



**(HAL/KPT/ADVT. No. - 03/2015)**

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 10 co-located R&D Centers spread across the Country. HAL's spectrum of expertise encompasses 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.

The Koraput Division, a unit of HAL's vast network, has the unique distinction of being one amongst the few Aero-engine manufacturers in the world.

Applications are invited from interested candidates through **ONLINE** for the following posts on TENURE BASIS, in the Non-Executive cadre, at HAL Koraput, Sunabeda, Odisha:-

Sl. No	Name of the Post	Number of vacancies	U R	O B C	S C	S T	P w D	Equivalent Channel / Scale of Induction	Upper age limit as on 01.10.2015
01	Technician (Fitter) on Tenure Basis	17	8	2	2	4	1	C / 5	28 years
02	Technician (Welder) on Tenure Basis	25	9	4	5	6	1	C / 5	28 years
03	Technician (Grinder) on Tenure Basis	04	4	0	0	0	0	C / 5	28 years

Note: The above number of vacancies is tentative and may vary on review. In that eventuality the number of vacancies reserved for various categories may also undergo revision.

The details of posts identified suitable for Persons with Disabilities (PwD) along with Physical Requirements and Reservation category are mentioned below:-

Name of the Post	Physical Requirements	Categories of Disabled suitable for the job	Reservation of Vacancy
Technician (Fitter) on Tenure Basis	ST, BN, L, MF	OL, BL, LV, HH	One post is reserved for OH
Technician (Welder) on Tenure Basis	S, ST, W, BN, MF, SE	OL, HH	One post is reserved for HH
Technician (Grinder) on Tenure Basis	S, ST, BN, MF, SE	OL, LV, HH	No post is reserved

- Persons with Disabilities (PwDs) suffering from – (i) blindness or low vision; (ii) hearing impairment; (iii) locomotor disability or cerebral palsy, as the case may be, suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

- Persons with Disabilities (PwDs) can apply to the respective posts even if the post is not reserved for them but has been identified suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules.

**ABBREVIATIONS USED:**

S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation by Fingers, SE=Seeing, L=Lifting;

OL=One Leg affected, BL=Both Legs affected but not Arms, LV=Low Vision, HH=Hearing Handicapped, OH=Orthopaedically Handicapped, VH=Visually Handicapped;

UR=Un Reserved, OBC(NCL)=Other Backward Class (Non Creamy Layer), SC=Scheduled Caste, ST=Scheduled Tribe, PwD = Persons with Disabilities

## **01. DETAILS OF POSTS**

### **1.1 Technician (Fitter) on Tenure Basis:**

**Essential Qualification:**

The candidate should have completed regular Full-Time course of ITI **(Fitter)** training and awarded with National Trade Certificate (NTC) + should have completed regular Full-Time course of Apprenticeship Training and awarded with National Apprenticeship Certificate (NAC) in **Fitter** Trade, under Apprentices Act 1961.

Candidate who has directly completed Apprenticeship Training in the said trade after 10<sup>th</sup> std / SSC and awarded with National Apprenticeship Certificate (NAC), without ITI course/NTC is also eligible to apply for the said post.

In order to apply for the post, candidates belonging to GEN/OBC categories should have obtained a minimum of 60% marks in Apprenticeship (NAC), in the aggregate of all the semesters/years; and candidates belonging to SC/ST/PwD categories should have obtained a minimum of 50% marks in Apprenticeship (NAC), in the aggregate of all the semesters/years. No rounding-off of will be allowed to arrive aggregate percentage.

**Job Description:**

Selected personnel will undergo induction training for a period of 8 weeks. They will be assigned specific jobs / projects / programmes as per the requirement of the Company. They will be engaged in the Direct Technical areas where in they are required to operate more than one machine at the concerned Workplace.

**Tenure of Engagement:**

The engagement will be for a maximum period of 4 years.

### **1.2 Technician (Welder) on Tenure Basis:**

**Essential Qualification:**

The candidate should have completed regular Full-Time course of ITI **(Welder – Gas & Electric)** training and awarded with National Trade Certificate (NTC) + should have completed regular Full-Time course of Apprenticeship Training and awarded with National Apprenticeship Certificate (NAC) in **Welder - Gas & Electric** Trade, under Apprentices Act 1961.

Candidate who has directly completed Apprenticeship Training in the said trade after 10<sup>th</sup> std / SSC and awarded with National Apprenticeship Certificate (NAC), without ITI course/NTC is also eligible to apply for the said post.

In order to apply for the post, candidates belonging to GEN/OBC categories should have obtained a minimum of 60% marks in Apprenticeship (NAC), in the aggregate of all the semesters/years; and candidates belonging to SC/ST/PwD categories should have obtained a minimum of 50% marks in Apprenticeship (NAC), in the aggregate of all the semesters/years. No rounding-off of will be allowed to arrive aggregate percentage.

**Job Description:**

Selected personnel will undergo induction training for a period of 8 weeks. They will be assigned specific jobs / projects / programmes as per the requirement of the Company. They will be engaged in the Direct Technical areas where in they are required to operate more than one machine at the concerned Workplace

**Tenure of Engagement:**

The engagement will be for a maximum period of 4 years.

1.3 Technician (Grinder) on Tenure Basis:

**Essential Qualification:**

The candidate should have completed regular Full-Time course of ITI **(Machinist-Grinder)** training and awarded with National Trade Certificate (NTC) + should have completed regular Full-Time course of Apprenticeship Training and awarded with National Apprenticeship Certificate (NAC) in **Machinist-Grinder** Trade, under Apprentices Act 1961.

Candidate who has directly completed Apprenticeship Training in the said trade after 10<sup>th</sup> std / SSC and awarded with National Apprenticeship Certificate (NAC), without ITI course/NTC is also eligible to apply for the said post.

In order to apply for the post, candidates belonging to GEN/OBC categories should have obtained a minimum of 60% marks in Apprenticeship (NAC), in the aggregate of all the semesters/years; and candidates belonging to SC/ST/PwD categories should have obtained a minimum of 50% marks in Apprenticeship (NAC), in the aggregate of all the semesters/years. No rounding-off of will be allowed to arrive aggregate percentage.

**Job Description:**

Selected personnel will undergo induction training for a period of 8 weeks. They will be assigned specific jobs / projects / programmes as per the requirement of the Company. They will be engaged in the Direct Technical areas where in they are required to operate more than one machine at the concerned Workplace

**Tenure of Engagement:**

The engagement will be for a maximum period of 4 years.

## 02. AGE LIMIT & RELAXATION

The upper age limit applicable to General / Un-Reserved candidates is **28 years** as on **01-10-2015** (Candidates born on or after 01-10-1987). The upper age limit is relaxable to the candidates mentioned as under, subject to submission of requisite certificates:-

- a) SC/ST: Upper age limit is relaxable by 5 years for SC/ST candidates in respect of vacancies reserved for them;
- b) OBC-NCL: Upper age limit is relaxable by 3 years for OBC (Non – Creamy Layer) candidates in respect of vacancies reserved for them. The OBC candidates who belong to Creamy Layer should indicate their category as 'General' only.
- c) PwDs: Upper age limit is relaxable by 10 years for Persons with Disabilities (PwDs) / Physically Handicapped (PH) persons, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC i.e. (15 years for persons belonging to Scheduled Castes/ Scheduled Tribes and 13 years for persons belonging to Other Backward Classes, in respect of the posts reserved for them). Relaxation of age limit is applicable for PwDs irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for Persons with Disabilities (PwDs). The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more.
- d) J&K: Upper age limit is relaxable by 5 years to all candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01/01/1980 to 31/12/1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu & Kashmir.
- e) EX-SERVICEMEN: Ex-Serviceman who has put in not less than six months continuous service in the Armed Forces of the Union (Army/Navy/Air Force of the Indian Union), shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he/she seeks appointment / employment by more than 3 years, he/she is deemed to satisfy the condition regarding the age limit. This relaxation will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC i.e. (8 years for persons belonging to Scheduled Castes/Scheduled Tribes and 6 years for persons belonging to Other Backward Classes, in respect of the posts reserved for them).
- f) EX-APPRENTICE TRAINEE: If age bar comes in the way of the apprentice trainee, the same would be relaxed to the extent of the period for which the apprentice had undergone training in line with Apprentices Act 1961.
- g) EXPERIENCE: The upper age limit is relaxable for candidates with relevant post qualification experience, to a maximum extent of 7 years. Relaxation in age would be given one year for every completed year of relevant post qualification experience, over and above 28 years, subject to a maximum age limit of 35 years. The persons claiming relaxation under this sub-para would be required to produce an experience certificate issued from such PSUs/Central/State Government/Private Sector Organizations indicating the tenure of engagement.

NOTE : The upper age limit with all relaxations shall not exceed 55 years, except for candidates belonging to the PwD category. For PwD candidates, the upper Age limit with all relaxations shall not exceed 56 years.

### **03. REMUNERATION & OTHER BENEFITS**

- a) The Personnel engaged on tenure basis, against this advertisement for the post of Technician (on Tenure Basis) in the equivalent Pay Scale of Rs.10750-3%-27670/- in Non-Executive cadre, would be paid **Consolidated Remuneration** every month. The Consolidated Remuneration would comprise of the following items: -
- Basic Pay (Rs.10750) + Personal Pay (Rs.5160);
  - Dearness Allowance (revised quarterly) on the Basic Pay + Personal Pay;
  - House Rent Allowance (when Company Quarter is not provided);
  - Special Compensatory Allowance @ 10% of Basic Pay + Personal Pay;
  - Special Allowance @ 5% of the Basic Pay + Personal Pay;
  - Washing Allowance @ Rs. 75 p.m.
- b) An annual increase of 3% during the tenure will be admissible on the Basic Pay, subject to satisfactory performance.
- c) Provident Fund contributions will be calculated taking into account the Basic Pay + Personal Pay + Dearness Allowance components of the Consolidated Emoluments.
- d) The Personnel engaged on tenure basis will also be entitled for the following Allowances / Benefits / Incentives as per Rules:-
- Canteen Subsidy / Allowance in the form of meal coupons;
  - Conveyance Reimbursement for Two Wheeler / Conveyance Allowance;
  - Monthly Incentive and Annual Incentive;
  - Quarterly Performance Pay;
  - TA/DA for joining duty and for Temporary Duty as per relevant rules;
  - Group Insurance in lieu of EDLI;
  - Night Shift Allowance, wherever applicable;
- e) The tenure based personnel will be entitled for one day Casual Leave (CL) and 2.5 days of Vacation Leave (VL) for every calendar month of service. There will be no provisions for encashment of Casual Leave & Vacation Leave.
- f) 4 sets of Uniforms once in 2 years, Stitching Charges, Shoe Allowance (Safety Shoes, wherever applicable, in place of Shoe Allowance) will be issued / provided.
- g) A lump-sum amount of Rs.1000/- per month will be admissible to meet the medical expenses (both in-patient and outpatient), based on self-certification. This amount will be paid on monthly basis along with the Consolidated Remuneration. The personnel engaged on tenure basis will not be entitled for any other medical benefits.
- h) The tenure based personnel will be eligible for Company Quarters, wherever available. However, House Rent for Quarters including Water, Electricity Charges etc will be deducted as per Rules. No HRA will be paid if company quarter is allotted.
- i) Tenure Based Personnel will also be eligible to join the self contributory Group Savings Linked Insurance (GSLI) scheme and Group Personal Accident Insurance (GPAI) Scheme, as per the extant Rules.

#### 04. SPECIFIC TERMS & CONDITIONS OF ENGAGEMENT

- a) The Engagement of Tenure Based Personnel, against this advertisement, will be 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 period from the date of joining, without any further notice.
- b) The Tenure Based Engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company.
- c) The Tenure Based Personnel will abide by various Company Rules & 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, etc.
- d) Tenure Based 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.
- e) The engagement of Personnel, for the posts (on tenure basis) against this advertisement, will be on full time basis. Absence from duty other than authorized leave / Company Holidays will result in proportionate reduction in the Consolidated Remuneration.
- f) The performance of the personnel engaged on tenure basis will be assessed as per the Company Rules. In case of non-performance or poor performance, the contract of engagement can be terminated, without assigning any reason.
- g) The tenure based engagement can also be terminated, at any time, by giving one month's notice in writing (by either party) or by payment of one month's Basic Pay + Personal Pay + DA components in the Consolidated Remuneration in lieu of the Notice.
- h) Selected personnel will undergo induction training for a period of 8 weeks. They will be assigned specific jobs / projects / programmes as per the requirement of the Company. They will be engaged in the Direct Technical areas wherein they are required to operate more than one machine at the concerned Workplace.

#### 05. SELECTION PROCESS

- a) The selection will be done through **Written Test** and **Interview**.
- b) Applications received through ONLINE will be screened as per the eligibility criteria, norms laid down in the Advertisement/Notification.
- c) Candidates will be shortlisted for Written Test, based on the marks secured in the Qualifying Examination i.e. National Apprentice Certificate (NAC) to ensure healthy/sufficient competition.
- d) The Written Test will be held tentatively at **Bhubaneswar**.
- e) The Written Test will be of 2½ hours duration. The test will be in three 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 Trade. Each question carries one mark each and there is no negative Mark.

- f) Candidates have to appear Written Test at their own expenses, 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.com](http://www.hal-india.com)).
- g) Candidates are required to bring **Admit Card** & one of the following Original **Photo Identity Card**, along with a Xerox copy of **Photo Identity Card** which duly self-attested, to prove their identity before the **Invigilator** failing which they will not be allowed to appear for the Written Test:-
- Voters ID card
  - Driving License
  - Aadhaar Card
  - Passport
  - PAN Card
  - ID Card (by Central/State Govt./PSU for their employees)
  - ID cards (by Government Agencies authorized)
  - ID Cards (by College/Institute where last studied)
- h) The candidates who qualified in the Written Test will only be called for Interview on the basis of Written Test marks, in the ratio of 1:5 to the number of vacancies in each discipline/post and category.
- i) The Weightage of Marks for the Written Test and Interview would be 85:15 (out of 100).
- j) List of candidates shortlisted for Written Test /Interview and the list of candidates provisionally selected for the post will be displayed on HAL website ([www.hal-india.com](http://www.hal-india.com)).

## 06. PRE-EMPLOYMENT MEDICAL EXAMINATION

- a) No individual will be engaged unless he is medically examined by our Company Medical Officer. Applicants should meet the medical standards prescribed by our Company.
- b) Engagement of provisionally selected candidates will be subject to receipt of satisfactory medical report from HAL Doctor. No relaxation in Medical standards will be allowed.
- c) Different pre-employment medical standards are prescribed for candidates in the age group of '40 years & below' and 'above 40 years'. Medical Standards can be downloaded from HAL Website ([www.hal-india.com](http://www.hal-india.com)) for information.
- d) Persons with Disabilities (PwDs) suffering from not less than 40% of the relevant disability shall be eligible for the benefit of reservation/relaxation. Candidate who wants to avail the benefit of reservation under PWD category is required to submit a "Disability Certificate" issued by the Competent Authority, in the prescribed format, at the time of interview. However, photocopy of the same may be attached with the application.
- e) In respect of Persons with Disabilities (PwDs), the suitability for engagement, 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. PWD candidates will be subjected to pre-employment medical examination at HAL Hospital, Sunabeda with regard to other medical parameters as per the standards of the company.

## 07. GENERAL CONDITIONS

- a) Only Indian Nationals are eligible to apply.
- b) One Candidate is eligible to apply for one post only.
- c) Mere submission of application will not entail right for claiming appointment in HAL. Before applying, the candidates should satisfy themselves regarding the eligibility criteria specified for the post.
- d) HAL reserves the right to restrict/enlarge/modify/alter the requirements advertised, if need so arises, without issuing any further notice or assigning any reason thereto. HAL also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for Interview. The number of vacancies indicated in this notification is provisional and may increase or decrease or even become NIL depending upon the actual needs of the Company. HAL also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the application fee paid by the candidates will not be refunded.
- e) Candidates possessing qualifications acquired through Correspondence / Distance Education / Part Time / E-learning will not be equated with Regular Full Time courses and are not eligible to apply.
- f) Candidates possessing higher qualifications than the required qualification indicated in the Advertisement / Notification need not apply. Candidature of such personnel who possess higher qualifications than the required qualification indicated in the Advertisement / Notification and who apply for the post will be rejected.
- g) All qualifications should have been acquired from Indian Universities/ Institutes / Boards / Councils etc recognized by appropriate statutory authorities.
- h) Candidates belonging to SC/ST/OBC(NCL)/PWD/XSM categories are required to send copies of Caste Certificates / Disability Certificate / Discharge Certificate issued by the Competent Authority in the prescribed format, along with the Acknowledgement Slip, in support of their claim.
- i) The candidates claiming OBC category are required to adhere the following for availing reservation benefits :-
  - The candidate must belong to non creamy layer;
  - The name of caste and community of the candidate must appear in the Central list of Other Backward Classes;
  - The candidate must obtain an OBC certificate (clearly mentioning as belonging to Non - Creamy Layer) from the Competent Authority, in the format prescribed by the Government of India. Certificate should be not older than six months as on 01-10-2015.
- j) Candidates employed in Central/State Government Departments, Public Sector Enterprises etc. (including candidates engaged directly on Contract basis) shall be required to produce NO OBJECTION CERTIFICATE (NOC) from the employer, during Document Verification at the time of interview. Otherwise their candidature will be cancelled and will not be allowed for the Interview. They will not be eligible for Traveling Allowance in such cases.



- k) No Travelling Allowance is payable to the candidates for attending the Written Test.
- l) Experience:
- 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/State Government etc., indicating the 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 Organizations, *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. 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.
  - iii) Experience possessed by candidates engaged on contract basis through contractors in PSUs / Central / State Governments will **not be considered**.
- m) Candidates, who have left a PSU after availing benefits under Voluntary Retirement Scheme (VRS), if selected for the posts in HAL, will be required to return the VRS compensation to the PSU concerned.
- n) The present vacancies are identified to be filled-up by external candidates only. Therefore applications of internal candidates if any will not be considered.
- o) Name of candidate, Date of Birth, Father's/Mother's name should be filled in the **On-line Application** as mentioned in Matriculation/ 10<sup>th</sup> Standard or equivalent certificate (or) Mark sheet of Matriculation/10<sup>th</sup> Standard or equivalent issued by Central/State Board. Where the Date of Birth is not available in above certificate/mark sheets, the Date of Birth mentioned in Secondary School Leaving Certificate (SSLC) will be considered. Otherwise the candidate is required to have a Birth Certificate issued by Registrar of Births & Deaths for the purpose.
- p) Applications that are not in conformity with the requirements indicated in this advertisement / discrepancy in the information provided / without required enclosures will not be entertained. In such cases, the application fee paid by candidate will not be refunded and no communication will be sent to the candidates;
- q) HAL takes no responsibility for any delay in receipt or loss in postal transit of any documents including Acknowledgement Slip.
- r) Appointment of selected candidates is subject to receipt of (i) satisfactory Medical Reports from the HAL Hospital as per the standards prescribed by HAL; (ii) verification of Character & Antecedents from the concerned Authorities, as per the rules of the Company;

- s) Selected candidates will be posted at HAL Koraput Division or any where in India, based on the requirements of the Company. The candidates will not be allowed to apply for transfer to any other Division / Location of the Company.
- t) If the information furnished by the candidate in any part of Application 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;
- u) All correspondences to the candidates will be made via electronic mail to the valid "email ID" provided by the candidate in the Online Application. No other method of communication will be adopted. So, the candidates are required to provide valid email ID which is in regular usage and can't be changed for a period of one year.
- v) Any further information / Corrigendum / Addendum would be uploaded only on HAL website ([www.hal-india.com](http://www.hal-india.com)).
- w) Canvassing in any form will disqualify the candidature;
- x) Any dispute/cause with regard to recruitment against this advertisement will be settled within the jurisdiction of **Koraput Court** only.

#### **08. APPLICATION FEE**

- a) General/OBC candidates should have obtained a crossed Demand Draft (DD) for amount of Rs. 200/- (Rupees Two Hundred Only) towards application fee, in favour of "**Hindustan Aeronautics Limited**" payable at **Sunabeda**, SBI Branch Code-1304. The DD should have been obtained between **21/10/2015 to 10/11/2015** only. Application fee is non-refundable.
- b) Application fee is fully exempted in the case of SC / ST / Persons with Disabilities (PwD) / Ex-Apprentices of HAL Koraput.

#### **09. HOW TO APPLY**

- a) Candidates eligible and interested to apply for the advertised posts shall visit our website [www.hal-india.com](http://www.hal-india.com) to apply ON-LINE.
- b) The submission of Applications will be only ON-LINE through our website ([www.hal-india.com](http://www.hal-india.com)). No other form of application will be entertained. After submission, candidates should take print-out of the Acknowledgement Slip.
- c) Candidates are advised to possess a valid e-mail ID and mobile number which are to be entered in the Online Application Form. They are also advised to retain this e-mail ID active as any important intimation to them shall be provided by M/s HAL Koraput through e-mail.
- d) The candidate is required to write his name, Date of Birth, Registration Number, the post applied for etc on back side of the Demand Draft while forwarding the same along with the **Acknowledgement Slip**.

- e) Candidate shall send the **Acknowledgement Slip** along with the following applicable Enclosures:-
- Demand Draft (wherever applicable)
  - Caste Certificate (SC / ST / OBC-Non Creamy Layer)
  - Disability Certificate (Persons with Disabilities/PH candidates only)
  - Domicile Certificate (J & K candidates only)
  - Discharge Certificate (Ex-Servicemen only)
  - Ex-Apprentices Certificate (Ex-Apprentices of HAL Koraput only)
  - Experience Certificate (wherever applicable)
- f) Printout of the **Acknowledgement Slip** with all relevant certificates (xerox copies) and/or Demand Draft (original), to be sent to the following address by **SPEED POST/REGISTERED POST**:
- Manager (HR-TM)  
Recruitment Cell, H R Department  
Hindustan Aeronautics Limited  
Koraput Division  
At/Po: Sunabeda – 763002  
Dist: Koraput, Odisha
- g) The Envelope should be super-scribed with "Application for the post of \_\_\_\_\_".
- h) Tentative schedule:
- Commencement of Online submission of applications - 21/10/2015
  - Closing date for submission of online applications - 10/11/2015
  - Last date for receipt of Acknowledgement Slip - 14/11/2015
  - Downloading Call letter for Written Test - 23/11/2015
  - Date of Written Test - 29/11/2015
  - Declaration of Written Test Result - 04/12/2015

For any queries please contact us at [06853-220929](tel:06853-220929) (or) e-mail us at [kishore.kumar@hal-india.com](mailto:kishore.kumar@hal-india.com)

CHIEF MANAGER (HR)  
HAL KORAPUT

Dt : 19-10-2015

