



SOAR TO GREAT HEIGHTS WITH HAL

HINDUSTAN AERONAUTICS LIMITED  
AVIONICS DIVISION, KORWA, AMETHI (UP) -227412

**SPECIAL RECRUITMENT DRIVE FOR SC (EX-SERVICEMEN) - 2nd ATTEMPT**

(Advt No. A/137/HR-R/1/SC-SRD/2019)

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 and 11 co-located R&D Centers spread across the Country. HAL's spectrum of expertise encompasses hi-tech programs involving a number of state-of-the-art technology, design, development, manufacture, repair, overhaul and upgrade of Aircrafts, Helicopters, Aero-engines, Industrial & Marine Gas Turbines. Accessories, Avionics & Systems and Structural Components for Satellites & Launch Vehicles.

Avionics Division, Korwa, a unit of HAL's vast network invites Applications from eligible Ex-Servicemen candidates of SC Category for the following posts in Non-Executive cadre:-

Sl. No	Name of the post & Scale of Pay	Scale	No. of Post (Backlog Vacancies)	
			SC	Total
1	Assistant (Clerical) (Ex-Serviceman on contract basis) Rs. 11050-28970/-	D6	02 (Ex-Servicemen)	02

**QUALIFICATION**

- Full time MA/M.Sc./M.Com (2 years after 10+2+3) or Equivalent i.e. Equivalent Service Trades / Certificates/Qualifications in the Army/Air force/ Navy.
- Candidates should also possess relevant Certificate of Proficiency in Typing / PC Operations (Minimum 3 months duration).

**MINIMUM PERCENTAGE OF MARKS IN QUALIFYING EXAMINATION**

- Candidates possessing the Qualifying Degree through Regular/Full-Time courses will only be considered. Candidates possessing Part Time/Correspondence/Distance Education/ E-learning **will not be eligible** to apply.
- In order to apply for the post, candidate should have secured minimum 50% marks in aggregate in all the Semesters/years or corresponding CGPA Rating/Gradation in the qualifying examinations.

- Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the Application Form as per norm adopted by the University/Institute. A certificate to this effect from the respective University/Institute should be submitted at the time of applying for the post.

### **PROCEDURE FOR SHORTLISTING APPLICATIONS**

Percentage of Marks secured in MA/M.Sc/M.Com.

Candidates possessing higher qualifications than the required qualification indicated in the Advertisement / Notification against the respective post need not apply. Candidature of such Personnel who possess higher qualifications, than the required qualification indicated in the Advertisement / Notification applying for the post, will be rejected. An undertaking to that effect is to be submitted by the candidates along with application form at the time of applying for the post in the prescribed enclosed format-**Annexure-I**.

- All qualifications possessed by the candidates and Qualifications/Courses being pursued by them at the time of submitting the Application for employment, are to be clearly indicated in the Application Form. In other words, all the qualification already possessed and Qualifications/Courses which are being pursued/currently undergoing are to be indicated in the Application while submitting the same for notified post in HAL.
- Candidates who have passed the required final qualification and obtained the prescribed percentage of marks, as applicable, on 01.01.2020 only need to apply.
- Armed services personnel, who are required to serve for not more than six months ( as on 01.01.2020) for completing the period of service requisite for becoming entitled to be released, are eligible to apply. However, such candidates are required to enclose a certificate issued from the Armed forces in this regard.

### **UPPER AGE LIMIT & AGE RELAXATION**

- Upper age limit as on 01.01.2020 is 33 years ( i.e. 28 years + 5 years relaxation for SC/ST) .
- Upper age limit in respect of PWD candidates will be relaxed by 10 years over and above the prescribed upper age limit. PWD candidates belonging to Orthopedically Handicapped (OH) - One Leg (OL) & Hearing handicapped (HH) –Deaf (H), Leprosy Cured (LC), Dwarfism(DW), Acid Attack Victims (AAV) and Multiple Disabilities (MD) are eligible to apply.
- 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 01.01.1980 to 31.12.1989.
- In case of appointments to reserved vacancies, every Ex-Serviceman who has put-in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment/employment by more than 3 years, he is deemed to satisfy the condition regarding the age limit.

- Upper age limit in the case of disabled Ex-Servicemen would be relaxed upto 45 years (50 years in the case of personnel belonging to SC/ST Community).
- The maximum Age with all the relaxations should not exceed 56 years as on 01.01.2020.

### **TENURE OF ENGAGEMENT**

Selected Ex-Servicemen will be engaged on contract basis for a period of one year with effect from the date of joining duty. Depending on performance and Organizational requirement, the Contract service can be extended for one more year. The services of candidates who are engaged on contract basis would be regularized/absorbed, on completion of 02 years contract period subject to being found suitable for absorption/regularization and availability of vacancies.

### **SCALE OF PAY, ALLOWANCES AND OTHER PERKS**

Sl. No.	Post	Basic Pay/ Personal Pay ( if any) & Special Compensatory Allowance (P.M.)	Other Perks/Allowance (P.M.)
1.	Assistant (Clerical) (D6) (Ex-Serviceman on contract basis)	Rs.11050/- Rs.5770/- & Rs.1682/-	DA (Revised Quarterly), Canteen Allowance, Conveyance Reimbursement, Washing Allowance, School Fee Reimbursement, Leave, Medical facilities & Accommodation etc.

### **HEALTH**

**Medical Examination:** Applicants should be of sound health and should meet the medical standards prescribed by the Company. Engagement of selected candidates will be 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 is allowed. The opinion of the Company's Medical Officer in this regard shall be final. The persons with disability (PWD) will be strictly considered in accordance with definition given under Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 or as amended from time to time.

### **APPLICATION FEE**

Application Fee is exempted in case of SC/ST/PWDs & Ex-Apprentices trained under Apprenticeship Act-1961 in HAL, Avionics Division, Korwa.

### **SHORTLISTING/SELECTION PROCEDURE:**

- Provisionally shortlisted candidates meeting the eligibility criteria will be called for Written Test. Written Test will be held at HAL-Korwa, Distt. Amethi (UP) or at the place as decided by HAL. The final selection will made on the basis of merit in the Written Test.
- The date, time & venue for Written Test will be intimated to the shortlisted candidates by E-mail/HAL Website/Post.

- Selection of candidates in the Written Test is provisional and is subject to Document Verification as indicated in terms of Age, Prescribed Educational Qualification, Caste, Disability ( Wherever applicable) etc.
- Appointment of selected Candidates is subject to verification of Caste and Character & Antecedents from the concerned authorities, as per Rules of the Company.

### **GENERAL CONDITIONS**

- Only Indian Nationals need to apply. Mere submission of application will not entail right for claiming appointment.
- Age and experience will be reckoned as on 01.01.2020.
- Candidates belonging to SC category only are eligible to apply. Candidates are required to produce valid Caste Certificate issued by the Competent Authority in the prescribed format.
- Candidates belonging to PWD Category are required to submit their disability certificate in the prescribed format.
- Before applying, the candidates should satisfy themselves regarding eligibility criteria required for the post.
- Only shortlisted candidates will be called for the selection process.
- Appearance of the shortlisted candidates at any stage of recruitment process is provisional and does not entitle them to claim the post. They will be treated as debarred ab-initio at any stage of the recruitment process, in case they do not fulfill the essential eligibility criteria.
- Applicant serving in Government/ Semi-government/Public Undertaking should apply through proper channel or should produce No Objection Certificate at the time of written test / document verification.
- Number of posts / reservation may vary as per the discretion of HAL.
- HAL reserves the right for filling or not filling any of the posts as well as to call or not to call any / all the candidates.
- HAL reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for written test and also fill up the posts or alter the number of posts or cancel the recruitment without assigning any reason.
- Engagement of selected candidates will be subject to receipt of satisfactory Medical Report from the Company's Doctor as per the standards prescribed by HAL as well as satisfactory Character and Antecedents / Caste verification report from the concerned authorities as per rules of the Company and Vigilance Clearance (If applicable).
- HAL will not take the responsibility for any delay in receipt or loss in postal transit of any applications or communication.
- Canvassing in any form or bringing outside influence will be disqualification.
- For any clarification, please contact Senior Manager (HR) on **05368-256151/255062** or write to [hr.korwa@hal-india.co.in](mailto:hr.korwa@hal-india.co.in)

- The candidates selected will be required to submit an undertaking for not applying for any transfer/ posting to the other Divisions/Offices of HAL during the period of three years from the date of joining on regular / training/ contract basis.
- Incomplete application forms or the forms which are other than in the prescribed format or do not have self-attested photograph affixed, will be rejected and no correspondence in this regard will be entertained.
- Candidates whose surname have been changed due to marriage etc or is different as per High School and other academic certificates, are required to enclose an affidavit while submitting the application.
- Self-attested copies of marks-sheets, experience certificate, caste certificate / Disability Certificate from the Competent Authority (for PWD candidates)/ J&K Domicile certificates, as applicable, must be attached with the application.
- No TA will be paid for attending the Written Test.
- Information regarding the selection, Written Test etc. will be hosted on HAL Website [www.hal-india.co.in](http://www.hal-india.co.in) from time to time.
- At any stage of the selection process, if any information furnished by candidate is found false, his/her candidature will be summarily rejected.
- All qualifications should be from Indian Universities/Institutes recognized by appropriate statutory Authorities in the Country.
- The courts having territorial jurisdiction over HAL, Korwa Division shall have exclusive jurisdiction with respect to any dispute/cause.
- If any particular query is not covered above, candidates can write to HAL through email at **hr.korwa@hal-india.co.in** only. No other methods of Communication will be entertained.
- The vacancies identified are to be filled by external candidates only, through Direct Recruitment. Therefore, the applications of internal candidates (if any) will not be considered.


#### **HOW TO APPLY:**

- Interested and Eligible candidates are required to visit HAL Website ([www.hal-india.co.in](http://www.hal-india.co.in)) and download the Application Form from HAL Website along with detailed Web Advertisement.
- Candidates meeting the eligibility criteria may send their applications strictly in the prescribed Application Format printed on A-4 size paper along with self-attested Certificates/Marks Sheet/documents (proof of Age, Qualification, Training, Caste Certificate in prescribed format, Ex-Serviceman discharge book etc.) with recent passport Size Photograph on or before 18.02.2020 to the following address:-

Senior Manager (HR-Recruitment),  
Hindustan Aeronautics Limited  
Avionics Division, Korwa  
PO: HAL-Korwa  
District: Amethi (UP)-227 412

- The applications are to be sent only through Ordinary Post/ Registered Post/ Speed Post. Applications received through other modes viz. Fax/E-Mail /Courier etc. will not be accepted.
- The last date for receipt of application is 18.02.2020. Applications received after the due date will not be considered.
- Candidates are requested to compulsorily super-scribe the envelope with the Name of the post they are applying for (i.e. Application for the post of.....)

DY.GENERAL MANAGER (HR)

 <div style="text-align: center;"> <b>HINDUSTAN AERONAUTICS LIMITED</b>  Avionics Division, Korwa  <b>Application Format</b>  <b>SPECIAL RECRUITMENT DRIVE (SC-Ex SERVICEMEN)</b>  <b>(SRD))/SC- 2019</b>  (Please fill the Application form in <b>CAPITAL LETTERS</b> only)  <b>Advt. No. A/137/HR-R/1/SC-SRD/2019</b> </div>		Paste Self-Attested recent passport size colour photograph
1	<b>Name of the post applied for (as per the Detailed Web Advertisement)</b>	
2	<b>Name in Full (As in SSLC/SSC Certificate)</b>	
3	<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Others <input type="checkbox"/>
4	<b>Father's Name</b>	
5	<b>Mother's Name</b>	
6	<b>Marital Status</b>	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
7	<b>Nationality</b>	
8	<b>State of Domicile</b>	
9	<b>Date of Birth</b> (DD/MM/YYYY)	
10	<b>Age as on 01.01.2020</b>	_____ Years _____ Months _____ Days
11	<b>Religion</b> (Please Tick)	Hindu / Muslim / Christian / Sikh / Neo-Buddhist / Zoroastrians / Jain / Others Specify _____
12	<b>Category</b>	SC <input type="checkbox"/>
	<b>Name of the Caste / Community</b>	_____
13	<b>Permanent Address</b> ..... ..... ..... ..... ..... ..... .....	<b>Address for Communication</b> (All future Communication will be made on this address only) ..... ..... ..... ..... ..... ..... .....

Signature of the Candidate \_\_\_\_\_

14	Phone / Mobile Number (Compulsory)		
15	E-Mail ID (Compulsory)		
16	Nearest Railway Station (with reference to the present address)		
17	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989? If Yes, please enclose the proof.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18	Are you an Ex- Serviceman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19	Are you a Person with disability (PWD)? If Yes, mention the category of disability (VH/OH/HH/Others )	Yes <input type="checkbox"/> VH <input type="checkbox"/> OH <input type="checkbox"/> HH <input type="checkbox"/> Others <input type="checkbox"/> (Please specify.....)	No <input type="checkbox"/>
20	Have you been considered for selection by HAL any time earlier ?  If Yes, please give the details of the post for which you were considered for selection and also date/year.	Yes <input type="checkbox"/>	No. <input type="checkbox"/>
21	Details of the present employment (if applicable) : i) Nature of Organization	Private Sector / Public Sector Govt. Organization / Quasi Govt. Organization	
	ii) Present Pay and Allowances per month	Scale of Pay ..... Basic Pay ..... Grade Pay (if applicable) ..... Dearness Allowance (DA) ..... HRA ..... Other Allowances (Specify)..... Gross Salary Per Month..... CTC per Annum .....	

Signature of the Candidate \_\_\_\_\_



22	Have you taken VRS from any PSU /Government Organization? If Yes, please mention date of VRS? And the Amount received as Ex-gratia?	Yes <input type="checkbox"/>	No. <input type="checkbox"/>
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**23. Educational Qualification:** (Academic and professional- 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	Class / Division	Month & Year of the passing	Percentage obtained*
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note: please give full & complete information)

\*Where ever CGPA or letter Grade is awarded, equivalent percentage of marks should be indicated as per the norms adopted by the University / Institute. A Certificate from the respective University / Institute to this effect should be attached along with this application form.

**24. Details of Employment (In Chronological order) if any (Use separate sheet if required)**

Sl No.	Name of the organization	Designation	Period		Pay Scale / Gross Pay	Reason of the leaving
			From DD/MM/YYYY	To DD/MM/YYYY		

Signature of the Candidate \_\_\_\_\_

25. Total Experience in No. of Years / Months (if applicable): .....Years .....Months  
as on 01.01.2020.

26. 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:

27. If selected, how soon can you join \_\_\_\_\_

28. Any other relevant Details:

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#### **DECLARATION**

I hereby declare that the above statements 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 forth with. In the event, the information is found to be false or incorrect, my candidature / appointment may be rejected without any notice.

Place:  
Date:

Signature of the Candidate

**UNDERTAKING/DECLARATION**

**From:**

**(Name & Address of the candidate)**

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.....

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**To,**

**DGM (HR)  
Hindustan Aeronautics Ltd.  
Avionics Division,  
KORWA**

**Sir,**

**Sub: Selection for the post of .....**

**Ref: Advt. No..... Date .....**

**I am applying for the above mentioned post vide my application dated .....**

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

Sl.No.	Qualification Name	Institute /University /Board	Month & year of passing	% of Marks & class obtained	Duration of the Course	Full Time /Part Time /Correspondence

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

Sl.No.	Qualification Name	Institute /University /Board	Month & year of joining the Course	Duration of the Course	Full Time/ Part Time/ Correspondence	Present status of completion of the course.

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

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

Signature: .....

Name : .....

Place:

Date