

SELECTION OF OFFICERS IN VARIOUS POSTS IN CIVIL, MARKETING, HR AND LEGAL DISCIPLINES

(Advt No. HAL/HR/36(98)/2022/01)

Hindustan Aeronautics Limited (HAL), a Navratna Central Public Sector Undertaking, is a premier Aeronautical Industry of South East Asia, with 20 Production / Overhaul / Service Divisions, 10 co-located R&D Centres and 1 Facility Management Division, spread across the Country. HAL's spectrum of expertise encompasses hi-tech programmes involving a number of state-of-the-art technology, design development, manufacture, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.

HAL invites applications from energetic & result oriented Professionals for the following posts for its various Production, Service Divisions/ Offices:

A) NUMBER OF POSTS:

Sl. No.	Name of the Post	Grade	No. of Posts
a	Additional General Manager (Civil), FMD Bangalore Click here for Job Description Click here for Application Format	VIII	1 (UR)
b	Deputy General Manager (Civil), FMD Bangalore Click here for Job Description Click here for Application Format	VII	1 (UR)
c	Deputy General Manager (Marketing), Liaison Office, Delhi Click here for Job Description Click here for Application Format	VII	1 (UR)
d	Chief Manager (Legal), Bangalore Click here for Job Description Click here for Application Format	VI	1 (UR)
e	Human Resource Officer, Bangalore & Nasik Click here for Job Description Click here for Application Format	II	2 (1-UR;1-SC)
f	Legal Officer, Lucknow Click here for Job Description Click here for Application Format	II	1 (OBC-NCL)

UR- Unreserved ; SC-Scheduled Caste ; OBC-NCL-Other Backward Classes (Non Creamy Layer)

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

Name of the Post	Type of Disability
Additional General Manager (Civil)	i) Hearing Impairment - Hard of Hearing (HoH)
Deputy General Manager (Civil)	ii) Locomotor Disability- One Arm(OA) iii) Locomotor Disability- One Leg(OL)
Human Resource Officer	i) Hearing Impairment - Hard of Hearing (HoH) ii) Locomotor Disability- One Arm(OA) iii) Locomotor Disability- One Leg (OL) iv) Visual Impairment- Low Vision(LV) v) Leprosy Cured (LC) vi) Dwarfism (DW) vii) Acid Attack Victim (AAV) viii) Multiple Disabilities (MD)
Legal Officer	i) Locomotor Disability- One Arm(OA) ii) Visual Impairment- Low Vision(LV) iii) Leprosy Cured (LC) iv) Dwarfism (DW) v) Acid Attack Victim (AAV) vi) Multiple Disabilities (MD)

B) QUALIFICATION:

Sl. No.	Post	Grade	Qualification
a)	Additional General Manager (Civil)	VIII	Bachelor's Degree Engineering / Technology in Civil Engineering from Institutes / Universities recognized by appropriate Statutory Authorities.
b)	Deputy General Manager (Civil)	VII	(or) Candidates possessing AMIE in Civil Engineering (with relevant Post Professional Qualification Experience)
c)	Deputy General Manager (Marketing)	VII	Degree in Engineering / Technology or its equivalent in the Branches of Electrical, Electronics, Mechanical & Production, with either 2 years Full Time Post Graduate Degree/ Diploma in Marketing Management/ MBA Qualification with dual specialization with one being Marketing (or) AMIE courses in Electrical, Electronics, Mechanical & Production Engineering by Institute of Engineers (India) / Grad III E course from the Indian Institute of Industrial Engineering, Mumbai under Production discipline with 2 years Full Time Post Graduate Degree/ Diploma in Marketing Management. (or) Serving Air Force Officer in the rank of Group Captain

d)	Chief Manager (Legal)	VI	Bachelor of Law [5 years integrated course after (10+2)] or Bachelor Degree with Bachelor of Law (10+2+3+3).
e)	Human Resource Officer	II	Bachelor's Degree with PG Degree / PG Diploma / MBA / MSW / MA with specialization in Human Resources / Personnel Management / Industrial Relations / Labour Management / Organizational Development / Human Resource Development / Labour Welfare etc., from Institutes / Universities recognized by appropriate Statutory Authorities.
f)	Legal Officer	II	Bachelor of Law [5 years integrated course after (10+2)] or Bachelor Degree with Bachelor of Law (10+2+3+3)

Note : The Qualification indicated above at Sl. Nos. (a) to (f) would mean Qualification acquired through Regular/Full Time Courses from Institutes / Universities recognised by appropriate Statutory Bodies.

- Candidates possessing basic & qualifying Degrees through Full -Time courses will only be considered. 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. However, candidates possessing AMIE (Civil) are eligible to apply for posts at Sl.Nos.(a) & (b) only.
- All qualifications should be from Indian Universities / Institutes recognized by appropriate statutory authorities.

C) POST PROFESSIONAL QUALIFICATION EXPERIENCE (PPQE):

Sl.No.	Name of the Post	Grade	No. of years of PPQE	Experience required to be possessed in next below Grade or in equivalent post* (completed years) as on <u>16.02.2022</u>
a	Additional General Manager (Civil)	VIII	18 yrs	3
b	Deputy General Manager (Civil)	VII	15 yrs	3
c	Deputy General Manager (Marketing)	VII	15 yrs	3

d	Chief Manager (Legal)	VI	13 yrs	3
e	Human Resource Officer	II	3 yrs	3
f	Legal Officer	II	3 yrs	3

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

- PPQE will be calculated from the date of acquiring the requisite Professional Qualification. Experience prior to acquiring the requisite Professional Qualification Degree will not be reckoned for calculation of PPQE. Candidates need to possess PPQE in the relevant area/field.
- Any Full Time additional degree acquired during the period of experience post acquiring Professional Qualification, will not be reckoned as experience and the duration of course will be deducted from the total PPQE possessed.
- For Posts in Civil Discipline, in case of Candidates possessing Full Time PG Degree in relevant Branch of Engineering, the period of Post Professional Qualification Experience (PPQE) will be reduced by the prescribed period of the relevant Post Graduate Course, subject to a maximum of 02 (two years).

D) PAY SCALES & REMUNERATION:

Sl. No.	Grade	Pay Scales (2017 Scales)#
(i)	VIII	Rs.100000 – 260000
(ii)	VII	Rs.90000 – 240000
(iii)	VI	Rs.80000 – 220000
(iv)	II	Rs.40000 – 140000

#Annual Increment is presently 3% of running Basic Pay.

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

E) AGE LIMIT & RELAXATION:

Sl. No.	Grade	Age Limit as on 16.02.2022		
		UR/EWS	OBC-NCL	SC
(i)	VIII	50	-	-
(ii)	VII	48	-	-
(ii)	VI	48	-	-
(iv)	II	35	38	40

- In respect of Posts identified as suitable for Persons with Benchmark Disabilities (PWBDs), Upper Age Limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC-NCL;
- Upper age limit is relaxable by 5 years in respect of the Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01.01.1980 to 31.12.1989;
- Relaxation in Age limit in respect of Ex-Servicemen & Serving Officers will be extended as per rules;
- Upper Age limit with all relaxations shall not exceed 55 years (56 years in case of PWBD Candidates).

F) APPLICATION FEE:

- Rs. 500 (Rupees Five Hundred only) is to be paid as Application Fee (inclusive of GST of 18%). Candidates belonging to SC/ST/PWBD are exempted from the payment of Application Fee;
- Application Fee is to be deposited in the "Hindustan Aeronautics Limited – Recruitment Account" in State Bank of India bearing Account Number **30969511830** at any of the Core Banking Branches of State Bank of India in the prescribed Challan and a Journal Number is to be obtained. HAL will not be responsible in case a Candidate deposits the Application Fee in a wrong Account. No other form of payment is accepted;
- Candidates are required to provide details of the Application Fee paid in the Application Form;
- Application Fee can be deposited till the last date for receipt of Application;
- Application Fee once deposited into the Company's Account will not be refunded under any circumstance, even if the candidate is unable to forward the Application or due to being ineligible at the time of applying or rejection of Application due to postal delay/loss. Therefore, before depositing the Application Fee, candidates should ensure that they meet all the eligibility criteria;
- **Candidates should forward the original Counterfoil of the Challan (HAL copy) along with the Application Form. Photo copy of the Challan will not be accepted.**
- The candidate should retain the original Counterfoil of the Challan (Candidate's copy) for future reference.

G) HOW TO APPLY?

- Eligible and interested candidates are required to download the Application Form and the Challan Format hosted on the HAL Website (Careers Section): www.hal-india.co.in along with this detailed Advertisement;

- Candidates meeting the prescribed specifications may submit their Applications in **A-4 size paper**, strictly in the prescribed Format, along with a self-attested recent Passport Size Photograph. Applications have to be sent only through Ordinary Post / Speed Post /Registered Post / Courier. Applications received through other modes viz. Fax/ E-mail etc. will not be accepted and will be summarily rejected;
- No Application will be received in person. Applications received after the due date will not be considered. **The last date for receipt of Applications is 16.02.2022.**
- The **original Counterfoil of Challan (HAL Copy)** for having paid the Application Fee (wherever applicable) should be enclosed to the Application Form. The candidate should retain original counterfoil of the Challan (Candidate's copy) for future reference;
- Eligible candidates may forward their duly filled in Application in the prescribed Format to the following address:

**Chief Manager (HR)
Recruitment Section
Hindustan Aeronautics Limited
Corporate Office
15/1 Cubbon Road,
Bangalore – 560 001**

- Candidates are requested to superscribe the Envelope with the name of the post they are applying to;
- No documents / Certificates/ testimonials are required to be attached along with Application Form;
- Candidates are allowed to apply only once for the selected post and application submitted once cannot be altered under any circumstances.
- Candidates are required to possess a valid Mobile number and Email Id, which is to be entered in the application, so that intimation regarding further stages of selection like Selection Interview, etc will be sent on the same Email Id. HAL will not be responsible for bouncing of Email messages sent to the Candidates;
- Request for change in Date of Birth, Mailing Address, Category etc., once declared in the online application form will not be entertained;
- If the information furnished by the Candidate/s at any stage of Recruitment is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the Advertisement, the candidature will be considered as revoked / terminated without any reference given to the Candidate.

H) GENERAL CONDITIONS:

- Only Indian Nationals are eligible to apply;
- Mere Submission of Application will not entail right for claiming appointment / getting shortlisted for further stages of recruitment process;

- HAL reserves the right to cancel/ restrict/ enlarge/ modify/ alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto. The number of vacancies can be modified as per requirements and discretion of the Management;
- **Selection Procedure:** Eligible candidates short-listed based on the initial screening only will be called for personal interview. Date, Time and Venue of the Interview will be intimated to the short-listed/eligible candidates via E-mail / HAL Website. Candidates will be shortlisted and called for Interview in the ratio of 1:10 (Maximum) as per the Rules of the Company. Candidates will be selected as per the Recruitment Rules of the Company.
- Merely meeting the qualification and PPQE requirements as indicated in the advertisement will not entail a right for shortlisting of the application for the interview.
- Age and Experience will be reckoned as on **16.02.2022**.
- **Candidates employed in Central / State Government Departments / Public Sector Enterprises etc. (including candidates engaged on Contract basis in Central / State Govt. Departments / PSUs) should produce NOC (No Objection Certificate) at the time of the Interview/Document Verification from their Employer, failing which they will not be permitted to appear for the Interview/Document Verification and will not be eligible for payment of Travelling Allowance;**
- Candidates belonging to SC/ST/OBC/EWS/PWBD categories are required to submit copies of Caste Certificate/Income & Asset Certificate /Disability Certificate in the prescribed format at the time of Interview/Document Verification;
- Persons with **40% or more relevant disability** only are eligible to apply. Candidates are required to produce Disability Certificate issued by the Competent Authority at the time of Interview;
- For getting reservation benefits under the OBC-NCL category, the following are required to be adhered to:
 - The candidate must belong to Non – Creamy layer;
 - The name of caste and community of the candidate must appear in the ‘Central list of Other Backward Classes’;
 - The candidate must furnish an OBC-NCL certificate as per the format prescribed by the Govt. of India (not older than six months as on **16.02.2022** from the Competent Authority, at the time of Interview.

- Reservation to Economically Weaker Sections (EWS) is governed by Office Memorandum No. 36039/1/2019-Estt(Res) dated 31.1.19 of Department of Personnel & Training , Ministry of Personnel, Public Grievance & Pensions, Government of India.
- Internal candidates would be eligible to apply against Open Selection Posts in Grade-VII & above only and eligible Candidates will be considered for Selection, along with external Candidates.
- Candidates provisionally selected by HAL will have to undergo pre-employment Medical Exam before joining HAL. Applicants should have sound health and should meet the medical standards prescribed by the Company. Appointment of selected candidates is subject to receipt of satisfactory medical report from the Company's Doctor as per the Medical standards of the Company. No relaxation in health standards will be allowed. The Pre Employment Medical Standards prescribed by HAL are uploaded with this advertisement. In respect of Persons with Disability, the suitability for appointment, in relation to the Disability, will be decided on the basis of reports of the Medical Board attached to the Special Employment Exchange for Physically Handicapped. PWBD Candidates will be subjected to pre-employment medical examination with regard other Medical Parameters as per the Medical Standards of the Company.
- Appointment of selected candidates is subject to verification of Caste, PWBD Certificate, Income & Asset Certificate issued by Competent Authority in the format prescribed by Gol (for EWS Candidates) Character & Antecedents from the concerned Authorities, as per the rules of the Company;
- Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company at the Time of Interview. The letter head of the Company should have details of the Company;
- If the candidate has applied for more than one post in the same Advertisement, he/she will be considered only for the lowest post among the posts applied by him/her;
- If the information furnished by the candidate is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, the candidature / appointment will be considered as revoked / terminated at any stage of the recruitment process or after recruitment or joining, without any reference given to the candidate;
- Not providing Pen Picture details as indicated in the Application Form will lead to disqualification of the candidate.

- Any correspondences to the candidate will be made to the mobile number / on the e-mail id provided by the candidate in the Online Application. No other mode of communication will be adopted;
- Any sort of canvassing or influencing the Officials related to recruitment / selection process would result in immediate disqualification of the candidate;
- Selected candidates can be posted to any Division / R&D Center / Office of the Company. The candidates will not be allowed to seek / apply for transfer to any other Division / Location of the Company for initial three years of Service;
- Court of jurisdiction for any dispute / cause will be at Bangalore;
- Any corrigendum/Addendum, if any, will be hosted/ published on HAL Website. Candidates are requested to visit the website regularly for updates;
- HAL reserves the right to cancel the Recruitment process entirely at any stage;
- Candidates are required to keep their Mobile Number and Email Id as declared in the Application active for receiving Communication/Intimation like Call letters for Interview etc;
- In case any particular query is not covered above, the candidates can write to HAL at: recruitment@hal-india.co.in. No other mode of communication will be entertained.
- All further announcements/details pertaining to this selection will only be published/ provided on HAL authorized website www.hal-india.co.in.

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

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