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Hindustan Aeronautics Limited

**ENGAGEMENT OF PERSONNEL UNDER TENURE BASIS**

Hindustan Aeronautics Ltd (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 Centres 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, A e r o -engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.

2. Applications are invited from eligible candidates in the prescribed Performa for the following posts on Tenure Basis for a period of 4 years in the Non-Executive cadre, for posting to HAL – Helicopter Factory, Tumakuru(Karnataka). The tenure will come to an end automatically on completion of four years from the date of joining / or may be extended at the discretion of the Management.

## 1. DETAILS OF POST/DISCIPLINE/RESERVATION/QUALIFICATION

| Sl. No | Post, Channel/Scale | No. of Vacancies and Reservations | | | | | | Total | Qualification |
|---|---|---|---|---|---|---|---|---|---|
| | | UR | OBC | SC | ST | EWS | PwBD | | |
| 1 | Fitter (Scale - C5) | 12 | 8 | 4 | 2 | 3 | -- | 29 | NAC / NCTVT (Fitter) |
| 2 | Electrician (Scale - C5) | 5 | 2 | 1 | 1 | -- | -- | 09 | NAC / NCTVT (Electrician) |
| 3 | Stores Clerical / Commercial Asst/ Admin Asst (Scale - C5) | 1 | 1 | 1 | -- | -- | 1 (VI) | 04 | Any Degree (BA/B.Sc/B.Com) under 10+2+3 pattern from a recognized University AND Professional Certificate in typing / stenography / PC Operations etc. |
| 4 | Accounts (Scale - C5) | 1 | -- | -- | -- | -- | 1 (HI) | 02 | B.Com from a recognized University under 10+2+3 pattern AND Professional Certificate PC Operations etc. |
| 5 | Civil (Scale - D6) | 1 | -- | -- | -- | -- | -- | 01 | Diploma in Engg (Civil) |
| 6 | Technician (Electrical) (Scale - D6) | 3 | 3 | 1 | 1 | 1 | -- | 09 | Diploma in Engg (Electrical / Electronics / Telecommunication / Electronics & Communication / Instrumentation / Electrical & Telecommunication) |

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| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 7 | Technician (Mechanical) (Scale - D6) | 1 | 1 | -- | -- | -- | -- | 02 | Diploma in Engg (Mechanical) |
| 8 | Assistant (IT) (Scale - D6) | -- | -- | 1 | 1 | -- | -- | 02 | Diploma in Engg / Technology – (Computer / Computer Science) |

UR=Unreserved, OBC=Other Backward Caste, SC=Scheduled Caste, ST=Scheduled Tribe,
EWS=Economically Weaker Section, PwBD – Persons with benchmark disabilities,
VI – Visual Impairment, HI – Hearing Impairment

## 2. QUALIFICATION & EXPERIENCE REQUIREMENT:

- Candidates applying for the above mentioned posts should possess the qualification as mentioned against each post.
- Candidates with Part Time/Correspondence/Distance Education/E-learning qualification will not be eligible to apply.
- Candidates possessing higher qualifications than the required qualification indicated in the Notification need not apply. Candidature of such personnel who possess higher qualification than the required qualification indicated in the Notification and who apply for the post, will be rejected at any stage of the Recruitment or Selection.
- Candidate pursuing / enrolled for any other qualifications should mandatorily indicate the same in the application format. All the 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. In other words, all the qualifications already possessed and qualifications / courses , which are being pursued / currently undergoing are to be indicated in the application while submitting the same for notified posts in HAL

## 3. AGE LIMIT / RELAXATION/ CONCESSION:

- The upper age limit shall be 28 years as on 01.05.2023 for Unreserved Category and EWS category.
- Relaxation upto 5 years in age is admissible for the candidates belonging to SC/ ST category.
- Relaxation upto 3 years in age is admissible for the candidates belonging to OBC (Non Creamy Layer) category.
- The Upper age limit for Persons with Benchmark Disabilities (PWBD) is relaxable upto 10 years. Relaxation in Age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.
- 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.
- The Upper Age limit with all relaxations shall not exceed 55 years. For PWBD candidates, the upper Age limit with all relaxations shall not exceed 56 years.

## 4. PLACE OF POSTING:

The selected candidates will be posted at HAL - Helicopter Factory, Tumakuru (Karnataka). However, they are liable to be transferred / posted / assigned to any place where HAL has the Divisions / Offices / Bases depending upon organizational requirements.

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## 5. TENURE OF ENGAGEMENT:

The selected candidates will be engaged on tenure basis for a period of four years from the date of engagement. The engagement is not against permanent vacancy and will not entitle any candidate to claim for regular / permanent employment in future. The tenure will come to an end automatically on completion of four years period from the date of joining, without any further notice. However, based on Organization requirement and performance of the candidates, the tenure of engagement can be extended by a further period of four years. The employment can be terminated, at any time, during the period of tenure engagement, by giving one month's notice by either party or payment of the Basic Pay + DA components in the Consolidated Remuneration in lieu of the Notice. The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company. Selected Personnel on Tenure Basis will undergo Induction Training. The personnel selected will be deployed in shifts.

## 6. REMUNERATION:

- During the period of tenure engagement the candidates will be paid following remuneration:

| Entitlement | Scale-C5 in Rs per month | Scale-D6 in Rs per month |
|---|---|---|
| Basic Pay | 22,000/- | 23,000/- |
| DA | At applicable rates | At applicable rates |
| HRA | At applicable rates | At applicable rates |
| Perks | @ 25% on Basic Pay | @ 25% on Basic Pay |
| Lumpsum amount towards Medical Expenses | 1500/- | 1500/- |
| Other benefits & Allowances | As per rules | As per rules |

- The components of benefits and allowance are as follows:-
  i) Dearness Allowance (revised quarterly) on the Basic Pay.
  ii) House Rent Allowance as per classification of Cities (when Company quarter is not provided).
  iii) Provident Fund contributions will be calculated taking into account the Basic Pay + Dearness Allowance components of the Consolidated Emoluments.
  iv) Allowance towards medical reimbursement a Lump sum amount of Rs.1500/- per month will be admissible to meet the medical expenses (both in- patient and outpatient), based on self-certification. This amount shall be paid on monthly basis along with the Consolidated Remuneration. These personnel will **not** be entitled for any other medical benefits in any of the HAL hospitals / Dispensaries or elsewhere.
  v) Monthly Incentive and Annual Incentive
  vi) Quarterly Performance Pay.
  vii) TA/DA for joining duty and for Temporary Duty as per relevant Rules applicable to Workmen in the appropriate Scale of Pay.
  viii) Group Insurance in lieu of EDLI.
  ix) Night Shift Allowance, wherever applicable.

- An annual increase of 3% during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.

- Personnel engaged on Tenure Basis will be entitled for one day casual leave for each remaining complete month in the calendar year as per Rules.

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- Tenure Based personnel will be entitled to 2.5 days Vacation Leave (VL) with pay, for every calendar month of service as per Rules.
- 4 sets of Uniforms once in 2 years. Stitching charges & shoe allowance (safety shoes, where ever applicable in place of shoe allowance) will be issued/provided.
- Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- The tenure based engagement will not confer any right on the personnel to claim the status of a regular employee of the Company.
- They will abide by the various company rules and regulations governing carrying out the assigned tasks and their conduct, like standing orders, transferability to other departments or Divisions or Places, Termination of contract for reasons of non-performance or poor performance or without assigning any reason.
- The tenure based personnel will not be entitled for any allowance or benefits other than those indicated in the scheme for Engagement of Personnel on Tenure Basis in the Company.

## 6. SELECTION PROCEDURE:

- The selection will be done through Written Test.
- The minimum percentage of marks scored by the candidates in the qualifying examination i.e, Diploma or ITI & NAC as the case may be in the respective trades / disciplines is mentioned as;

| **Category** | **Qualifying Percentage (%) of marks** |
|---|---|
| UR / OBC | 60% & above |
| SC / ST / PWBD | 50% & above |

- If the number of candidates with the above percentage (%) of marks are large in number, the company reserves the right to decide the cut off percentage for calling the candidates for the written test, based on the marks secured in the qualifying examination (Diploma or ITI & NAC) prescribed for a particular trade / discipline.
- The date, time and venue of the Written Test will be intimated to the shortlisted eligible candidates by email / HAL website (in the email id provided in the Application Format by the candidate). The same will also be hosted on the HAL Website (www.hal-india.co.in).
- The Written Test will be of 2 ½ hours duration. The test will be in 3 parts, comprising of Multiple Choice Questions (MCQs). Part-I will consist of 20 questions on General Awareness, Part-II will consist of 40 questions on English & Reasoning. Part-III will consist of 100 questions on the concerned Discipline. Each question carries 1 mark each and there is no negative Mark.
- Candidates will have to appear for Written Test at their own cost, on the date, time & venue, which will be mentioned in their Admit Card. The candidates have to download Admit Card from HAL Website (www.hal-india.co.in).
- Candidates are required to bring Admit Card & One of the Original Photo Identity Card viz. Voters ID Card , Driving License , Aadhar Card, Passport, PAN Card, ID Card (by Central / State Govt. / PSU for their employees), ID Cards (by Govt. Agencies authorised ), ID Cards (by College/Institute where last studied) along with Xerox copy of the Photo ID Card self-attested , to prove their identity before the Invigilator, failing which they will not be allowed to appear for the Physical/Written Test.

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- Selection of the candidates will be done based on the Marks scored in the Written Test only, in the order of Merit.
- Candidates who qualify in the Written Test will be called for Document Verification in order of merit. Final selection will be made on the basis of performance in the Written Test. The number of candidates called for Document Verification will be limited to the number of Posts notified (Discipline/Category wise). Inability of the candidates to produce the requisite documents at the time of document verification shall render them liable for non-consideration of their candidature. No undertaking for production of documents in respect of eligibility criteria with regard to age, qualification & experience on a later date will be allowed.
- Engagement of selected candidates is subject to Verification of Caste (wherever applicable) and Character & Antecedents from the concerned Authorities, as per the Rules of the Company . The candidates should bring all the relevant original certificates / testimonials etc., along with one set of self-attested photo copies in support of educational qualifications. experience, date of birth, caste certificate (In Central Govt. format) etc . All the relevant and required documents as per the advertised criteria will be scrutinized during document verification stage and those candidates who are found to be meeting the advertised criteria will only be considered for selection. Additional candidates will be called for Document Verification in the order of merit till such time the number of candidates qualifying in Document Verification process is equal to the posts advertised.
- The date, time & place of document verification will be informed through email. Candidates who qualify document verification stage would be reimbursed Travelling Allowance (TA), i.e. Sleeper Class / II Class Train fare / Bus fare by the shortest route, subject to production of proof of travel (Original onward journey ticket and Photostat / xerox copy of return journey ticket), failing which TA will not be paid. In case the candidate travel by other modes of transport, he /she will be reimbursed the fare limited to the shortest route by train or actual expenses, whichever is less, on production of proof.
- Candidates qualified in the Document Verification will be issued Provisional Offer and they are required to undergo Pre- employment Medical examination. 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 Engagement will be issued as per the rules of the Company.

## 7. MEDICAL EXAMINATION:

Candidates provisionally selected will have to undergo a Pre-Employment Medical Examination at HAL Hospital before joining HAL. Applicants should meet the Medical Standards as prescribed by the Company (Concerned authority in respect of PWD candidates). No relaxation in Health Standards will be allowed. 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.

## 8. HOW TO APPLY:

- The candidates sponsored by the concerned Employment Exchanges who have received communication from HAL are only eligible to apply Online for the advertised posts.
- Eligible and interested candidates are required to log-in to **HAL Website** (www.hal-india.co.in) and submit the filled-in application.
- A candidate is eligible to apply for one post only for which he/ she is most eligible.
- Candidates are allowed to apply only once and applications once submitted cannot be altered under any circumstances. Candidates are required to possess a valid e-mail id and Mobile Number which is to be entered in the application blank, so that intimation regarding the Written Test, Document Verification, Medical Test etc. can be sent. HAL will not be responsible for bouncing of e-mail sent

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to the candidates. They are also advised to retain this e-mail ID active as any important intimation to them shall be provided by HAL through e-mail.

- On submission and acceptance of the application, system will generate the Registration / Acknowledgement form along with the application reference number allotted, which will be used for future reference.
- Request for change of mailing address, Category, Discipline etc. as declared in the Online Application will not be entertained.
- If the information / certificates furnished by the candidates at any stage are found to be false or incomplete or are not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/ appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.
- Any further Information/Corrigendum/Addendum would be uploaded only on HAL website (www.hal-india.co.in).
- The last date for submission of the Online Application is 24.05.2023.
- No application will be accepted in person or by post.

## 10. GENERAL CONDITIONS:

- Only Indian Nationals are eligible to apply.
- Candidates employed in Central / State Government/ Public Sector Undertakings etc. (including candidates engaged on Contract basis therein) who are provisionally selected should produce "No Objection Certificate (NOC)" at the time of the document verification from their employer failing which their candidature will be cancelled.
- Candidates belonging to SC/ST /OBC Category and applying through the reservation quota are required to produce valid Caste Certificate issued by the Competent Authority at the time of Document Verification. The Date, Time & venue for Document Verification will be intimated to the candidates who are provisionally selected in the Written Test via email (in the email id provided in the Application Format by the candidate). The same will also be hosted on the HAL Website (www.hal-india.co.in);
- All qualifications should be from Indian Universities/ Institutes recognized by appropriate statutory Authorities in the Country.
- Persons with 40% or more relevant disability only are eligible to apply for the posts reserved for PWBD. Candidates are required to produce Disability certificate issued by the Competent Authority at the time of document verification.
- While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms as mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respect.
- Furnishing wrong / incorrect information or suppression of relevant information will lead to rejection of candidate and the application will be out-rightly rejected.
- Screening and short listing for the Written Test will be based on the details provided by the candidate in the online Application Form. Hence it is necessary that applicants should furnish only accurate, full and correct information.
- Appearance of the shortlisted candidates in the Written Test is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the selection process in case they do not fulfil essential eligibility criteria. Admission to the Written Test will be purely provisional without verification of Age, qualification, SC/ST/ OBC/PWD category etc. of the candidates.

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- The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Physical test/ Written Test/ Document Verification etc. will be final and binding on the candidates. Further, HAL 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.
- HAL reserves all the right to cancel/restrict/modify the notification criteria/ Recruitment process and / or the Selection Process thereunder, without issuing any further notice whatsoever. The number of vacancies can be modified as per the discretion of the Management.
- Shortlisting of candidates for the Written Test will be purely provisional without verification of Age, Qualification, Category (SC/ST/OBC- Non Creamy Layer/ PWBD / XSM etc.) of the candidates.
- Mere meeting the conditions of the Notification by the candidate(s) will not automatically entail them to be called for Physical Test / Written Test/ Document verification/ Selection and Engagement.
- Candidates should clearly mention all the details sought in the Application Format. In case of no clarity/ discrepancy in the information provided, Application will be summarily rejected. No communication will be sent to the candidates.
- Furnishing wrong / incorrect information or suppression of relevant information will lead to rejection of candidate and the application will be out-rightly rejected.
- Applicants having work experience in Private Sector Organizations are required to submit an Experience Certificate on the letterhead of the Company. The letterhead of the Company should have details of the Company. Candidate having age relaxation will not be issued the Provisional Offer without producing Experience Certificate in the letterhead of the Company.
- These vacancies are identified to be filled up by external candidates only, through Direct Recruitment. Therefore, Applications of internal candidates, if any, will not be considered.
- Any sort of Canvassing or influencing of the Officials related to Recruitment / Selection Process would result in immediate disqualification of the candidates.
- Engagement of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the standards prescribed by HAL and verification of Caste, Character and Antecedents from the concerned Authorities as per the rules of the company and Vigilance Clearance (as applicable ).
- Necessary information regarding the selection, written test etc. will be hosted on HAL Website www.hal-india.co.in from time to time. All correspondences to the candidates will be made via e-mail on the e-mail id provided by the candidate at the time of online application. No other method of communication will be adopted.
- In case of any particular clarification, the candidates can write to HAL, Helicopter Division, Bangalore at **rectt.helicopter@hal-india.co.in** or contact us at 080- 22323744 / 22322964. No other method of Communication will be entertained.
- Any sort of canvassing or Influencing of the Officers related to Recruitment / Selection process would result in immediate disqualification of the candidates.
- Court of jurisdiction for any dispute/ cause will be Bangalore.

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**Annexure C**

## 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.

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**Annexure D**

**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

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**Annexure H**

Government of.....
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO · BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. ---------- Date:_____

VALID FOR THE YEAR_____.

This is to certify that Shri/Smt./Kumari_____son / daughter/wife_____permanent resident of_____ Village /Street _____Post Office _____District_____in the State/Union Territory _____ Pin Code_____whose phot ograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family"* is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year_____. His/her family does not own or possess any of the following assets*** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____belongs to the_____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office_____

Name _____

Designation_____

Recent Passport size attested photograph of the applicant

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*Note1 :.Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and s iblings below the age of 18 y ears as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a " Family" in di fferent l ocations or different places/cities hav e been clubbed while applying the land or property holding test to determine EWS status.