLOUR
 RT EAR o RED COLOUR

FIT

PROVISIONALLY UNFIT

UNFIT

SIGNATURE OF THE MEDICAL OFFICER WITH NAME & SEAL

HINDUSTAN AERONAUTICS LIMITED
_____ DIVISION / OFFICE

PRE-EMPLOYMENT MEDICAL EXAMINATION REPORT

Sl. No. :

Date of Exam :

MALE / FEMALE

Name

Permanent Address

.....

.....

Identification Marks

1.....

2.....

Remarks :

FIT

PROVISIONALLY UNFIT

UNFIT

Date :

**SIGNATURE OF COMS &
CHAIRMAN OF MEDICAL BOARD
WITH SEAL**

PRE - EMPLOYMENT MEDICAL EXAMINATION STANDARDS

S No	Particulars		Standard			
			40 years & below	above 40 years		
(1)	(2)		(3)	(4)		
1	General Examination					
A	Height	Male	147.1	147.1		
		Female	142.1	142.1		
B	Weight	Male	Min. 45Kg.	Min. 45Kg.		
		Female	Min. 39Kg.	Min. 39Kg.		
NOTE : Significant under weight/ over weight & height more than 200 cms needs further investigations before declaring FIT.						
C	BMI		BMI below 18 and above 28 kg/m ² , primary cause for abnormal BMI to be investigated before acceptance. Cushing's Disease, Gigantism & Acromegaly with systemic involvement to be rejected.	BMI below 18 and above 28 kg/m ² , primary cause for abnormal BMI to be investigated before acceptance. Cushing's Disease, Gigantism & Acromegaly with systemic involvement to be rejected.		
D	Haematology		If HB is below 9 gm/dl and / or abnormal PBS, should be further investigated before acceptance. Haemophilia and Haemolytic anemias like Thalasemia major Sickle cell disease are not suitable for employment.	If HB is below 9 gm/dl and / or abnormal PBS, should be further investigated before acceptance. Haemophilia and Haemolytic anemias like Thalasemia major Sickle cell disease are not suitable for employment.		
2	Hearing		Should demonstrate an ability to hear an average conversational voice in a quiet room using both ears at a distance of six feet from the examiner with the back turned to the examiner. All cases of CSOM to be corrected by surgery before taking fitness. Audiometry will be done based on history and clinical examination and it will be done for all direct employees . It should br preserved. If Hearing Deficit is more than 40dB at 500,1000,2000 and 3000 Hz , not suitable for employment.	Should demonstrate an ability to hear an average conversational voice in a quiet room using both ears at a distance of six feet from the examiner with the back turned to the examiner. All cases of CSOM to be corrected by surgery before taking fitness. Audiometry will be done based on history and clinical examination and it will be done for all direct employees . It should be preserved. If Hearing Deficit is more than 40dB at 500,1000,2000 and 3000 Hz, not suitable for employment.		
3	EYES		Should not suffer from any chronic eye diseases.	Should not suffer from any chronic eye diseases.		
A	Visual Acuity					
	i) Distant & Near vision for trades like Pilots		Refer Annexure II (for pilots only)			
	ii) Distant vision for other trades		Better eye	Worse eye	Better eye	Worse eye
	a) with glasses for Tech jobs		6/9	6/9	6/9	6/12
			6/6	6/12	6/6	6/18
	b) with or without glasses for non tech jobs		6/9	6/18	6/12	6/18
	iii) Near vision with or without glasses for other trades					
	a) Tech Jobs		N-6 both eyes		N-6 both eyes	
b) Non tech jobs		N-8 both eyes		N-8 both eyes		

B	ONE EYE	Suitable for desk jobs only provided other parameters in relation to eye are normal.	Suitable for desk jobs only provided other parameters in relation to eye are normal.
C	Intra Ocular Lens	IOL may be accepted if visual acuity is ok.	IOL may be accepted if visual acuity is ok.
D	Color Vision	<p>The Colour vision shall be tested for all candidates with Ishihara's Isochromatic plates in good light. Most cases of this type are characterized by a Red-Green deficiency. Colour deficient applicants are able to safely perform all jobs except those that require ability to differentiate colours correctly such as:</p> <ul style="list-style-type: none"> - Industrial staff dealing with machines involving recognition of coloured signals. - Technicians engaged in Laboratory work and Chemists. - Crane Operators. - Draughtsmen. - Drivers of all categories. - Electrical work. - Doctors and other Technical staff. - Scientific assistants - Security personnel - Pilots, Ground Engineers and staff - Electronic assembly - Navigation - Job involving coloured cables - Fire fighters - Electronic technicians - Panel operator - Other occupations where perception of colours is considered essential. <p>For any other Jobs Identification of Primary Colours is necessary. Officers and workmen in the above jobs require normal colour vision for proper pursuit. Defective colour vision is a disqualification for these jobs.</p>	<p>The Colour vision shall be tested for all candidates with Ishihara's Isochromatic plates in good light. Most cases of this type are characterized by a Red-Green deficiency. Colour deficient applicants are able to safely perform all jobs except those that require ability to differentiate colours correctly such as:</p> <ul style="list-style-type: none"> - Industrial staff dealing with machines involving recognition of coloured signals. - Technicians engaged in Laboratory work and Chemists. - Crane Operators. - Draughtsmen. - Drivers of all categories. - Electrical work. - Doctors and other Technical staff. - Scientific assistants - Security personnel - Pilots, Ground Engineers and staff - Electronic assembly - Navigation - Job involving coloured cables - Fire fighters - Electronic technicians - Panel operator - Other occupations where perception of colours is considered essential. <p>For any other Jobs Identification of Primary Colours is necessary. Officers and workmen in the above jobs require normal color vision for proper pursuit. Defective color vision is a disqualification for these jobs.</p>
E	Squint cases	There is no good binocular vision. Even after surgery the chances of binocular vision are rare. They may be accepted for desk jobs only.	There is no good binocular vision. Even after surgery the chances of binocular vision are rare. They may be accepted for desk jobs only.
F	Myopia	<p>Upto (-6) may be accepted provided the vision is normal after correction & retina is in good health. All candidates must be subjected to Fundoscopy & Indirect ophthalmoscopy.</p> <p>In case Myopia is not within acceptable limits, the candidate can be reassessed after correction through surgery.</p>	<p>Upto (-7) may be accepted provided the vision is normal after correction & retina is in good health. All candidates must be subjected to Fundoscopy & Indirect ophthalmoscopy.</p> <p>In case Myopia is not within acceptable limits, the candidate can be reassessed after correction through surgery.</p>

G	Hypermetropia	Upto (+7) may be accepted provided the vision improves to 6/9 & have a binocular vision.	Upto (+7) may be accepted provided the vision improves to 6/9 & have a binocular vision.
H	Pterygium	Not affecting the vision is acceptable. When the vision is affected or encroaching the cornea, to be accepted after surgery.	Not affecting the vision is acceptable. When the vision is affected or encroaching the cornea, to be accepted after surgery.
I	Retinal Detachment	The condition is treatable now, with advanced technology. Hence, the candidate with such abnormality should be given an option for correction. After correction, if the vision is normal, the candidate can be considered for employment in HAL. The candidate is required to come back after correction within 3 months for pre-employment medical examination. The expenses towards such correction will be borne by the candidate.	The condition is treatable now, with advanced technology. Hence, the candidate with such abnormality should be given an option for correction. After correction, if the vision is normal, the candidate can be considered for employment in HAL. The candidate is required to come back after correction within 3 months for pre-employment medical examination. The expenses towards such correction will be borne by the candidate.
J	Macular Degeneration	To be rejected	To be rejected
K	Retinitis Pigmentosa	To be rejected	To be rejected
4	Skin	a) Treated/ cured Hansen's disease with no deformity is acceptable except in food handling areas. Hansen should not be considered as a criteria for disqualifying.	a) Treated/ cured Hansen's disease with no deformity is acceptable except in food handling areas. Hansen should not be considered as a criteria for disqualifying.
		b) Psoriasis involving more than 60% of body surface area, rendered temporarily unfit. After treatment it can be considered fit. Psoriatic arthritis with deformity unfit. Systemic Lupus Erythamatosus with complications and deformity is unfit.	b) Psoriasis involving more than 60% of body surface area, rendered temporarily unfit. After treatment it can be considered fit. Psoriatic arthritis with deformity unfit. Systemic Lupus Erythamatosus with complications and deformity is unfit.
		c) Vitiligo (Leukoderma) should not be considered as cause for rejection since it is neither communicable nor contagious.	c) Vitiligo (Leukoderma) should not be considered as cause for rejection since it is neither communicable nor contagious.
5	AIDS	Elisa HIV I & II Testing are recommended for all candidates with consent. A written consent / undertaking will be obtained from the candidate before administering the test (Appendix -I). Depending on the nature of jobs to be performed by the candidate / the post to which the candidate is selected, acceptance or rejection will be decided. Personnel who are HIV +'ve would be fit for appointment only to such Departments / Areas of work where there is no risk involved towards the health of themselves and others viz in Departments like Design, Planning, Marketing, IT, MS, Finance, HR (excluding Canteen), Purchase, Security, Vigilance, wherein they will not be working on/with Machines, Tools etc	Elisa HIV I & II Testing are recommended for all candidates with consent. A written consent / undertaking will be obtained from the candidate before administering the test (Appendix-I). Depending on the nature of jobs to be performed by the candidate / the post to which the candidate is selected, acceptance or rejection will be decided. Personnel who are HIV +'ve would be fit for appointment only to such Departments / Areas of work where there is no risk involved towards the health of themselves and others viz in Departments like Design, Planning, Marketing, IT, MS, Finance, HR (excluding Canteen), Purchase, Security, Vigilance, wherein they will not be working on/with Machines, Tools etc

6	Cardio Vascular System		
A	General Exam	There should not be any abnormality congenital or acquired. There should not be any significant functional or structural abnormality of the circulatory system. ECG should be mandatory.	There should not be any abnormality congenital or acquired. There should not be any significant functional or structural abnormality of the circulatory system. ECG should be mandatory.
B	Blood Pressure	Blood pressure less than 140/90 with or without drugs & no target organ damage can be accepted. Candidates with newly detected high BP or uncontrolled hypertension will be made temporarily UNFIT (minimum 1 month) for confirmation of hypertension and control of BP. If BP is still high , will be rejected.	Blood pressure less than 140/90 with or without drugs & no target organ damage can be accepted. Candidates with newly detected high BP or uncontrolled hypertension will be made temporarily UNFIT (minimum 1 month) for confirmation of hypertension and control of BP. If BP is still high will be rejected.
C	Heart size	All cases of Cardiomegally should be evaluated thoroughly & cardiologist opinion to be taken. Cases with poor LV Function (Less than 50%) will be rejected.	All cases of Cardiomegally should be evaluated thoroughly & cardiologist opinion to be taken. Cases with poor LV Function (Less than 50%) will be rejected.
D	Rh. Heart Disease	Rheumatic Heart diseases & other valvular diseases are not to be accepted.	Rheumatic Heart diseases & other valvular diseases are not to be accepted.
E	MVPS	All cases need to be investigated in the form of ECG, 2D Echo. Mitral Regurgitation, AF, Infective endocarditis to be ruled out before considering medical fitness. Mitral Regurgitation ,AF, Infective Endocarditis will be rejected.	All cases need to be investigated in the form of ECG, 2D Echo. Mitral Regurgitation, AF, Infective endocarditis to be ruled out before considering medical fitness. Mitral Regurgitation, AF, Infective Endocarditis will be rejected.
F	ASD	Acceptable after surgical correction. Small ASD for which surgical correction is not advised is also acceptable with cardiologist opinion.	Acceptable after surgical correction. Small ASD for which surgical correction is not advised is also acceptable with cardiologist opinion.
G	VSD	Acceptable after surgical correction. Small VSD for which surgical correction is not advised is also acceptable with cardiologist opinion.	Acceptable after surgical correction. Small VSD for which surgical correction is not advised is also acceptable with cardiologist opinion.
H	PDA	Acceptable after surgical correction	Acceptable after surgical correction
I	Isolated Dextrocardia	Before accepting to be evaluated by cardiologist	Before accepting to be evaluated by cardiologist
J	Sinus Arrhythmias	Sinus arrhythmia may be accepted.	Sinus arrhythmia may be accepted.
K	Other conduction disorders	PVC more than 5 / minute, in pairs or multifocal, AF, RBBB & LBBB should be evaluated and cardiologist opinion to be taken for fitness. Poor LV Function (Less than 50%) will be rejected	PVC more than 5 / minute, in pairs or multifocal, AF, RBBB & LBBB should be evaluated and cardiologist opinion to be taken for fitness. Poor LV Function (Less than 50%) will be rejected.
L	Murmurs	All cardiac murmurs to be evaluated and opinion of cardiologist to be taken for Medical fitness. Established Valvular Heart Disease to be rejected.	All cardiac murmurs to be evaluated and opinion of cardiologist to be taken for Medical fitness. Established Valvular Heart Disease to be rejected.
M	IHD	IHD, angioplasty/ CABG cases should be evaluated and can be taken after cardiologist opinion. If cardiac functions are normal , will be accepted.	IHD, angioplasty/ CABG cases should be evaluated and can be taken after cardiologist opinion. If cardiac functons are normal, will be accepted.

7	Respiratory System	a) Bronchial asthma with normal- pulmonary functions accepted.	a) Bronchial asthma with normal- pulmonary functions accepted.
		b) Acute Pulmonary Tuberculosis is temporarily unfit. Will be reviewed after completion of 6 months treatment without any further extension. Fit if: - has completed specified treatment. - 3 successive sputum tests are negative for AFB. - Serial CXR - PA should show improvements.	b) Acute Pulmonary Tuberculosis is temporarily unfit. Will be reviewed after completion of 6 months treatment without any further extension. Fit if: - has completed specified treatment. - 3 successive sputum tests are negative for AFB. - Serial CXR - PA should show improvements.
		c) Significant Lungs cysts should be accepted after successful surgery.	c) Significant Lungs cysts should be accepted after successful surgery.
		d) Cases of Bronchiectasis with good respiratory reserve can be considered for employment.	d) Cases of Bronchiectasis with good respiratory reserve can be considered for employment.
		e) Cases of COPD is unfit for employment.	e) Cases of COPD is unfit for employment.
8	Abdomen	a) Organomegaly, abdominal masses should be investigated before employment. Gall bladder polyps to be operated before appointment. Multiple gall stones if found, should be operated before appointment.	Organomegaly, abdominal masses should be investigated before employment. Gall bladder polyps to be operated before appointment. Multiple gall stones if found, should be operated before appointment.
		b) All hernias, Hydrocoele, fistula in Ano, Hemorrhoids, Varicocele undescended testes, pilonidal sinus should be surgically corrected before appointment.	b) All hernias, Hydrocoele, fistula in Ano, Hemorrhoids, Varicocele undescended testes, pilonidal sinus should be surgically corrected before appointment.
		c) Any palpable lymph node to be biopsied & fitness to be decided after the biopsy report.	c) Any palpable lymph node to be biopsied & fitness to be decided after the biopsy report.
		d) Varicose veins without complication can be accepted after surgeon's opinion. If surgery is advised then will be accepted after surgery.	d) Varicose veins without complication can be accepted after surgeon's opinion. If surgery is advised then will be accepted after surgery.
		e) Chronic Pancreatitis, Chronic Hepatitis, Cirrhosis of Liver and Liver transplants to be rejected.	e) Chronic Pancreatitis, Chronic Hepatitis, Cirrhosis of Liver and Liver transplants to be rejected.
		f) Cause for major abdominal surgeries and present status should be evaluated before acceptance. Malignancies detected after surgery to be rejected	f) Cause for major abdominal surgeries and present status should be evaluated before acceptance. Malignancies detected after surgery to be rejected.
9	Genito Urinary System	a) Phimosi s & Paraphimosis/ Hypospadiasi s to be accepted after surgical correction at the expense of the candidate.	a) Phimosi s & Paraphimosis/ Hypospadiasi s to be accepted after surgical correction at the expense of the candidate.
		b) Testicular mass proved due to malignancy should be rejected	b) Testicular mass proved due to malignancy should be rejected
		c) Renal stones of above 4mm can be accepted after treatment/Lithotripsy provided renal functions are proved normal by USG/other test	c) Renal stones of above 4mm can be accepted after treatment/Lithotripsy provided renal functions are proved normal by USG/other test.

9 (Cont nd.)	Genito Urinary System	d) Mobile kidney/single kidney/Horse shoe shaped kidney can be accepted, after thoroughly investigating by Isotope scan and other relevant tests and after urologist's opinion.	d) Mobile kidney/single kidney/Horse shoe shaped kidney can be accepted, after thoroughly investigating by Isotope scan and other relevant tests and after urologist's opinion.
		e) Poly cystic kidney to be rejected	e) Poly cystic kidney to be rejected
		f) All Genito urinary infections can be accepted after treatment.	f) All Genito urinary infections can be accepted after treatment.
		g) Cases of Renal Transplant may be rejected in the event a Medical Examination Report suggests that the condition is unfit to render service.	g) Cases of Renal Transplant may be rejected in the event a Medical Examination Report suggests that the condition is unfit to render service.
10	Breast (Shifted from Gynaecology)	Any Lump in the Breast to be operated before joining & malignancy to be excluded.	Any Lump in the Breast to be operated before joining & malignancy to be excluded.
11	HBsAg positive cases	HBsAg (Australian Antigen) + ve, without complication may be accepted.	HBsAg (Australian Antigen) + ve, without complication may be accepted.
12	Nervous System		
A	Speech / Gait	It should be Normal & abnormality to be evaluated thoroughly before appointment	It should be Normal & abnormality to be evaluated thoroughly before appointment
B	Nystagmus	Candidate with Nystagmus should be evaluated by a competent neurologist for fitness of the specific job.	Candidate with Nystagmus should be evaluated by a competent neurologist for fitness of the specific job.
C	Motor system	Should be Normal	Should be Normal
		a) Candidates should not be suffering from chronic neurological diseases however, congenital facial palsy is accepted.	a) Candidates should not be suffering from chronic neurological diseases however, congenital facial palsy is accepted.
		b) Epilepsy Candidates under regular treatment may be accepted only for desk jobs.	b) Epilepsy Candidates under regular treatment may be accepted only for desk jobs.
13	Musculoskeletal System	Only progressive musculoskeletal disorders should be considered as disqualification. Non-progressive congenital abnormality should be evaluated by neurologist before fitness for the specific job.	Only progressive musculoskeletal disorders should be considered as disqualification. Non-progressive congenital abnormality should be evaluated by neurologist before fitness for the specific job.
		Muscular dystrophies can be considered under physically handicapped quota.	Muscular dystrophies can be considered under physically handicapped quota.
14	Gynaecology	a) Fibroid uterus, Ovarian cyst should be removed before appointment, if symptomatic & clinically significant.	a) Fibroid uterus, Ovarian cyst should be removed before appointment, if symptomatic & clinically significant.
		b) Pregnant women shall not be appointed till the confinement is over. They can be made fit any time after six weeks, but not later than six months from the date of delivery.	b) Pregnant women shall not be appointed till the confinement is over. They can be made fit any time after six weeks, but not later than six months from the date of delivery.
		c) Married female candidates of reproductive age should undergo pregnancy test and Ultrasound Sonography of Abdomen and Pelvis prior to the actual date of joining, if there is a time gap of one month or more from the date of pre-medical examination and actual date of joining/reporting.	c) Married female candidates of reproductive age should undergo pregnancy test and Ultrasound Sonography of Abdomen and Pelvis prior to the actual date of joining, if there is a time gap of one month or more from the date of pre-medical examination and actual date of joining/reporting.

15	Psychiatry	Schizophrenia, paranoid disorder, alcohol dependence, Presenile Dementia & Drug addicts are not suitable.	Schizophrenia, paranoid disorder, alcohol dependence, Presenile Dementia & Drug addicts are not suitable.
16	Endocrine System		
A	Diabetes Mellitus	If blood sugar level, HbA1C are normal with or without treatment and no target organ damage can be accepted.	If blood sugar level, HbA1C are normal with or without treatment and no target organ damage can be accepted.
B	Thyrotoxicosis	Can be considered if under control with drug therapy and there are no complications proved by investigation. If initial thyroid function is abnormal they are temporarily unfit (minimum 6 wks) and can be made fit, if thyroid functions are normal after treatment.	Can be considered if under control with drug therapy and there are no complications proved by investigation. If initial thyroid function is abnormal they are temporarily unfit (minimum 6 wks) and can be made fit, if thyroid functions are normal after treatment.
C	Goiter & Hypothyroidism	Cases of goiter to be evaluated fully & cases of Hypothyroidism can be considered if good control with drug therapy & there are no complications proved by investigations.	Cases of goiter to be evaluated fully & cases of Hypothyroidism can be considered if good control with drug therapy & there are no complications proved by investigations.
D	Acromegaly	Acromegaly cases unsuitable for employment	Acromegaly cases unsuitable for employment
17	Malignancy/ Cancer	It should be considered as Unfit for employment. All pre malignant conditions should be thoroughly investigated before giving fitness. They should be biopsied and if found pre-malignant should be treated accordingly and will be reviewed after 3 months. If biopsy reveals malignancy to be rejected.	It should be considered as Unfit for employment. All pre malignant conditions should be thoroughly investigated before giving fitness. They should be biopsied and if found pre-malignant should be treated accordingly and will be reviewed after 3 months. If biopsy reveals malignancy to be rejected.
<p>Note: (a). Wherever time is not specified for re-evaluation, the same will be done within a maximum period of 3 months from the original date of examination, wherein the candidate was declared temporarily unfit.</p> <p>(b). As far as possible, specialist / super specialist opinion to be taken from empanelled hospitals , where the expertise is not available internally.</p>			

UNDERTAKING FOR ADMINISTERING ELISA HIV I & II TEST

Date : _____

From

Ms/Mrs/Mr. _____

To

The Chief of Medical Services
M/s Hindustan Aeronautics Ltd,
_____ Division/Office

Sub: Pre-Employment Medical Examination – Elisa HIV I & II Test

I, Ms/Mrs/Mr _____,
have been issued with the Provisional Offer of Appointment vide letter
No. _____ dated _____, for the
post of _____ (Grade/Scale___/MT/DT/Tenure
Basis) in HAL, _____ Division/Office. I
understand that as per the Company rules, I am required to undergo Pre-
Employment Medical Examination in the HAL Hospital. I also understand that the
final Offer of Appointment will be issued to me subject to my Medical fitness as
per the standards prescribed by the Company.

2. During the process of medical examination I have no objection for
undergoing the Elisa HIV I & II Test. I understand that consideration of my
candidature in the Company is linked to the post for which I have been issued
the Provisional Offer of Appointment and my medical fitness for the post as per
the standards laid down by the Company.

3. I further undertake that I would not raise any dispute with regard to the
procedure followed for the Pre-Employment Medical Examination by the
Company.

Thanking you,

(Signature)

Name: _____

List of Mandatory Investigations

1.	Hemoglobin %
2.	Total Leucocyte count (TLC & DLC)
3.	Blood Grouping & RH typing
4.	Fasting Blood Sugar (BSL – FBS & PPBS)
5.	Blood Urea
6.	Serum Creatinine
7.	HBsAg
8.	HIV – I & II
9.	Urine – Routine & Microscopic
10.	Electro Cardio Gram (ECG)
11.	X-ray Chest (PA view)
12.	BT CT
13.	PBS (Peripheral Blood Smear)
14.	Urine for Pregnancy Test
15.	Ultrasound Abdomen and pelvis

ANNEXURE U2

Revised Pre-Employment Medical Standards for Hearing & Vision for Test Pilots/Flight Test Engineers / Pilots who are above 40 years of age and who directly apply from the Civil Market / other Organisations for employment in HAL

Sl.No. in Annexure-U1	Particulars	Revised Standards (DGCA Class I)
(1)	(2)	(3)
2	Hearing	<p>The candidate, when tested on a pure-tone audiometer, shall not have a hearing loss, in either ear separately, of more than 35 dB at any of the frequencies 500, 1000 or 2000 Hz, or more than 50 dB at 3000 Hz.</p> <p>A candidate with a hearing loss greater than the above will be declared fit provided that the candidate has normal hearing performance against a background noise that reproduces or simulates the masking properties of flight deck noise upon speech and beacon signals.</p> <p>Alternatively, a practical hearing test conducted in flight in the cockpit of an aircraft of the type for which the candidate's licence and ratings are valid may be used.</p> <p><u>The candidate shall demonstrate acceptable hearing by at least one of the following tests:</u></p> <p>Demonstrate an ability to hear an average conversational voice in a quiet room, using both ears, at a distance of 6 feet from the examiner, with the back turned to the examiner.</p> <p>Demonstrate an acceptable understanding of speech as determined by audiometric speech discrimination testing to a score of at least 70 percent obtained in one ear or in a sound field environment.</p> <p><u>No disease or condition of the middle or internal ear, nose, oral cavity, pharynx or larynx that:</u></p> <p>Interferes with, or is aggravated by, flying or may reasonably be expected to do so; or</p> <p>Interferes with, or may reasonably be expected to interfere with, clear and effective speech communication</p> <p>No disease or condition manifested by, or that may reasonably be expected to be manifested by, vertigo or a disturbance or equilibrium.</p>

Sl.No. in Annexure – U1	Particulars	Revised Standards (DGCA Class I)
(1)	(2)	(3)
3 (i)	<p>EYES Visual Acuity</p> <p>Distant & Near Vision</p>	<p><u>CLASS I</u></p> <p>Distant Visual Acuity (with or without correction) 6/9 or better – Each eye separately 6/6 or better – Both eyes together (Binocular Visual Acuity) Near Visual Acuity (with or without correction) Near Visual Acuity (with or without correction) N5-At 30 – 50 cms N 14 – At 100 cms</p> <p>Particular attention should be directed to the cornea to detect contact lenses and / or the Scars of surgical procedures to correct refractive errors such as PRK and LASIK.</p> <p>A minimum period of six months must have lapsed after the procedure and eyes must be free from any related complications.</p> <p><u>Visual Fields</u></p> <p>Should be adequate</p> <p><u>Manifest Squint</u></p> <p>Presence of Manifest Squint is disqualification for commercial flying duties</p> <p><u>Colour Perception</u></p> <p>Colour Perception Defective being Unsafe is disqualified for civil pilot licensing.</p> <p><u>Adnexia</u></p> <p>No acute or chronic pathological condition of either eye or adnexa that interferes with the proper function of an eye, that may reasonably be expected to progress to that degree, or that may reasonably be expected to be aggravated by flying</p>

Declaration

I, _____, s/o / d/o / w/o _____ who has been offered the Post of _____ in the Grade / Scale of Pay of Rs. _____ by Hindustan Aeronautics Limited _____ Office/ Division / R&D Centre vide Final Offer of Appointment Letter No. _____ dated _____, hereby declare that to the best of my knowledge, I have not suffered/ am not suffering from any new disease/disorder or have become pregnant (only for married women), in the time gap between the conduct of Pre-Employment Medical Examination held on _____ and today.

2. I understand that if this declaration is found to be false at any time, I am liable for action as per the Rules of the Company.

Date:

Signature:

Place:

Name:

Address:



Annexure V

HINDUSTAN AERONAUTICS LIMITED
(A Govt. of India Enterprise)
DIVISION / OFFICE

Affix Signed Passport size (5cmX 7cm approx) Copy of recent photo graph where asked for

ATTESTATION FORM

WARNING

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment in the Company.

2. If detained, arrested, prosecuted, bound down, fined, convicted, debarred, acquitted etc, subsequent to the completion and submission of this form, the details should be communicated immediately to the Company, failing which it will be deemed to be suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his services would be liable to be terminated.

1. Name in full (in block capitals) with aliases, if any (please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
---	---------	------

2. Present address in full (i.e. village, Thana and District, or House Number, Lane/Street/Road and town:

3.(a) House address in full (i.e. village, Thana and District, or House Number, Lane/Street/Road and town and name of District Headquarters :

(b) If originally a resident of Pakistan, the address in that Country and the date of migration to Indian Union :

4. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (i.e. village, Thana and District, or House Number, Lane, Street/Road and town)	Name of the District Head Quarters of the place mentioned in the preceding column

5.

	Name	Nationality (by birth and/or by domicile)	Place of birth	Occupation (if employed give design. and official address)	Present postal address (if dead give latest address)	Permanent Home address
(i) Father (name in full aliases if any)						
(ii) Mother						
(iii) Wife/ Husband						
(iv) Brother(s)						
(v) Sister(s)						

5.(a) (information to be furnished with regard to son (s) and / or daughter (s) in case they are studying / living in a foreign country :-

Name	Nationality (by birth and /or by domicile)	Place of birth	Country in which studying /living with full address	Date from which studying / living in the country mentioned in previous col.

6. Nationality :

7. (a) Date of birth : (a)
 (b) Present Age : (b)
 (c) Age at matriculation : (c)

8. District State
 (a) Place of birth : (a)
 (b) Belongs to : (b)
 (c) Father belongs to : (c)

9. (a) Your religion :
 (b) Are you a member of a Scheduled Caste/ Scheduled Tribe? Answer 'YES'OR 'NO' and if the answer is 'YES' state the name thereof. :

10. Educational qualification showing places of education with years in Schools and Colleges since 15th year of age.

Name of the School/College with full address	Date of Entering	Date of leaving	Examination passed

11 (a) Are you holding or have any time held an appointment under the Central or State Government or a Semi-Government or a quasi- Government body, or an autonomous body, or a Public Undertaking, or a private firm or Institution? If so, give full particulars with dates of employment, upto date:

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reasons for leaving previous service
From	To			

11(B) If the previous employment was under the Government of India /a State Government/ an Undertaking owned or controlled by the Govt. of India / a State Government and autonomous body/ University/ Local body.

If you had left service on giving a months' notice under rule 5 of the Central Civil Services (Temporary Services) Rules, 1965, or any similar corresponding rules were any disciplinary proceedings

framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice or termination actually terminated?

12. (i)	(a)	Have you ever been arrested ?	YES/NO
	(b)	Have you ever been prosecuted?	YES/NO
	(c)	Have you ever been kept under detention?	YES/NO
	(d)	Have you ever been bound down?	YES/NO
	(e)	Have you ever been fined by a Court of Law?	YES/NO
	(f)	Have you ever been convicted by a Court of Law for any offence?	YES/NO
	(g)	Have you ever been debarred from any examination or rusticated by any University or any other educational Authority /institution?	YES/NO
	(h)	Have you ever been debarred/ disqualified by any Public Service Commission from appearing at its Examination/ selection?	YES/NO
	(i)	Is any case pending against you in court of law at the time of filling up this Attestation Form?	YES/NO
	(j)	Is any case pending against you in any University or any other educational authority/institution at the time of filling up this Attestation Form?	YES/NO
	(k)	Whether discharged/expelled/withdrawn from any Training institution under the Govt/PSU or otherwise?	YES/NO

12. (ii) If answer to any of the above mentioned question is 'YES' give full particulars of the case/arrest/detention /fine/conviction/sentence/punishment etc. and/or the nature of the case pending in the Court/ University/ Educational Authority etc. at the time of filling up this form.

NOTE : (i) Please also see the 'WARNING' at the top of this Attestation Form.
(ii) Specific answer to each of the questions should be given by striking out 'YES' or 'NO' as the case may be.
(iii) Use separate sheets of paper, if space provided is insufficient under any of the column

13. Names of two responsible persons of your locality or two references to whom you are known

1. _____

2. _____

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate _____

Date _____

Place _____

IDENTITY CERTIFICATES

(Certificate to be signed by any one of the following)

- (i) Gazetted Officers of the Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent/ guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrates / Officers:
- (iv) Tahsildars or Naib / Deputy Tahsildars authorized to exercise Magisterial powers;
- (v) Principal/ Head Master of the recognized School / College / Institution where the candidate studied last;
- (vi) Block Development Officer;
- (vii) Post Master
- (viii) Panchayat Inspectors.

Certified that I have known Shri / Smt / Kumari _____
Son/daughter of Shri _____ for the last _____ Years _____ Months and that to
the best of my knowledge and belief the particulars furnished by him/ her are correct.

Place _____

Signature _____

Date _____

Designation or Status and address

TO BE FILLED BY THE OFFICE

i) Name, designation and full address of the Appointing Authority :

ii) Post for which the candidate is being considered :

“While undertaking the verification of Character and Antecedents of the abovementioned candidate the instructions contained in the Ministry of Home Affairs O.M. No. 3/8/(S)/67-Ests(B) dated 27th Sept., 1967 may kindly be taken into consideration before furnishing your report”.

CERTIFICATE OF CHARACTER BY GAZETTED OFFICER

Certified that I have known Shri / Smt / Miss. _____
son / daughter of Shri _____ for the last* _____ years
and _____ months. To the best of my knowledge and belief he / she bears
reputable character and has no antecedents which render him / her unsuitable
for Government Employment.

2. Shri / Smt / Miss. _____ is not related to me.

Place: _____

Signature

Date : / /

Designation with Office Stamp

* At least six months at the time of signing the certificate

(To be obtained from two different Gazetted Officers)

.....

CERTIFICATE OF CHARACTER BY GAZETTED OFFICER

Certified that I have known Shri / Smt / Miss. _____
son / daughter of Shri _____ for the last* _____ years
and _____ months. To the best of my knowledge and belief he / she bears
reputable character and has no antecedents which render him / her unsuitable
for Government Employment.

2. Shri / Smt / Miss. _____ is not related to me.

Place: _____

Signature

Date : / /

Designation with Office Stamp

* At least six months at the time of signing the certificate

(To be obtained from two different Gazetted Officers)

BOND FORMAT – MANAGEMENT / DESIGN TRAINEES

(STAMP VALUE Rs.200/-)

(* THIS AGREEMENT made on the _____ Day of _____
Two Thousand and _____ amongst

(* (To be filled by Office only)

(i) Shri/Smt/Ms _____ Son / Daughter of
Shri _____ aged _____ years residing at

_____ (here-in-after called the TRAINEE) of the first part.

(ii) Shri/Smt/Ms _____ Son / Daughter of
Shri _____ aged _____ years residing
at

_____ (here-in-after called the SURETY) of the second part AND

The Hindustan Aeronautics Limited, a Company incorporated under the Companies Act, having its Registered Office at 15/1, Cubbon Road, Bangalore – 560 001 (here-in-after called the COMPANY) of the third part.

WITNESSES AS FOLLOWS

- I. WHEREAS the Company has a Scheme for imparting Training in order to ensure the availability to the Company of adequate number of Engineers & Professionals possessing requisite qualification and specialized knowledge in different Disciplines.
- II. WHEREAS the Trainee herein has applied to the Company to admit him / her to the said training and agreed to abide by the provisions of the Training Scheme and the terms and conditions herein contained.
- III. AND WHEREAS the Surety herein has, on the request of the Trainee, agreed to guarantee to the Company the due observance by the Trainee, of the terms and conditions of this Agreement and the Scheme.
- IV. NOW THESE PRESENTS WITNESS AS FOLLOWS :
 - 1) The Company hereby admits the Trainee for training under the Management Trainee Scheme of fifty two (52) weeks in the Company subject to the terms and conditions and covenants herein contained.

1. The agreement shall be deemed to have commenced on _____

Trainee
(Roll No: _____)

Company

- 2) The duration of the training is fifty two (52) weeks provided however the Company shall be entitled to reduce or extend its terms or suspend it or cancel it altogether at anytime without giving rise to liability in favour of the Trainee in consequence thereof.
- 3) The course of study, practical work, syllabus and all other matters relating to training shall be as prescribed and as may be modified by the Company from time to time in its discretion.
- 4) The places where the training course will be conducted are HAL Management Academy - Bangalore, external Institutions and the various Divisions of the Company for the time being. The Company shall however be entitled to change the venue or impart training at more than one place.
- 5) During the period of training, the trainee shall :
 - (a) reside in Hostel / Mess attached to the HAL Management Academy / Division or any other place decided by the Company and pay the prescribed charges thereof;
 - (b) wherever Hostel accommodation is not provided, the trainee has to make the own arrangements.
 - (c) duly observe the rules of conduct, attendance timings, dress regulations, discipline, hostel / mess regulations etc., as prescribed by the authority in charge of the training from time to time.
- 6) If the performance, conduct etc of the trainee is not found to be satisfactory during the training period, he / she may be discharged by the Company with immediate effect.
- 7) During the period of training, the Company will;
 - (a) provide opportunity to the Trainee for acquiring such theoretical and practical knowledge as it may prescribe from time to time ;
 - (b) pay a Basic Pay of Rs. 40,000.00 (Rupees Forty Thousand Only) plus Variable Dearness Allowance in the Scale of Pay of Rs.40000-140000. Besides this, House Rent Allowance / Bachelor Accommodation & other perks & allowances, performance related payment etc, would also be admissible as per Company Rules.
- 8) During the course of the training / upon completion of the training, the Trainee shall undergo a written test and / or viva-voce, if required by the Company. The Trainee needs to successfully complete the training in order to attain the required level of proficiency during the training period of 52 weeks. The Trainee who do not complete the training successfully will be discharged by the company. In certain exceptional and unavoidable cases, the training period of the Trainee will be extended for a maximum period of 6 months. Such Trainees are required to complete the specific module and appear for the retest on completion of the extended period
- 9) On the completion of the prescribed 52 weeks training, the absorption of the trainees shall be subjected to one of the following:
 - i.) Secured more than 50% in all modules with overall 60% marks:
 - Absorption in Grade II

Trainee

Company

- ii.) Secured more than 50% in all modules, but less than 60% overall marks:
 - Absorption in Grade I
 - iii.) Fails in one module:
 - Extension of training by 6 months.
 - If the trainee passes the re-test with overall 60% marks, will be absorbed in Gr. II; otherwise the trainee can be considered for absorption in Gr. I based on recommendations of Division / HMA.
 - iv.) Fails in two modules:
 - Extension of training by 6 months.
 - If the trainee passes both the modules in the re-test with overall 60% marks, will be absorbed in Grade – II; otherwise, his training will be terminated. The trainee can also be considered for absorption in Grade – I, if the trainee passes 1 of the 2 modules with overall 60% marks during the re-test, based on recommendations of Division / HMA.
 - v.) Fails in three or more modules:
 - Termination of training.
- 10) Upon successful completion of the training, the Trainee will be absorbed as a regular Officer in Grade II and shall be bound to serve the Company for a minimum period of five years. In case the Trainee completes the training successfully after the extended period, he / she shall serve the company for the minimum period of 5 years from the date of his / her absorption in Grade – II / Grade – I, as applicable.

(Explanation: In computing the term of five years, for which the Trainee is liable to serve as aforesaid, the period during which the trainee is on unauthorized absence, authorized leave without pay and study leave shall be excluded)

(a) The decision whether the trainee is suitable for absorption in Grade-II shall vest with the Company ;

(b) The post of Grade-II shall carry the pay scale of Rs. 40000-140000 & the post of Grade – I shall carry the pay scale of Rs..30000 – 120000;

(c) Upon absorption in Grade-II, the appointee shall be on probation for a period of one year during which his/her services may be terminated without notice. If he / she is not found suitable or his / her performance is not found satisfactory, after confirmation, his / her services may be terminated by the Company at any time by giving three months' notice or pay in lieu of it;

(d) The appointee shall be liable to transfer anywhere in India or outside and from one Division or Department to another and also liable to deputation from this Company to any other Company or establishment under the control of the Ministry of Defence, Government of India. No deputation allowance or other allowances shall be payable to the appointee by reason only of such transfer / deputation ;

Trainee

Company

V. The Trainee hereby agrees and covenants with the Company as follows:-

(i) during the said period of training, he / she shall :

- a) apply himself / herself conscientiously and diligently and endeavor to acquire the theoretical and practical knowledge imparted to him / her during the training ;
- b) attend to practical and instructional classes regularly ;
- c) carry out lawful orders of the Company, its officers and the instructors;
- d) conceal and in no way reveal the secrets of the Company or its business which come to his / her knowledge during the course of his/her training ;
- e) not commit or suffer any acts of waste or damage in relation to the Company or its property,
- f) not take part in any disputes or disagreements between the Company and its workmen and refrain from participation in any strike or other agitations of workmen;
- g) observe the rules and regulations of the company applicable to trainees in the matter of conduct, discipline, attendance, hours of work, leave, holidays etc., and
- h) in general abide by the terms and conditions of the scheme and carryout his / her obligations there under and under this agreement.

(ii) On successful completion of the training, he / she shall serve the Company for a minimum period of five years from the date on which he / she report himself / herself to duty for service in the post of Officer in Grade-II in accordance with clause IV(9) supra.

VI. If the trainee fails or neglects:

- i) to undergo and complete the training satisfactorily; or
- ii) to serve the Company for the full term of five years w.e.f. the date of absorption in Grade – II / Grade – I, as undertaken by him / her; or
- iii) otherwise commits a breach of any of the terms and conditions of the training scheme or these presents, the Company shall be entitled :
 - a) to suspend or terminate his/her training/service as the case may be ;
 - b) to reimbursement from the trainee (including surety) of the cost of training, subject to the following limits :

Amounts to be recovered

- i) In case the Trainee abandons the training before the completion of the period of training :

The actual cost of training incurred (including recruitment expenses, stipend & allowances paid) for the period of training undergone subject to a maximum of Rs. 5,00,000/- (Rupees Five Lakhs Only).

Trainee

Company

- ii) In case the company discharge the Trainee either during the Training period or upon his / her unsuccessful completion of the training after 52 weeks / after the extended period of 6 months : The actual cost of training incurred (including recruitment expenses, stipend & allowances paid) for the period of training / the extended period of training undergone subject to a maximum of Rs.5,00,000/- (Rupees Five Lakhs Only). The amount of stipend etc paid till the actual the date of termination will be reckoned as liability to the Company.
- iii) If he / she leaves service before the expiry of bond period (i.e., 5 years), from the date of appointment / absorption as a regular Officer in Gr II / Gr I. The actual training expenses incurred (including the recruitment expenses, stipend & allowances paid during the training period) subject to a maximum of Rs.5,00,000/- (Rupees Five Lakhs Only).

- VII. The Surety herein covenant with the Company that the Trainee shall duly perform all his / her obligations towards the Company as per the Training Scheme and this Agreement and in the event of his / her failing or neglecting to do so, the Surety shall pay to the Company whatever is payable to the Company by the Trainee in that behalf in accordance with clause-VI.

The surety further covenants that at any time if the Company initiates legal actions to recover the bond amount or sues the Trainee in the matter of any of the trainee's obligations, the same shall not discharge the Surety from his/her obligations under these presents.

- VIII. All suits and legal proceedings pertaining to this Agreement or any matter howsoever arising out of or connected herewith shall be instituted and decided in Courts at Bangalore or in the Courts where Divisions / Offices of HAL are situated and the Trainee is posted for training / service and those Courts alone shall have jurisdiction and entertain or adjudicate thereon.

Trainee

Company

IN WITNESS WHEREOF the parties herein have executed these presents.

TRAINEE

Signature _____

Name _____

Address _____

SURETY (2 signatures of the Surety)

1) Signature _____

Name _____

Address _____

Signature: _____

for **HINDUSTAN AERONAUTICS LIMITED**

WITNESSES *

1) Signature _____

Name (Caps) _____

Address _____

2) Signature _____

Name (caps) _____

Address _____

WITNESSES *

1) Signature _____

Name (Caps) _____

Address _____

2) Signature _____

Name (caps) _____

Address _____

(To be signed by HAL Authorities)

WITNESSES *

1) Signature _____

Name (Caps) _____

Address _____

2) Signature _____

Name (caps) _____

Address _____

*Give full name & address of Witnesses

FOR COMPANY



Hindustan Aeronautics Limited

Corporate Office

15/1, Cubbon Road, Bengaluru - 560 001

www.hal-india.co.in

(for Private Circulation Only)