

**Advt No: HAL/HD/HR/TM/LE-EXE/2024**

**Date: 04-12-2024**

Hindustan Aeronautics Limited (HAL), a Maharatna Central Public Sector Undertaking, is a premier Aeronautical Industry of South East Asia, with 21 Production/Overhaul/Service Divisions and 9 R&D Centres and 1 Facility Management Division, spread across the Country. HAL's spectrum of expertise encompasses Hi-tech programmes involving a number of State-of-the-art technology, Design, Development, Manufacture, Repair, Overhaul and Upgrade of Aircraft, Helicopters, Aero-Engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and Structural Components for Satellite & Launch Vehicles.

HAL, Avionics Division, Hyderabad, a unit of HAL's vast network is looking for learned, result oriented and experienced professionals for following 2 posts in the Executive cadre:

**2. (A) Details of Post / Discipline / Reservation/Experience:**

Sl. No.	Name of the Post	Grade	No. of Posts / Reservation Requirements	Qualification	Experience in Years
1	Deputy Manager (Civil)	III	1 (OBC-NCL)	A degree in Engineering/ Technology in Civil Engineering from Institutes / Universities recognized by appropriate statutory Authorities	3 (Three)
2	Medical Officer (Physician)	II	1-UR	MBBS from recognized University	1 (One)
				MBBS + PG Diploma/ MBBS + PG Degree	NIL

*UR- Unreserved, OBC-NCL - Other Backward Class -Non-Creamy Layer*

**B. Reservation for Persons with Benchmark Disabilities (PwBDs) :**

PwBDs suffering from not less than 40% of the identified disability shall be eligible for the benefit of reservation. Candidates who wish to avail the benefit of reservation are required to submit the disability certificate issued by the Competent Authority in the prescribed format. PwBD Candidates applying to the above posts are required to mandatorily indicate the type of disability in the application form. Post-wise details of the identified suitable disabilities are as under.

Sl. No.	Name of the Post	Type of Disabilities identified as suitable
1	Deputy Manager (Civil)	HOH, OL, OA, SDD/SID, SD/SI
2	Medical Officer (Physician)	OL, SDD/SID, SD/SI

**HoH:** Hearing Impairment - Hard of Hearing; **OL:** Locomotor Disability - One Leg Affected; **OA:** One Arm effected; **SDD/SID:** Spinal Deformity/ Spinal Injury with associated neurological/ Limb dysfunction of respective locomotor disability; **SD/SI:** Spinal Deformity/ Spinal Injury without any associated neurological / Limb Dysfunction.

**3. Qualification:**

- i. The Qualification indicated above would mean Qualifications acquired through Regular/ Full Time Courses from Institutes / Universities recognized by appropriate Statutory Bodies. Candidates possessing qualifications acquired through Correspondence / Distance Education / Part Time / E-learning will not be equated with Regular/ Full Time Courses and are not eligible to apply.
- ii. Candidates possessing Qualification in any Discipline/ Branch, other than those mentioned above, are not eligible to apply.
- iii. Candidates pursuing / enrolled for any other qualifications should mandatorily indicate the same in the application format.
- iv. Percentage Rounding Off is not allowed to arrive at the aggregate percentage.
- v. For the post at Sl.No. (2), Qualification should be recognized by Medical Council of India (MCI)/ State Medical Council (as the case may be). Candidates should possess a valid registration certificate issued by Medical Council of India (MCI)/ State Medical Council.

**4. Age Limit / Relaxation / Concession:**

Sl.No.	Name of the Post	Upper Age Limit as on 24-12-2024	
		UR	OBC (NCL)
1	Dy Manager (Civil)	Not Eligible to apply	38
2	Medical Officer (Physician)	30	

- a. Candidates from OBC-NCL/ SC/ ST/ EWS categories applying for UR post will be treated on par with UR criteria and no relaxation shall be extended to this effect.
- b. Candidates belonging to SC/ST category are required to submit the self-attested copies of SC/ST certificates in the prescribed format enclosed at Annexure A.
- c. For OBC (Non - Creamy Layer) Candidates applying for the post, Name of the caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings. The certificate must contain date of issue and the name of the caste should be spelled exactly in the same manner as appearing in the central list.

For getting reservation benefits under the OBC(NCL) category, the following are required to be adhered to:

- (i) The candidate must belong to Non - Creamy layer;
- (ii) The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes';
- (iii) The candidate must furnish an OBC (NCL) certificate as per the format prescribed (Annexure-B) by the Govt. of India (not older than six months as on **24-12-2024** from the Competent Authority.

- d. In respect of Persons with Benchmark Disabilities (PwBDs), Upper Age limit is relaxable by 10 years, which will be over and above the applicable relaxations.
- e. Upper age limit is relaxable by 5 years in respect of the Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01-01-1980 to 31-12-1989;
- f. Relaxation in age limit in respect of Ex-Servicemen/ Serving Officer will be extended as per rules of the Company.
- g. Upper age limit with all applicable relaxations shall not exceed 56 years for PwBD candidates & 55 years for others as on 24-12-2024.

**5. Post Professional Qualification Experience (PPQE):**

Sl. No.	Name of the Post	Qualification possessed	Experience required to be possessed in the next below Grade or in the equivalent post (completed years)
1	Deputy Manager (Civil)	Degree in Engineering /Technology	3
2	Medical Officer (Physician)	MBBS	1
		MBBS + PG Diploma	NIL
		MBBS + PG Degree	NIL

Note: Minimum number of years of relevant experience required to be possessed in next below Grade or in equivalent post is applicable to candidates working in Central Government or State Government Departments or Public Sector Enterprises or Autonomous Organization or Quasi Government Organizations or Armed Forces or Para-Military Forces etc.

- (i) **Post Qualification Experience will be counted as on 24-12-2024.** PPQE will be calculated from the date of acquiring the requisite Professional Qualification. Experience prior to acquiring the requisite Professional Qualification Degree will not be reckoned for calculation of PPQE. Candidates need to possess PPQE in the relevant area/field.
- (ii) Any full-Time additional degree acquired during the period of experience post acquiring Professional Qualification, will not be reckoned as experience and the duration of course will be deducted from the total PPQE possessed.
- (iii) For the post of Deputy Manager (Civil), in case of candidates possessing full time PG Degree in relevant branch of engineering, the period of Post Professional Qualification Experience (PPQE) will be reduced by the prescribed period of the relevant Post Graduate Course subject to maximum of 2 (two) years.

**6. Pay Scales and Remuneration:**

Sl. No.	Grade	Scale of Pay	Percentage of Perks & Allowances in running Basic Pay under Cafeteria System
1	III	Rs. 50000 - 160000	35%
2	II	Rs. 40000-140000	

Annual Increment is presently 3% of running Basic pay.

- (i) On selection, candidates will be appointed in the Scale of Pay as indicated above. Besides Basic Pay, candidates will be eligible for Variable Dearness Allowance, Company

Accommodation / House Rent Allowance, Provident Fund, Gratuity & Performance Related Pay (PRP), Non Practicing Allowance (NPA) for Medical Officer (Physician) only etc. as per Rules of the Company.

(ii) It is mandatory for Doctors to stay in Company Accommodation when provided. House Rent Allowance will be payable only in cases where Company Accommodation is not provided.

## 7. How to Apply:

- (i) Candidates meeting the eligibility criteria may send hard copy applications strictly in the prescribed Application Format (Appendix-I) printed on **A-4 size** paper (neatly typed/ handwritten) and Photocopies of certificates/documents with proof of Age, Qualification, Experience, Training, Caste (in the prescribed format), Disability (as applicable), Ex-servicemen discharge book (as applicable), MCI Registration Certificate (as applicable) , a **self-attested recent Passport Size Colour Photograph** etc. by Speed post/Registered Post / Courier only so as to reach on or before **24-12-2024** to the following address:

THE MANAGER (HR)-RECRUITMENT  
HINDUSTAN AERONAUTICS LIMITED,  
AVIONICS DIVISION  
BALANAGAR, HYDERABAD - 500 042.

**(ii) Eligible candidates are required to compulsorily superscribe the post applied for and advertisement No. at the top of the envelop while forwarding their applications to the above address.**

**(iii) Applications received through any other mode viz. Fax/ E-mail etc. will not be accepted. No Application will be received in person at the address mentioned above. Applications received after due date will be rejected. HAL shall not be responsible for any postal delay.**

(iv) It may be noted that all the candidates who are called for interview/document verification at a later stage will have to mandatorily produce Certificates in original in respect of all the particulars submitted in the Application Form.

(v) Candidates are required to possess a valid Mobile number and Email ID, which is to be entered in the application, so that intimation regarding further stages of selection like interview/document verification will be sent on the same Email ID. HAL will not be responsible for bouncing of e-Mail messages sent to the Candidates.

(vi) Request for change in Date of Birth, Mailing Address, Category etc., once declared in the application form will not be entertained.

## 8. Application Fee

- (i) The application fee is Rs.500/- which is non-refundable (exempted in case of SC/ST/PwBD category).
- (ii) Candidates (UR/OBC(NCL)/OBC/EWS Categories only) are required to deposit Application fee of Rs. 500/-(inclusive of GST) through Online (excluding applicable convenience Fee and Taxes). Applicable convenience Fee and Taxes, if any, over and above the Application Fee will be borne by the Candidates. The Steps to be followed by the Candidate for payment of

application fee in the Online SBI Collect mode is as given below. The Candidates are requested to carefully go through the steps before making the payment of Application Fee:

- a) Please click on the Payment Link <https://www.onlinesbi.sbi/sbicollect/icollethome.htm?corpID=8490>, the page will be directed to Online State Bank Collect;
  - b) Check whether HAL (AVIONICS DIVISION), HAL CAMPUS is displayed;
  - c) The payment category will be Receipts.
  - d) You are required to enter the details such as Name, Mobile No., Registration No, Email ID, etc as displayed in the page. Further, the Bank account details of person making payment need to be entered in the field “account no. of the party”. Fill all the details accurately and verify the details before proceeding for submission;
  - e) On submitting the details, payment page will be displayed. Choose from the various payment option such as Debit / Credit / Card /UPI/ Net Banking etc and make the payment.
  - f) Note - SB Collect Reference Number and also save the Screenshot after successful completion of payment.
- (iii) Candidates are required to provide details of the SB Collect Reference Number, Application Fee paid etc in the Application Form failing which the application will be treated as incomplete and will not be accepted.
- (iv) HAL will not be responsible in case candidate deposits the application fee in the wrong account. No other form of payment is accepted.
- (v) Application fee will not be refunded under any circumstance, even if the candidate is ineligible at the time of applying or rejection of application etc. Therefore, before making the payment of application fee/forwarding the application, candidates are required to ensure that they meet all the eligibility criteria.

## 9. Selection Procedure

- (i) The Selection will be done through Interview. Date, time and venue of the interview will be intimated to the short-listed/eligible candidates by e-mail/HAL Website/Post.
- (ii) Applications received from the candidates will be scrutinized based on the minimum eligibility criteria like essential educational qualifications, age, category, years of post-qualification experience etc.
- (iii) Candidates will be called for Interview in the ratio of 1:10 (Maximum). In case number of candidates fulfilling the minimum eligibility criteria for the posts are more than the ratio of 1:10, then the candidates will be called based on relevant experience /marks in the qualifying examination as per rules of company.
- (iv) The entire selection process will be governed by the extant Recruitment Rules of the Company.
- (v) Candidates employed in Central or State Government Department or Public Sector Undertakings (either State or Central) or Quasi Government or Autonomous Bodies or Armed Forces or Para-Military Forces or Joint Ventures (between PSU/s or Government i.e. either State or Central) etc. wherever applicable, who are provisionally called for interview should produce “No Objection Certificate (NOC)”

at the time of attending interview from their present employer , failing which their candidature will be cancelled.

- (vi) Candidates qualifying in the interview will be issued Provisional Offer and are required to undergo **Pre-employment Medical Examination at HAL Hospitals**. The Pre-employment Medical Standards (Annexure-U1) are posted along with this advertisement. No relaxation in Health Standards will be allowed. On satisfactory receipt of Medical Report from the Company's Doctor as per the medical standards prescribed by HAL, Verification of Character and Antecedents from the concerned Authorities, Final Offer of Appointment will be issued as per the rules of the Company.

**10. General Conditions:**

- (i) Only Indian Nationals are eligible to apply.
- (ii) Educational Qualification & Post Qualification Experience should have been acquired/ possessed by the candidate as on 24-12-2024. The date of declaration of results indicated in the mark sheet of the Final Semester/ Year will be considered as the date of acquisition of Educational Qualification.
- (iii) Mere submission of Application will not entail right for claiming appointment in HAL. Before applying, the candidates should satisfy themselves regarding the eligibility criteria specified for the post. HAL would be free to reject any application at any stage of recruitment process, if candidate is found ineligible for the notified posts, as per extant rules of the Company.
- (iv) HAL reserves the right to restrict/ enlarge/ modify/ alter the requirements advertised, if need so arises, without issuing any further notice or assigning any reason thereto. HAL also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for Personal Interview. HAL reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the application Fees submitted by the candidates will not be refunded.
- (v) The percentage of marks in the essential qualification shall be aggregate marks of all semesters/ years. No weightage will be given to any particular semester or year. No rounding- off will be done. Candidate must indicate the aggregate marks (of all semesters / years put together) Diploma / Degree etc in the Application Form. Aggregate marks are to be calculated as shown below:

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

- (vi) Wherever CGPA or letter grade, etc in a degree is awarded, equivalent percentage of marks should be indicated in the Application Form as per the norms adopted by the University/Institute. Candidates are required to submit a conversion Certificate to this effect from the University/ Institute at the time of interview.
- (vii) All qualifications should have been acquired from Universities/ Institutes recognized by appropriate Indian statutory authorities.
- (viii) Candidates belonging to SC/ST/ OBC (NCL)/ PwBDs/ XSM categories are required to submit copies of Caste Certificates/ Disability Certificate/ Discharge Certificate, as applicable, issued by the Competent Authority in the prescribed proformas (refer **Annexure A,B & C1,C2,C3** as applicable), along with the Application, in support of their claim.

- (ix) Candidates employed in Central/ State Government Departments, PSU etc (including candidates engaged on Contract basis) shall be required to produce NO OBJECTION CERTIFICATE (NOC) from the employer, during Document Verification to be carried out at the time of Personal Interview, failing which, their candidature will be cancelled and they will not be allowed for the Personal Interview. They will not be eligible for Traveling Allowance in such cases.
- (x) Candidates appearing for Interview will be reimbursed III Tier A/C (3A) / from the contact/ mailing address by shortest route, on production of proof of journey as per Company rules.
- (xi) Experience:
  - a. Applicants having work experience in Private Sector Organizations are required to submit an Experience Certificate in the Letter Head of the Company. The Letter Head of the Company should have details of the Company.
  - b. The experience possessed by candidates in the executive cadre of the concerned PSU/ Central/ State/ Private Organizations only will be considered eligible.
  - c. If the candidates claim post- qualification experience in PSUs/ Govt/ Semi-Government, they should possess prescribed minimum number of years of experience in the immediate lower Grade / Scale of pay or in the equivalent post as stipulated above.
  - d. In the absence of proper experience certificates, candidates shall be required to attach Joining Letter and Relieving Order. In case of serving employees, latest Salary Certificate/ Pay Slip may be sent in place of relieving Order.
- (xii) Contract Experience:
  - a) Experience possessed by candidates engaged on Contract basis directly by PSUs / Central / State Government concerned shall be considered as experience for the purpose of selection. In that case, Experience Certificate is to be produced from such PSUs/Central/State Governments, etc, indicating the contract engagement. As regards No Objection Certificate, the same needs to be in line with the Terms & Conditions of contract engagement and rules applicable for such contract engagement in the concerned Organization. The candidates with such experience need to produce offer of appointment order at the time of interview.
  - b) Experience possessed by candidates in Private Organizations on Contract basis shall be considered as experience, subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc.
  - c) Experience possessed by candidates engaged on Contract basis through Contractors by PSUs/Central/State Governments will not be considered as experience since the engagement is not direct.
  - d) The contract experience possessed by candidates as at (a) & (b) above will be considered as experience for the purpose of selection only if the experience is in Executive cadre of the concerned PSUs/Central/State/Private Organizations.
- (xiii) Once, an employee avails himself of voluntary retirement from a PSU, he shall not be allowed to take up employment in another PSU. If he desires to take up the employment, he shall have to return the VRS compensation received by him to the PSU concerned. Personnel who have opted for VRS from other PSUs should furnish

documentary evidence that they have deposited their terminal benefits with the concerned PSU before their appointment in the company;

- (xiv) The present vacancy is identified to be filled up by external candidates only, through Direct Recruitment. Therefore, applications of internal candidates, if any, will not be considered.
- (xv) Name of candidate, Date of Birth, Father's/ Mother's Name should be filled in the Application as mentioned in Matriculation/ 10<sup>th</sup> Standard or equivalent Certificate or Mark sheet issued by Central/ State Board.
- (xvi) Candidates are required to furnish detailed break up of their experience.
- (xvii) Applications that are not in conformity with the requirements indicated in this Advertisement/ incomplete applications/ discrepancy in the information provided/ without required enclosures/ those received after the last date will be rejected. In such cases, the Application Fees submitted by the candidate will not be refunded and no communication in this regard will be made with the concerned candidates.
- (xviii) HAL takes no responsibility for any delay in receipt or loss in postal transit of any Application or communication. The last Date for receiving Applications is **24-12-2024**.
- (xix) Appointment of selected candidate is subject to receipt of (a) Satisfactory Medical Reports from the HAL Hospital, as per the standards prescribed by HAL; (b) Verification of Character & Antecedents and caste (as applicable) from the concerned Authorities etc, as per the rules of the Company.
- (xx) Selected candidate will be on probation for a period of twelve months.
- (xxi) Selected candidate will be posted at HAL, Avionics Division Hyderabad or anywhere in India, based on the requirement of the Company. The candidates will not be allowed to apply for transfer to any other Division/ Office of the Company for initial three years of service.
- (xxii) If the information furnished by the candidate in any part of Application is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the Advertisement, his/ her candidature/ appointment will be considered as revoked/ terminated at any stage of recruitment process or after recruitment or joining, without any reference/ notice given to the candidate.
- (xxiii) All correspondences to the candidates will be made via electronic mail, to the valid email ID provided by the candidate in the Application Form. No other method of communication will be adopted. So, the candidates are required to provide valid email ID which is in regular usage and will not be changed for a period of at least one year.
- (xxiv) Any further information/ Corrigendum/ Addendum would be uploaded only on Company's website, [www.hal-india.co.in](http://www.hal-india.co.in) (Home Page→ Careers).
- (xxv) Canvassing in any form will disqualify the candidate.
- (xxvi) Decision of HAL Management regarding selection will be final. Further, HAL Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies if any from the valid panel of selected candidates as per the rules of the company;



- (xxvii) Any dispute/ cause with regard to recruitment against this Advertisement will be settled within the jurisdiction of Hyderabad only.
- (xxviii) In case any ambiguity / dispute arises on account of interpretation in versions other than English in Application form, Advertisement etc, the English version will prevail.
- (xxix) In case of any particular clarification, the candidates can write to HAL, Avionics Division, Hyderabad at **rect.hyd@hal-india.co.in** or contact us at **040-23822231 / 23822235**. No other method of Communication will be entertained.

**Note for Candidates:**

- i) It may be noted that the information posted in HAL Website only are considered authentic. Accordingly, candidates may please note that Career opportunities in HAL shall be explored in HAL Website only.
- ii) Candidates should be alert of fake e-mails, Whatsapp messages, SMS and other such fake communications received and should not make payment with any Individual / Agency for securing employment in HAL. HAL reserves the right to take legal action against those fraudsters.

**CHECK- LIST OF SELF ATTESTED COPIES OF DOCUMENTS TO BE ENCLOSED  
ALONG WITH THE APPLICATION**

- a. SSC/ SSLC/ Matriculation/10<sup>th</sup> Class Marks Sheet/ Certificate (in support of Date of Birth).
- b. Mark Sheets of Qualifications prescribed and Provisional/ Final Degree Certificates.
- c. Documents in proof of post- qualification experience issued on authentic Letter Head of present/ past Employer by Competent Authority.
- d. Discharge Certificate (only for Ex- Servicemen).
- e. Latest Salary Certificate/ Salary- slip from the present Employer.
- f. Cast Certificate w.r.t. SC/ ST/ OBC (Non Creamy Layer).
- g. Certificate of Jammu & Kashmir Domicile from 01.01.1980 to 31.12.1989.
- h. Disability Certificate for PwBDs from Competent Authority.
- i. Valid Registration Certificate issued by Medical Council of India (MCI)/ State Medical Council for the post of Medical Officer (Physician).
- j. Recent Passport size colour photographs- Nos. 02.
- k. Transaction proof for payment of application fee through SB Collect.
- l. Any other, in case necessary.

**Note- Candidates would have to attach copies of all mandatory and applicable self- attested testimonials/ documents with the Application Form.**

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विज्ञा. स. HAL/HD/HR/TM/ LE-EXE/2024

दिनांक: 04-12-2024

हिन्दुस्तान एरोनॉटिक्स लिमिटेड (एचएएल), एक महारत्न केंद्रीय सार्वजनिक क्षेत्र उपक्रम, दक्षिण पूर्व एशिया का एक प्रमुख वैमानिकी उद्योग है, जिसके 21 उत्पादन/ओवरहॉल/सेवा प्रभाग, 9 अनुसंधान एवं विकास केंद्र तथा 1 सुविधा प्रबंधन प्रभाग हैं, जो पूरे देश में व्याप्त हैं। एचएएल की विशेषज्ञता के दायरे में कई अत्याधुनिक प्रौद्योगिकी, अभिकल्प, विकास, विनिर्माण, मरम्मत, ओवरहॉल एवं विमान, हेलीकॉप्टर, एरो-इंजन, औद्योगिक और समुद्री गैस टरबाइन, सहायक उपकरण, एवियानिक्स और प्रणाली तथा उपग्रह और प्रक्षेपण वाहनों के लिए संरचनात्मक घटकों के उन्नयन से जुड़े उच्च तकनीक कार्यक्रम शामिल हैं।

एचएएल, एवियानिक्स प्रभाग, हैदराबाद जो एच ए एल के विस्तृत नेटवर्क का एक अंग है, कार्यपालक संवर्ग में निम्नलिखित दो पदों के लिए विद्वान, परिणामोन्मुखी और अनुभवी व्यवसायियों के लिए देख रहा है।

## 2. (क) पद/विषय क्षेत्र/ आरक्षण/ अनुभव का विवरण:

क्रम सं	पद का नाम	ग्रेड	रिक्तियों की संख्या एवं आरक्षण	योग्यता	अनुभव वर्षों में
1	उप प्रबंधक (सिविल)	III	1 (ओबीसी-एनसीएल)	उपयुक्त सांविधिक प्राधिकरण से मान्यताप्राप्त संस्थान/विश्वविद्यालय से सिविल इंजीनियरिंग में इंजीनियरिंग/प्रौद्योगिकी डिग्री	3(तीन)
2	चिकित्सा अधिकारी (फिज़िशियन)	II	1-यूआर	मान्यताप्राप्त विश्वविद्यालय से एमबीबीएस एमबीबीएस+स्नातकोत्तर डिप्लोमा/ एमबीबीएस+स्नातकोत्तर डिग्री	1(एक) शून्य

यूआर-अनारक्षित, ओबीसी (एनसीएल)- अन्य पिछड़ा वर्ग (गैर-क्रीमी लेयर)

**ख. बेंचमार्क विकलांगता वाले व्यक्तियों (PwBDs) के लिए आरक्षण :** पहचान की गई विकलांगता के 40% से कम नहीं होने वाले PwBD आरक्षण के लाभ के लिए पात्र होंगे। आरक्षण का लाभ उठाने के इच्छुक अभ्यर्थियों को दस्तावेजों के सत्यापन के समय केवल निर्धारित प्रारूप में सक्षम प्राधिकारी द्वारा जारी विकलांगता प्रमाण-पत्र प्रस्तुत करना आवश्यक है। उपरोक्त पदों पर आवेदन करने वाले पीडब्ल्यूबीडी अभ्यर्थियों द्वारा आवेदन में अनिवार्य रूप से विकलांगता का प्रकार और विकलांगता का प्रतिशत बताया जाना आवश्यक है। पदवार पहचान की गई उपयुक्त विकलांगताओं का विवरण निम्नानुसार है:

पद का नाम	उपयुक्त के रूप में पहचानी गई विकलांगता का प्रकार
उप प्रबंधक (सिविल)	एचओएच, ओएल, ओए, एसडीडी/एसआईडी, एसडी/एसआई
चिकित्सा अधिकारी (फिज़िशियन)	ओएल, एसडीडी/एसआईडी, एसडी/एसआई

**एचओएच:** श्रवण दोष - सुनने में कठिनाई; **ओएल:** चलने-फिरने में अक्षमता - एक पैर प्रभावित; **ओए:** एक हाथ प्रभावित; **एसडीडी/एसआईडी:** रीढ़ की हड्डी में विकृति/रीढ़ की हड्डी में चोट के साथ चलने- फिरने में अक्षमता और संबंधित न्यूरोलॉजिकल/अंग विकार। **एसडी/एसआई:** संबंधित न्यूरोलॉजिकल/अंग विकार के बिना रीढ़ की हड्डी में विकृति/रीढ़ की हड्डी में चोट।

## 3. योग्यता:

- उपरोक्त योग्यता का अर्थ उपयुक्त सांविधिक प्राधिकरण से मान्यताप्राप्त संस्थान/विश्वविद्यालय से पूर्णकालिक और नियमित पाठ्यक्रम। डिप्लोमा प्राप्त होना चाहिए। पत्राचार/दूरस्थ शिक्षा/अंशकालिक/ई-लर्निंग के माध्यम से योग्यता अर्जित करनेवाले अभ्यर्थियों को नियमित/पूर्णकालिक पाठ्यक्रमों के समतुल्य नहीं माना जाएगा और वे आवेदन करने के लिए पात्र नहीं हैं।
- उपयुक्त के अलावा किसी अन्य विषय/शाखा में योग्यता प्राप्त अभ्यर्थी आवेदन करने के लिए पात्र नहीं हैं।

- III. अन्य किसी पाठ्यक्रम में पढाई कर रहे/ पंजीकृत हो चुके अभ्यर्थियों को उसकी सूचना अनिवार्य रूप से आवेदन-पत्र में देनी होगी।
- IV. कुल योग बनाने के लिए प्रतिशत को राउंड ऑफ करने की अनुमति नहीं है।
- V. **क्रम सं.(2) में उल्लिखित पद के लिए योग्यता भारतीय चिकित्सा परिषद (एमसीआई)/ राज्य चिकित्सा परिषद (यथा मामला) से मान्यता प्राप्त होनी चाहिए। अभ्यर्थी के पास भारतीय चिकित्सा परिषद (एमसीआई)/ राज्य चिकित्सा परिषद द्वारा जारी मान्य पंजीकरण प्रमाणपत्र होना चाहिए।**

#### 4. आयु सीमा/छूट/रियायत :

क्रम सं.	पद का नाम	24.12.2024 को अधिकतम आयु	
		यूआर	ओबीसी(एनसीएल)
1	उप प्रबंधक (सिविल)	आवेदन के पात्र नहीं	38
2	चिकित्सा अधिकारी (फिज़िशियन)	30	

- क. अनारक्षित पदों के लिए आवेदन करने वाले ओबीसी-एनसीएल/एससी/एसटी/ईडब्ल्यूएस वर्गों के अभ्यर्थियों को अनारक्षित मानदंडों के बराबर माना जाएगा और कोई छूट नहीं दी जाएगी।
- ख. एससी/एसटी वर्ग के अभ्यर्थियों को अनुलग्नक ए में दिए गए निर्धारित आरूप में एससी/एसटी प्रमाणपत्रों की स्वअनुप्रमाणित प्रतियाँ प्रस्तुत करनी होंगी।
- ग. ओबीसी(नॉन-क्रीमीलेयर) अभ्यर्थियों के मामले में, भारत सरकार और केंद्र सरकार के सार्वजनिक क्षेत्र के उपक्रमों के तहत पदों पर नियुक्ति के लिए अभ्यर्थी की जाति का नाम भारत सरकार के सामाजिक न्याय और अधिकारिता मंत्रालय द्वारा अधिसूचित संबंधित राज्य के अन्य पिछड़े वर्ग की केंद्रीय सूची में शामिल होना चाहिए। प्रमाण-पत्र में जारी करने की तिथि होनी चाहिए और जाति का नाम ठीक उसी तरह लिखा जाना चाहिए जैसा कि केंद्रीय सूची में लिखा है।

ओबीसी(नॉन-क्रीमी लेयर) वर्ग का आरक्षण लाभ प्राप्त करने के लिए निम्नलिखित शर्तों को पूरा किया जाना है :

- अभ्यर्थी को नॉन-क्रीमी लेयर का होना चाहिए।
  - अभ्यर्थी की जाति का नाम अन्य पिछड़े वर्ग की केंद्रीय सूची में दिखना चाहिए।
  - अभ्यर्थी को भारत सरकार के प्रारूप (अनुलग्नक-बी) में सक्षम प्राधिकारी द्वारा जारी ओबीसी(एनसीएल) प्रमाण-पत्र (जो दिनांक 24.12.2024 को छः माह से पुराना न हो) प्रस्तुत करना होगा।
- घ. बेंचमार्क विकलांगता वाले व्यक्तियों (पीडब्ल्यूबीडी) के लिए ऊपरी आयु सीमा में 10 वर्ष तक छूट होगी जो लागू छूट के अलावा है।
- ङ. जो अभ्यर्थी 01-01-1980 से 31-12-1989 की अवधि के दौरान सामान्यतः जम्मू एवं कश्मीर राज्य के निवासी रहे हों, उनके लिए ऊपरी आयु सीमा में 5 वर्ष की छूट दी जाएगी।
- च. भूतपूर्व सैनिकों/ सेवारत अधिकारियों के मामले में आयु में छूट कंपनी के नियमों के अनुसार दी जाएगी।
- छ. सभी लागू आयु छूट के बाद अभ्यर्थी की आयु दिनांक 24.12.2024 को पीडब्ल्यूबीडी के लिए 56 वर्ष और अन्य अभ्यर्थियों के लिए 55 वर्ष से अधिक नहीं होनी चाहिए।

#### 5. व्यावसायिक योग्यता के पश्चात अनुभव (पीपीक्यूई):

क्रम सं.	पद का नाम	प्राप्त योग्यता	अगले निम्नतर गेड में या समान पद में आवश्यक अनुभव (पूरे किए गए वर्ष)
1	उप प्रबंधक (सिविल)	इंजीनियरिंग/प्रौद्योगिकी में डिग्री	3
2	चिकित्सा अधिकारी (फिज़िशियन)	एमबीबीएस	1
		एमबीबीएस+स्नातकोत्तर डिप्लोमा	शून्य
		एमबीबीएस+स्नातकोत्तर डिग्री	शून्य

नोट : अगले निम्नतर गेड में या समान पद में आवश्यक अनुभव केन्द्र सरकार या राज्य सरकार या सार्वजनिक उपक्रमों या स्वायत्त संगठनों या अर्धसरकारी संगठनों या सशस्त्र बलों या अर्धसैनिक बलों में कार्यरत अभ्यर्थियों के लिए लागू है।

i **योग्यता के पश्चात अनुभव की गणना 24.12.2024 से की जाएगी।** पीपीक्यूई की गणना अपेक्षित व्यावसायिक योग्यता प्राप्त करने की तिथि से की जाएगी। अपेक्षित व्यावसायिक योग्यता प्राप्त करने से पहले के अनुभव की गणना पीपीक्यूई के लिए नहीं की जाएगी। अभ्यर्थियों की पीपीक्यूई संगत क्षेत्र में होनी चाहिए।

ii योग्यता के पश्चात अनुभव की अवधि के दौरान की गई पूर्णकालिक अतिरिक्त डिग्री को अनुभव के रूप में नहीं माना जाएगा एवं पाठ्यक्रम की अवधि को पीपीक्यूई से कम किया जाएगा।

iii उप प्रबंधक (सिविल) के पद के लिए यदि अभ्यर्थी के पास इंजीनियरी की संबंधित शाखा में पूर्णकालिक स्नातकोत्तर डिग्री है तो पीपीक्यूई की अवधि को स्नातकोत्तर डिग्री की अवधि, अधिकतम दो वर्ष, तक कम किया जाएगा।

**6. वेतनमान एवं पारिश्रमिक :**

क्रम सं.	श्रेणी	वेतनमान	कैफेटेरिया प्रणाली के तहत मूल वेतन में अनुलब्धियों एवं भत्तों का प्रतिशत
1	III	रु. 50000 – 160000	35%
2	II	रु. 40000-140000	

वर्तमान में वार्षिक वेतन वृद्धि मूल वेतन का 3% है।

(i) चयन होने पर, अभ्यर्थियों को उपरोक्त वेतनमान में नियुक्त किया जाएगा। मूल वेतन के अलावा, अभ्यर्थी कंपनी के नियमों के अनुसार परिवर्तनीय महंगाई भत्ता, कंपनी आवास / मकान किराया भत्ता, भविष्य निधि, अनुदान और निष्पादन से संबंधित वेतन (पीआरपी) और केवल चिकित्सा अधिकारी (फिजिशियन) गैर-प्रेक्टिसिंग भत्ता (एनपीए) आदि के लिए पात्र होंगे।

(ii) डॉक्टरों के लिए यह अनिवार्य है कि वे कंपनी द्वारा उपलब्ध कराए गए आवास में रहें। मकान किराया भत्ता केवल उन मामलों में देय होगा जहां कंपनी द्वारा आवास उपलब्ध नहीं कराया जाता है।

**7. आवेदन कैसे करें :**

(i) पात्रता मानदंड को पूरा करनेवाले अभ्यर्थियों को निर्धारित आवेदन पत्र प्रारूप (परिशिष्ट- I) में ए-4 आकार के पेपर पर (साफ - सुथरा / हाथ से लिखा हुआ) हार्ड कॉपी आवेदन, और आयु, योग्यता, अनुभव, प्रशिक्षण, जाति (निर्धारित प्रारूप में), अपंगता (यथा लागू) संबंधी प्रमाण पत्रों / दस्तावेजों की प्रतियाँ, भूतपूर्व सैनिक डिस्चार्ज बुक (यथा लागू), एमसीआई पंजीकरण प्रमाणपत्र (यथा लागू), एक स्वअनुप्रमाणित पासपोर्ट आकार का रंगीन फोटो केवल स्पीड पोस्ट/ रजिस्टर्ड पोस्ट/ कूरियर द्वारा दिनांक 24-12-2024 या उससे पहले पहुंचने के लिए निम्नलिखित पते पर भेजना होगा:

प्रबंधक (मानव संसाधन)-भर्ती  
हिन्दुस्तान एरोनॉटिक्स लिमिटेड,  
एवियोनिक्स प्रभाग  
बालानगर, हैदराबाद - 500 042

**(ii) पात्र अभ्यर्थियों को अपने आवेदन पत्र उपरोक्त पते पर भेजते समय लिफाफे के ऊपर आवेदित पद एवं विज्ञापन संख्या अनिवार्य रूप से लिखना है।**

**(iii) किसी अन्य माध्यम जैसे फ़ैक्स/ई-मेल आदि से प्राप्त आवेदन स्वीकार नहीं किए जाएंगे। कोई भी आवेदन व्यक्तिगत रूप से स्वीकार नहीं किया जाएगा। नियत तिथि के बाद प्राप्त आवेदन अस्वीकार कर दिए जाएंगे। डाक में किसी भी विलंब के लिए एच ए एल जिम्मेदार नहीं होगा।**

(iv) यह ध्यान दिया जाए कि आगे जाकर साक्षात्कार/दस्तावेज सत्यापन के लिए बुलाए जाने वाले सभी अभ्यर्थियों को आवेदन पत्र में प्रस्तुत सभी विवरणों के संबंध में मूल प्रमाण-पत्र अनिवार्य रूप से प्रस्तुत करना होगा।

(v) अभ्यर्थियों के पास एक वैध मोबाइल नंबर और ईमेल आईडी होना आवश्यक है, जिसकी सूचना आवेदन में दिया जाना है, ताकि चयन के अगले चरणों जैसे साक्षात्कार/दस्तावेज सत्यापन के बारे में सूचना उसी ईमेल आईडी पर भेजी जा सके। अभ्यर्थियों को भेजे गए ई-मेल संदेशों के बाउंस होने पर एचएएल जिम्मेदार नहीं होगा।

(vi) आवेदन पत्र में एक बार घोषित जन्मतिथि, डाक पता, श्रेणी आदि में परिवर्तन के अनुरोध पर विचार नहीं किया जाएगा।

## 8. आवेदन शुल्क

- (i) आवेदन शुल्क 500/- रुपये है, जो गैर-वापसीयोग्य है (एससी/एसटी/पीडब्ल्यूबीडी श्रेणी के मामले में छूट है)।
- (ii) अभ्यर्थियों (केवल यूआर/ओबीसी (एनसीएल)/ओबीसी/ईडब्ल्यूएस श्रेणियों) को ऑनलाइन माध्यम से 500/- रुपये (जीएसटी सहित) का आवेदन शुल्क जमा करना आवश्यक है (लागू सुविधा शुल्क और करों को छोड़कर)। आवेदन शुल्क के अलावा लागू सुविधा शुल्क और कर, यदि कोई हो, अभ्यर्थियों द्वारा वहन किया जाएगा। ऑनलाइन एसबीआई कलेक्ट मोड में आवेदन शुल्क के भुगतान के लिए अभ्यर्थी द्वारा अपनाए जाने वाले चरण नीचे दिए गए हैं। अभ्यर्थियों से अनुरोध है कि वे आवेदन शुल्क का भुगतान करने से पहले निम्नलिखित चरणों को ध्यान से पढ़ें:
  - a) कृपया भुगतान लिंक <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=8490> पर क्लिक करें, पेज ऑनलाइन स्टेट बैंक कलेक्ट पर निर्देशित किया जाएगा;
  - b) जाँचें कि क्या HAL (एवियोनिक्स डिवीजन), HAL कैम्पस दर्शाया गया है;
  - c) भुगतान श्रेणी रसीदें होगी।
  - d) आपको पेज पर प्रदर्शित नाम, मोबाइल नंबर, पंजीकरण संख्या, ईमेल आईडी आदि जैसे विवरण दर्ज करने होंगे। इसके अलावा, भुगतान करने वाले व्यक्ति के बैंक खाते का विवरण "पार्टी का खाता संख्या" फ़ील्ड में दर्ज किया जाना चाहिए। सभी विवरण सही-सही भरें और सबमिशन के लिए आगे बढ़ने से पहले विवरणों को सत्यापित करें;
  - e) विवरण सबमिट करने पर, भुगतान पृष्ठ प्रदर्शित होगा। विभिन्न भुगतान विकल्प जैसे डेबिट / क्रेडिट / कार्ड / यूपीआई / नेट बैंकिंग आदि में से चुनें और भुगतान करें।
  - f) भुगतान के बाद एसबीआई कलेक्ट संदर्भ संख्या नोट करें और स्क्रीनशॉट भी लें
- (i) आवेदन पत्र में एसबीआई कलेक्ट संदर्भ संख्या, भुगतान किया गया आवेदन शुल्क आदि का विवरण देना आवश्यक है, अन्यथा आवेदन अपूर्ण माना जाएगा और स्वीकार नहीं किया जाएगा।
- (ii) यदि अभ्यर्थी गलत खाते में आवेदन शुल्क जमा करता है तो एचएएल जिम्मेदार नहीं होगा। भुगतान का कोई अन्य तरीका स्वीकार नहीं किया जाएगा।
- (iii) आवेदन शुल्क किसी भी परिस्थिति में वापस नहीं किया जाएगा, भले ही आवेदन करते समय अभ्यर्थी अयोग्य हो या आवेदन अस्वीकार कर दिया गया हो आदि। इसलिए, आवेदन शुल्क का भुगतान करने/आवेदन अग्रेषित करने से पहले, अभ्यर्थियों को यह सुनिश्चित करना आवश्यक है कि वे सभी पात्रता मानदंडों को पूरा करते हैं।

## 9. चयन प्रक्रिया

- (i) चयन साक्षात्कार के माध्यम से किया जाएगा। साक्षात्कार की तिथि, समय और स्थान की सूचना शॉर्टलिस्ट किए गए/योग्य अभ्यर्थियों को ई-मेल/एचएएल वेबसाइट/पोस्ट के माध्यम से दी जाएगी।
- (ii) अभ्यर्थियों से प्राप्त आवेदनों की जांच न्यूनतम पात्रता मानदंड जैसे आवश्यक शैक्षणिक योग्यता, आयु, वर्ग योग्यता-पश्चात अनुभव के वर्ष आदि के आधार पर की जाएगी।
- (iii) अभ्यर्थियों को साक्षात्कार के लिए 1:10 (अधिकतम) के अनुपात में बुलाया जाएगा। यदि पदों के लिए न्यूनतम पात्रता मानदंड को पूरा करने वाले अभ्यर्थियों की संख्या 1:10 के अनुपात से अधिक है, तो अभ्यर्थियों को कंपनी के नियमों के अनुसार योग्यता परीक्षा में प्रासंगिक अनुभव / अंकों के आधार पर बुलाया जाएगा।
- (iv) संपूर्ण चयन प्रक्रिया कंपनी के मौजूदा भर्ती नियमों द्वारा शासित होगी।
- (v) केन्द्र या राज्य सरकार के विभाग या सार्वजनिक क्षेत्र के उपक्रमों (राज्य या केन्द्र) या अर्ध सरकारी या स्वायत्त निकायों या सशस्त्र बलों या अर्ध-सैन्य बलों या संयुक्त उद्यमों (पीएसयू/एस या सरकार यानी राज्य या केन्द्र के बीच) आदि में कार्यरत उम्मीदवार, जहां भी लागू हो, जिन्हें अनंतिम रूप से साक्षात्कार के लिए बुलाया जाता है, उन्हें साक्षात्कार में भाग लेने के समय अपने वर्तमान नियोक्ता से "अनापत्ति प्रमाण पत्र (एनओसी)" प्रस्तुत करना चाहिए, अन्यथा उनकी उम्मीदवारी रद्द कर दी जाएगी।
- (vi) साक्षात्कार में उत्तीर्ण होने वाले अभ्यर्थियों को अनंतिम प्रस्ताव जारी किया जाएगा और उन्हें **एचएएल अस्पतालों में प्री-एम्प्लॉयमेंट मेडिकल जांच करानी होगी**। प्री-एम्प्लॉयमेंट मेडिकल मानक (अनुलग्नक-U1) इस विज्ञापन के साथ पोस्ट किए गए हैं। स्वास्थ्य मानकों में कोई छूट नहीं दी जाएगी। एचएएल द्वारा निर्धारित चिकित्सा मानकों के अनुसार कंपनी के डॉक्टर से मेडिकल रिपोर्ट की संतोषजनक प्राप्ति, संबंधित अधिकारियों से चरित्र और पूर्ववृत्त का सत्यापन, कंपनी के नियमों के अनुसार नियुक्ति का अंतिम प्रस्ताव जारी किया जाएगा।

## 10. सामान्य शर्तें:

- (i) केवल भारतीय नागरिक ही आवेदन करने के पात्र हैं।
- (ii) दिनांक 24-12-2024 तक अभ्यर्थी द्वारा शैक्षणिक योग्यता एवं योग्यता के बाद का अनुभव अर्जित/प्राप्त किया जाना होना चाहिए। अंतिम सेमेस्टर/वर्ष की अंक तालीका में दर्शाई गई परिणामों की घोषणा की तिथि को शैक्षणिक योग्यता प्राप्त करने की तिथि माना जाएगा।
- (iii) केवल आवेदन जमा करने से एचएएल में नियुक्ति का दावा करने का अधिकार नहीं मिलेगा। आवेदन करने से पूर्व, अभ्यर्थियों को पद के लिए निर्दिष्ट पात्रता मानदंडों के बारे में स्वयं को संतुष्ट करना चाहिए। कंपनी के वर्तमान नियमों के अनुसार, यदि अभ्यर्थी अधिसूचित पदों के लिए अयोग्य पाया जाता है, तो भर्ती प्रक्रिया के किसी भी चरण में किसी भी आवेदन को एचएएल अस्वीकार कर सकता है।
- (iv) यदि आवश्यकता हो तो एचएएल बिना कोई आगे की सूचना दिए या कोई कारण बताए विज्ञापित आवश्यकताओं को प्रतिबंधित/विस्तारित/संशोधित/बदलने का अधिकार रखता है। एचएएल, व्यक्तिगत साक्षात्कार के लिए बुलाए जाने वाले अभ्यर्थियों की संख्या को सीमित करने के लिए पात्रता मानदंड बढ़ाने का अधिकार भी रखता है। एचएएल, अपने विवेक पर अधिसूचित रिक्तियों को रद्द करने का अधिकार रखता है और ऐसा निर्णय अंतिम और सभी पर बाध्यकारी होगा। अधिसूचित रिक्तियों के रद्द होने की स्थिति में, अभ्यर्थियों द्वारा जमा किया गया आवेदन शुल्क वापस नहीं किया जाएगा।
- (v) आवश्यक योग्यता में अंकों का प्रतिशत सभी सेमेस्टर/वर्षों के कुल अंकों का योग होगा। किसी विशेष सेमेस्टर या वर्ष को कोई अधिक महत्व नहीं दिया जाएगा। कोई पूर्णांकन नहीं किया जाएगा। अभ्यर्थी को आवेदन पत्र में डिप्लोमा/डिग्री आदि के कुल अंक (सभी सेमेस्टर/वर्षों के कुल मिलाकर) दर्शाने होंगे। कुल अंकों की गणना नीचे दिखाए अनुसार की जानी है :

$$\frac{\text{सभी में सेमेस्टर या वर्ष में प्राप्त कुल अंक}}{\text{अधिकतम अंक (सभी सेमेस्टर या वर्षों का संचयी)}} \times 100$$

- (vi) जहाँ भी डिग्री में सीजीपीए या लेटर ग्रेड आदि प्रदान किया गया है वहाँ विश्वविद्यालय/संस्थान द्वारा अपनाए गए मानदंडों के अनुसार आवेदन पत्र में अंकों का समतुल्य प्रतिशत दर्शाया जाना चाहिए। अभ्यर्थियों को साक्षात्कार के समय विश्वविद्यालय/संस्थान से इस आशय का रूपांतरण प्रमाण-पत्र प्रस्तुत करना आवश्यक है।
- (vii) सभी योग्यताएं उपयुक्त भारतीय सांविधिक प्राधिकरणों द्वारा मान्यता प्राप्त विश्वविद्यालयों/संस्थानों से प्राप्त की गई होनी चाहिए।
- (viii) अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग (ओबीसी)(एनसीएल)/दिव्यांगजन/एक्सएसएम श्रेणी के अभ्यर्थियों को अपने दावे के समर्थन में आवेदन के साथ निर्धारित प्रपत्रों ( अनुलग्नक ए, बी और सी देखें, जैसा लागू हो) में सक्षम प्राधिकारी द्वारा जारी जाति प्रमाण-पत्र/ विकलांगता प्रमाण-पत्र/ सेवामुक्ति प्रमाण-पत्र की प्रतियाँ प्रस्तुत करनी होंगी।
- (ix) केंद्र/राज्य सरकार के विभागों, सार्वजनिक क्षेत्र के उपक्रमों आदि में कार्यरत अभ्यर्थियों (संविदा आधार पर नियुक्त अभ्यर्थियों सहित) को व्यक्तिगत साक्षात्कार के समय होनेवाले दस्तावेज सत्यापन के समय नियोक्ता से अनापत्ति प्रमाण पत्र (एनओसी) प्रस्तुत करना आवश्यक होगा, अन्यथा, उनकी अभ्यर्थिता रद्द कर दी जाएगी और उन्हें व्यक्तिगत साक्षात्कार के लिए अनुमति नहीं दी जाएगी। ऐसे मामलों में वे यात्रा भत्ते के लिए पात्र नहीं होंगे।
- (x) साक्षात्कार के लिए उपस्थित होने वाले अभ्यर्थियों को कंपनी के नियमों के अनुसार यात्रा का प्रमाण प्रस्तुत करने पर, संपर्क/डाक पते से सबसे निकटतम मार्ग से तृतीय श्रेणी ए/सी (3ए) की प्रतिपूर्ति की जाएगी।
- (xi) अनुभव:
  - क. निजी क्षेत्र के संगठनों में कार्य अनुभव रखने वाले आवेदकों को कंपनी के पत्र शीर्ष पर अनुभव प्रमाण पत्र प्रस्तुत करना आवश्यक है। कंपनी के पत्र शीर्ष पर कंपनी का विवरण होना चाहिए।
  - ख. संबंधित सा.उ./केन्द्रीय/राज्य/निजी संगठनों के कार्यपालक संवर्ग में अभ्यर्थियों द्वारा प्राप्त अनुभव को ही पात्र माना जाएगा।

- ग. यदि अभ्यर्थी सार्वजनिक क्षेत्र के उपक्रमों/सरकार/अर्ध-सरकार में योग्यता-पश्चात अनुभव का दावा करते हैं, तो उनके पास निम्नतर ग्रेड/वेतनमान में या ऊपर निर्दिष्ट समकक्ष पद पर निर्धारित न्यूनतम वर्षों का अनुभव होना चाहिए।
- घ. उचित अनुभव प्रमाण-पत्र न होने की स्थिति में, अभ्यर्थियों को कार्यभार ग्रहण पत्र एवं कार्यभार मुक्ति आदेश संलग्न करना होगा। सेवारत कर्मचारियों के मामले में, कार्यभार मुक्ति आदेश के स्थान पर वर्तमान वेतन प्रमाण-पत्र/वेतन पर्ची भेजी जानी है।
- (xii) संविदा अनुभव:
- क) चयन के लिए संबंधित सा.उ./केंद्र/राज्य सरकार द्वारा सीधे संविदा के आधार पर नियुक्त अभ्यर्थियों के अनुभव को अनुभव के रूप में माना जाएगा। उस स्थिति में, संबंधित सा.उ./केंद्र/राज्य सरकारों आदि से अनुभव प्रमाण-पत्र प्रस्तुत करना होगा, जिसमें संविदा नियुक्ति का उल्लेख किया गया हो। इसे संविदा नियुक्ति के निबंधन व शर्तों तथा संबंधित संगठन में ऐसी संविदा नियुक्ति के लिए लागू नियमों के अनुरूप अनापत्ति प्रमाण पत्र होना चाहिए। ऐसे अनुभव प्राप्त अभ्यर्थियों को साक्षात्कार के समय नियुक्ति आदेश प्रस्तुत करना होगा।
- ख) संविदा के आधार पर निजी संगठनों में अभ्यर्थियों द्वारा प्राप्त अनुभव को अनुभव माना जाएगा, बशर्ते कि अनुभव की प्रकृति, जिम्मेदारियों, कार्यभार आदि के संदर्भ में जांच की जाती है।
- ग) सा.उ./केन्द्र/राज्य सरकारों द्वारा संविदाकारों के माध्यम से संविदा के आधार पर नियुक्त अभ्यर्थियों के पास निहित अनुभव को अनुभव नहीं माना जाएगा, क्योंकि उनकी नियुक्ति प्रत्यक्ष रूप से नहीं की गई है।
- घ) चयन के लिए केवल संबंधित सार्वजनिक क्षेत्र के उपक्रमों/केन्द्रीय/राज्य/निजी संगठनों के कार्यपालक संवर्ग में प्राप्त अनुभव को ही उपरोक्त (क) एवं (ख) के अनुसार अभ्यर्थियों के पास उपलब्ध संविदा अनुभव माना जाएगा।
- (xiii) एक बार जब कोई कर्मचारी किसी सार्वजनिक उपक्रम से स्वेच्छिक सेवानिवृत्ति ले लेता है, तो उसे किसी अन्य सार्वजनिक उपक्रम में नौकरी करने की अनुमति नहीं दी जाएगी। यदि वह नौकरी करना चाहता है, तो उसे संबंधित सार्वजनिक उपक्रम को प्राप्त स्वे.से.नि.यो. प्रतिकर वापस करना होगा। जिन कर्मियों ने अन्य सार्वजनिक उपक्रम से स्वे.से.नि.यो. का विकल्प चुना है, उन्हें इस बात का दस्तावेजी प्रमाण प्रस्तुत करना चाहिए कि उन्होंने कंपनी में अपनी नियुक्ति से पहले अपने सेवांत हितलाभ संबंधित सार्वजनिक उपक्रम में जमा कर दिए हैं ;
- (xiv) निर्धारित किया गया है कि वर्तमान रिक्ति को केवल बाहरी अभ्यर्थियों द्वारा सीधी भर्ती के माध्यम से भरा जाना है। अतः आंतरिक अभ्यर्थियों के आवेदन, यदि कोई हो तो, पर विचार नहीं किया जाएगा।
- (xv) आवेदन में अभ्यर्थी का नाम, जन्मतिथि, पिता/माता का नाम मैट्रिकुलेशन/10<sup>वीं</sup> कक्षा या केन्द्रीय/राज्य बोर्ड द्वारा जारी समकक्ष प्रमाण-पत्र या अंक तालीका में उल्लिखित रूप में भरा जाना चाहिए।
- (xvi) अभ्यर्थियों को अपने अनुभव का विस्तृत ब्योरा प्रस्तुत करना आवश्यक है।
- (xvii) इस विज्ञापन में दर्शाई गई आवश्यकताओं के अनुरूप न होने वाले/अधूरे आवेदन/प्रदान की गई जानकारी में विसंगति/आवश्यक संलग्नक के बिना/अंतिम तिथि के बाद प्राप्त होने वाले आवेदनों को अस्वीकार कर दिया जाएगा। ऐसे मामलों में, अभ्यर्थी द्वारा जमा किया गया आवेदन शुल्क वापस नहीं किया जाएगा और इस संबंध में संबंधित अभ्यर्थियों से कोई संप्रेषण नहीं किया जाएगा।
- (xviii) एचएएल किसी भी आवेदन या संप्रेषण की प्राप्ति में हुए विलंब या डाक पारगमन में नुकसान के लिए कोई जिम्मेदारी नहीं लेगा। **आवेदन प्राप्त करने की अंतिम तिथि 24-12-2024 है ।**
- (xix) चयनित अभ्यर्थी की नियुक्ति (क) एचएएल द्वारा निर्धारित मानकों के अनुसार एचएएल अस्पताल से संतोषजनक चिकित्सा रिपोर्ट प्राप्त होने पर; (ख) कंपनी के नियमों के अनुसार संबंधित प्राधिकारियों आदि से चरित्र एवं पूर्ववृत्त और जाति (जैसा लागू हो) का सत्यापन होने पर की जाएगी।
- (xx) चयनित अभ्यर्थी बारह महीने की अवधि के लिए परिवीक्षा पर रहेगा।
- (xxi) चयनित अभ्यर्थी को कंपनी की आवश्यकता के आधार पर एचएएल, एवियानिक्स प्रभाग, हैदराबाद या भारत में कहीं भी तैनात किया जाएगा। अभ्यर्थियों को सेवा के आरंभ के तीन वर्षों के लिए कंपनी के किसी अन्य प्रभाग/कार्यालय में स्थानांतरण के लिए आवेदन करने की अनुमति नहीं दी जाएगी।



- (xxii) यदि आवेदन के किसी भी भाग में अभ्यर्थी द्वारा दी गई जानकारी गलत या अपूर्ण पाई जाती है या विज्ञापन में उल्लिखित पात्रता मानदंडों के अनुरूप नहीं पाई जाती है, तो उसकी अभ्यर्थिता/नियुक्ति को भर्ती प्रक्रिया के किसी भी चरण में या भर्ती या कार्यभार ग्रहण करने के बाद, अभ्यर्थी को कोई संदर्भ/सूचना दिए बिना, रद्द/समाप्त मान लिया जाएगा।
- (xxiii) अभ्यर्थियों से सभी पत्राचार अभ्यर्थी द्वारा आवेदन पत्र में दिए गए मान्य ईमेल आईडी पर इलेक्ट्रॉनिक मेल के माध्यम से किया जाएगा। संप्रेषण का कोई अन्य तरीका नहीं अपनाया जाएगा। इसलिए, अभ्यर्थियों को मान्य ईमेल आईडी प्रदान करना आवश्यक है जो नियमित रूप से उपयोग में हो और कम से कम एक वर्ष की अवधि के लिए बदली न जाए।
- (xxiv) आगे कोई सूचना/ शुद्धि-पत्र/ अनुशेष को [www.hal-india.co.in](http://www.hal-india.co.in) (होम पेज - → कैरियर) पर अपलोड किया जाएगा।
- (xxv) किसी भी रूप में प्रचार करने पर अभ्यर्थी को अयोग्य घोषित कर दिया जाएगा।
- (xxvi) चयन के संबंध में एचएएल प्रबंधन का निर्णय अंतिम होगा। इसके अलावा, एचएएल प्रबंधन कंपनी के नियमों के अनुसार चयनित अभ्यर्थियों के मान्य पैनल से किसी या सभी अधिसूचित पदों को भरने या अन्यथा भरने का अधिकार रखता है और साथ ही भविष्य में रिक्तियों को भरने का भी अधिकार रखता है;
- (xxvii) इस विज्ञापन के अंतर्गत भर्ती से संबंधित किसी भी विवाद/कारण का निपटारा केवल हैदराबाद के अधिकार क्षेत्र में ही किया जाएगा।
- (xxviii) यदि आवेदन पत्र, विज्ञापन आदि में अंग्रेजी के अलावा अन्य संस्करणों में व्याख्या के कारण कोई अस्पष्टता/विवाद उत्पन्न होता है, तो अंग्रेजी संस्करण ही मान्य होगा।
- (xxix) किसी विशेष स्पष्टीकरण के मामले में, अभ्यर्थी एचएएल, एवियानिक्स प्रभाग, हैदराबाद को **rect.hyd@hal-india.co.in पर लिख सकते हैं** या हमसे **040-23822231 / 23822235 पर संपर्क कर सकते हैं**। संप्रेषण का कोई अन्य पद्धति स्वीकार्य नहीं होगा।

#### **अभ्यर्थियों के लिए नोट:**

- i) कृपया ध्यान दें कि एचएएल वेबसाइट पर पोस्ट की गई जानकारी को ही प्रामाणिक माना जाता है। तदनुसार, अभ्यर्थी कृपया ध्यान दें कि एचएएल में कैरियर के अवसरों की खोज केवल एचएएल वेबसाइट पर ही की जाएगी।
- ii) अभ्यर्थियों को फर्जी ई-मेल, व्हाट्सएप संदेश, एसएमएस और इस तरह के अन्य फर्जी संप्रेषण से सावधान रहना चाहिए और एचएएल में रोजगार पाने के लिए किसी भी व्यक्ति/एजेंसी को भुगतान नहीं करना चाहिए। एचएएल उन धोखेबाजों के खिलाफ कानूनी कार्रवाई करने का अधिकार सुरक्षित रखता है।


## आवेदन-पत्र के साथ संलग्न किए जानेवाले दस्तावेजों की स्व अनुप्रमाणित प्रतियों की जांच-सूची

- क. एसएससी/एसएसएलसी/मैट्रिकुलेशन/10<sup>वीं</sup> कक्षा की अंक तालिका/प्रमाणपत्र (जन्म तिथि के समर्थन में)।
- ख. निर्धारित योग्यता की अंक तालिका और अनंतिम/अंतिम डिग्री प्रमाण पत्र।
- ग. योग्यता-पश्चात अनुभव के प्रमाण के रूप में वर्तमान/पूर्व नियोक्ता के प्रामाणिक पत्र शीर्ष पर सक्षम प्राधिकारी द्वारा जारी दस्तावेज।
- घ. डिस्चार्ज प्रमाण-पत्र (केवल भूतपूर्व सैनिकों हेतु)।
- ङ. वर्तमान नियोक्ता से अद्यतन वेतन प्रमाणपत्र/वेतन पर्ची।
- च. एससी/एसटी/ओबीसी (नॉन क्रीमी लेयर) के संबंध में जाति प्रमाण पत्र।
- छ. दिनांक 01.01.1980 से 31.12.1989 तक जम्मू और कश्मीर निवास प्रमाण पत्र।
- ज. सक्षम प्राधिकारी से दिव्यांगजनों के लिए विकलांगता प्रमाण पत्र।
- झ. चिकित्सा अधिकारी (फिजिशियन) के पद के लिए भारतीय चिकित्सा परिषद (एमसीआई)/राज्य चिकित्सा परिषद द्वारा जारी वैध पंजीकरण प्रमाणपत्र।
- ञ. पासपोर्ट आकार के नवीनतम रंगीन फोटोग्राफ – 02 ।
- ट. एसबी कलेक्ट के माध्यम से आवेदन शुल्क के भुगतान का लेनदेन प्रमाण।
- ठ. यदि आवश्यक हो तो कोई अन्य।

**नोट- अभ्यर्थियों को आवेदन पत्र के साथ सभी अनिवार्य एवं लागू स्व-अनुप्रमाणित प्रमाण-पत्रों/दस्तावेजों की प्रतियाँ संलग्न करनी होंगी।**

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## Appendix-1

 <p><b>HINDUSTAN AERONAUTICS LIMITED</b> Avionics Division, Hyderabad <b>Application Form</b> (Please fill the Application form in <b><i>CAPITAL LETTERS</i></b> only) <b>APPLICATION FOR THE POST OF .....</b> <b>Advt. No. HAL/HD/HR/TM/LE-EXE/2024, dated 04-12-2024</b></p>		Paste Self-Attested recent passport size colour photograph
1.	Name (IN BLOCK LETTERS)	
2.	Gender	Male/Female/Others
3.	Father's Name	
4.	Mother's Name	
5.	(a) Date of Birth (b) Age as on 24-12-2024	(a) _____ (b) _____
6.	State of Domicile and Nationality	
7.	Contact / Mailing Address	Permanent Address
	..... ..... ..... ..... .....Pin Code..... Phone No (with STD Code): Mobile No: Email ID:	..... ..... ..... ..... .....Pin Code..... Phone No (with STD Code): Mobile No: Email ID:
8.	Nearest Railway Station	
9.	Religion	
10.	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989? (copy of Certificate to be attached to the application)	Yes / No

11.	Circle the Category ( <i>copy of Certificate to be attached to the application in case of SC/ST/OBC (NCL)/EWS</i> ) (a) Caste (b) Sub-Caste (c) Non-Creamy Layer (for OBC only)	SC / ST / OBC (NCL) / EWS / GEN  (a) _____ (b) _____ (c) Yes / No
12.	Are you a Person with Disability (PWD)? If Yes, (a) Mention the category of Disability (b) Mention % of Disability ( <i>copy of Certificate to be attached to the application</i> )	Yes / No  HOH/OL/OA/SDD or SID, SD or SI _____
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? If Yes: Interviewed for the post of :  Date of Interview:  Venue of Interview:	Yes / No  _____  _____  _____
15.	Is any of your close relative(s) working in HAL? If yes, provide details: (a) Name (b) Designation (c) Division, etc.	Yes / No  _____ _____ _____
16.	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: a) Name of Political Party /organisation: b) Particulars of Political Activity (if any) : c) Period of Membership (from year)/year of participation in Political Activity d) Nature of Participation in Political Activity e) Office, if any, held in Political Party:	Yes / No  _____ _____  _____ _____ _____

19.	Are you working presently? : If Yes, please furnish the details: (a) Name of the Employer (b) Present Designation (c) Working Since (Date) (d) Present pay of scale (e) Basic Pay (f) DA (g) HRA	Yes / No  ----- ----- ----- ----- ----- ----- -----
-----	--	---

**20. EDUCATIONAL QUALIFICATION (from SSLC 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	Aggregate % of marks	Month & Year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

*(Note: Please give full & complete information. Any qualifications/course presently pursuing/continuing is also to be indicated. Use separate sheets if required.)*

**21. Professional Experience from the First Job onwards to Current Job** (chronological order):

Sl.No.	Designation	Organisa tion	Central Govt/ State Govt/ PSU / Private	Date		Pay Scale	Gross Pay	Reason s 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.)

**22. Details of Training Courses attended in last 05 years**

Name of Training Course/ Programme.	Institution/ University	Duration of the Course	
		From	To
(1)	(2)	(3)	(4)

(Use separate sheets, if required)

23. 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)

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

25. a) Present Scale of Pay \_\_\_\_\_  
Basic Pay \_\_\_\_\_ DA \_\_\_\_\_ Gross Pay \_\_\_\_\_

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

27. Pay Expected: \_\_\_\_\_

28. If selected, how soon can you join? \_\_\_\_\_

29. 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)

30. Details of Application fee paid:

SBI Collect Reference No. : \_\_\_\_\_  
Payment Date : \_\_\_\_\_  
Amount of Application fee Paid in Rs. : \_\_\_\_\_

Proof of Payment Enclosed : Yes /No

*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**

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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 only attach the specified documents along with the application form.

**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.



**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.



**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/m2, 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/m2, primary cause for abnormal BMI to be investigated before acceptance. Cushing's Disease, Gigantism & Acromegaly with systemic involvement to 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)		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 6/6	6/9 6/12 or 6/12	6/9 6/6 6/12 or 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>B</b>	<b>ONE EYE</b>	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.
<b>C</b>	<b>Intra Ocular Lens</b>	IOL may be accepted if visual acuity is ok.	IOL may be accepted if visual acuity is ok.
<b>D</b>	<b>Color Vision</b>	<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 <b>except</b> those that require ability to differentiate colours correctly such as:</p> <ul style="list-style-type: none"> <li>- Industrial staff dealing with machines involving recognition of coloured signals.</li> <li>- Technicians engaged in Laboratory work and Chemists.</li> <li>- Crane Operators.</li> <li>- Draughtsmen.</li> <li>- Drivers of all categories.</li> <li>- Electrical work.</li> <li>- Doctors and other Technical staff.</li> <li>- Scientific assistants</li> <li>- Security personnel</li> <li>- Pilots, Ground Engineers and staff</li> <li>- Electronic assembly</li> <li>- Navigation</li> <li>- Job involving coloured cables</li> <li>- Fire fighters</li> <li>- Electronic technicians</li> <li>- Panel operator</li> <li>- Other occupations where perception of colours is considered essential.</li> </ul> <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 <b>except</b> those that require ability to differentiate colours correctly such as:</p> <ul style="list-style-type: none"> <li>- Industrial staff dealing with machines involving recognition of coloured signals.</li> <li>- Technicians engaged in Laboratory work and Chemists.</li> <li>- Crane Operators.</li> <li>- Draughtsmen.</li> <li>- Drivers of all categories.</li> <li>- Electrical work.</li> <li>- Doctors and other Technical staff.</li> <li>- Scientific assistants</li> <li>- Security personnel</li> <li>- Pilots, Ground Engineers and staff</li> <li>- Electronic assembly</li> <li>- Navigation</li> <li>- Job involving coloured cables</li> <li>- Fire fighters</li> <li>- Electronic technicians</li> <li>- Panel operator</li> <li>- Other occupations where perception of colours is considered essential.</li> </ul> <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>
<b>E</b>	<b>Squint cases</b>	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.
<b>F</b>	<b>Myopia</b>	<p>Upto <b>(-6)</b> may be accepted provided the vision is normal after correction &amp; retina is in good health. All candidates must be subjected to Fundoscopy &amp; Indirect ophthalmoscopy.</p> <p>In case Myopia is not within acceptable limits, the candidate can be reassessed after correction through surgery.</p>	<p>Upto <b>(-7)</b> may be accepted provided the vision is normal after correction &amp; retina is in good health. All candidates must be subjected to Fundoscopy &amp; Indirect ophthalmoscopy.</p> <p>In case Myopia is not within acceptable limits, the candidate can be reassessed after correction through surgery.</p>

<b>G</b>	<b>Hypermetropia</b>	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.
<b>H</b>	<b>Pterygium</b>	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.
<b>I</b>	<b>Retinal Detachment</b>	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.
<b>J</b>	<b>Macular Degeneration</b>	To be rejected	To be rejected
<b>K</b>	<b>Retinitis Pigmentosa</b>	To be rejected	To be rejected
<b>4</b>	<b>Skin</b>	a) Treated/ cured Hansen's disease with no deformity is acceptable <b>except</b> 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 <b>except</b> 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.
<b>5</b>	<b>AIDS</b>	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 ( <b>Appendix -I</b> ). 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 ( <b>Appendix-I</b> ). 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

<b>6</b>	<b>Cardio Vascular System</b>		
<b>A</b>	<b>General Exam</b>	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>B</b>	<b>Blood Pressure</b>	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.
<b>C</b>	<b>Heart size</b>	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.
<b>D</b>	<b>Rh. Heart Disease</b>	Rheumatic Heart diseases & other valvular diseases are not to be accepted.	Rheumatic Heart diseases & other valvular diseases are not to be accepted.
<b>E</b>	<b>MVPS</b>	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.
<b>F</b>	<b>ASD</b>	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.
<b>G</b>	<b>VSD</b>	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.
<b>H</b>	<b>PDA</b>	Acceptable after surgical correction	Acceptable after surgical correction
<b>I</b>	<b>Isolated Dextrocardia</b>	Before accepting to be evaluated by cardiologist	Before accepting to be evaluated by cardiologist
<b>J</b>	<b>Sinus Arrhythmias</b>	Sinus arrhythmia may be accepted.	Sinus arrhythmia may be accepted.
<b>K</b>	<b>Other conduction disorders</b>	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.
<b>L</b>	<b>Murmurs</b>	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.
<b>M</b>	<b>IHD</b>	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. <b>Fit if:</b> - 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. <b>Fit if:</b> - 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.

<b>9 (Cont nd.)</b>	<b>Genito Urinary System</b>	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.
<b>10</b>	<b>Breast (Shifted from Gynaecology)</b>	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.
<b>11</b>	<b>HBsAg positive cases</b>	HBsAg (Australian Antigen) + ve, without complication may be accepted.	HBsAg (Australian Antigen) + ve, without complication may be accepted.
<b>12</b>	<b>Nervous System</b>		
<b>A</b>	<b>Speech / Gait</b>	It should be Normal & abnormality to be evaluated thoroughly before appointment	It should be Normal & abnormality to be evaluated thoroughly before appointment
<b>B</b>	<b>Nystagmus</b>	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.
<b>C</b>	<b>Motor system</b>	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.
<b>13</b>	<b>Musculoskeletal System</b>	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.
<b>14</b>	<b>Gynaecology</b>	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.

<b>15</b>	<b>Psychiatry</b>	Schizophrenia, paranoid disorder, alcohol dependence, Presenile Dementia & Drug addicts are not suitable.	Schizophrenia, paranoid disorder, alcohol dependence, Presenile Dementia & Drug addicts are not suitable.
<b>16</b>	<b>Endocrine System</b>		
<b>A</b>	<b>Diabetes Mellitus</b>	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>B</b>	<b>Thyrotoxicosis</b>	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 temporally 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 temporally unfit (minimum 6 wks) and can be made fit, if thyroid functions are normal after treatment.
<b>C</b>	<b>Goiter &amp; Hypothyroidism</b>	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.
<b>D</b>	<b>Acromegaly</b>	Acromegaly cases unsuitable for employment	Acromegaly cases unsuitable for employment
<b>17</b>	<b>Malignancy/ Cancer</b>	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><b>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.</b></p> <p><b>(b). As far as possible, specialist / super specialist opinion to be taken from empanelled hospitals , where the expertise is not available internally.</b></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