



HINDUSTAN AERONAUTICS LIMITED
AVIONICS DIVISION :: HYDERABAD

Advt No: HAL/HD/HR/TM/SRD/22

Date: 15.12.2022

Hindustan Aeronautics Limited (HAL), a Navaratna 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 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 Satellite & Launch Vehicles.

HAL, Avionics Division, Hyderabad, Accessories Complex is in the process of inducting Personnel for the post of **Diploma Trainees and Technician Trainees (unfilled backlog vacancies) in SC/ST Categories on Permanent Basis** in the Non-Executive Cadre, to be posted in HAL, Avionics Division, Hyderabad or to any Divisions/ Offices of HAL / Indian Air force Bases (IAF) Outstation bases.

1. Details of Post / Discipline / Reservation / Qualification:

Sl. No.	Posts	No. of Posts & Reservations		Total	Qualification
		SC	ST		
Induction level (D6)					
1	Diploma Trainee (Electronics)	1	3	4	Diploma in Electronics & Communication Engineering
Induction level (C5)					
2	Technician Trainee (Electronics)	1	4	5	ITI+NAC/NCTVT (Electronics)
3	Technician Trainee (Turner)	-	1	1	ITI+NAC/NCTVT (Turner)
4	Technician Trainee (Fitter)	-	1	1	ITI+NAC/NCTVT (Fitter)
5	Stores/Purchase Assistant Trainee	-	3	3	Degree in Commerce/Arts/Science from recognized Institution with minimum 50% marks + Computer proficiency certificate of minimum three months duration
6	Assistant Admin Trainee	-	2	2	SSLC + Diploma in Commercial and Computer Practice acquired from the State Board of Technical Education + one year Apprenticeship

7	Assistant Accounts Trainee	-	1	1	Degree in Commerce from recognized Institution with minimum 50% marks + Computer proficiency certificate of minimum three months duration
8	Assistant-B (Nursing) Trainee	-	2	2	PUC/Inter + Diploma in General Nursing
Induction level (B4)					
9	Lab Technician Trainee	-	1	1	SSLC + Diploma (3 years Full Time Course)in Medical Laboratory Technology from recognized Institutions/ State Board of Technical Education

SC-Scheduled Caste / ST-Scheduled Tribe

2. Qualification & Experience Requirement:

- **Candidates applying for the above posts** should possess the qualification indicated against each post from the recognized Technical Board / university on or before **01.10.2022**. The cutoff percentage of marks to be scored by the SC/ST candidates in the qualifying examination is 50% & above.
- Percentage Rounding Off is not allowed to arrive at the aggregate percentage.
- Candidates with Part Time / Correspondence / Distance Education / E-learning qualification will not be eligible to apply.
- Candidates possessing higher qualifications than the required qualification indicated in the Notification need not apply. Candidature of such personnel who possess higher qualification than the required qualification indicated in the Notification and who apply for the post, will be rejected at any stage of the Recruitment or Selection, once it comes to the knowledge of the management through any reliable source other than candidate.
- Candidate pursuing / enrolled for any other qualifications should mandatorily indicate the same in the application format. All the qualifications possessed by the candidates and qualifications / courses being pursued by them at the time of submitting the application for employment, are to be clearly indicated in the application. **In other words, all the qualifications already possessed and qualifications / courses, which are being pursued /currently undergoing are to be indicated in the application while submitting the same for notified posts in HAL.**

3. Age Limit / Relaxation / Concession:

- The upper age limit as on 01.10.2022 is 28 years.
- The upper age limit applicable to SC/ST candidates in respect of vacancies reserved for them is relaxable by 5 years i.e 33 years. Candidates belonging to the SC/ST

category are required to produce their community certificate in proof of their community at the time of document verification in the prescribed format (**format at Annexure-C**).

- **PWBDs:** upper age limit applicable to Persons with Benchmark Disabilities (PWBDs) is relaxable by 10 years i.e 38 years which will be over and above the relaxation admissible for candidates belonging to SC/ST mentioned above. Hence, candidates if they belong to SC/ST, their upper age limit is 43 years. Persons with 40% or more relevant disability only are eligible to apply for PWBD posts. Candidates are required to produce the original Disability Certificate issued by the Competent Authority at the time of the Document verification in the prescribed format (**format at Annexure-E1/E2/E3**).

The category of PWBD Candidates who can apply for the notified posts are as follows:

Sl No.	Post	Category of PWBD
1	Diploma Trainee (Electronics)	HoH, OL
2	Technician Trainee (Electronics)	HoH, OL
3	Technician Trainee (Turner)	OL
4	Technician Trainee (Fitter)	OL
5	Stores/Purchase Assistant Trainee	LV, HoH, OL,OA, BL, OAL,LC,DW,AAV, MD
6	Assistant Admin Trainee	LV, HoH, OL,OA, BL, OAL,LC,DW,AAV, MD
7	Assistant Accounts Trainee	LV, HoH, OL,OA, BL, OAL,LC,DW,AAV, MD
8	Lab Technician Trainee	HoH, OL

Acronyms

LV – Low Vision, HoH – Hard of Hearing, OA – One Arm affected, OL – One leg affected, OAL – One Arm & One Leg affected, BL – Both legs affected but not Arms, LC – Leprosy Cured, DW – Dwarfism, AAV – Acid Attack Victims, MD – Multiple Disabilities

- Relaxation in age limit in respect of Ex-servicemen will be extended as per rules. An ex-serviceman who has put in not less than six months of 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 is deemed to satisfy the condition regarding the age limit.
- For candidates who had 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.

- **Ex-Apprentice Trainees:** In case of Ex-Apprentice Trainees, if age bar comes in the way of the Candidate the same would be relaxed to the extent of the period for which the Apprentice had undergone training, in line with Apprentice Act, 1961.
- **Experience:** upper age limit is relaxable for candidates with relevant Post Qualification Experience, to a maximum extent of 7 years for the above posts. Relaxation in age would be one year for every completed year of relevant post qualification experience, over and above the maximum age limit indicated under each category.
- Age and experience will be reckoned as on 01.10.2022. Upper age limit with all above relaxation in respect of Ex-servicemen and PWBD shall not exceed 55 years and 56 years respectively as on 01.10.2022.

4. Place of Posting

Selected candidates will be posted at Avionics Division, HAL, Hyderabad. However, they are liable to be transferred / posted / assigned to any place where HAL has the Divisions / Offices / Bases depending upon organizational requirements. No request for change of posting will be entertained after joining.

5. Remuneration

- The selected candidates will be under training for a period of one year. During their training period, they will draw stipend, Accommodation Allowance (in case Company Accommodation is not provided) as detailed below:

Induction level	Stipend in Rs. per month	Accommodation Allowance in Rs. per month
D6	31,004/-	6,210/-
C5	29,656/-	5,940/-
B4	28,308/-	5,670/-

- In addition to the above, the trainees would be eligible for Medical Facilities, Leave etc. admissible as per Company's Policy.
- After successful completion of one year of training, they will be absorbed in the regular scale of pay as mentioned below:

Induction Level	Scale of Pay
D6	23000-95000
C5	22000-90000
B4	21000-85000

- The candidates will be on probation for a period of six months after absorption. Besides Basic Pay, the selected candidates will be eligible to get other benefits such as DA (Revised Quarterly), perks @ 25% of the Basic pay, HRA, Incentive, PF, Gratuity, Group Insurance etc.
- An annual increase of 3% shall be admissible on the Basic Pay, subject to satisfactory performance.

6. Application Fee

Candidates belonging to SC/ST / PWBD / Ex-Apprentices of the Division / Candidates sponsored by Employment Exchange, Zilla Sainik Welfare Boards are exempted from Application Fee.

7. Selection Procedure

- The Selection will be done through Written Test. Only the shortlisted candidates will be called for Written Test.
- Eligible candidates sponsored by the Employment Exchange or the Sainik Boards, the Ex-Apprentices trained at HAL, TTC, Hyderabad who apply online based on the communication received from HAL are required to apply Online and will be called for the Written Test, subject to their meeting the notified criteria.
- Candidates will be shortlisted for written test, based on the marks secured in the Qualifying Examination. Company reserves the right to decide the cut-off percentage for calling candidates for Written Test, based on the marks secured in the Qualifying Examination.
- The Written Test will be held in Hyderabad. The date and time of the Written Test will be intimated to the shortlisted eligible candidates by email / HAL website (to the email id provided in the Application Format by the candidate). The same will also be hosted on the **HAL Website (<http://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 in the concerned Discipline. Each question carries 1 mark and there is no negative Marking.
- 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 (<http://www.hal-india.co.in>)**.
- Candidates are required to bring Admit Card & One of the Original Photo Identity Card viz. Voters ID Card, Driving License, Aadhar Card, Passport, PAN Card, ID Card

(by Central / State Govt. / PSU for their employees), ID Cards (by Govt. Agencies authorised), ID Cards (by College/ Institute where last studied) along with Xerox copy of the Photo ID Card self-attested, to prove their identity before the Invigilator, failing which they will not be allowed to appear for the Written Test.

- Selection of the candidates will be done based on the Marks scored in the Written Test only, in the order of Merit. Candidates who qualify in the Written Test will be called for Document Verification in order of merit.
- Document verification may commence immediately a day after declaration of results in case of which Candidates are advised to 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), Disability certificate, Ex-servicemen Discharge Book 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. Further, candidates coming from out station are advised to come prepared accordingly and also make arrangements for their stay for a day or two. 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.
- 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, on receipt of verification of Character and Antecedents report from the concerned Authorities, Final Offer of Engagement will be issued as per the rules of the Company.

8. **How to Apply:**

- The candidates sponsored by Employment Exchange, Sainik Board and the Ex-Apprentices of HAL, TTC, Hyderabad who have received communication from HAL are required to apply Online for the advertised posts on the **HAL website only (www.hal-india.co.in)**.
- Eligible and interested candidates are required to apply Online hosted on the **HAL website only (www.hal-india.co.in)**. No other mode of application will be accepted. The website will be kept open between **10:00 hrs. on 17.12.2022 till 24:00 hrs. on 08.01.2023** for this purpose.
- Candidates are allowed to apply only once, after submission of application, no alterations are possible under any circumstances in Application Form. Candidates are required to possess a valid e-mail id and Mobile Number which is to be entered

in the application so that intimation regarding the Written Test, Document Verification, Medical Test etc. can be sent. HAL will not be responsible for bouncing of e-mail sent to the candidates. They are also advised to retain this e-mail ID active as any important intimation to them shall be provided by HAL through e-mail.

- On submission and acceptance of the application, system will generate the Registration /Acknowledgement form along with the application reference number allotted, which will be used for future reference.
- Request for change of mailing address, Category, Discipline etc. as declared in the Online Application will not be entertained.
- If the information / certificates furnished by the candidates at any stage 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.
- Any further Information / Corrigendum / Addendum would be uploaded only on **HAL website (www.hal-india.co.in)**.
- **The last date for submission of the Online Application is 08.01.2023.**
- No application will be accepted in person or by post.

9. General Conditions:

- Only Indian Nationals are eligible to apply.
- Candidates employed in Central / State Government/ Public Sector Undertakings etc. (including candidates engaged on Contract basis therein) who are provisionally selected should produce “No Objection Certificate (NOC)” at the time of the document verification from their employer failing which their candidature will be cancelled.
- While applying for the post, the applicant should ensure that he/she fulfils the eligibility and other norms as mentioned above as on the specified dates and the particulars furnished by him/her are correct in all respects.
- A candidate is permitted to apply for ONE POST ONLY for which he/she is most suitable.
- Furnishing wrong / incorrect information or suppression of relevant information will lead to rejection of candidate and the application will be out-rightly rejected.

- Screening and short listing for the Written Test will be based on the details provided by the candidate. Hence it is necessary that applicants should furnish only accurate, full and correct information.
- Appearance of the shortlisted candidates in the Written Test is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the selection process in case they do not fulfill essential eligibility criteria.
- The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of Written Test / Document Verification etc. will be final and binding on the candidates. Further, HAL reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies if any from the valid panel of selected candidates as per the rules of the Company.
- HAL reserves all the right to cancel / restrict / modify the notification criteria / Recruitment process and / or the Selection Process there under, without issuing any further notice whatsoever. The number of vacancies can be modified as per the discretion of the Management.
- Short listing of candidates for the Written Test will be purely provisional without verification of Age, Qualification, Category (SC/ST/PWBD/XSM etc.) of the candidates.
- Mere meeting the conditions of the Notification by the candidate(s) will not automatically entail them to be called for Written Test / Document verification / Selection.
- Applicants having work experience in Private Sector Organizations are required to submit an Experience Certificate on the letter head of the Company. The letter head of the Company should have details of the Company. Candidate having age relaxation will not be issued the Provisional Offer without producing Experience Certificate in the letter head of the Company.
- These vacancies are identified to be filled up by external candidates only, through Direct Recruitment. Therefore, Applications of internal candidates, if any, will not be considered.
- Any sort of Canvassing or influencing of the Officials related to Recruitment / Selection Process would result in immediate disqualification of the candidates.
- Engagement of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the standards prescribed by HAL and verification of Caste, PWBD Certificate, Character and Antecedents from the concerned Authorities as per the rules of the company and Vigilance Clearance (as applicable).

- Necessary information regarding the selection, written test etc. will be hosted on **HAL Website <http://www.hal-india.co.in>** from time to time. All correspondence to the candidates will be made via e-mail on the e-mail id provided by the candidate at the time of online application. No other method of communication will be adopted.
- In case of any particular clarification, the candidates can write to HAL, Avionics Division, Hyderabad at **rect.hyd@hal-india.co.in** or contact us at **040-23822236/23875339**. No other method of Communication will be entertained.
- The Disputes, if any, shall be subject to the jurisdiction of courts at Medchal-Malkajgiri District.

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.

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

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

[See rule 18(1)]

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

<p>Recent passport size attested photograph (Showing face only) of the person with disability.</p>
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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 evaluated 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	#		

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

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

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			

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 medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.