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Hindustan Aeronautics Limited

(ACCESSORIES DIVISION, LUCKNOW)

Advt. No. HAL-ADL/1211(HR)/R/2024/11 **26.08.2024**

Sub: Engagement of Assistants/Operators on Tenure Basis (in Non-Executive Cadre)

1. 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 Centres spread across the country. HAL's spectrum of expertise encompasses Design, Development. Manufacture, Repair, Overhaul and Upgrade of Aircraft, Helicopters, Aero-Engines, Industrial Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellite & Launch Vehicles.

2. HAL, Accessories Division, Lucknow is currently engaged in manufacture & overhaul of Aircraft accessories like Hydraulics System, Brake System, Flight Control System, Panel Instruments, Fuel Management System, Hydraulic Pump etc. The Division invites application from the interested and eligible candidates for the following Trades/ Disciplines, for the selection procedure for engagement on Tenure basis for a period of four years in Non-Executive Cadre at HAL, Accessories Division, Lucknow, (U.P.) as per details given below :-

A) In induction level D-6 in the Pay Scale of Rs.23000-95000/-

Sl. No.	Post Code	Name of Post	Total Post	Category					Qualification
				SC	ST	OBC	EWS	UR	
1	D6-NT-01	Assistant (Admin) (On Tenure Basis)	01	0	0	0	0	1	Regular/ Full Time Master Degree in Commerce (MA/M.Sc. /M.Com) with relevant certificates of proficiency in PC Operations (Minimum of 3 months duration)
2	D6-NT-02	Assistant (Accounts) (On Tenure Basis)	02	1	0	0	0	1	Regular/ Full Time Master Degree in Commerce (M.Com) with relevant certificates of proficiency in PC Operations (Minimum of 3 months duration)

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B) In induction level C-5 in the Pay Scale of Rs.22000-90000/- :-

Sl. No	Post Code	Name of Post	Total Post	Category					Qualification
				SC	ST	OBC	EWS	UR	
1	C5-01	Operator (Draughts-man Mechanical) (On Tenure Basis)	01	0	0	0	0	1	NAC (3 Years) or ITI (2 Years) + NAC/NCTVT (1 Year)
2	C5-02	Operator (Fitter) (On Tenure Basis)	01	0	0	0	0	1	NAC (3 Years) or ITI (2 Years) + NAC/NCTVT (1 Year)
3	C5-04	Operator (Instrumentation Mechanic) (On Tenure Basis)	01	0	0	0	1	0	NAC (3 Years) or ITI (2 Years) + NAC/NCTVT (1 Year)
4	C5-05	Operator (Electrician) (On Tenure Basis)	11	1	0	4	1	5	NAC (3 Years) or ITI (2 Years) + NAC/NCTVT (1 Year)
5	C5-07	Operator (Grinder) (On Tenure Basis)	07	1	0	2	0	4	NAC (3 Years) or ITI (2 Years) + NAC/NCTVT (1 Year)
6	C5-08	Operator (Welder) (On Tenure Basis)	02	1	0	0	0	1	NAC (2 Years) or ITI (1 Year) + NAC/NCTVT (1 Year)
7	C5-09	Operator (Electroplater) (On Tenure Basis)	02	1	0	1	0	0	NAC (3 Years) or ITI (2 Years) + NAC/NCTVT (1 Year)

C) Backlog Vacancies:-
In induction level C-5 in the Pay Scale of Rs.22000-90000/- :-

Sl. No	Post Code	Name of Post	Total Post	Category			Qualification
				SC	ST	OBC	
1	C5-05	Operator (Electrician) (On Tenure Basis)	01	0	0	1	NAC (3 Years) or ITI (2 Years) + NAC/NCTVT (1 Year)
2	C5-07	Operator (Grinder) (On Tenure Basis)	01	0	0	1	NAC (3 Years) or ITI (2 Years) + NAC/NCTVT (1 Year)

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Note:

(i) Apart from that 14.5% post will be reserved for Ex-Serviceman & dependents of those killed in action and one post each will be reserved for HI (Hearing Impairment) and OD (Other Disabilities) under PwBD category as per rules (table mentioned in Para-(ii) of note may be referred).

(ii) Further, the backlog of 04 no. (01 VI, 02 HI & 01 LD) vacancies for PwBD category are also included in the vacancies mentioned in table A, B & C of para-2. If no candidate is found suitable belonging to these categories, vacancy may be interchanged among above mentioned three categories. Further if the vacancy remain unfilled, the same shall be filled from unreserved category as per rules. Discipline/ Trade and corresponding disabilities are mentioned here under.

Extent of Disability	
Discipline/ Trade	**Disability**
Admin. / Account	LV, HoH, OL, OA, BL, OAL, SDD/SID, SD/SI, LC, DW, AAV, MD
Mechanical	OL, SDD/SID, SD/SI
Electrical / Electronics	HoH, OL, SDD/SID, SD/SI
Fitter / Machinist / Grinder	OL, SDD/SID, SD/SI
Electronics Mechanic / Instrumentation Mechanic	HoH, OL, SDD/SID, SD/SI
Electrician	HoH, SD/SI
Welder / Electroplater	HoH
Draughts-man	HoH, OL, SDD/SID, SD/SI, LC, DW, AAV

Note:
Acronyms:-
LV= Low-Vision, HoH= Hard of Hearing, OL= One Leg, OA= One Arm affected, BL= Both leg affected but not arm, OAL= One Arm & One Leg affected, SDD/SID= Spinal Deformity/Spinal Injury with associated neurological / limb dysfunction of respective locomotor disability identified for the particular post, SD/SI= Spinal Deformity/Spinal Injury without any associated neurological / limb dysfunction, LC= Leprosy Cured, DW= Dwarfism, AAV= Acid Attack Victims, MD= Multiple Disabilities

(iii) All qualifications should be from Institutes recognized by the appropriate Statutory Authorities in the Country. The qualification of University Degree i.e. M.A/ M.Sc./M.Com here would mean Regular/ Full Time Post Graduate Degree acquired from recognized Universities under the 10+2+3+2 system and relevant certificates of proficiency in PC Operations (Minimum of 3 months duration). In other words, the qualifications acquired through Correspondence/ Distance Education/ Part Time/ Private/ E-Learning and result are awaited and withheld will not be considered. The Diploma in engineering qualification should be acquired from a Board of Technical Education under regular course only. Further, the candidates applying for the post of Operator (On Tenure basis) in different Trades as mentioned above should have completed the ITI course under the Conventional training pattern of Craftsmen Training Scheme and possess National Trade

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Certificate (NTC) along with NAC as a regular candidate issued by National Council for Vocational Training (NCVT).

(iv) For engagement, the candidates possessing higher academic/ technical qualifications than the required qualification indicated in the Advertisement/ Notification, need not apply. Candidates pursuing / enrolled for any other qualifications should mandatorily indicate the same in the application format. Candidature of such persons who possesses higher qualification than the required qualification indicated in the Advertisement/ Notification will be rejected at any stage of the recruitment/ selection.

(3) Syllabus for Written Examination

The Written Test will be of 2 & ½ Hrs. duration and the Question paper shall be in three parts viz.

- Part-I General Awareness - 20 Questions
- Part- II English & Reasoning - 40 Questions
- Part III Concerned Trade / Discipline - 100 Questions

The pattern of question paper for part III are here under:-

Sl. No.	Post Code	Name of Post	Syllabus for Part III
1	D6-NT-01	Assistant (Admin.) (On Tenure Basis)	Questions from General Administration, Office Management, Office Correspondence, Computer Proficiency & General Aptitude
2	D6-NT-02	Assistant (Accounts) (On Tenure Basis)	As per concerned discipline
3	C5-01	Operator (Draughts-man) (On Tenure Basis)	As per ITI (NAC+NCTVT) in concerned discipline
4	C5-02	Operator (Fitter) (On Tenure Basis)	As per ITI (NAC+NCTVT) in concerned discipline
5	C5-04	Operator (Instrumentation Mechanic) (On Tenure Basis)	As per ITI (NAC+NCTVT) in concerned discipline
6	C5-05	Operator (Electrician) (On Tenure Basis)	As per ITI (NAC+NCTVT) in concerned discipline
7	C5-07	Operator (Grinder) (On Tenure Basis)	As per ITI (NAC+NCTVT) in concerned discipline
8	C5-08	Operator (Welder) (On Tenure Basis)	As per ITI (NAC+NCTVT) in concerned discipline
9	C5-09	Operator (Electroplater) (On Tenure Basis)	As per ITI (NAC+NCTVT) in concerned discipline

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(a) Question papers will be available bilingually i. e both in English & Hindi as the recruitment is being made on local basis where regional languages is Hindi.
(b) The question paper will be of objective type with four options and each question will carry out one mark and there will be no negative marking.

(4) Application Fee

The candidates are required to deposit an Application Fee of Rs. 200/- (Rupees Two Hundred Only) through online which is non-refundable (exempted in the case of SC/ST/PwBD/Ex-Apprentices of HAL and Candidates sponsored by Employment Exchange & Zilla Sainik Welfare Board). For the candidates who have to pay Application Fee a link "Proceed to Payment" will be provided in the Website for payment which would take the candidates to "State Bank Collect Homepage" after making PROVISIONAL Registration. After filling up the required details in the "State Bank Collect Homepage" the candidates can deposit the Application Fee through Internet Banking/ Debit Card/ Credit Card/Bank e-Challan. The path of SBI Collect facility as following: ***SBI Collect => Select PSU =>Hindustan Aeronautics Limited=>Uttar Pradesh=>Payment Category-HAL Lucknow Division => Category-Select Others (write Application No against Employee/Vendor ID and Post details in Remark).*** After making the payment, a Payment Slip will be generated on screen and the candidates should take the print out of the payment slip for future reference. No mode other than detailed above will be accepted towards Application Fee like **NEFT/ Cheque / Money Order/ Postal Order/ Pay Order/ Banker's Cheque/ Demand Draft**. Application fee once deposited in to the company's account will not be refunded under any circumstances even if the candidate is unable to submit the application online; or being ineligible at the time of applying or rejection of application. Therefore, before depositing the application fee, candidate should ensure that he/she meets all the eligibility criteria as mentioned in the notification.

(5) Age Limit/ Relaxation/ Concession

- Upper age limit as on **15/09/2024** will be for UR & EWS-28 years; SC/ST-33 years; OBC (Non-creamy layer)-31 years. Candidates belonging to OBC (NCL) category are required to submit OBC certificate not older than six months as on **15/09/2024**, in the prescribed format (Annexure – C, D & H) at the time of document verification. The candidates belonging to SC/ST category are also required to produce the community certificate in proof of their community at the time of document verification in the prescribed format.

- In respect of candidates belonging to EWS category, the income and asset certificate shall be valid for the financial year 2024-2025

- In respect of Persons with Benchmark Disability (PwBD), upper age limit is relaxable by 10 years which will be over & above the relaxation admissible for candidates belonging to SC/ST/ OBC as mentioned above.

- Ex-Apprentices of HAL (who had undergone apprenticeship training in HAL would be given the age relaxation to the extent of the period for which the Apprentice had undergone training in HAL under Apprentices Act, 1961.

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- Proportionate relaxation in upper age limit will be given to the candidates having relevant work experience. The upper age limit is relaxable for the candidates with relevant post qualification experience, to a maximum extent of 7 years. Relaxation in age would be one year for every completed year of relevant post qualification experience over & above 28 years subject to a maximum age limit of 35 years. This relaxation with the relevant post qualification experience will also be applicable to the concerned reserve category candidates and all Ex-Apprentices of HAL over & above their respective upper age limits.

- Ex-Servicemen 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 by more than 3 years, he will be deemed to satisfy the condition regarding the age limit.

- The Upper age limit with all relaxations shall not exceed 55 years, as on 15**/09/2024** except for candidates belonging to PwBD Category. For PwBD candidates the upper age limit with all relaxations should not exceed 56 years as on **15/09/2024.**

- For candidates who have ordinarily been domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989, upper age limit is relaxable by 5 years.

- Reservation of the posts will be as per rules.

(6) Selection Procedure:

- The selection will be done through Written Test.

- HAL, Accessories Division, Lucknow reserves the right to decide the cut off percentage for calling candidates for Written Test, based on the Marks secured in the Qualifying Examination prescribed for a particular Trade / Discipline, to ensure sufficient competition. However, the cut off percentage of Marks for UR/OBC/EWS candidates cannot be less than 60% and for SC/ ST/ PwBD candidates not less than 50%, in the qualifying examination. Selection of the candidates will be made based on the marks scored in the Written Test only, in the order of merit i.e. on the basis of performance in the Written Test.

- Candidates qualifying in the Written Test will be called for Document Verification in the order of Merit wherein candidates will be required to produce testimonials/ documents in support of Age, Qualification, Caste/ Tribe/ Class, Experience & other advertised eligibility criteria. The testimonials/ documents should be in possession of the candidates as on the cut-off date (last date) for receipt of applications. 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,

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Qualification & Experience on a later date will be allowed. The procedure as above will continue till such time the number of candidates qualifying in the Document Verification Process is equal to the number of post advertised. Candidates qualifying in the Document Verification Stage will be issued with the Provisional Offer of Engagement.

- The minimum percentage of marks scored by the candidates in the qualifying examination i.e, M.A/M.Sc/M/com, Diploma or NAC & ITI as the case may be in the respective trades / disciplines is mentioned as;

Category	Qualifying Percentage (%) of Marks
UR/OBC/EWS	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 (M.A/M.Sc/M.com/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 (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 photo 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 Written Test.

- Selection of the candidates will be done based on the Marks scored in the Written Test only, in the order of Merit.

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- 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).

- 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 – **Annexure C, D & H**) 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 Photo state 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 PwBD candidates). 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. Additionally, 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 Exchanges for Physically Handicapped and till such time their appointment in HAL will be provisional. Appointment of selected PwBDs will be subject to verification of Disability Certificate from the concerned Authorities as per the Company Rules.

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(8) Tenure of Engagement

The selected candidates will be engaged on tenure basis for a maximum period of **four years** from the date of engagement. The tenure will come to an end automatically on completion of four years from the date of joining, without any further notice. The employment can be terminated, at any time, during the period of tenure engagement, by giving one month's notice in writing by either party or by payment of one month's 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.

(9) Place of Posting

Selected candidates will be posted at HAL, Accessories Division, Lucknow (UP). However, they are liable to be transferred / posted to any place in India where HAL has Divisions/ Offices/ Bases. No request for change of posting will be entertained after joining.

(10) Remuneration

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

ENTITLEMENT	**SCALE D-6 (in Rs. p.m.)**	**SCALE C-5 (in Rs. p.m.)**
Basic Pay	23,000/-	22000/-
DA	At applicable rate	At applicable rate
HRA	At applicable rate	At applicable rate
Perks	@25% of Basic Pay	@25% of Basic Pay
Lumpsum amount towards Medical Expenses	1500/-	1500/-
Other benefits & Allowances	As per rule	As per rule

The monthly remuneration would comprise of the following items:-

i) Basic Pay
ii) Dearness Allowance
iii) House Rent Allowance as per classification of Cities (when Company quarter is not Provided)
iv) Cafeteria (Perks)

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

Provident Fund contribution will be calculated taking into account the Basic Pay + Dearness Allowance components of the monthly emoluments. The engaged personnel will be covered under the Income Tax, Service Tax, Professional Tax etc. as per the applicable rules and all such taxes would be payable by them.

The selected candidates will also be entitled for the following Allowances/ Benefits/Incentives, like in case of regular workmen, as per rules:

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i) Monthly incentive and Annual incentive
ii) Quarterly Performance Pay
iii) TA/ DA for joining duty and for Temporary Duty as per relevant rules applicable to workmen in the appropriate scale of pay
iv) Group Insurance in lieu of EDLI
v) Night Shift Allowance, wherever applicable

(11) Other Benefits & Terms & Conditions

The selected candidates will also be entitled for Holidays/ Leave, Uniform as per Company rules. Further, female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.

The selected personnel will be governed by the various company rules & regulations in carrying out the assigned tasks and their conduct, like Standing Orders, transferability to other Departments or Divisions or places. Contract can be terminated for reasons of non-performance or poor performance or without assigning any reasons etc.

(12) How to apply

- Applications for various posts will be received online. Eligible and interested candidates are required to apply online only through the link given in HAL Website i.e. www.hal-india.co.in. No other means/ mode of application will be accepted. Candidates are required to upload the necessary documents in support of their Qualification like Provisional/ Final Mark Sheet indicating the marks of all the years/ semesters of the Qualifying Examination i.e. M.A./M.Sc./M. Com with certificate of proficiency in PC operation (minimum of 3 months duration)/Diploma in Engg./ ITI & Apprenticeship Examination, as applicable for their respective post and Experience Certificate etc, if applicable, while submitting application online failing which their application will not be considered and will be summarily rejected. The Website will remain functional from 10:00 Hrs. of **26/08/2024** to 23:45 Hrs. of **15/09/2024** for submission of online application.

- On submission of application, an Acknowledgement will be generated on-line, mentioning the System Generated Application Reference Number with other details/ information for reference to the candidates and provision to take a print out of the submitted application.

- The claim of the candidates with regard to the Date of Birth, Educational Qualifications, Experience and category etc. are accepted provisionally on the basis of information provided by them in the online application and is subject to verification and meeting the prescribed standards of HAL. Mere admission to Written Test or inclusion of the name of a candidate in the merit list will not confer any right for employment. The candidature is therefore, provisional at all stages and if the information/ certificates furnished by the candidates in any part/ stage is found to be false/ incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/Engagement will be considered as revoked/ terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.

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(13) General Conditions

- Only Indian Nationals need to apply.
- To indicate only sponsored candidates to apply, if it is not open advertisement.
- 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.
- One candidate can apply for one post only.
- Persons with 40% or more relevant disability will only be considered in PwBD category. Candidates are required to produce disability certificate (**Annexure – E1/E2/E3)** issued by the Competent Authority at the time of document verification.
- Date, time & venue of the Written Test will be intimated to the shortlisted/ eligible candidates by Registered/ Speed Post, by E-mail (in the E-mail ID provided in the online application format by the candidates) and through SMS. The same will also be hosted on the HAL website (www.hal-india.co.in).
- Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for test/selection & engagement.
- All the Qualifications possessed by the candidates and also Qualifications/ Courses being pursued by them at the time of submitting the application for employment, are to be clearly indicated in the online application. If it is found at any stage of recruitment that the candidate is possessing higher qualification than the required qualification for the specified post, his/ her candidature will be rejected summarily without making any further correspondence to the candidate in this regard.
- Candidates who are employed in Govt./ Public Sector/ Semi-Govt. undertaking will not be allowed for verification of original documents and for joining unless he/ she produces a **No Objection Certificate(NOC)** from his/ her present employer.
- Candidates availing age relaxation on account of post qualification experience should produce relevant and proper experience certificates and proof of employment at the time of verification of original documents failing which, their candidature will be summarily rejected.
- Relevant Experience (for availing age relaxation) :

  (i) In case of experience possessed by candidates engaged on contract basis directly by PSUs/Central/State Governments, experience certificate is to be produced from such PSUs/Central/Sate Government etc, indicating the

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contract engagement. As regards NOC, the same needs to be in line with the terms & conditions of contract engagement and Rules applicable for such contract engagement in the concerned organization.

(ii) In case of experience possessed by candidates engaged on contract basis directly by Private Organization, experience certificate is to be produced from such organization indicating the contract engagement. Such experience will be considered subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc.

(iii) Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company. The letter head of the Company should have details of the Company;

- The qualification, percentage of marks / class, caste, age, experience, etc. indicated by the candidates in the online application would be taken on its face value, before calling the Candidates for the written test.

- Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete applications/ discrepancy in the information provided / those received after the last date will not be entertained.

- 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.

- Selected candidates will be posted at HAL, Accessories Division, Lucknow or anywhere in India, based on the requirements of the Company. The candidate will not be allowed to apply for transfer to any other Division / Location of the Company for initial three years of service.

- HAL reserves the right to cancel/restrict/enlarge/modify/ alter the Advertisement/ Recruitment process and/ or the Selection Process there under, without issuing any further notice whatsoever. Number of vacancies can be modified as per the discretion of the Management or even cancel the whole process of engagement without assigning any reason.

- The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Written Test etc. will be final and binding on the candidates.

- 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 in this regard,

- While applying for the post the applicant should ensure that he/ she fulfils the eligibility criteria and other norms as mentioned above as on the specified dates and that the particulars furnished by him/ her are correct in all respects.

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- All correspondence to the candidates will be made via E-mail on the E-mail ID provided by the candidate in the online application format. No other mode of communication will be adopted.

- Any sort of canvassing or influencing of the employees related to recruitment/ selection process would result in immediate disqualification of the candidates.

- Any further information / Corrigendum / Addendum would be uploaded only on HAL website.

- Request for change of mailing address, Category, Discipline etc, as declared in the online application will not be entertained.

- Furnishing wrong/incorrect information or suppression of relevant information will lead to rejection of candidate and the application will be out-rightly rejected.

- 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.

- Court of jurisdiction for any dispute / cause will be at Lucknow.

In case of any particular query not covered above, the candidate can write to HAL at E-mail ID **recruitment.adlko@hal-india.co.in** only. No other method of communication will be entertained.

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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 – E1

Disability Certificate (FORM –V)

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that I have carefully examined Shri / S mt. /Kum. _____ son /wife /daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____ Age _____ years, male/ female _____ registration No. _____ Permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:
- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (……number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

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Annexure – E2

Disability Certificate (Form – VI)
(In case of Multiple Disabilities)

[See rule 18(1)]
(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that I have carefully examined Shri/ Smt./ Kum. _____ son /wife /daughter of Shri _____ Date of Birth (DD/MM/YYYY) _____ Age _____ years, male/ female _____ .

Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/ disability has been ev aluated as per guidelines (……number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		

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8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (…….number and date of issue of the guidelines to be specified), is as follows : -

In figures : - ---------- percent
In words :- ---------- percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

1) Not necessary, or
2) Is recommended /after…… year…… months and therefore this certificate shall be valid till ----- ----- ------
(DD) (MM) (YYYY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

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4. The applicant has submitted the following document as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued

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Annexure – E3

Disability Certificate (Form – VII)

(In cases other than those mentioned in Forms V and VI)

(Name and Address of the Medical Authority issuing the Certificate)

(See rule 18(1))

Recent passport size attested photograph (Showing face only) of the person with disability.

Certificate No. Date:

This is to certify that I have carefully examined Shri / Smt / Kum _____ Son / wife / daughter of Shri _____ Date of Birth (DD/MM/YYYY)_____ _____ ____ Age _____ years, male/female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

Sl. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			

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12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of Disability is

(i) Not Necessary, Or

(ii) Is recommended / after_____ years_____ months and therefore this certificate shall be valid till _____ (DD/MM/YYYY).

@ e.g. Left / Right / Both arms / Legs

e.g. Single eye / Both eyes

£ e.g. Left / Right / Both ears

4. The applicant has submitted the following documents as proof of residence:

Nature of Document	Date of issue	Details of authority issuing Certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Signature/thumb impression of the person in whose favour certificate of disability is issued

Countersigned
{Countersignature and seal of the Chief Medical Officer/Medical Superintendent/ Head of Government Hospital, in case the Certificate is issued by a medical authority who is not a Government servant (with seal)}

Note- In case this certificate is issued by a m edical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

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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.