

**ENGAGEMENT OF PERSONNEL UNDER TENURE BASIS AND CONTRACT BASIS**

(Ref No.H/HR/RECTT/02-R/2025 dated 29-07-2025)

Hindustan Aeronautics Limited (HAL) is a premier aeronautical complex in Asia, propelling the 'Make in India' dream of the country by undertaking design, production, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Accessories, Avionics and Systems. HAL has 20 Production Divisions, 10 R&D Centres and one Facilities Management Division, spread across seven states and nine geographical locations in India.

2. Rotary Wing Academy (RWA) at HAL - Helicopter Division, was formed on 10th March 1998 with the objective of providing training to Helicopter pilots. The Academy is one of its kinds in India. The orientation of RWA has changed considerably from training of civil pilots for commercial pilot license only to include training of Indian Defence Forces pilots and Pilots of Defence Forces from other friendly Countries. In addition, RWA is providing SAR (Search & Rescue) coverage for aircraft manufactured and flown by Company Pilots.

3. Applications are invited from eligible and interested candidates in the prescribed Performa for the following posts on Contract Basis and Tenure Basis for a period of 4 years, for posting at Helicopter Division, Tumakuru and RWA at HAL-Helicopter Division, Bangalore. The tenure / contract will come to an end automatically on completion of four years from the date of joining / or may be extended at the discretion of the Management.

**1. DETAILS OF POST/DISCIPLINE/QUALIFICATION:**

SL No	Post Name	No. of posts	Age as on 16.08.2025	Qualification & Experience Requirement	Mode of engagement
1	Administrative Officer	1	35 Years	<p><b><u>Qualification:</u></b> Bachelor's Degree with PG Degree / PG Diploma / MBA / MSW / MA with specialization in Human Resources / Personnel Management / Industrial Relations / Labour Management / Organizational Development / Human Resource Development / Labour Welfare etc., from Institutes / Universities recognized by appropriate statutory authorities.</p> <p><b><u>Experience:</u></b> i) Two years post qualification experience as on 16.08.2025 ii) He / She should be conversant with (a) Prevailing laws in the country (b) Office management with knowledge of MS office</p>	Contract Basis
2.	Technical Tradesman	1	No Age bar till the concerned person is Medically Fit	<p><b><u>Qualification:</u></b> Diploma in Mechanical Engineering. Trade : Airframe / Structure.</p> <p><b><u>Experience:</u></b> Ex-servicemen from IAF / Army/ Navy aviation with minimum two years' experience on Helicopter Maintenance in the Airframe / Structure trade.</p>	

3.	Accounts Assistant (Scale-C5)	1 (PwBD-HI)	B.Com from a recognized University under 10+2+3 pattern AND Professional Certificate in typing / stenography / PC Operations etc. (minimum 3 months)	Tenure Basis
4.	Stores Clerical/ Commercial Asst (Scale-C5)	1 (PwBD-VI)	University Degree (BA/ B.Com/B.Sc/BBA/BBM/ BCA/BSW etc.) under 10+2+3 pattern from a recognized University AND Professional Certificate in typing / stenography / PC Operations etc. (minimum 3 months)	Tenure Basis

UR=Unreserved, PwBD – Persons with benchmark disabilities, VI – Visual Impairment (Blindness and Low vision), HI – Hearing Impairment (Deaf & Hard of Hearing).

## 2. AGE LIMIT / RELAXATION/ CONCESSION:

- Age, Qualification & Experience will be counted as on 16.08.2025.
  - i) The Upper age limit for Persons with Benchmark Disabilities (PWBD) is relaxable upto 10 years (i.e. 15 years for SCs/STs and 13 years for OBCs belonging to the PwBD category). The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claim clearly indicating that the degree of physical disability is 40% or more issued by the Competent Authority.
  - ii) 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.
  - iii) No relaxation will be extended to the OBC/SC/ST candidates applying for UR Post.
  - iv) In respect of Ex-apprentice trainees of HAL:-
    - The upper age limit is relaxable for candidates with relevant post qualification experience, to a maximum extent of 7 years for the posts of Tenure basis. Relaxation in age would be 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.
- Reservation / Concession in respect of Ex-Servicemen / Commissioned Officers / ECOs / SSCOs would be made as per Government Directives.
- Candidates belonging to SC/ST Category must submit the SC/ST Certificate in the prescribed format as enclosed at **Appendix I**
- Candidates belonging to PWBD Category must submit the PWBD Certificate in the prescribed format as enclosed at **Appendix II**.

## 3. JOB SPECIFICATION:

1. **Following are the job specifications that are to be carried out by Administrative Officer :**
  - a) Has to coordinate with Flying Instructors and Engineer and detail admin staff to cater for the requirements of flying.
  - b) Has to provide administrative support to Pilots, Ground Instructors, Technicians, and admin staff in terms coordinating their licenses, leave, medical and other requirements.
  - c) Need to liaise with Army, Coast Guard, Navy and other customers regarding scheduling of courses, arrival and departure formalities of the trainees.
  - d) Has to coordinate invoicing and receipts of training fees from the customers.
  - e) Has to maintain personnel record in respect of all contracts personnel and coordinate renewal of contracts.
  - f) Has to supervise the serviceability of office automation systems and periodically ensure renewal of AMCs and servicing of the office equipment.
  - g) Has to screen and ensure proper civil students are inducted for the training courses (when required).
  - h) Has to ensure that the documentations and other requirements as per DGCA norms are met by the trainees and take appropriate action in time to meet the requirements of DGCA when required.
  - i) Take up renewal of license with DGCA, if required.

- j) Has to coordinate with Flying and Maintenance staff to prepare for periodic and surprise inspections by any authorized agency.
- k) Liaise with HR and other departments of the Division for smooth running of RWA.
- l) Take up with DGCA for renewal of licenses, permissions and extensions if any.
- m) Maintain such records required by Division, DGCA (whenever required) and Defence forces for smooth conduct of training.
- n) Take up cases pertaining to manning, construction/ expansion of training facilities, provisioning of training material with IMM and finance.
- o) Carry out such tasks as required by GM (H) and CTP for successful conduct of courses.
- p) Plan the annual work services requirement and process new cases for work services.
- q) Coordinate the Non-Scheduled operation flying requirements if any.

**2. For the post of Technical Tradesman (Airframe)**

- a) Should be able to assist certifying staff in Maintenance activities of the Helicopters.
- b) Should be able to identify components of Helicopter.
- c) Up keep of tools and testers, special tools and ground equipment.
- d) Able to carry out snag rectification, schedule maintenance, removal / installation of different components
- e) To carry out marshaling of Helicopters and carry out related activities in the field.
- f) To be able to carry out ground MCF classes for the trainee pilots.

**4. QUALIFICATION REQUIREMENT:**

- (i) Candidates applying for the above mentioned posts should possess the qualification as mentioned against each post.
- (ii) Candidates should have secured minimum 60% of aggregate Marks of all the semesters / years or corresponding CGPA ratings / gradations in their qualifying examinations. 10% relaxation of marks is applicable in respect of candidates belonging to PwBD.
- (iii) The qualification here would mean Regular / Full Time courses acquired from recognized Universities / Institutions under the 10+2+3+2 system for the Administrative Officer post.
- (iv) Candidates possessing qualifications acquired through Part-Time / Correspondence / Distance Education / E-learning qualification will not be equated with regular / full time courses and Candidates who have acquired higher qualification than the prescribed qualification for the post at sl. No. 2,3 & at 4 para 3, need not apply.
- (v) Candidates 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.
- (vi) Candidates should not round off the percentage of marks in the qualifications. The percentage has to be calculated in the following manner (upto 2 decimal places)

$$\frac{\text{Total Marks obtained in all semesters / years}}{\text{Maximum marks (Cumulative of all semesters / years)}} \times 100$$

- (vii) Wherever CGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University / Institute. Candidates are required to submit a certificate to this effect from the University / Institute at the time of Interview.
- (viii) All qualifications should be from Indian Universities/ Institutes recognized by appropriate statutory Authorities in the Country.

## 5. POST QUALIFICATION REQUIREMENT (PQ) FOR THE POSTS AT SL. NO.1&2:

- (i) Experience will be calculated from the date of acquiring the requisite Professional Qualification. Experience prior to acquiring the requisite Professional Qualification will not be reckoned for calculation of Professional Qualification experience.
- (ii) 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 Professional Qualification experience possessed.

## 6. PLACE OF POSTING:

The selected candidates for the posts at sl No. 1& 2 of para 3 will be posted at Rotary Wing Academy (RWA), Helicopter Division-Bangalore, and for the posts at sl. No. 3 & 4 will be posted at Helicopter Division-Tumakuru. However, they are liable to be transferred / posted / assigned to any place where HAL has the Divisions / Offices / Bases depending upon organizational requirements.

## 7. REMUNERATION:

7.1 The personnel engaged on Contract Basis for the posts at Sl.No.1 & 2 will be paid consolidated remuneration (inclusive of Basic, DA, HRA, Perks & Allowances) as indicated below:-

Post	Administrative Officer	Technical Tradesman
Consolidated Remuneration	Rs.84,280/-	Rs.46,161/-

- (i) Medical facilities for self only at HAL Hospitals only, subject to receipt of NOC from the concerned ECHS authorities, wherever applicable.
- (ii) The personnel engaged will be provided with uniform as per the prevailing rules of the Company. The uniform stitching allowances will be paid on par with the regular employees in the similar category.

7.2 During the period of tenure engagement for the posts at Sl. No. 3 & 4 the candidates will be paid following remuneration:-

Entitlement	Scale-C5 in Rs per month
Basic Pay	22,000/-
DA	At applicable rates
HRA	At applicable rates
Perks	@ 25% on Basic Pay
Lumpsum amount towards Medical Expenses	1500/-
Other benefits & Allowances	As per rules

- The components of benefits and allowance for Tenure Basis are as follows:-
- i) Dearness Allowance (revised quarterly) on the Basic Pay.
  - ii) House Rent Allowance as per classification of Cities (when Company quarter is not provided).

- iii) A Lump sum amount of Rs.1500/- per month will be admissible to meet the medical expenses (both in- patient and outpatient), based on self-certification. This amount shall be paid on monthly basis along with the Consolidated Remuneration. These personnel will not be entitled for any other medical benefits in any of the HAL hospitals / Dispensaries or elsewhere.
- iv) Monthly Incentive and Annual Incentive
- v) Quarterly Performance Pay.
- vi) TA/DA for joining duty and for Temporary Duty as per relevant Rules applicable to Workmen in the appropriate Scale of Pay.
- vii) Group Insurance in lieu of EDLI.
- viii) Night Shift Allowance, wherever applicable.
- ix) 6 sets of Uniforms once in 2 years. Stitching charges will be provided.

7.3 The Personnel engaged on Contract Basis and Tenure Basis will be entitled for the following benefits:

- i) An annual increase of 3% shall be admissible on the Basic component on completion of 1 year service, subject to satisfactory performance and other terms and condition.
- ii) Shoe allowance (safety shoes, wherever applicable in place of shoe allowance).
- iii) Provident Fund contributions will be calculated taking into account the Basic + Dearness Allowance components of the Consolidated Emoluments.
- iv) The personnel will be entitled to 1 day Casual Leave and 2.5 days' Vacation Leave with pay, for every calendar month of engagement as per rules of the Company.
- v) Female personnel will be entitled to Maternity Benefits as per the provisions under the Maternity Benefit Act, 1961.
- vi) The personnel will not be entitled for any allowance or benefits other than those indicated in the scheme for Engagement of such Personnel in the Company.
- vii) In case of allotment of Company accommodation, the HRA component will be reduced from the consolidated remuneration. Further, the deduction of house rent, water & electricity will be affected as per rules.
- viii) The tenure / contract based engagement will not confer any right on the personnel to claim the status of a regular employee of the Company.
- ix) They will abide by the various company rules and 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.

## **8. APPLICATION FEE:**

- (i) The candidates are required to pay a Non-refundable application fee of Rs.500/- (Rupees Five Hundred Only) for the post of Administrative Officer and Rs.200/- (Rupees Two Hundred Only) for the post at sl. No. 2. The application fee is inclusive of GST of 18%.
- (ii) Candidates belonging to SC/ST/PWBD, Ex-Apprentices of HAL, Bangalore, Candidates sponsored by Employment exchange are exempted from the payment of Application Fee.
- (iii) The above application fee is to be deposited in the name of "Hindustan Aeronautics Limited - Recruitment Account" in State Bank of India bearing Account Number 41496209808 (IFSC Code SBIN0009077) at any core banking branches of State Bank of India (SBI) only in the prescribed challan. HAL will not be responsible in case a candidate deposits the Application Fee in a wrong Account. No other form of payment is accepted.
- (iv) Candidates are required to pay applicable amount towards Bank commission (if any) for depositing fee at other than SBI, HAL Branch, Bangalore.

- (v) Candidates are required to provide the details of the application fees paid in the application form. If details are not provided, the application will be treated as incomplete and will not be accepted. Candidates are required to write their particulars in the challan and enclose a copy along with the application format.
- (vi) Application fee once deposited into the company's account will not be refunded under any circumstances, even if the candidate is unable to forward the application details or due to being ineligible at the time applying or rejection of application etc. Therefore, while depositing the application fees, candidates are required to ensure that they meet all the eligibility criteria.
- (vii) The candidate has to retain the original counter foil of the challan (Candidates Copy) for future reference.

#### **9. HOW TO APPLY:**

- (i) The eligible and interested candidates are required to log-in to **HAL Website ([www.hal-india.co.in](http://www.hal-india.co.in))** followed by "Careers" section to view the Advertisement and download the application form. After downloading, the candidates are required to fill the details/ columns without missing any information. In case there is no space to write about the work experience / training details / qualification or any other details, candidates may use additional A4 sheet papers and attach the same with application format while forwarding to us;
- (ii) The last date to receive the applications by HAL is 16.08.2025. The application should reach HAL Helicopter Division before the said date through Registered Post / Speed post / Courier only. Sending the application through email / fax / in person will not be acceptable. Applications received after the due date will be summarily rejected;
- (iii) Eligible candidates may forward their duly filled in Application in the prescribed format to the following address:

The Deputy General Manager (HR),  
Helicopter Division, Hindustan Aeronautics Limited,  
P.B. No. – 1790, Vimanapura Post,  
Bangalore – 560017

- (iv) Candidates are requested to superscribe the Envelope with the name of the post they are applying to;
- (v) HAL will not be responsible for any postal delay and will not consider any applications received beyond the due date whatsoever the reason;
- (vi) Candidates are required to fill the application in BOLD letters legibly and should not leave any columns blank. If there are some columns that are not applicable to them, then they have to write as Not Applicable. Corrections in the application will not be entertained. Hence, before filling the details, candidates may ensure that they have all the details such as percentage of marks, proper dates / months and years of qualification / Experience etc;
- (vii) Certificates / testimonials are required to be attached along with Application Form. However, it may be noted that all the candidates who are called for Document verification at a later stage will have to mandatorily produce Certificates in original in respect of all the particulars submitted in the Application Form.
- (viii) The intimation regarding the Written Test, Interview and Document Verification, Medical Test etc. will be sent through e-mail only. HAL will not be responsible for bouncing of e-mail sent to the candidates. They are also advised to retain the e-mail ID active as any important intimation to them shall be provided by HAL through e-mail.
- (ix) Request for change of mailing address, Category, Discipline etc. declared in the Application will not be entertained.

- (x) If the information / certificates furnished by the candidates at any stage are found to be false or incomplete or are 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.
- (xi) Any further Information/Corrigendum/Addendum would be uploaded only on HAL website ([www.hal-india.co.in](http://www.hal-india.co.in)).
- (xii) A candidate is eligible to apply for one post only for which he/ she is most eligible.
- (xiii) The last date to receive the applications by HAL is 16.08.2025

#### **10. SELECTION PROCEDURE:**

- (i) The eligible candidates short-listed based on initial screening for the Posts of Administrative Officer will be called directly for Interview. The short-listed / eligible candidates will be intimated interview schedule through email and will be hosted on our HAL website.
- (ii) Selection of candidates for the posts at sl. No. 2,3 & 4 will be done through Written Test only. Candidates who qualify in the written test will be called for document verification in terms of age, prescribed educational qualification, experience, disability certificate (if applicable), caste (wherever applicable) etc.
- (iii) The place of written test will be Bangalore. The date, time and venue of the Written Test and Admit card will be forwarded to the shortlisted eligible candidates by email (in the email id provided in the Application Format by the candidate). No request for change of written test will be considered.
- (iv) 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.
- (v) 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.
- (vi) The Written Test will be of 2 ½ hours duration. The test will be in 3 parts, comprising of Multiple Choice Questions (MCQs). Part-I will consist of 20 questions on General Awareness, Part-II will consist of 40 questions on English & Reasoning. Part-III will consist of 100 questions on the concerned Discipline. Each question carries 1 mark each and there is no negative Mark. Selection of the candidates will be done based on the Marks scored in the Written Test only, in the order of Merit.
- (vii) Candidates who qualify in the Written Test will be called for Document Verification in order of merit. Final selection will be made on the basis of performance in the Written Test. The number of candidates called for Document Verification will be limited to the number of Posts notified (Discipline/Category wise). Inability of the candidates to produce the requisite documents at the time of document verification shall render them liable for non-consideration of their candidature.
- (viii) Engagement of selected candidates is subject to Verification of Caste (wherever applicable) and Character & Antecedents from the concerned Authorities, as per the Rules of the Company. During document verification the candidates should bring all the relevant original certificates / testimonials etc., along with one set of self-attested photo copies in support of educational qualifications, experience, date of birth, caste certificate (In Central Govt. format) etc. Candidates who are found to be meeting the advertised criteria will only be considered for selection. Additional candidates will be called for Document Verification in the order of merit till such time the number of candidates qualifying in Document Verification process is equal to the posts advertised.



- (ix) The date, time & place of document verification will be informed through email. Candidates who qualify document verification stage would be reimbursed Travelling Allowance (TA), i.e., Sleeper Class / II Class Train fare / Bus fare by the shortest route, subject to production of proof of travel (Original onward journey ticket and Photostat / xerox copy of return journey ticket), failing which TA will not be paid. In case the candidate travel by other modes of transport, he /she will be reimbursed the fare limited to the shortest route by train or actual expenses, whichever is less, on production of proof.
- (x) Candidates attending Personal Interview for the post of Administrative Officer, from outside Bangalore will be paid to Travelling Allowance (III Tier A/C (3A)) by the shortest route on production of proof of travel, as per rules.
- (xi) Candidates qualified in the Document Verification/ Interview will be issued Provisional Offer and they are required to undergo Pre- employment Medical examination. No relaxation in Health Standards will be allowed. On satisfactory receipt of Medical Report from the Company's Doctor as per the medical standards prescribed by HAL, Verification of Character and Antecedents from the concerned Authorities, Final Offer of Engagement will be issued as per the rules of the Company.

#### **11. PERIOD OF CONTRACT:**

The period of contract/tenure for all the Posts will be for the period of FOUR YEARS, extendable for such period(s) depending upon the availability of work, organizational requirement and satisfactory performance.

#### **12. PRE-EMPLOYMENT MEDICAL STANDARDS:**

- (i) Candidates provisionally selected by HAL, including PwBDs, will have to undergo a Pre-employment Medical Examination at HAL, Hospital before joining HAL.
- (ii) Appointment of selected candidates will be subject to receipt of satisfactory medical report from the Company's doctor as per the medical standard.
- (iii) No relaxation in health standards will be allowed and the decision of the Company's Doctor will be final and binding.

#### **13. GENERAL CONDITIONS:**

- a. Only Indian Nationals need to apply.
- b. 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.
- c. For the Posts of Administrative Officer and Technical Tradesman :
  - i) Experience possessed by candidates engaged on Contract Basis directly by PSU / Central / State Governments concerned shall be considered as experience for the purpose of selection. In that case, Experience Certificate is to be produced from such PSUs/Central/State Governments, etc, indicating the contract engagement. As regards No Objection Certificate, 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) Experience possessed by candidates in Private Organizations on contract basis shall be considered as experience, subject to scrutiny in terms of nature of experience, responsibilities, assignments etc.
  - iii) The contract experience possessed by candidates for the post of Administrative Officer will be considered as experience for the purpose of selection only if the experience is in Executive cadre of the concerned PSU / Central / State/ Private Organisations.



- iv) Candidates who have work experience in the Private Sector, should produce the experience certificate in the letter head of the Company at the time of Interview. The letter head of the company should have the details of the company.
- d. Once an employee avails himself/herself of voluntary retirement from a PSU, he/she shall not be allowed to take up employment in another PSU. If he/she desires to take up the employment, he/she shall have to return the VRS compensation received by him/her to the PSU concerned. Personnel who have opted for VRS from other PSUs should furnish documentary evidence that they have deposited their terminal benefits with the concerned PSU before their appointment in the Company
- e. 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 that the particulars furnished by him/her are correct in all respect.
- f. Furnishing wrong / incorrect information or suppression of relevant information will lead to rejection of candidate and the application will be out-rightly rejected.
- g. HAL reserves the right to cancel / restrict / enlarge / modify / alter the Advertisement / Recruitment process and / or the Selection Process depending upon the response of the advertised Posts thereunder, without issuing any further notice whatsoever. The number of vacancies can be modified as per the discretion of the Management.
- h. A candidate is requested to apply only for the post which he/ she is suited and fulfilling all the criteria mentioned for the post.
- i. Mere submission of Application will not entail right for claiming engagement.
- j. Candidates belonging to SC/ST/OBC categories are required to submit copies of Caste Certificates/ Disability Certificate in the prescribed format as applicable at the time of Document Verification / Interview.
- k. Shortlisting of candidates for the Written Test for the posts at Sl. No. 2,3 & 4 will be purely provisional without verification of Age, Qualification, Category (SC / ST / OBC- Non Creamy Layer / PWBD / XSM etc.) of the candidates. Hence it is necessary that applicants should furnish only accurate, full and correct information.
- l. Persons with 40% or more relevant disability only are eligible to apply for the posts reserved for PWBD. Candidates are required to produce Disability certificate issued by the Competent Authority at the time of document verification.
- m. Engagement of selected candidates is subject to verification of Caste and Character & Antecedents, as the case may be, from the concerned Authorities, as per the Rules of the Company.
- n. Candidates should clearly mention all the details sought in the Application Format. In case of no clarity/ discrepancy in the information provided, Application will be summarily rejected. No communication will be sent to the candidates.
- o. The personnel engagement on contract/tenure will not confer any right on the personnel to claim the status of a regular employee of the Company.
- p. They will abide by the various company rules and regulations governing carrying out the assigned tasks and their conduct, like CDA rules / 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.
- q. The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, 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.

- r. Necessary information regarding the selection, Interview, Written test etc. will be hosted on HAL Website [www.hal-india.co.in](http://www.hal-india.co.in) from time to time. All correspondences to the candidates will be made via email on the e-mail id provided by the candidate at the time of online application. No other method of communication will be adopted.
- s. As per the extant rules of the Company, Internal candidates are not eligible to apply
- t. Any sort of Canvassing or influencing of the Officials related to Recruitment / Selection Process would result in immediate disqualification of the candidates.
- u. In case of any particular clarification, the candidates can write to HAL, Helicopter Division, Bangalore at [rectt.helicopter@hal-india.co.in](mailto:rectt.helicopter@hal-india.co.in) or contact us at 080- 22323744 / 22322964. No other method of Communication will be entertained.
- v. Court of jurisdiction for any dispute/ cause will be in Bangalore only.
- w. Any corrigendum/addendum (if any) will be hosted / published on the HAL website.

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## **APPENDIX-I**

### **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.

## APPENDIX-II

### 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 – 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.