



# Hindustan Aeronautics Limited

**Hindustan Aeronautics Limited (HAL)**, a Navaratna Central Public Sector undertaking, is a premier Aeronautical Industry of South East Asia, with 21 Production/Overhaul/Service Divisions and 10 co-located R&D Centers spread across the Country. HAL's spectrum of expertise encompasses high-tech programs involving a number of state of the art Technology, 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.

HAL, over the last seven decades, has grown progressively into an integrated Aerospace Organization with the indigenous design & development of Advanced Light Helicopter (ALH-Dhruv), Intermediate Jet Trainer (IJT) & Light Combat Aircraft (LCA-Tejas). The ongoing major projects & programmes include ALH (both in military & civil roles), IJT, LCA, Pilotless Target Aircraft (PTA), Su-30 MKI, Hawk (Advanced Jet Trainer) & Dornier -228 (Light Transport Aircraft). Aligning with the emerging future requirements, HAL has conceptualized the indigenous development of Light Combat Helicopter (LCH), Basic Turboprop Trainer Aircraft (HTT-40), Light Utility Helicopter (LUH) & Indian Multi-Role Helicopter (IMRH). HAL will co-design & co-develop the Fifth Generation Fighter Aircraft & Multi Role Transport Aircraft (MTA) with foreign partners.

HAL is looking for candidates for appointment as Assistant Officer (Official Language-Hindi) (Grade-I) for its Divisions at Bangalore.

**DETAILS OF VACANCIES: Number of Posts, Reservation, Age Limit, Pay Scales and admissible Allowances/ benefits etc.**

Sl. No	Name of the Post & Discipline	No of Posts	Reservation	Pay Scale	Upper Age limit as on 29.06.2016
(1)	(2)	(3)	(4)	(5)	(6)
1	Assistant Officer (Official Language) (Grade-I)	4	(UR)	12600-32500	35 Years

The candidates will be eligible for Basic Pay, Variable Dearness Allowance, Company Accommodation/ House Rent Allowance, Performance Related Pay, Leave, Medical Facilities, Provident Fund, Gratuity, Pension etc as per Company rules. Candidates will also be eligible for Perquisites and allowances in running Basic Pay under Cafeteria system @ 44% of the basic pay.

**POSITION: ASSISTANT OFFICER (OFFICIAL LANGUAGE) (GRADE-I)**

**A) JOB REQUIREMENT**

- The Candidate should have thorough knowledge of Hindi & English Languages.
- The Candidate will be responsible for Implementation of Official Language Policy of Government of India i.e. Managing of Constitution of OLIC (Official Language Implementation Committee), Organizing quarterly meetings, Hindi Language/typing/stenography training in the Division, preparation of roster of employees for various Hindi courses and all related work of implementation of Official Language Hindi.
- Will be responsible for compilation and presentation of data/reports pertaining to Official Language inspections by the authorities of Central Government and all other related work in connection with visits/inspections on Official Language;

- Should have skill in translation of documents from English to Hindi and vice-versa;
- Should be able to organize various Hindi programmes to create awareness regarding implementation of Official Language Hindi;
- Should be well conversant with the Official Language Act and Rules;
- Should be conversant with use of Hindi language in Computer;
- Any other work related to Official Language

**B) PROFESSIONAL QUALIFICATION**

The candidate should possess a Full time Bachelor's Degree (3 years after 10 + 2) from Institutes/Universities recognized by appropriate statutory authorities in the Country.

AND

The candidate should also possess one of the following:

- 1) Full Time Master's Degree in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level from Institutes/ Universities recognized by appropriate statutory authorities in the Country;

OR

- 2) Full Time Master's Degree in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level from Institutes/Universities recognized by appropriate statutory Authorities in the Country;

OR

- 3) Full Time Master's degree in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level from Institutes/Universities recognized by appropriate statutory in the Country;

OR

- 4) Full Time Master's degree in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level from Institutes/Universities recognized by appropriate statutory authorities in the Country.

In addition to the above Qualification requirements, candidates should have secured a minimum of 60% marks in aggregate of all the Semesters/Years or corresponding CGPA Ratings/Gradation in both Bachelors Degree & Masters Degree, for applying to the post of **Assistant Officer (OL) (Grade-I)**.

All qualifications should be from Indian Universities/Institutes recognized by appropriate statutory authorities in the Country. Candidates possessing the qualifying Degrees through Full Time courses will only be considered. Candidates possessing Part Time/Correspondence/Distance Education/Evening Courses are not eligible to apply.

Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Candidates are required to submit a Certificate to this effect from the University/Institute.

### **UPPER AGE LIMIT & RELAXATIONS**

- Age, Qualification & Experience will be counted as on 29.06.2016.
- Upper age limit for UR candidates is 35 years.
- Upper age limit for **Persons with Disabilities (PWDs)** is relaxable by 10 years. PWD candidates are required to submit the Disability Certificate (mandatorily) issued by the Competent Authority in the prescribed format at the time of Document Verification.
- Upper age limit is relaxable by 5 years in respect of candidates who had **domiciled in the State of Jammu & Kashmir** during the period 1.1.1980 to 31.12.1989.
- Upper age limit with all relaxations shall not exceed 50 Years as on 29.06.2016.

### **SELECTION PROCEDURE**

Selection process will comprise of written test to be held at Bangalore. Candidates who fulfill the eligibility criteria will be called for appearing in the Written test. Selection of the shortlisted candidates will be based only on the marks secured in the written test in order of Merit. Further, selection is subject to Document Verification in terms of Education Qualification, Marks Secured, etc. Shortlisted candidates will be required to appear for the Written test at their own expense, on the date, time and venue, which will be mentioned in the Admit Card. However HAL reserves the right to reschedule the test date/venue depending upon the circumstances and the candidates are bound by the same;

Candidates qualifying in the Written Test will be called for Document Verification in the order of Merit, wherein candidates will required to produce Testimonials/Documents in support of Age; Qualification; Caste/Tribe/Class; Experience and other advertised eligibility criteria. The Testimonials/Documents should be in the possession of the candidates as on the cutoff 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; Qualification & Experience on a later date will be allowed.

Candidates are required to produce one of the Original & Valid Identity Card (i.e. Voters ID Card, Driving Licence; Aadhaar Card; Passport; PAN Card; ID Card issued by Central/State Govt., College ID card where the candidate has studied last along with a copy of which duly attested by the Gazetted Officer) to prove their identity before the invigilator, failing which they will not be allowed to appear for the written Test;

Candidates provisionally selected by HAL will have to undergo a pre-employment Medical Exam before joining HAL. Applicants should meet the medical standards prescribed by the Company. Appointment of selected candidates is subject to receipt of satisfactory medical report from Company's Doctor as per the Medical Standards of the Company. No relaxation in health standards will be allowed;

Appointment of selected candidates is subject to verification of Character & Antecedents from the concerned Authorities, as per the rules of the Company;

### **MODE OF PAYMENT OF APPLICATION FEE**

Rs 500/- (Rupees Five Hundred only) towards Application Fee and Bank charges (as applicable), which is non-refundable (exempted in case of SC/ST/PWD candidates).

All core banking branches of State Bank of India (SBI) have been authorized to collect the Application Fee in **Account No. 10918220679, IFSC code. SBIN0001114, Branch code.1114**, on behalf of HAL. HAL will not be responsible in case of a candidate depositing the fee in the wrong Account.

Application fee once paid will not be refunded under any circumstances, even if the candidate is ineligible at the time of applying or rejection of application etc. Therefore before forwarding the application, candidates are required to ensure that they meet all the eligibility criteria.

## **REGISTRATION PROCESS**

Eligible and interested candidates are required to apply Online through HAL Website (Careers Section): [www.hal-india.com](http://www.hal-india.com). No other means /mode of application will be accepted. The website is functional for Registration from **1500 hours on 15.06.2016 till 1500 hours on 29.06.2016**.

Before registering the applications at HAL website the candidates should possess the following:

- Valid E-mail ID, which should remain valid & active till the completion of selection process;
- Scanned copy of latest passport size colour photograph and signature (in jpg file & less than 180 KB size) for uploading with the application form;
- Details of Education Qualification possessed. In the event of any field being left blank/entry of irrelevant information application form will be summarily rejected.

The steps for depositing the Application Fee & submitting the Application Online are as follows:

**Step-1:** Candidate is required to click the link given in the career section of HAL website for Registration & select the name of the post i.e **Assistant Officer (Official Language) (Grade-I)**.

**Step-2:** The personal, educational & experience details are required to be filled up and photograph and signature to be uploaded. Before finally submitting the details entered, an editing option will be given to the candidate for editing any details already entered, if required.

- In case of the candidates belonging to SC/ST/PWD categories, on submission of personal, educational & experience, the registration process will be completed by generating a unique Application Number in the Application confirmation page for future reference.
- In case of candidates belonging to General & OBC categories, on submission of personal, educational & experience details, they are required to print the Bank Challan (Pay in slip) for depositing the Application Fee in the Bank.

**Step-3:** (For General/OBC Categories only): Candidates has to approach any of the core banking branches of SBI with the 'pay-in slip' and deposit the Application Fee of Rs 500/- along with the bank charges (as applicable) in **'Hindustan Aeronautics Limited-Aerospace Division Account' bearing No. 10918220679, IFSC code. SBIN0001114, Branch code.1114 on or before 29.06.2016**. On receipt of the Application Fee, the concerned SBI branch will enter a unique **Journal Number** in the Bank Challan. Candidates should retain the original counterfoil of the Bank challan (Pay-in slip) (candidate's copy) for future reference.

**Step-4:** (For General/OBC Categories only): After Payment of Application Fee in the Bank, candidate is required to log on to HAL website ([www.hal-india.com](http://www.hal-india.com)) **on or before 1500 hours on 29.06.2016** and fill up the Email ID & Date of Birth in the link given. Candidates will then be required to enter the details of payment of Application Fee (i.e., Name & Code No. of SBI Branch, SBI Journal No., Date of Deposit of Application Fee in Bank). On submission, Application Confirmation page will be displayed. Candidate is required to print the Application Confirmation page for future reference.

In case of Non Payment of Application Fee and not completing the above steps, the Application will be incomplete and the same will be rejected.

## **GENERAL CONDITIONS**

- Only Indian Nationals are eligible to apply;
- Mere submission of application will not entail right for claiming Appointment;

- HAL reserves the right to cancel/restrict/enlarge/modify/alter the advertisement/recruitment process and /or selection process there under, without issuing any further notice or assigning any reason whatsoever. The number of vacancies can be modified as per management's discretion;
- If the information furnished by the candidate in any part of the Bio-data is found to be false or incomplete or is 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 and the application fee paid will not be refunded;
- Candidates are required to possess a valid E-mail ID, which is to be entered in the Application Blank, so that intimation regarding downloading of Admit Card for Written Test can be sent. HAL will not be responsible for bouncing of E-mail sent to the candidate.
- Any sort of canvassing or influencing the officials related to the recruitment/ selection process would result in immediate disqualification of the candidate;
- Decision of HAL Management regarding selection will be final. Further, HAL Management 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;
- The 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;
- Necessary information regarding the selection will be hosted on HAL Website [www.hal-india.com](http://www.hal-india.com) from time to time. Candidates are requested to visit the website from time to time.
- Before applying the candidates should satisfy themselves regarding eligibility criteria desired for the post.
- Incomplete Applications will be rejected and no further correspondence in this regard will be entertained.
- Court of jurisdiction for any dispute/ cause will be at Bangalore.
- In case of any clarification the candidates can write to us at [hr.aerospace@hal-india.com](mailto:hr.aerospace@hal-india.com). No other modes of communication will be entertained.