

(ADVT.No.: KPT-01/2022)

RECRUITMENT OF “MEDICAL SUPERINTENDENT / SR. MEDICAL OFFICER, MEDICAL OFFICERS (GENERAL DUTY)” at HINDUSTAN AERONAUTICS LTD., KORAPUT DIVISION

Notification Date : 15.03.2022
Last Date of receipt Application : 10.04.2022

Hindustan Aeronautics Ltd (HAL) is a premier Aeronautical complex in Asia, propelling the ‘Make in India’ dream of 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 Centers and One Facilities Management Division, spread across seven states and nine geographical locations in India.

Koraput Division, a unit of HAL's vast network, has the unique distinction of being one amongst the few Aero Engine manufacturers for **MiG & Sukhoi** series in the world.

HAL Industrial Health Centre is Koraput Division’s 70 bedded Health Centre situated in HAL Township, Sunabeda Koraput District of Odisha to provide OPD and Inpatient Medical treatment services to the Employees of the Company and their dependent family members. The Industrial Health Centre is well equipped with the operation theatres for general and laparoscopic surgeries, Eye and ENT surgeries, Gynaecology and Obstetrical surgeries etc., Minor OT, Dental Clinic, ENT clinic, Pathological laboratory, ECG and X-ray Units, ICU care, Industrial health clinic, Above 40 clinic, Immunization clinic, Physiotherapy and Blood Bank, Bio-medical waste disposal system, 24 hours Ambulance services etc. are other best available facilities of the Industrial Health Centre.



2. NUMBER OF VACANCIES & RESERVATION

2.1 Applications are invited from eligible candidates, in the prescribed proforma, for the following posts at Hindustan Aeronautics Limited, Koraput Division:-

| Sl. No | Name of the Post | Grade | No. of Posts | Qualification & Experience |
|--------|---|--------|--------------|--|
| 01 | Medical Superintendent / Sr. Medical Officer (General Medicine) | III | 01 | MBBS + Post Graduate Degree in (General Medicine/DNB) with minimum of 03 years post qualification experience for Gr-IV post / may apply even without experience in Gr-III post. Or MBBS + Post Graduate Diploma in (General Medicine) with minimum of 04 years post qualification experience for Gr-IV post/minimum of 01 year post qualification experience for Gr-III post |
| | | III/IV | 01 | |
| | | IV | 01 | |
| 02 | Medical Superintendent (Ophthalmology) | IV | 01 | MBBS + Post Graduate Degree in (Ophthalmology/DNB) with minimum of 03 years post qualification experience Or MBBS + Post Graduate Diploma in (Ophthalmology) with minimum of 04 years post qualification experience |
| 03 | Medical Superintendent / Sr. Medical Officer (Orthopedic) | III/IV | 01 | MBBS + Post Graduate Degree in (Orthopedics/DNB) with minimum of 03 years post Qualification experience for Gr-IV post / may apply even without experience in Gr-III post. Or MBBS + Post Graduate Diploma in Orthopedic with minimum of 04 years post qualification experience for Gr-IV post / minimum of 01 year post qualification experience for Gr-III post |
| 04 | Medical Superintendent (Anaesthesia) | IV | 01 | MBBS + Post Graduate Degree in (Anaesthesia/DNB) with minimum of 03 years post qualification experience Or MBBS + Post Graduate Diploma in Anaesthesia with minimum of 04 years post qualification experience |
| 05 | Medical Superintendent (Paediatrics) | IV | 02 | MBBS + Post Graduate Degree in (Paediatrics/DNB) with minimum of 03 years post qualification experience Or MBBS + Post Graduate Diploma in Paediatrics with minimum of 04 years post qualification experience |

| | | | | |
|--------------|------------------------------------|----|----------------|---|
| 06 | Medical Superintendent (Radiology) | IV | 01 | MBBS + Post Graduate Degree in (Radiology/DNB) with minimum of 03 years post qualification experience Or MBBS + Post Graduate Diploma in Radiology with minimum of 04 years post qualification experience |
| 07 | General Duty Medical Officer | II | 06 | MBBS with minimum of 01 year post qualification experience. |
| Total | | | 15 Nos. | |

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

Reservation of the posts will be followed as per Government Guidelines. :

| POST | NO. OF POST | RESERVATION(UR,SC,ST,OBC,EWS) |
|---|-------------|-------------------------------|
| Medical Superintendent (Gr.IV) | 06 | UR 03 OBC 02 ST 01 |
| Sr. Medical Officer (Gr. III)/ Medical Superintendent (Gr.IV) | 02 | OBC 02 |
| Medical Officer (Gr. II) | 05 | UR 04 SC 01 |
| Sr. Medical Officer (Gr. III) | 01 | SC 01* |
| Medical Officer (Gr. II) | 01 | SC 01* |

*Reserved for Special Recruitment Drive in SC Category

ABBREVIATIONS USED:

UR - Un Reserved, OBC (NCL) - Other Backward Class (Non Creamy Layer), SC - Scheduled Caste, ST - Scheduled Tribe, N/A – Not Applicable, EWS – Economically Weaker Sections.

2.2 For getting the benefits of reservation under OBC (NCL) Category:

- The candidate must not belong to Creamy Layer. **OBC candidates who belong to Creamy Layer are not entitled for relaxation admissible to OBC (NCL) Category and such candidates have to indicate their category as UR in the Online Application Form;**
- The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes'; and
- The candidate needs to furnish their OBC (NCL) certificate as per the prescribed format, not older than **6 months as on 31.03.2022** at the time of Interview, if called for.

2.3 Reservation for candidates belonging to EWS Category will be as per the prevalent Government Directives.

2.4 Reservation of Vacancies for Persons with Benchmark Disabilities (PwBDs)

2.4.1 Reservation of vacancies in respect of Persons with Benchmark Disabilities (PwBDs) as per the Government Directives will be distributed among all the categories i.e. SC, ST, OBC-NCL, EWS & UR for the said post. PwBDs suffering from not less than 40% of the identified disability shall be eligible for the benefit of reservation.

2.4.2 Candidates who wish to avail the benefit of reservation are required to submit a Disability Certificate issued by the Competent Authority in the prescribed format only.

*Years of experience will be counted as on **31/01/2022**.*

PwBD Suitability:

The details of posts identified for Persons with Benchmark Disabilities (PwBD) along with Physical Requirement are mentioned below:-

| Name of the Post | Categories of disabled suitable for Post | Instruction for PwBD regarding vacancies |
|------------------------------------|---|---|
| General Duty Medical Officer | LD-OL | 1 no. of vacancy is kept reserved horizontally for PwBD |
| Medical Superintendent (Radiology) | LD- OL, Other Disability - LC, DW, AAV,MD | |

ABBREVIATIONS USED:

Locomotor Disability: OL = One Leg affected;

C = Leprosy Cured; DW = Dwarfism; AAV = Acid Attack Victims; MD = Multiple Disabilities

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

EWS (ECONOMICALLY WEAKER SECTION) RESERVATION:

Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family gross annual income is below **Rs. 8.00 Lakh (Rupees eight lakh)** are to be identified as EWS for benefit of reservation of EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application.

The candidates applying against the vacancies reserved for EWS must produce valid income and Asset Certificate issued by competent authority as per annexure on the date of Document Verification. In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies only.

3. Job Description:

i. MEDICAL SUPERINTENDENT / SR. MEDICAL OFFICER (GENERAL MEDICINE) – (GR-IV/III), NO. OF POST - 03

Job Description:

- Should be able to manage all medicine cases attending OPD and medical emergencies
- Must have good knowledge in managing patients in ICU.
- Knowledge in Echo-cardiography and stress test
- Should be able to solve puzzling diagnostic problems and handle severe chronic illnesses and situations. Should be able to bring to patients an understanding of wellness (disease prevention and the promotion of health).
- Should be able to manage cases attending emergency room as and when requires
- Should be able to perform duties as a General Duty Medical Officer
- Other administrative job as and when assigned.

ii. MEDICAL SUPERINTENDENT (OPHTHALMOLOGY) - (GR-IV), NO. OF POST - 01

Job Description:

- Manage patients in Ophthalmology related diseases in pre-employment evaluation and industrial health assessment.
- Perform ophthalmology surgery in OT.
- Manage patients in OPD, perform shift duties and take up additional responsibilities as delegated by COMS from time to time.
- Should be able to perform duties as a General Duty Medical Officer.
- Other administrative job as and when assigned.

iii. MEDICAL SUPERINTENDENT/SR. MEDICAL OFFICER (ORTHOPEDICS) - (GR-IV/III), NO. OF POST - 01

Job Description:

- Should be able to manage all medicine cases attending OPD and medical emergencies
- Should be able to manage closed, open fractures and multi-trauma patients.
- Should be able to assist in orthopaedic surgery and should be well acquainted in conservative management of fractures and dislocations.
- Knowledge in Arthroscopy /Arthroplasty will be an added advantage.
- Should be able to manage cases attending Emergency Room as and when required.

iv. MEDICAL SUPERINTENDENT (ANAESTHESIA) - (GR-IV), NO. OF POST - 01

Job Description:

- Should be able to administer anesthesia independently in routine and emergency cases i.e. general, spinal, epidural, regional etc., manage patients in OT emergency room, recovery room and admit patients as and when called for, stabilise critical patient in emergency room.
- Manage patients in OPD, perform shift duties and take up additional responsibilities as delegated by COMS from time to time. Should be able to perform duties as a General Duty Medical Officer.
- Other administrative job as and when assigned.

v. MEDICAL SUPERINTENDENT (PAEDIATRICS) - (GR-IV), NO. OF POST - 02

Job Description:

- Should be able to manage Paediatrics cases in outdoor and indoor (routine and emergency cases independently), resuscitation new borne baby, manage low birth weight babies, babies in phototherapy unit etc.
- Manage patients in OPD, perform shift duties and take up additional responsibilities as delegated by COMS from time to time. Should be able to perform duties as a General Duty Medical Officer.
- Other administrative job as and when assigned.

vi. MEDICAL SUPERINTENDENT (RADIOLOGY) - (GR-IV), NO. OF POST - 01

Job Description:

- Should be able to perform all radiology related activities and ultra-sonography independently. Process routine and special x-rays. Conversant with use in image intensifier in OT.
- Manage patients in OPD, perform shift duties and take up additional responsibilities as delegated by COMS from time to time. Manage patients in OPD, perform shift duties and take up additional responsibilities as delegated by COMS from time to time. Should be able to perform duties as a General Duty Medical Officer.
- Other administrative job as and when assigned.

vii. GENERAL DUTY MEDICAL OFFICER - (GR-II), NO. OF POST - 06

Job Description:

- Should be able to deal with all types of General cases in OPD, Acute Medical Emergencies, and Industrial Health etc.
- Required to work in any of the three shifts in Causality/General Ward on need basis.
- Should be able to manage cases attending Emergency Room when required.
- Should be able to assist Specialist Doctors.
- Required to organize medical awareness programmes.
- Other administrative job as and when assigned.

4. AGE LIMIT & RELAXATIONS

Upper age limit for UR/General category candidates is not above 45 years as on 31/01/2022 for posts at **Sl. No.01 to 06** and 35 years for posts at **Sl. No. 07**

The upper age limit is relaxable as under, subject to submission of requisite certificates:-

- a) Upper Age Limit is relaxable by 5 years in respect of SC/ST candidates;
- b) Upper Age Limit is relaxable by 3 years in respect of OBC (non – creamy layer) candidates. The OBC candidates who belong to Creamy Layer should indicate their category as 'UR/General' only. The Certificate produced shall not be older than **six months** at the time of document verification.
- c) Upper age limit is relaxable by 10 years for Persons with Benchmark Disabilities (PwBDs)/Physically Handicapped (PH) persons. Relaxation of age limit is applicable for PwBDs irrespective of the fact whether the post is reserved or not, provided the post is identified / suitable for persons with benchmark disabilities. The persons claiming age relaxation under this sub-para would be required to produce a certificate in prescribed proforma in support of their claims clearly indicating that the degree of physical disability is 40% or more.
- d) Relaxation in the upper age limit of 5 years shall be admissible to all candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period

from 01/01/1980 to 31/12/1989. The persons claiming relaxation under this sub-para would be required to produce a certificate to this effect from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated in this behalf by the Government of Jammu & Kashmir.

- e) Relaxation in upper age limit for Ex-servicemen will be applicable as per GoI guidelines.
- f) Upper age limit with all relaxations shall not exceed 55 years, except for candidates belonging to PwBD category. For PwBD candidates, the upper age limit with all relaxations shall not exceed 56 years.

5. SELECTION PROCESS

- a) The selection for the above-mentioned posts will be by way of **Personal Interview** only.
- b) Assessment will be done by giving proper weightage to candidate's Educational Qualification, No. of years of relevant post qualification experience, Job Knowledge, General Knowledge and Personality. Extra marks will be given for every additional stage of qualification and additional year of experience.
- c) Applications received from the candidates will be scrutinized based on the minimum eligibility criteria like essential educational qualifications, age, category, years of post qualification experience etc. Thereafter, list of eligible candidates will be short-listed based on the number of years of relevant post qualification experience and they only will be called for Personal Interview at a prescribed ratio, as per the company rules.
- d) List of candidates shortlisted for Interview and the list of candidates provisionally selected will be displayed on HAL website (www.hal-india.co.in).

6. REMUNERATION & OTHER BENEFITS

The selected candidates will get the emoluments mention below:

6.1 Medical Superintendent (Gr-IV) Scale of Pay would be Rs. 60000-3%-180000/- and **Sr. Medical Officer (Gr-III)** Scale of Pay would be Rs. 50000-3%-160000/-.

However, eligible and meritorious Doctors may be granted 10 additional increments (05 additional increments can be granted at the time of appointment. The remaining additional increments would be granted one each (max. 5) on completion of each year of service, from the date of joining, subject to their performance).

6.2 General Duty Medical Officers (Gr-II) Scale of Pay would be Rs. 40000-3%-140000/-.

However, eligible and meritorious Doctors may be granted 07 Additional Increments (05 additional increments at the time of appointment and the remaining 02 additional increment can be granted 1 each (max. 2) on completion of service of 2 years each, from the date of joining, subject to their performance).

6.3 Other Allowances and Benefits:

Dearness Allowance (DA) of running Basic Pay (at present the **DA is 29.4%** of the Basic).

- Perquisites & Allowances under Cafeteria system would be @ 35% of running Basic Pay. The ceiling for Perquisites i.e. 35% of Basic Pay is excluding the monetized value of some of the welfare facilities provided by the company which will be limited to a maximum of 10% of Basic Pay of Officers.
- Special Compensatory Allowance (SCA) at Koraput would be @ 10% of the minimum Basic Pay of pre-revised Pay Scales (2007).

- Non-Practicing Allowance (NPA) for Doctors would be 20% of running Basic Pay.
- Unfurnished rent-free accommodation will be provided.
- Annual Increment (admissible) would be 3% of Basic Pay.
- Performance Related Pay (PRP) would be maximum of 40% of Annual Basic Pay. PRP will be based on the Individual, Divisional and Organizational Performance.
- Other benefits such as Provident Fund, Gratuity, Casual Leave, Vacation Leave, Medical facilities for self and dependent family members, uniform etc., will be admissible as per Company Rules.
- Fixation of Pay: The fixation of pay in case of PSU / Government Department / Armed Forces candidates who are currently employed with Government Department / PSU will be in accordance with the extant rules at HAL. Fixation of pay in case of candidates from Private sectors will be at the minimum of the pay scale.

7. GENERAL CONDITIONS/INSTRUCTIONS:

- Only Indian Nationals are eligible to apply.
- Mere submission of application will not entail right for claiming appointment in HAL. Before applying, the candidates should satisfy themselves regarding the eligibility criteria specified for the post.
- HAL reserves the right to restrict/enlarge/modify/alter the requirements advertised, if need so arises, without issuing any further notice or assigning any reason thereto. HAL also reserves the right to raise the eligibility criteria to restrict the number of candidates to be called for Interview. The number of vacancies indicated in this notification is provisional and may increase or decrease or even become NIL depending upon the actual needs of the Company. HAL also reserves the right to cancel the notified vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the application fee paid by the candidates will not be refunded.
- Candidates possessing Basic and Qualifying Degrees, acquired through Regular Full-Time courses will only be considered. 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.
- The percentage of marks in the essential qualification shall be aggregate of all semesters/years to be calculated taking average of all semesters/years, irrespective of the weightage given to any particular semester/year by the Institute/University. No rounding-off will be done. Wherever CGPA/OGPA or letter grade, etc. in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University / Institute. **Candidates are required to submit a certificate to this effect from the University / Institute at the time of interview.**
- All qualifications should have been acquired from Indian Universities/ Institutes recognized by appropriate statutory authorities.
- Candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD/XSM categories are required to submit copies of Caste Certificates / Income & Asset Certificate / Disability Certificate / Discharge Certificate, as applicable, issued by the Competent Authority in the prescribed format, along with the application, in support of their claim.
- The candidates claiming OBC category are required to adhere the following for availing reservation benefits :-
 - The candidate must belongs to non creamy layer;

- The name of caste and community of the candidate must appear in the ‘Central list of Other Backward Classes’;
 - The candidate must obtain an OBC certificate (clearly mentioning as belonging to Non - Creamy Layer) from the Competent Authority, in the format prescribed by the Government of India. Certificate should not be older than **six months** as on 31/03/2022.
- i) Candidates employed in Central/State Government Departments, Public Sector Enterprises etc. (including candidates engaged on Contract basis) shall be required to produce NO OBJECTION CERTIFICATE (NOC) from the employer, during Document Verification at the time of interview without fail. Otherwise their candidature will be cancelled and will not be allowed for the interview. They will not be eligible for Traveling Allowance in such cases.
- j) Candidates appearing for Interview will be reimbursed II Tier A/C (2A) / III Tier A/C (3A) train fare / eligible Bus fare from the contact/ mailing address by shortest route, on production of proof of journey as per rules of the company.
- k) Experience:
- i) In case of experience possessed by candidates engaged on contract basis directly by PSUs/Central/State Governments, **experience certificate** is to be produced from such PSUs/Central/State Government etc., indicating the contract engagement. As regards NOC, the same needs to be in line with the Terms & Conditions of contract engagement and Rules applicable for such contract engagement in the concerned organization.
- ii) In case of experience possessed by candidates engaged on contract basis directly by Private Organizations, **experience certificate** is to be produced from such organization indicating the contract engagement. Such experience will be considered subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc.
- iii) Applicants having work experience in Private Sector Organizations are required to submit an **experience certificate in the letter head of the Company**. The letter head of the Company should have details of the Company.
- iv) The experience possessed by candidates in the executive cadre of the concerned PSU/Central/State/Private Organizations only will be considered eligible.
- v) If the candidates claiming post-qualification experience in PSUs/Govt/Semi-Govt, they should possess prescribed minimum number of years of experience in the next below Grade or in the equivalent post as stipulated above.
- vi) In the absence of proper experience certificates, candidates shall be required to attach **joining letter and relieving order**. In case of serving employees, **latest Salary Certificate/Pay Slip** may be sent in place of relieving order.
- l) Candidates, who have left a PSU after availing benefits under Voluntary Retirement Scheme (VRS), if selected for the posts in HAL, will be required to return the VRS compensation to the PSU concerned.
- m) The present 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.
- n) Name of candidate, Date Of Birth, Father’s/Mother’s Name should be filled in the Application Blank as mentioned in Matriculation/ 10th Standard or equivalent certificate (OR) Mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board. Where Date Of Birth is not available in Certificate/Mark sheets, issued by concerned Educational Boards, School leaving certificate indicating Date of Birth will be considered (in case of Tamil Nadu & Kerala).

- o) Candidates are required to furnish detailed break-up of their experience. Applications that are not in conformity with the requirements indicated in this advertisement / incomplete applications/ discrepancy in the information provided / without required enclosures / those received after the last date will not be entertained. In such cases, the application fee paid by candidate will not be refunded and no communication will be sent to the candidates;
- p) Appointment of selected candidates is subject to receipt of (i) satisfactory Medical Reports from the HAL Industrial Health Centre as per the standards prescribed by HAL; (ii) verification of Caste and (iii) verification of Character & Antecedents from the concerned Authorities, as per the rules of the Company;
- q) Selected candidate will be on probation for a period of one year.
- r) Selected candidates will be posted at HAL Koraput Division or anywhere in India, based on the requirements of the Company. The candidates will not be allowed to apply for transfer to any other Division / Location of the Company for initial three years of service.
- s) If the information furnished by the candidate in any part of Application is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature/ appointment will be considered as revoked / terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate;
- t) All correspondences to the candidates will be made via electronic mail to the valid "email ID" provided by the candidate in the Application Form. No other method of communication will be adopted. So, the candidates are required to provide valid email ID which is in regular usage and can't be changed for a period of one year.
- u) Any further information / Corrigendum / Addendum would be uploaded only on HAL website (www.hal-india.co.in).
- v) Canvassing in any form will disqualify the candidature;
- w) Candidate has to adhere all COVID -19 protocols while coming for interview or at the time of joining, if selected.
- x) Any dispute/cause with regard to recruitment against this advertisement will be settled within the jurisdiction of **Koraput / Jeypore Court** only.

8. PRE-EMPLOYMENT MEDICAL EXAMINATION

- a) No individual will be appointed unless he/she is medically examined by our Company Medical Officer. Applicants should meet the medical standards prescribed by our Company.
- b) Appointment of provisionally selected candidates will be subject to receipt of satisfactory medical report from HAL Company Doctor. No relaxation in Health standards will be allowed.
- c) Different pre-employment medical standards are prescribed for candidates in the age group of '40 years & below' and 'above 40 years'. Medical Standards can be downloaded from annexure.
- d) Persons with Benchmark Disabilities (PwBDs) suffering from not less than 40% of the relevant disability shall be eligible for the benefit of reservation/ relaxation. Candidate who wants to avail the benefit of reservation under PwBD category is required to submit a "Disability Certificate" issued by the Competent Authority, in the prescribed format given in annexure, at the time of interview. However, photocopy of the same may be attached with the application.

- e) In respect of Persons with Benchmark Disabilities (PwBDs), 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 Exchanges for Physically Handicapped. PwBD candidates will be subjected to pre-employment medical examination at HAL Industrial Health Centre, Sunabeda with regard to other medical parameters as per the revised standards of the company.

9. APPLICATION FEE: Online

- a) Rs.500/- (Rupees Five Hundred only) (including GST) (excluding Bank's Commission) is to be paid as Application Fee. Candidates belonging to SC/ST/PwBD/ Internal candidates are exempted from the payment of Application Fee.
- b) Candidates are required to deposit the Application Fee to "Hindustan Aeronautics Limited A/C No.10575415610, SBI, Sunabeda Branch, IFSC Code; SBIN0001304 through online mode only. No other form of payment is accepted.
- c) Application Fee once paid will not be refunded under any circumstances.
- d) HAL will not be responsible in case a Candidate deposits the Application Fee to the wrong Account / multiple payments etc.
- e) Candidates are therefore requested to verify their eligibility before paying the Application Fee.

10. HOW TO APPLY:

- a) Candidate is required to download the "Application Form" from HAL website (www.hal-india.co.in/careers).
- b) Filled-in Application Form duly signed and affixing latest passport size colour photograph along with the self-attested copies of the required testimonials/documents are to be sent by post/courier, to

***The Chief Manager (HR),
Recruitment Cell, Koraput Division,
Hindustan Aeronautics Limited, Koraput Division,
Sunabeda-763002, Dist: Koraput, Odisha.***

- c) The candidates are requested to mention the post applied for which they are applying on the top of the envelop.
- d) The last date for receiving application is 10.04.2022.

11. CORRESPONDENCE:

For any queries please contact us at [06853-220929](tel:06853-220929)
(or) email us at recruitment.koraput@hal-india.com

CHIEF MANAGER (HR)

CHECK-LIST FOR DOCUMENTS TO BE ATTACHED ALONG WITH APPLICATION:

- a) SSC / SSLC / Matriculation / 10th Class Marks Sheet / Certificate (in support of Date of Birth).
 - b) Mark Sheets of Qualification(s) prescribed and Provisional/Original Degree Certificates.
 - c) Documents in proof of Experience issued on an authentic letterhead by a Competent Authority.
 - d) Latest salary certificate / Salary-slip (from the present employer / establishments)
 - e) Category Certificate [SC / ST / OBC {Non Creamy Layer}], if applicable.
 - f) Income & Asset Certificate [only for Economically Weaker Sections (EWSs)].
 - g) Discharge certificate (only for Ex-Servicemen) , if applicable
 - h) Certificate of Jammu & Kashmir Domicile from 01.01.1980 to 31.12.1989, if applicable.
 - i) Disability Certificate for PwBD from Competent Authority.
 - j) Registration Certificate with any state Medical Council under Medical Council of India (MCI) Act.
 - k) Recent Passport size photograph.
-