

Instructions for filling the Online Application Form (OAF)

Candidates are advised to go through the instructions carefully

Kindly read the Employment notification /Advertisement dated 31 JULY 2019 available on "Careers" only link of HAL Website https://hal-india.co.in

Candidate should have all the necessary documents and other details with them before filling the Online Application.

Candidates should also check carefully for any errors in the data entered in the Application Form before clicking the "Final Submit" Button. Once the candidate clicks the final submit button, no further changes to the application can be made.

Incomplete / Incorrect applications are liable to be rejected without prior intimation to the candidate.

Multiple application forms from the same candidate for the same post will lead to disqualification of the candidatature.

HAL is not responsible for any error that the candidate commits while filling the OAF. Strictly follow the guidelines provided for scanning and uploading the photograph, signature.

IMPORTANT: After completing the application, take the system generated printout of the online application registered for future correspondences.

Steps to be followed while filling Online Application Form:-

Candidate must first register by providing basic information such as Primary Mobile Number & Date of Birth.

a) Click on the link "Register to Apply Online" appearing on the home page, following page will appear:



Engine Division, Bangalore Complex.

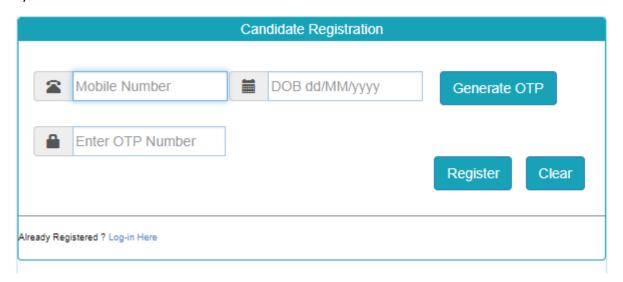
- Notification for Post of Technician Fitter
- Instructions to Apply Online
- Register to Apply Online
- Registered Candidate Login

Keep visiting the website regularly for latest updates and announcements.

For any queries, e-mail to hr.engines@hal-india.co.in

Note: Recommend browser settings - Internet Explorer 9 and above / Google Chrome.

b) Provide your correct MOBILE number and Date of Birth (dd/mm/yyyy), because all communication from HAL will be through the registered mobile no. & Email ID. No Oral communication or postal correspondence will be made under any circumstances.



c) Click on Generate OTP, OTP will be sent to your registered mobile. Enter the OTP and click on Register; following page will appear:

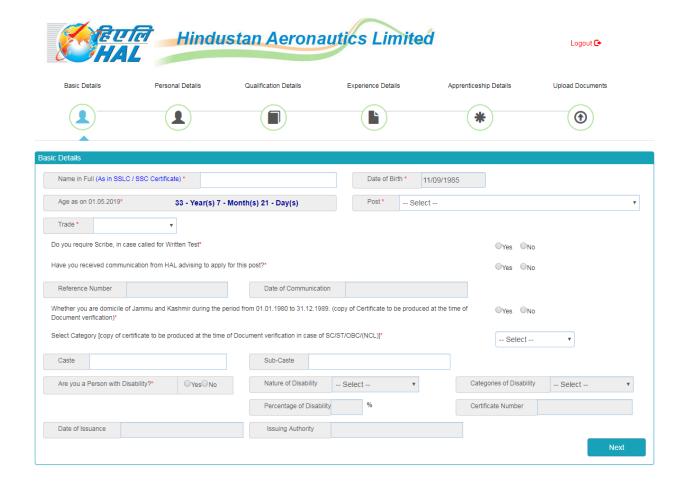


Engine Division, Bangalore

Logout 🕒

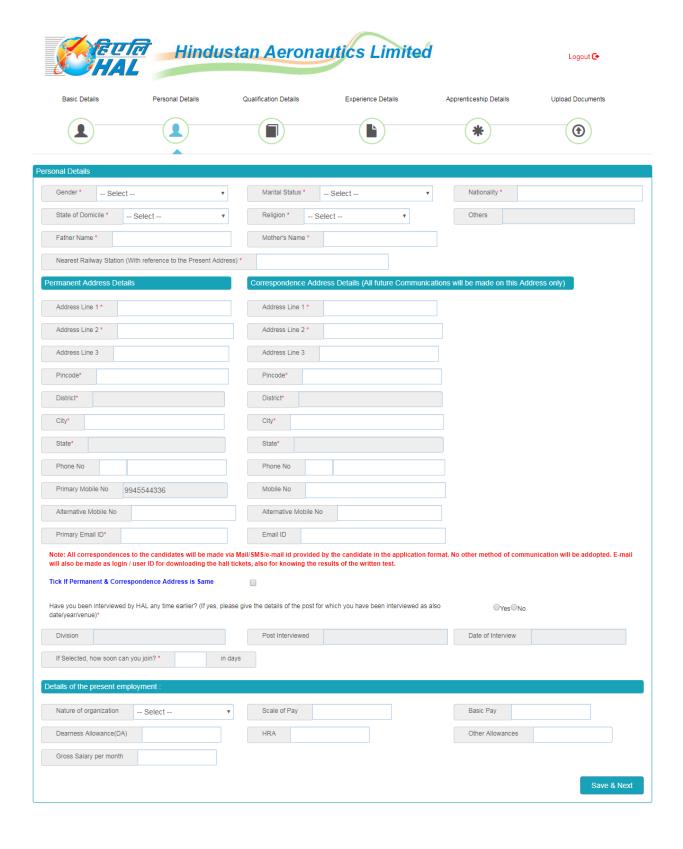
STEPS FOR FILLING ONLINE APPLICATION	
Step 1	Fill Basic Details.
Step 2	Fill Personal Details.
Step 3	Fill Qualification Details.
Step 4	Fill Experience Details.
Step 5	Fill Apprenticeship Information.
Step 6	Upload Photo & Signature. • Photo & signature should be in JPG/JPEG format only. File size should not be more than 50kb.
Step 7	Preview Application & Final Submit.
Step 8	Print Application
	Continue

d) Please ensure you have all the documents and details of you before clicking on "Continue":

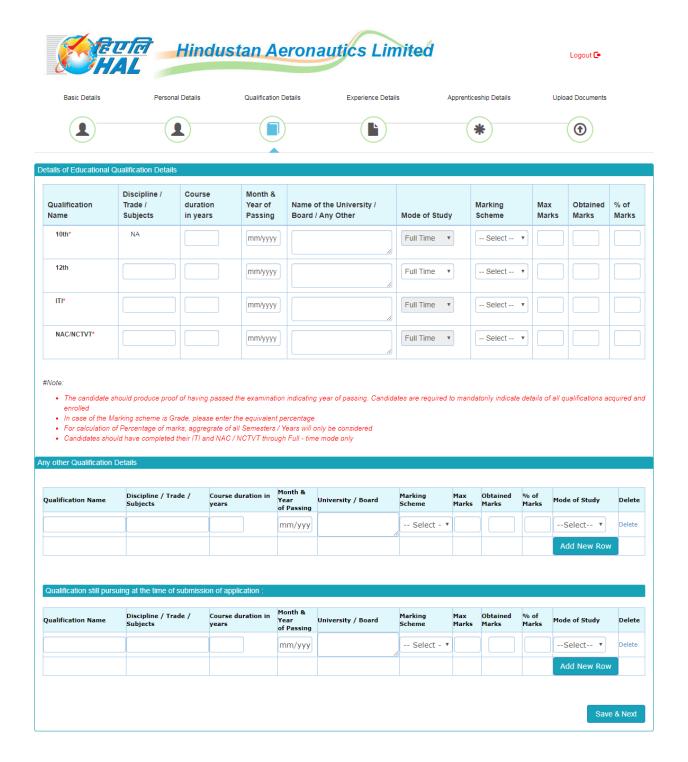


- e) Fill the "Basic Details" (Self-explanatory). Also note the following points:
 - 1) *Are you require Scribe in case called for written test (Yes/No).
 - 2) *Have you received communication from HAL advising to apply for this post (Yes/No). If Yes fill the Reference number and Date of communication"
 - 3) *If you are a person with disability (Yes) enter the nature of disability post is eligible only for Low Vision.

 Mention the percentage of the vision, certificate number.
- f) Please proceed by clicking 'Next'. You will be prompted to fill personal details:

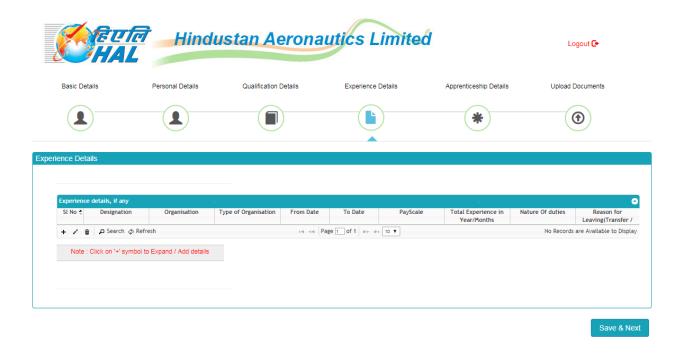


- g) Fill the "Personal Details" (Self-explanatory)
 - 1) *Give proper Email ID because all communication from HAL will be through the registered Email ID. No Oral communication or postal correspondence will be made under any circumstances.
 - 2) *If Correspondence address is different kindly re enter the details.
 - 3) *Interviewed by HAL any time earlier (Yes/No), if yes give the details. Click "Save & Next"

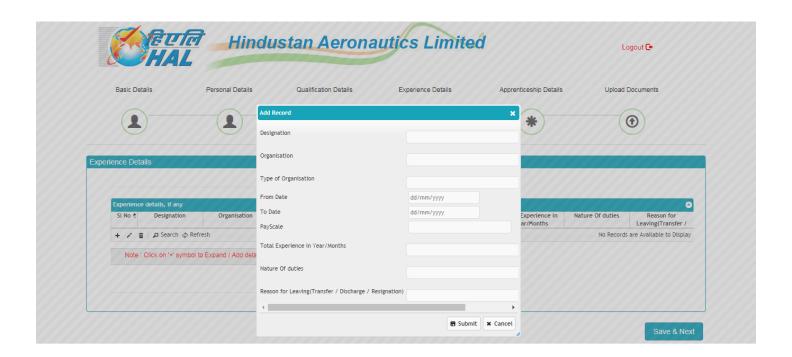


- h) Fill the "Educational Qualification" (Self-explanatory)
 - 1) Fill the required details with subjects, from the drop down menu; please refer to notification. (If you have obtained marks under CGPA, convert them into Percentage and fill the marks accordingly) validation will be done based on your percentage. If you donot possess % of marks as 50% or above (OBC/GEN/SC/ST) in Diploma Qualification, you cannot proceed further & submit.
 - 2) * Any other Qualification can be shared but not compulsory.

- 3) *Qualification still pursuing can be shared but not compulsory.
- 4) Click 'Next' to enter Experience Details.



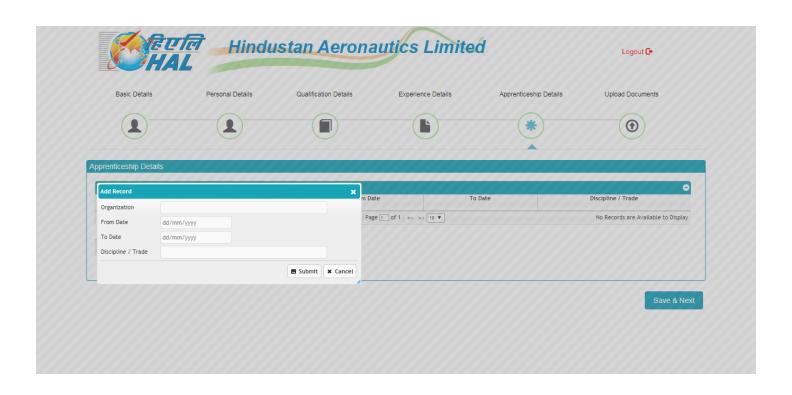
- i) Fill the "Experience Details" (Self-explanatory)
 - *Details of total experience any other organizations If you have Multiple experience you can add rows by clicking + New screen will pop-up as shown below:
 - 2) *Details of total experience can be shared but not compulsory.



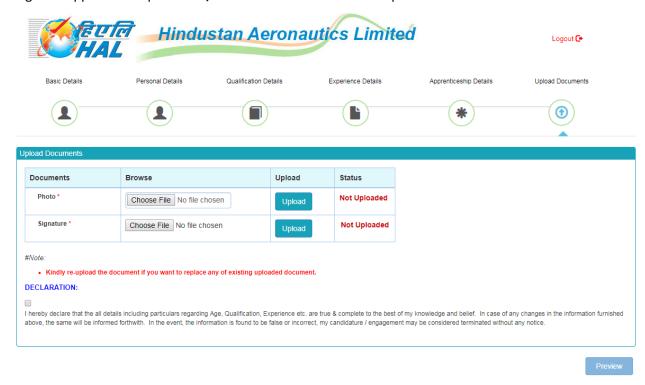
After filling the "Experience Details", click "Save & Next" to fill "Apprenticeship Details":



- j) Fill the "Apprenticeship Details" (Self-explanatory)
 - 1) *Details of Apprenticeship in any organizations at least one organizations details is compulsory if not you cannot proceed further & submit.
 - *If you have Multiple experience you can add rows by clicking **+ New screen will pop-up as shown** below:



After filling the "Apprenticeship Details", click "Save & Next" to fill "Upload Documents":



K) Fill the" **Upload Documents**". (Self-explanatory)

* Candidates should also check carefully for any errors in the data entered in the Application Form and go through the "Declaration "tick the box before clicking the "Preview" Button.

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

PHOTO IMAGE:

- a) Before applying online a candidate will be required to have a scanned or digital image of his/her photograph and signature as per the specifications given below:
- b) Photograph must be a recent passport style colour picture.
- c) The picture should be in colour, against a light-coloured, preferably white, background. Look straight at the camera with a relaxed face
- d) If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- e) PHOTOGRAPH IMAGE should be of PASSPORT SIZE, Should be between 10Kb 50 Kb. The image should be of .jpg or .jpeg format

SIGNATURE IMAGE:

- a) The applicant has to sign on white paper with Black Ink pen.
- b) Scan the image and crop the same to the dimension required.
- c) Maximum file size should be 10Kb -50 Kb. The image should be of .jpg or .jpeg format

- d) Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 50KB(signature) by using crop and then resize option.
- e) If the file size and format are not as prescribed, an error message will be displayed.
- f) Procedure for Uploading the Photograph and Signature (i) There will be two separate links for uploading Photograph and Signature (ii) Click on the respective link "Upload Photograph / Signature" (i) Browse & Select the location where the Scanned Photo / Signature file has been saved. (iv) Select the file by clicking on it (v) click the 'Upload' button
- g) Your Online Application will not be registered unless you upload your photo and signature as specified.
- J) Click on "Preview button" You can Preview/Edit your application, Else Click on Final submit Once you click on Final submit button, you cannot do any changes.
- K) <u>Candidates need to take a printout of completed application for future reference. No need to send the printout of Online application.</u>

Kindly note that you will receive SMS saying "Dear Candidate, Your Registration process for Technician Fitter is completed and Application No. is 100XXX Regards, HAL ENGINE Division"

For any queries regarding filling up of application form, please send a mail to hr.engines@hal-india.co.in.