

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 candidature.

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.

Candidate Registration

Mobile Number

DOB dd/MM/yyyy

Generate OTP

Enter OTP Number

Register

Clear

Already Registered ? [Log-in Here](#)

- 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. <ul style="list-style-type: none">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”:



Hindustan Aeronautics Limited

Logout

Basic Details

Personal Details

Qualification Details

Experience Details

Apprenticeship Details

Upload Documents



Basic Details

Name in Full (As in SSLC / SSC Certificate) *

Date of Birth * 11/09/1985

Age as on 01.05.2019* 33 - Year(s) 7 - Month(s) 21 - Day(s)

Post * -- Select --

Trade *

Do you require Scribe, in case called for Written Test*

☐ Yes ☐ No

Have you received communication from HAL advising to apply for this post?*

☐ Yes ☐ No

Reference Number

Date of Communication

Whether you are domicile of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989. (copy of Certificate to be produced at the time of Document verification)*

☐ Yes ☐ No

Select Category [copy of certificate to be produced at the time of Document verification in case of SC/ST/OBC/(NCL)]*

-- Select --

Caste

Sub-Caste

Are you a Person with Disability?*

☐ Yes ☐ No

Nature of Disability

-- Select --

Categories of Disability

-- Select --

Percentage of Disability

%

Certificate Number

Date of Issuance

Issuing Authority

Next

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:

[Basic Details](#)
[Personal Details](#)
[Qualification Details](#)
[Experience Details](#)
[Apprenticeship Details](#)
[Upload Documents](#)


Personal Details

Gender * <input type="text" value="-- Select --"/>	Marital Status * <input type="text" value="-- Select --"/>	Nationality * <input type="text"/>
State of Domicile * <input type="text" value="-- Select --"/>	Religion * <input type="text" value="-- Select --"/>	Others <input type="text"/>
Father Name * <input type="text"/>	Mother's Name * <input type="text"/>	
Nearest Railway Station (With reference to the Present Address) * <input type="text"/>		

Permanent Address Details

Address Line 1 * <input type="text"/>
Address Line 2 * <input type="text"/>
Address Line 3 <input type="text"/>
Pincode* <input type="text"/>
District* <input type="text"/>
City* <input type="text"/>
State* <input type="text"/>
Phone No <input type="text"/>
Primary Mobile No <input type="text" value="9945544336"/>
Alternative Mobile No <input type="text"/>
Primary Email ID* <input type="text"/>

Correspondence Address Details (All future Communications will be made on this Address only)

Address Line 1 * <input type="text"/>
Address Line 2 * <input type="text"/>
Address Line 3 <input type="text"/>
Pincode* <input type="text"/>
District* <input type="text"/>
City* <input type="text"/>
State* <input type="text"/>
Phone No <input type="text"/>
Mobile No <input type="text"/>
Alternative Mobile No <input type="text"/>
Email ID <input type="text"/>

Note: All correspondences to the candidates will be made via Mail/SMS/e-mail id provided by the candidate in the application format. No other method of communication will be adopted. E-mail will also be made as login / user ID for downloading the hall tickets, also for knowing the results of the written test.

Tick If Permanent & Correspondence Address is Same ☐

Have you been interviewed by HAL any time earlier? (If yes, please give the details of the post for which you have been interviewed as also date/year/venue)* ☐ Yes ☐ No

Division <input type="text"/>	Post Interviewed <input type="text"/>	Date of Interview <input type="text"/>
If Selected, how soon can you join? * <input type="text"/> in days		

Details of the present employment :

Nature of organization <input type="text" value="-- Select --"/>	Scale of Pay <input type="text"/>	Basic Pay <input type="text"/>
Dearness Allowance(DA) <input type="text"/>	HRA <input type="text"/>	Other Allowances <input type="text"/>
Gross Salary per month <input type="text"/>		

[Save & Next](#)

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”



Details of Educational Qualification Details

Qualification Name	Discipline / Trade / Subjects	Course duration in years	Month & Year of Passing	Name of the University / Board / Any Other	Mode of Study	Marking Scheme	Max Marks	Obtained Marks	% of Marks
10th*	NA	<input type="text"/>	mm/yyyy	<input type="text"/>	Full Time	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>
12th	<input type="text"/>	<input type="text"/>	mm/yyyy	<input type="text"/>	Full Time	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>
ITI*	<input type="text"/>	<input type="text"/>	mm/yyyy	<input type="text"/>	Full Time	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>
NAC/NCTVT*	<input type="text"/>	<input type="text"/>	mm/yyyy	<input type="text"/>	Full Time	-- Select --	<input type="text"/>	<input type="text"/>	<input type="text"/>

#Note:

- The candidate should produce proof of having passed the examination indicating year of passing. Candidates are required to mandatorily indicate details of all qualifications acquired and enrolled
- In case of the Marking scheme is Grade, please enter the equivalent percentage
- For calculation of Percentage of marks, aggregate of all Semesters / Years will only be considered
- Candidates should have completed their ITI and NAC / NCTVT through Full - time mode only

Any other Qualification Details

Qualification Name	Discipline / Trade / Subjects	Course duration in years	Month & Year of Passing	University / Board	Marking Scheme	Max Marks	Obtained Marks	% of Marks	Mode of Study	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm/yyyy	<input type="text"/>	-- Select -	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--	Delete
										Add New Row

Qualification still pursuing at the time of submission of application :

Qualification Name	Discipline / Trade / Subjects	Course duration in years	Month & Year of Passing	University / Board	Marking Scheme	Max Marks	Obtained Marks	% of Marks	Mode of Study	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	mm/yyyy	<input type="text"/>	-- Select -	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select--	Delete
										Add New Row

[Save & Next](#)

h) Fill the “Educational Qualification” (Self-explanatory)

- 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.
- * 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.

Experience Details

SI No	Designation	Organisation	Type of Organisation	From Date	To Date	PayScale	Total Experience in Year/Months	Nature Of duties	Reason for Leaving(Transfer / Discharge / Resignation)
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Note : Click on '+' symbol to Expand / Add details

Save & Next

i) Fill the "Experience Details" (Self-explanatory)

- 1) *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.

Add Record

Designation

Organisation

Type of Organisation

From Date

To Date

PayScale

Total Experience in Year/Months

Nature Of duties

Reason for Leaving(Transfer / Discharge / Resignation)

Submit Cancel

Save & Next

After filling the “Experience Details”, click “**Save & Next**” to fill “Apprenticeship Details”:

The screenshot shows the HAL portal interface. At the top, there is a navigation bar with the HAL logo and the text "Hindustan Aeronautics Limited". Below this, there is a horizontal menu with six items: Basic Details, Personal Details, Qualification Details, Experience Details, Apprenticeship Details, and Upload Documents. The "Apprenticeship Details" item is highlighted with a blue circle. Below the menu, there is a section titled "Apprenticeship Details" with a sub-header "Fill details of Apprenticeship carried out". This section contains a table with columns: SI No, Organization, From Date, To Date, and Discipline / Trade. The table is currently empty, and a message "No Records are Available to Display" is shown. Below the table, there is a note: "Note : Click on '+' symbol to Expand / Entry details". At the bottom right of the section, there is a "Save & Next" button.

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.
- 2) *If you have Multiple experience you can add rows by clicking **+ New** screen will pop-up as shown below:

This screenshot shows the same HAL portal interface as the previous one, but with an "Add Record" pop-up window open. The pop-up window has a title bar "Add Record" and a close button. It contains four input fields: "Organization", "From Date" (with a date format "dd/mm/yyyy"), "To Date" (with a date format "dd/mm/yyyy"), and "Discipline / Trade". At the bottom of the pop-up, there are "Submit" and "Cancel" buttons. The background shows the "Apprenticeship Details" section with the same table and message as before. The "Save & Next" button is still visible at the bottom right.

After filling the “Apprenticeship Details”, click “**Save & Next**” to fill “Upload Documents”:

Logout

Basic Details Personal Details Qualification Details Experience Details Apprenticeship Details Upload Documents

Upload Documents

Documents	Browse	Upload	Status
Photo *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Not Uploaded
Signature *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Not Uploaded

#Note:
• Kindly re-upload the document if you want to replace any of existing uploaded document.

DECLARATION:

☐

I hereby declare that the all details including particulars regarding Age, Qualification, Experience etc. are true & complete to the best of my knowledge and belief. In case of any changes in the information furnished above, the same will be informed forthwith. In the event, the information is found to be false or incorrect, my candidature / engagement may be considered terminated without any notice.

Preview

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

- 1) * 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(photo) & 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) Candidates need to take a printout of completed application for future reference. No need to send the printout of Online application.

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.