

## SELECTION OF OFFICERS TO POSTS IN SECURITY AND OFFICIAL LANGUAGE DISCIPLINES

(Advt No. HAL/HR/36(98)/2022/02)

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, 10 co-located R&D Centres and 1 Facility Management Division, 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, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.

HAL invites applications from energetic & result oriented Professionals for the following posts for its various Production, Service Divisions/ Offices:

### A) NUMBER OF POSTS:

Sl. No.	Name of the Post	Grade	No. of Posts
a	Security Officer (Job Description & Application Format attached)	II	<b>06</b> [UR-02 ; SC-01; ST-01; OBC(NCL)-01; EWS-01]
b	Officer (Official Language) (Job Description & Application Format attached)	II	<b>04</b> [UR-02; OBC(NCL)-1; SC-1]  Note: PwBD Candidates with the Disabilities indicated below are also eligible to apply.

UR- Unreserved; SC-Scheduled Caste; ST-Scheduled Tribe; OBC(NCL)-Other Backward Classes (Non Creamy Layer), EWS- Economically Weaker Section; PwBD – Persons with Benchmark Disabilities

Persons with Benchmark Disabilities (PwBDs) suffering from not less than 40% of the relevant Disability shall be eligible for the benefit of reservation. Candidates who want to avail the benefit of reservation under PwBD Category are required to submit a Disability Certificate issued by the Competent Authority, in the prescribed format at the time of Interview. The types of Disability considered for the post of Officer (Official Language) is as indicated below:

- Hearing Impairment - Hard of Hearing (HoH);
- Visual Impairment- Low Vision(LV);
- Locomotor Disability- One Leg (OL); One Arm(OA);
- Leprosy Cured (LC); Acid Attack Victim (AAV); Dwarfism (DW); Multiple Disabilities (MD)

## **B) QUALIFICATION:**

### **a) Security Officer (Grade-II)**

i) Successful completion of ten months pre-Commission Training Course from the Officers' Training School, Chennai or from any other equivalent Institution under the Defence Forces; **[OR]**

ii) Successful completion of one to one and a half years Course conducted by the Central/State Governments qualifying for appointment as Deputy Superintendent of Police/Sub-Inspectors in State Police, Railway Protection Force, Central Reserve Police, Border Security Force; **[OR]**

iii) Successful completion of one year Training Course conducted by Central Government for those selected for the posts of Intelligence Officers in the Central Intelligence Bureau and Research and Analysis Wing; **[OR]**

iv) Successful completion of Training conducted by the Central Government for candidates selected for the post of Sub Inspectors in the CISF or successful completion of one year training conducted by Home Ministry, Government of India, for SI in CBI; **[OR]**

v) 52 weeks Training Course of Instructions for IAF Police in the Rank of Sergeant, Junior Warrant Officer, Warrant Officer and Master Warrant Officer.

### **b) Officer (Official Language) (Grade-II)**

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 possess one of the following:

i) 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]**

ii) 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]**

iii) Full Time Master's Degree in any subject other than Hindi or English, with Hindi medium and English as 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;

**[OR]**

iv) Full Time Master's Degree in any subject other than Hindi or English, with English medium and Hindi as 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.

Note : With respect to qualification for the post of Officer (Official Language), 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.

### C) POST PROFESSIONAL QUALIFICATION EXPERIENCE (PPQE) – EXECUTIVE EXPERIENCE

Name of the Post	Grade	No. of years of Executive PPQE	Executive Experience required to be possessed in next below Grade or in equivalent post* (completed years) as on <u>24.05.2022</u>
Security Officer	II	03	03
Officer (Official Language)	II	03	03

\* Applicable to candidates working in Central / State Government departments / Public Sector Enterprises/ Armed Forces/ Para – Military Forces, etc.

→ PPQE will be calculated from the date of acquiring the requisite Professional Qualification. Experience prior to acquiring the requisite Professional Qualification Degree will not be reckoned for calculation of PPQE. Candidates need to possess PPQE in the relevant area/field.

→ Any Full Time additional degree acquired during the period of experience post acquiring Professional Qualification, will not be reckoned as experience and the duration of course will be deducted from the total PPQE possessed.

### D) PAY SCALES & REMUNERATION:

Grade	Pay Scales (2017 Scales)#
II	Rs.40000 – 140000

#Annual Increment is presently 3% of running Basic Pay.

On selection, candidates will be appointed in the Scale of Pay as indicated above. Besides Basic Pay, candidates will be eligible for Variable Dearness Allowance, Perquisites & Allowances, Company Accommodation / House Rent Allowance, Performance related Pay (PRP), Membership of Provident Fund, Gratuity etc., as per the prevailing Company Rules. Perquisites and Allowances are presently paid @ 35% of the running Basic Pay under the Cafeteria System.

### E) AGE LIMIT & RELAXATION:

Grade	Post	Age Limit as on 24.05.2022			
		UR/EWS	OBC(NCL)	SC	ST
II	Security Officer	35	38	40	40
II	Officer (Official Language)	35	38	40	-

→ In respect of Posts identified as suitable for Persons with Benchmark Disabilities (PwBDs), Upper Age Limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC(NCL);

- 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;
- Relaxation in Age limit in respect of Ex-Servicemen & Serving Officers will be extended as per rules;
- Upper Age limit with all relaxations shall not exceed 55 years (56 years in case of PwBD Candidates).

#### **F) APPLICATION FEE:**

- Rs.500/- (Rupees Five Hundred only) is to be paid as Application Fee (inclusive of GST of 18%). Candidates belonging to SC/ST/PwBD are exempted from the payment of Application Fee;
- Application Fee is to be deposited in the "Hindustan Aeronautics Limited – Recruitment Account" in State Bank of India bearing Account Number 30969511830 at any of the Core Banking Branches of State Bank of India in the prescribed Challan and a Journal Number is to be obtained. HAL will not be responsible in case a Candidate deposits the Application Fee in a wrong Account. **No other form of payment is accepted;**
- Candidates are required to provide requisite details of the Application Fee paid in the Application Form;
- Application Fee can be deposited till the last date for receipt of Application;
- Application Fee once deposited into the Company's Account will not be refunded under any circumstance, even if the candidate is unable to forward the Application or due to being ineligible at the time of applying or rejection of Application due to postal delay/loss. Therefore, before depositing the Application Fee, candidates should ensure that they meet all the eligibility criteria;
- **Candidates should forward the original Counterfoil of the Challan (HAL copy) along with the Application Form. Photo copy of the Challan will not be accepted.**
- The candidate should retain the original Counterfoil of the Challan (Candidate's copy) for future reference.

#### **G) HOW TO APPLY?**

- Eligible and interested candidates are required to print the Application Form and the Challan Format attached along with this detailed Advertisement;
- Candidates meeting the prescribed specifications may submit their Applications in **A-4 size paper**, strictly in the prescribed Format, along with a self-attested recent Passport Size Photograph. Applications have to be sent only through Ordinary Post / Speed Post /Registered Post / Courier. Applications received through other modes viz. Fax/ E-mail etc. will not be accepted and will be summarily rejected;

- No Application will be received in person. Applications received after the due date will not be considered. **The last date for receipt of Applications is 24.05.2022.**
- The **original Counterfoil of Challan (HAL Copy)** for having paid the Application Fee (wherever applicable) should be enclosed to the Application Form. The candidate should retain original counterfoil of the Challan (Candidate's copy) for future reference;
- Eligible candidates may forward their duly filled in Application in the prescribed Format to the following address:

**Chief Manager (HR), Recruitment Section  
Hindustan Aeronautics Limited  
Corporate Office  
15/1 Cubbon Road,  
Bangalore – 560 001**

- Candidates are requested to superscribe the Envelope with the name of the post they are applying to;
- No documents / Certificates/ testimonials are required to be attached along with Application Form;
- Candidates are allowed to apply only once for the selected post and application once submitted cannot be altered under any circumstances;
- Candidates are required to possess a valid Mobile number and Email Id, which is to be entered in the application, so that intimation regarding further stages of selection like Selection Interview, etc. will be sent on the same Email Id. HAL will not be responsible for bouncing of Email messages sent to the Candidates;
- Request for change in Date of Birth, Mailing Address, Category etc., once declared in the application form will not be entertained;
- If the information furnished by the Candidate/s at any stage of Recruitment is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the Advertisement, the candidature will be considered as revoked / terminated without any reference given to the Candidate.

#### **H) GENERAL CONDITIONS:**

- Only Indian Nationals are eligible to apply;
- Mere Submission of Application will not entail right for claiming appointment / getting shortlisted for further stages of recruitment process;
- HAL reserves the right to cancel/ restrict/ enlarge/ modify/ alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto. The number of vacancies can be modified as per requirements and discretion of the Management;
- Selection Procedure: **Candidates applying for the aforesaid posts are required to meet the stipulated criteria w.r.t Qualification and the Post Professional Qualification Experience (Executive experience).** Eligible candidates short-listed based on the

initial screening, relevance of experience and other credentials possessed **only** will be called for personal interview. Date, Time and Venue of the Interview will be intimated to the short-listed/eligible candidates via E-mail / HAL Website. Candidates will be shortlisted and called for Interview in the ratio of 1:10 (Maximum) as per the Rules of the Company. The entire selection process (including qualifying marks) will be governed by the extant Recruitment Rules of the Company, uploaded on the HAL Website;

- ➔ Merely meeting the qualification and/or Executive PPQE requirements as indicated in the advertisement will not entail right for shortlisting of the application for the interview;
- ➔ Age and Post Professional Qualification Experience will be reckoned as on **24.05.2022**;
- ➔ Candidates employed in Central / State Government Departments / Public Sector Enterprises/ Armed Forces/ Para – Military Forces, etc. (including candidates engaged on Contract basis in Central / State Govt. Departments / PSUs/ Armed Forces/ Para – Military Forces, etc.) should produce **NOC (No Objection Certificate)** at the time of the Interview / Document Verification from their Employer, failing which they will not be permitted to appear for the Interview/Document Verification and will not be eligible for payment of Travelling Allowance;
- ➔ Candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD categories are required to submit copies of Caste Certificate/ Income & Asset Certificate/ Disability Certificate in the prescribed format at the time of Interview/ Document Verification;
- ➔ For getting reservation benefits under the OBC(NCL) category, the following are required to be adhered to:
  - 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 furnish an OBC(NCL) certificate as per the format prescribed by the Govt. of India (not older than six months as on **24.05.2022** from the Competent Authority, at the time of Interview.
- ➔ Reservation to Economically Weaker Sections (EWS) is governed by Office Memorandum No. 36039/1/2019-Estt(Res) dated 31.1.19 of Department of Personnel & Training, Ministry of Personnel, Public Grievance & Pensions, Government of India;
- ➔ 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;
- ➔ Candidates provisionally selected by HAL will have to undergo pre-employment Medical Exam before joining HAL. Applicants should have sound health and should meet the medical standards prescribed by the Company. 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. The Pre-Employment Medical Standards prescribed by HAL are uploaded with this advertisement. In respect of Persons with Benchmark Disability, 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 Exchange for Physically Handicapped. PwBD Candidates will be subjected to pre-employment medical examination with regard other Medical Parameters as per the Medical Standards of the Company;

- Appointment of selected candidates is subject to verification of Caste, PwBD Certificate, Income & Asset Certificate issued by Competent Authority in the format prescribed by Gol (for EWS Candidates) Character & Antecedents from the concerned Authorities, as per the rules of the Company;
- Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company at the Time of Interview. The letter head of the Company should have details of the Company;
- If the information furnished by the candidate is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, the candidature / appointment will be considered as revoked / terminated at any stage of the recruitment process or after recruitment or joining, without any reference given to the candidate;
- **Not providing Pen Picture details as indicated in the Application Form will lead to disqualification of the candidate;**
- Any correspondences to the candidate will be made to the mobile number / on the e-mail id provided by the candidate in the Application. No other mode of communication will be adopted;
- Any sort of canvassing or influencing the Officials related to recruitment / selection process would result in immediate disqualification of the candidate;
- Selected candidates can be posted to any Division / R&D Centre / Office of the Company. The candidates will not be allowed to seek / apply for transfer to any other Division / Location of the Company for initial three years of Service;
- Court of jurisdiction for any dispute / cause will be at Bangalore;
- **Any corrigendum/Addendum, if any, will be hosted/ published on HAL Website.** Candidates are requested to visit the website regularly for updates;
- HAL reserves the right to cancel the Recruitment process entirely at any stage;
- In case of multiple applications for the same post, only the last valid (completed) application will be retained and the application fee paid for the other Registration will stand forfeited;
- In case any particular query is not covered above, the candidates can write to HAL at: [recruitment@hal-india.co.in](mailto:recruitment@hal-india.co.in). No other mode of communication will be entertained;

→ All further announcements/details pertaining to this selection will only be published/ provided on HAL authorized website [www.hal-india.co.in](http://www.hal-india.co.in).

**IMPORTANT : Candidates should cross check all the details filled in the Application, before finally submitting the same, as no changes/corrections will be possible on submission.**

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**Post Name: Security Officer (Grade – II):**

**The Job and Responsibilities:**

- Should be able to ensure the safety and security of premises, assets, staff, documents and visitors to the establishment.
- Should be able to ensure foolproof access control to the establishment so that only authorized personnel and material gain entry. Will also be responsible for ensuring that no unauthorized movement of personnel or material takes place and is required to enforce company policies in this regard.
- Should be able to assist the Head of Security to carry out a detailed assessment of threats to the establishment, plan appropriate measures to mitigate the threats and implement the same.
- Should be able to cultivate and develop intelligence network (both within and outside the organization) to gather information regarding any security threats to the establishment including sabotage, espionage, industrial unrest, theft, pilferage.
- Should be able to effectively liaise and coordinate with various external agencies like Police, Intelligence agencies, Local administration and other organizations on security related matters.
- Should have sound knowledge of the latest security gadgets, equipment, technologies used in Industrial establishments for securing the premises, assets and personnel.
- Should have sound domain knowledge and should be abreast with the latest developments in the field of Security management.
- Should possess skills to independently investigate a matter, prepare report, lodge FIR wherever required and follow up with the authorities.
- Should possess skills to train subordinate staff on security matters, operation of various security gadgets, equipment etc.
- Should maintain proper records and required documents as per policy to regulate and control movement of material, employees, visitors, vendors, contractual staff etc.
- Should be able to conduct VVIP visits to the establishment.
- Should be disciplined, have leadership qualities, highly observant, good communication skills, objective, able to remain calm and decisive in a given situation.
- Should be able to manage and co-ordinate the day-to-day operations of Industrial Security system like allocation of duties, monitoring of performance, discipline of subordinate staff, managing of security related contracts, maintenance of security gadgets, smooth conduct of security activities etc.
- Should ensure that all security related activities are properly recorded and necessary records are maintained, so that Security related MIS reports can be generated and submitted to management.
- Should be able to independently handle security matter of a Division/ Office.
- Should assist fire-fighting personnel on need basis.

**Location:**

Bangalore (Karnataka); Nasik (Maharashtra); Koraput (Odisha); Kasargod, (Kerala)

**Post Name: Officer (Official Language) (Grade – II):**

**The Job and Responsibilities:**

- The candidate will be responsible for Implementation of Official Language and execution of related activities;
- Should be familiar with Official Languages Act & Rules;
- Should be able to constitute OLIC and organize quarterly meetings;
- Should be able to prepare employees for various Hindi courses and also should have knowledge of Computer Software's & Unicode;
- Should have good knowledge of English - Hindi languages and proficient in translation of various documents of Company from English to Hindi and vice-versa;
- Should be well versed in organizing various Hindi Programmes and should have skilled approach to encourage employees to do their Official work in Hindi;
- Should have confidence in doing translation work independently;
- Should be able to do any other job related to Official Language assigned from time to time.

**Locations:**

Bangalore (Karnataka); Koraput (Odisha); Korwa (Uttar Pradesh); Kanpur (Uttar Pradesh).



# Hindustan Aeronautics Limited

Corporate Office :: Bangalore-560 001

**APPLICATION FOR THE POST OF  
SECURITY OFFICER (GRADE-II)**  
(Last date for receipt of applications is 24.05.2022)

Paste  
Self-attested  
Recent  
passport size  
photograph

**All fields are mandatory. Please read the detailed advertisement hosted on the HAL Website prior to filling up the form**

1.	Name (IN BLOCK LETTERS)	
2.	Gender	
3.	Father's Name	
4.	Mother's Name	
5.	Spouse Name (if married)	
6.	Date of Birth & Age as on <b>24.05.2022</b>	
7.	State of Domicile and Nationality	
8(a)	Email Id	

**All correspondences to the candidates will be made via e - mail on the e - mail id provided by the candidate in the application blank. No other method of communication will be adopted.**

	Contact / Current Residential Address	Permanent Address
8 (b)	<p>.....</p> <p>.....</p> <p>.....</p> <p>Pin Code.....</p> <p>Phone No (with STD Code):</p> <p>Mobile No:</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>Pin Code.....</p> <p>Phone No (with STD Code):</p> <p>Mobile No:</p>
9.	Nearest Railway Station (i.r.o the Contact/ Current residential Address)	
10.	Religion	
11.	Were you domicile of J&K during the period from 1.01.1980 to 31.12.1989? ( copy of Certificate to be produced at the time of Interview)	Yes / No
12.	Circle the Category (copy of Certificate to be produced at the time of Interview in case of SC/ST/OBC-NCL/EWS)	SC / ST / OBC-NCL / GEN / EWS
13.	Are you a Person with Benchmark Disabilities (PwBD)? (copy of Certificate to be produced at the time of Interview )  If yes, Nature of Disability Percentage of Disability	Yes / No
14 (a)	Are you an Ex- Serviceman? (if yes, please answer the following)	Yes / No
	Date of Joining the Services	
	Date of Discharge from the Services	
	Rank at the time of discharge / release	

(b)	Are you Serving Officer in the Armed Forces? (if yes, please answer the following)	Yes / No
	Date of joining the Services	
	Present Rank	
	Date of Seniority in Present Rank	
	No. of completed years in the Current Rank as on <b>24.05.2022</b>	
	Have you forwarded your application through Proper Channel?	Yes / No
<b>Serving Officers who forward their application through proper channel are required to send a photo copy of the application to the address mentioned in the Detailed Advertisement.</b>		

15.	<p>Have you been interviewed by HAL any time earlier? (If yes, please give the details of the post for which you have been interviewed as also date/year/venue)</p> <p>If Yes: Post Interviewed:  Date of Interview:  Venue of Interview:</p>	<p>Yes / No</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
16.	Are any of your close relatives working in HAL? If yes, provide details of Name, Designation, Division, etc.	Yes / No
17.	<p>Have you ever been a Member/Worker of any Political Party/ Organisation or Participated in any Political activities? If 'Yes' please give the following details :</p> <p>a) Name of the Political Party/ Organisation: b) Particulars of Political Activity (if any): c) Period of Membership (from year) / year of participation in Political Activity : d) Nature of participation in Political Activity e) Office, if any, held in Political Party</p>	Yes / No

**18. EDUCATIONAL QUALIFICATION:** (Academic and Professional –from SSLC onwards)

Name of Qualification with specialization wherever applicable	Institution / University/ Board	Nature of the Course (Full Time/ Part Time/ Correspondence)	Duration of the Course	Subjects / Specification	Class / Division	Month & Year of Passing	Maximum Marks	Marks Obtained	% of Marks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

(Note: Please give full & complete information. Use separate sheets if required)

19. Details of Training undergone in the last 5 years:

Name of Program	Institution / Organisation	Duration of the Training	
		From (dd/mm/yy)	To (dd/mm/yy)
(1)	(2)	(3)	(4)

(use separate sheets, if required)

20. Professional Experience as a Trainee (if applicable)

(chronological order) : (use separate sheets, if required)

Sl. No	Designation	Name of the Organisation	Central Govt/ PSU / Private	Date of Joining as Trainee		Pay Scale	Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Note: Please give complete details for the experience profile like Date, Month & Year. Use separate sheets if required)

21. Professional Experience from the First Job onwards to Current Job [excluding the period of Training]

(chronological order) : (use separate sheets, if required)

Sl. No	Designation	Name of the Organisation	Central Govt./ PSU / Private	Date of Joining		Pay Scale	Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Note: (i) The period of training undergone by a candidate in a Private Company is not reckoned for calculating the Post Professional Qualification Experience.

(ii) Candidates are required to carefully indicate details at Sl.No.20 & 21 only as per the Documentary Proof available with them. The same are subject to scrutiny/ verification at a later stage of selection.

22. No. of years of Post Professional Qualification Experience you possess (in completed years):  
\_\_\_\_\_ Years \_\_\_\_\_ months (as on **24.05.2022**)

23. Present Scale of Pay \_\_\_\_\_

Basic Pay \_\_\_\_\_ Dearness Allowance(DA) \_\_\_\_\_ Gross Pay \_\_\_\_\_

HRA \_\_\_\_\_ Grade Pay(if applicable) \_\_\_\_\_ Other Allowances \_\_\_\_\_

Gross Salary per month \_\_\_\_\_ CTC Per Annum \_\_\_\_\_

24. Date of Seniority (From Date in Present Grade / Post) (for PSU/ Government employee):  
\_\_\_\_\_

25. **Candidates working in Central Government/State Government/ Public Sector Enterprises are requested to separately furnish the Scale of Pay (in Executive Cadre) existing in their Organisation**

26. If selected, how soon can you join? \_\_\_\_\_

27. Are you willing to be posted anywhere in India Yes / No

28. Have you taken VRS from any PSU /Government Organisation ? If yes, Please mention date of VRS and the amount received as Ex-gratia: \_\_\_\_\_

29. **Pen picture details (To be typed in about 500 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)**

(i) Detailed Picture of the current position held.

(ii) Pen picture of Professional experience, achievements & significant contribution in the field.

**[Candidates may please note that the above information will be scrutinised at a subsequent stage of selection to assess the nature and relevance of experience of shortlisted candidates].**

30. Details of Application Fee paid through **Challan** to the HAL Recruitment A/C No. **30969511830** (i.e Application Fee of Rs. 500/- (inclusive of GST of 18%) & applicable Bank charges)

Name of SBI Branch / Bank	Branch Code	Date	Amount
			Rs. 500/- + (applicable Bank charges)

(Original Challan "**HAL Copy**" to be enclosed with the application)

*I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.*

Place:

Signature of the Candidate

Date :

**Note: The candidate is required to fill up all the columns. In the event of failure to enclose/ fill up the aforesaid details (including details sought at sl. No.29 above) the application form will be summarily rejected. The candidate should not attach any documents with the application blank other than the specified one in the application blank. The Original Certificates will however be scrutinized/ verified at the time of interviews.**



# Hindustan Aeronautics Limited

Corporate Office :: Bangalore-560 001

## APPLICATION FOR THE POST OF OFFICER (OFFICIAL LANGUAGE) (GRADE-II)

(Last date for receipt of applications is 24.05.2022)

Paste  
Self-attested  
Recent  
passport size  
photograph

**All fields are mandatory. Please read the detailed advertisement hosted on the HAL Website prior to filling up the form**

1.	Name (IN BLOCK LETTERS)	
2.	Gender	
3.	Father's Name	
4.	Mother's Name	
5.	Spouse Name (if married)	
6.	Date of Birth & Age as on <b>24.05.2022</b>	
7.	State of Domicile and Nationality	
8(a)	Email Id	

**All correspondences to the candidates will be made via e – mail on the e – mail id provided by the candidate in the application blank. No other method of communication will be adopted.**

	Contact / Current Residential Address	Permanent Address
8 (b)	<p>.....</p> <p>.....</p> <p>.....</p> <p>Pin Code.....</p> <p>Phone No (with STD Code):</p> <p>Mobile No:</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>Pin Code.....</p> <p>Phone No (with STD Code):</p> <p>Mobile No:</p>
9.	Nearest Railway Station (i.r.o the Contact/ Current residential Address)	
10.	Religion	
11.	Were you domicile of J&K during the period from 1.01.1980 to 31.12.1989? ( copy of Certificate to be produced at the time of Interview)	Yes / No
12.	Circle the Category (copy of Certificate to be produced at the time of Interview in case of SC/ST/OBC-NCL/EWS)	SC / ST / OBC-NCL / GEN / EWS
13.	Are you a Person with Benchmark Disabilities (PwBD)? (copy of Certificate to be produced at the time of Interview ) If yes, Nature of Disability Percentage of Disability	Yes / No
14 (a)	Are you an Ex- Serviceman? (if yes, please answer the following)	Yes / No
	Date of Joining the Services	
	Date of Discharge from the Services	
	Rank at the time of discharge / release	

(b)	Are you Serving Officer in the Armed Forces?(if yes, please answer the following)	Yes / No
	Date of joining the Services	
	Present Rank	
	Date of Seniority in Present Rank	
	No. of completed years in the Current Rank as on <b>24.05.2022</b>	
	Have you forwarded your application through Proper Channel?	Yes / No
<b>Serving Officers who forward their application through proper channel are required to send a photo copy of the application to the address mentioned in the Detailed Advertisement.</b>		

15.	Have you been interviewed by HAL any time earlier? (If yes, please give the details of the post for which you have been interviewed as also date/year/venue)  If Yes: Post Interviewed:  Date of Interview:  Venue of Interview:	Yes / No  -----  -----  -----  -----
16.	Are any of your close relatives working in HAL? If yes, provide details of Name, Designation, Division, etc.	Yes / No
17.	Have you ever been a Member/Worker of any Political Party/ Organisation or Participated in any Political activities? If 'Yes' please give the following details : a) Name of the Political Party/ Organisation: b) Particulars of Political Activity (if any): c) Period of Membership (from year) / year of participation in Political Activity : d) Nature of participation in Political Activity e) Office, if any, held in Political Party	Yes / No

**18. EDUCATIONAL QUALIFICATION:** (Academic and Professional –from SSLC onwards)

Name of Qualification with specialization wherever applicable	Institution / University/ Board	Nature of the Course (Full Time/ Part Time/ Correspondence)	Duration of the Course	Subjects / Specification	Class / Division	Month & Year of Passing	Maximum Marks	Marks Obtained	% of Marks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

(Note: Please give full & complete information. Use separate sheets if required)



19. Details of Training undergone in the last 5 years:

Name of Program	Institution / Organisation	Duration of the Training	
		From (dd/mm/yy)	To (dd/mm/yy)
(1)	(2)	(3)	(4)

(use separate sheets, if required)

20. Professional Experience as a Trainee (if applicable)

(chronological order) : (use separate sheets, if required)

Sl. No	Designation	Name of the Organisation	Central Govt/ PSU / Private	Date of Joining as Trainee		Pay Scale	Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Note: Please give complete details for the experience profile like Date, Month & Year. Use separate sheets if required)

21. Professional Experience from the First Job onwards to Current Job [excluding the period of Training]

(chronological order) : (use separate sheets, if required)

Sl. No	Designation	Name of the Organisation	Central Govt./ PSU / Private	Date of Joining		Pay Scale	Gross Pay	Reasons for Leaving
				From (dd/mm/yy)	To (dd/mm/yy)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Note: (i) The period of training undergone by a candidate in a Private Company is not reckoned for calculating the Post Professional Qualification Experience.

(ii) Candidates are required to carefully indicate details at Sl.No.20 & 21 only as per the Documentary Proof available with them. The same are subject to scrutiny/ verification at a later stage of selection.

22. No. of years of Post Professional Qualification Experience you possess (in completed years):  
\_\_\_\_\_ Years \_\_\_\_\_ months (as on **24.05.2022**)

23. Present Scale of Pay \_\_\_\_\_

Basic Pay \_\_\_\_\_ Dearness Allowance(DA) \_\_\_\_\_ Gross Pay \_\_\_\_\_

HRA \_\_\_\_\_ Grade Pay(if applicable) \_\_\_\_\_ Other Allowances \_\_\_\_\_

Gross Salary per month \_\_\_\_\_ CTC Per Annum \_\_\_\_\_

24. Date of Seniority (From Date in Present Grade / Post): \_\_\_\_\_

25. **Candidates working in Central Government/State Government/ Public Sector Enterprises are requested to separately furnish the Scale of Pay (in Executive Cadre) existing in their Organisation**

26. If selected, how soon can you join? \_\_\_\_\_

27. Are you willing to be posted anywhere in India Yes / No

28. Have you taken VRS from any PSU /Government Organisation ? If yes Please mention date of VRS and the amount received as Ex-gratia: \_\_\_\_\_

29. Pen picture details (To be typed in about 500 words on a separate sheet and enclosed to the application with your name legibly written on the top of the paper)

(i) Detailed Picture of the current position held.

(ii) Pen picture of Professional experience, achievements & significant contribution in the field.

**[Candidates may please note that the above information will be scrutinised at a subsequent stage of selection to assess the nature and relevance of experience of shortlisted candidates].**

30. Details of Application Fee paid through **Challan** to HAL Recruitment A/C No. **30969511830** (i.e Application Fee of Rs. 500/- (inclusive of GST OF 18%) & applicable Bank charges)

Name of SBI Branch / Bank	Branch Code	Date	Amount
			Rs. 500/- + (applicable Bank charges)

(Original Challan "**HAL Copy**" to be enclosed with the application)



*I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.*



Place:



Signature of the Candidate

Date :

**Note: The candidate is required to fill up all the columns. In the event of failure to enclose/ fill up the aforesaid details (including details sought at sl. No.29 above) the application form will be summarily rejected. The candidate should not attach any documents with the application blank other than the specified one in the application blank. The Original Certificates will however be scrutinized/ verified at the time of interviews.**

Challan		
 		
Candidate Copy		
Bank use only	SBI Branch Name	
	SBI Branch Code	
	SBI Bank Journal No.	
	SBI Bank Journal Date	
Post Applied for:		
Name of the Candidate:		
Address of the candidate:		
Paid into the Credit of " <b>Hindustan Aeronautics Limited – Recruitment Account</b> " with the A/c No. <b>30969511830</b> State Bank of India, Industrial Finance Branch, Residency Road, Bangalore-560 025.		
Sl No.	Particulars	Amount
1	Application Fee	500
2	Bank's Commission <i>(Applicable charges)</i>	
	Total	
Signature of Remitter/Applicant Received the above amount in Rupees _____ _____ only		
Signature of Receiving authority Date:		
Accepted at all the Branches of State Bank of India		

Challan		
 		
HAL Copy		
Bank use only	SBI Branch Name	
	SBI Branch Code	
	SBI Bank Journal No.	
	SBI Bank Journal Date	
Post Applied for:		
Name of the Candidate:		
Address of the candidate:		
Paid into the Credit of " <b>Hindustan Aeronautics Limited – Recruitment Account</b> " with the A/c No. <b>30969511830</b> State Bank of India, Industrial Finance Branch, Residency Road, Bangalore-560 025.		
Sl No.	Particulars	Amount
1	Application Fee	500
2	Bank's Commission <i>(Applicable charges)</i>	
	Total	
Signature of Remitter/Applicant Received the above amount in Rupees _____ _____ only		
Signature of Receiving authority Date:		
Accepted at all the Branches of State Bank of India		

Challan		
 		
BANK Copy		
Bank use only	SBI Branch Name	
	SBI Branch Code	
	SBI Bank Journal No.	
	SBI Bank Journal Date	
Post Applied for:		
Name of the Candidate:		
Address of the candidate:		
Paid into the Credit of " <b>Hindustan Aeronautics Limited – Recruitment Account</b> " with the A/c No. <b>30969511830</b> State Bank of India, Industrial Finance Branch, Residency Road, Bangalore-560 025.		
Sl No.	Particulars	Amount
1	Application Fee	500
2	Bank's Commission <i>(Applicable charges)</i>	
	Total	
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Signature of Receiving authority Date:		
Accepted at all the Branches of State Bank of India		