



ENGAGEMENT OF DIPLOMA TECHNICIANS ON TENURE BASIS
Notification No. MRO/HR/DT(TECH) /2024/03 Dtd. 21/10/2024

Hindustan Aeronautics Limited (HAL), a Maharatna Central Public Sector Undertaking is a premier Aeronautical Industry of South East Asia, with 20 Production/ Overhaul/ Service Divisions, 10 R&D Centres and 01 Facilities Management Divisions spread across the country. HAL's spectrum of expertise encompasses Hi-Tech programmes involving a number of state-of- art technology, design, development, manufacture, repair, overhaul & upgrade of Aircraft, Helicopters, Aero-engines, Industrial and Marine Gas Turbines, Accessories, Avionics & Systems and Structural Components for Satellites & Launch Vehicles.

HAL, Helicopter-MRO Division, Bangalore is having 30 Customer bases across the country for in-situ repair/ maintenance of Helicopters supplied to its customers like Army, Air Force, Navy, Coast Guard etc. Further MRO Hub at Mamun (Punjab) & Missamari (Assam) and presently operating PBL Bases at Bhubaneswar (Odissa), Kochi (Kerala), Porbandar (Gurjarat), Chennai (Tamil Nadu) and probable PBL bases at Puducherry & Ratnagiri (Maharashtra) have also been set up by the Division to provide 24/7 Maintenance Support to our esteemed customers.

The Helicopter MRO Division is in the process of inducting Diploma Holders for the post of Diploma Technicians (Scale D-6) on Tenure basis under EWS category for a period of 4 years in the Non-Executive Cadre to be posted at **Tezpur & Missamari (Assam)**. However, they will be liable to be transferred/ posted to any place in India where HAL has Divisions / Bases / Offices based on organisational requirements. The Tenure 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. The details of number of posts, qualification, trades etc., are indicated below:

01. No. of Posts & Qualification Requirement:

Sl. No	Post	Trade/ Discipline	Post Code	No. of posts and reservation	Qualification
1.	Diploma Technicians on Tenure basis	Mechanical	DTM-2403	05 (EWS)	Diploma in Engineering in Mechanical/ Production
2.		Electrical	DTE-2403	03 (EWS)	Diploma in Engineering in Electrical / Electrical & Electronics

EWS- Economically Weaker Sections.

Note :

- UR Candidates belonging to EWS category only are eligible to apply against the post reserved for EWS category subject to fulfilment of other Govt. guidelines.
- Reservation of vacancies in respect of Persons with Benchmark Disabilities (PwBDs) will be as per the Govt. Directives and PwBDs suffering from not less than 40% of the identified disability shall only be eligible for the benefit of reservation.
- Candidates who wish to avail the benefit of reservation are required to submit the Disability Certificate issued by the Competent Authority in the prescribed format at the time of document verification if called for. The posts mentioned above are identified only for OL- One Leg affected, HoH – Hard of Hearing.

02. Qualification Requirement:

Sl. No	Post	Trade/ Discipline	Qualification
1.	Diploma Technicians on Tenure basis	Mechanical	Diploma in Engineering in Mechanical/ Production
2.		Electrical	Diploma in Engineering in Electrical / Electrical & Electronics

- Regular / Full time Diploma in Engineering in Mechanical / Production / Electrical/ Electrical & Electronics disciplines from a recognised Institution/ State Board of Technical Education under the 10+3 system.

2.1 Qualification requirement – General Conditions:

- **Aggregate Percentage of Marks:** In order to become eligible to apply for the notified posts, candidates should have secured 60% & above percentage of Marks, in the aggregate, of all the Semesters/ Years in the Qualifying examination.
- Note: Percentage Rounding off is not allowed to arrive at the aggregate percentage.
- **Candidates possessing higher qualifications than the required qualification indicated in the Notification are not eligible to apply.** Candidature of such personnel who possess higher qualifications than the required qualification indicated in the Notification and who apply for the post, will be rejected at any stage of the Recruitment/ Selection.
- Candidate pursuing / enrolled for any other qualifications should mandatorily indicate the same in the application format. **“All the Qualifications possessed by the candidates as also 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”.**
- Candidates should apply against any one post only.

- Candidates with Part Time / Correspondence / Distance Education / E-learning qualification will not be eligible to apply.

03. Age Criteria / Relaxation / Concession:

- Upper Age limit is 28 years as on **01.10.2024** for the candidates (i.e. Candidates born on or after **01/10/1996**).
- In respect of Candidates belonging to EWS Category, the Income and Asset Certificate shall be valid for the financial year 2023-2024 and shall be prepared on the basis of income and asset verification for the financial year 2022-23.
- **PwBDs:** Upper age limit is relaxable by 10 years for Persons with Benchmark Disabilities (PwBDs) which will be over and above the admissible age limit for the candidates. 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 (PwBDs). 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.
- For candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01-01-1980 to 31-12-1989, upper Age limit is further relaxable by 5 years.
- **Experience:** The upper age limit is relaxable for candidates with relevant post qualification experience, to a maximum extent of 7 years. Relaxation in age would be given one year for every completed year of relevant post qualification experience, over and above 28 years, subject to a **maximum age limit of 35 years**. The persons claiming relaxation under this sub-para would be required to produce an experience certificate issued from such PSUs/ Central/ State Government/ Private Sector Organisations indicating the tenure of engagement. Experience will be counted as on **01.10.2024**.
- The Upper Age Limit with all relaxations shall not exceed 55 years. For PwBD candidates, the upper age limit with all relaxations shall not exceed 56 years.

04. Tenure of Engagement

The selected candidates will be engaged on tenure basis for a period of four years from the date of engagement. However, extension of tenure for a further period of four years may be considered on case-to-case basis, in cases where workload & requirement exist. The tenure will come to an end automatically on completion of four years period from the date of joining, without any further notice. Further, it may be noted that the employment can be terminated, at any time, during the period of tenure engagement, by giving one month's notice by either party or payment of the Basic Pay + DA components in the Consolidated Remuneration in lieu of the Notice. The Tenure based engagement will not confer any right on the Personnel to claim the status of a regular employee of the Company. The Personnel selected will be deployed in shifts. Selected Personnel on Tenure Basis will undergo Induction Training in the required area.

05. Place of Posting:

- Selected candidates will be posted to **Tezpur & Missamari (Assam)**. Any request for change in place of posting will not be entertained after joining and place of posting will be considered as Headquarters for all future purposes. However, they will be liable to be transferred / posted to any place in India where HAL has Divisions / Bases / Offices based on organisational requirements.
- In case of any urgent requirement of Manpower at Helicopter MRO Division, Bangalore / any other Bases of the Helicopter MRO Division spread across the country, selected personnel will be assigned / transferred to the places where requirement exists.

06. Remuneration

- Approximate monthly remuneration payable would be as follows:-
- Basic Pay Rs. 23000/- plus other benefits & allowances as per entitlement; Total (approx.) **Rs. 57,000/-**
- The components of other benefits and allowances are as follows :-
 - i) Variable Dearness Allowance (revised quarterly) on the Basic Pay;
 - ii) House Rent Allowance as per classification of Cities (when Company Quarter is not provided).
 - iii) Special Allowance, Washing Allowance, Canteen Allowance (Meal Voucher / Card) etc.
 - iv) Conveyance Allowance/ Conveyance Reimbursement (including Maintenance charges).
 - v) Monthly Incentive + pro-rata Quarterly Performance Pay + pro-rata Annual Incentive
 - vi) Uniform & Stitching Charges.
 - vii) Shoe Allowances.
- In addition, the selected Candidates will also be entitled for the following allowances / Benefits as per Rules:-
 - i) TA/DA for joining duty and for Temporary Duty as per relevant Rules applicable to Workmen in the appropriate Scale of Pay;
 - ii) Group Insurance in lieu of EDLI;
 - iii) Night Shift Allowance, wherever applicable;
- An annual increase of 3% during the tenure shall be admissible on the Basic Pay, subject to satisfactory performance.
- Provident Fund contributions will be calculated taking into account the Basic Pay + Dearness Allowance components of the Consolidated Emoluments;
- Allowance towards Medical reimbursement, 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 Hospital/ Dispensaries or elsewhere. However, in case of emergency, facilities in HAL Hospital/ Dispensaries can be availed.

- Personnel engaged on Tenure basis and posted at Customer Bases in Tezpur & Missamari (Assam) will be paid North-East Allowance @ 10% of the running Basic Pay in their Pay Scale at such Customer Bases, as per rules of the Company. Further, Tenure basis personnel posted in the above Bases will be paid Special Allowance for serving in difficult and Far Flung areas. The rates of Special Allowance and categorization of areas will be as per the rules of the company.

07. Selection Process

Selection process comprises of Short listing of Applications, Conduct of Written Test, Document Verification, Pre-employment Medical Examination, Verification of Character & Antecedents from the concerned Authorities and issuance of Final Offer of engagement.

08. How to Apply

- Candidates sponsored by Employment Exchanges are only eligible to apply for the posts.
- Candidates who have received communication from HAL and who are interested to apply for the post must send their duly filled in application as per the format in a sealed envelope duly superscribing the name of the post applied for along with attested photocopies of all the documents in support of Age, Qualification, Experience, Caste, PWD Certificate etc. (as applicable) through Registered Post/ Speed Post only so as to reach to the following address as mentioned below positively by **04/11/2024**:-

**Chief Manager (HR),
Hindustan Aeronautics Limited,
Helicopter MRO Division,
Post Box No. 1796, Vimanapura Post
Bengaluru- 560017 (Karnataka)**

No other form of application will be entertained and applications received after the due date as mentioned above will not be considered.

Applications received from the candidates without the photocopies of supporting documents as mentioned above will not be considered and will be rejected. Further, HAL will not be responsible for any postal delay and candidates are requested to send their application well in advance so that it is received within due time.

- Candidates are advised to possess a valid e-mail ID and Mobile No. which are to be entered in their application form. They are advised to retain this e-mail ID active as any important intimation to them shall be provided by HAL through e-mail. HAL will not be responsible for bouncing of e-mail sent to the candidates.
- Request for change of Mobile No., Mailing Address, Discipline as declared in the application form will not be entertained later on.
- The claim of the candidate with regard to their Age, Educational Qualifications, Experience and Caste etc. are accepted provisionally on the basis of information provided by them in the application and is subject to verification and meeting the

prescribed standards of HAL. Mere admission to Written Test or inclusion of the name of the candidate in the merit list will not confer any right for employment. The candidature is therefore, provisional at all stages and if the information/ certificates furnished by the candidate at any stage is found to be false or incomplete or is found to be not in conformity with eligibility criteria mentioned in the Notification, 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 candidates.

09. Written Test:

- 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. However, the cut-off percentage of Marks for EWS candidates is not less than 60% in the Qualifying examination;
- The selection will be done through **Written Test** to be conducted at **Tezpur/ Bangalore** and the shortlisted candidates will only be called for Written Test.
- The date, time and venue of the Written Test will be intimated to the shortlisted eligible candidates by email. The same will also be hosted in HAL Website – www.hal-india.co.in.
- The Written Test will be of 2 ½ hours duration. The test will be in three parts, comprising of Multiple Choice Questions (MCQs). Part-I will consist of 20 questions on General Awareness, Part-II will consist of 40 questions on English & Reasoning. Part-III will consist of 100 questions on the concerned Discipline. Each question carries one mark each and there is no negative Mark.
- Candidates will be sent Admit Card by post as well as to their e-mail. Candidates will have to appear for Written Test at their own expenses, on the date, time & venue, which will be mentioned in their Admit Card.
- Candidates are required to bring Admit Card & any one of the original Identity proof viz Driving License, Passport, Aadhar Card, PAN Card, Voters ID Card, ID card issued by Central / State Govt. / PSU for their employees, ID cards issued by Government Agencies authorized for the purpose, College ID card where the candidate has studied last along with self- attested copy, to prove their identity before the Invigilator, failing which they will not be allowed to appear for the Written Test.
- Selection of the Candidates shall be done based on the Marks scored in the Written test only, in the order of Merit;

10. Document Verification:

- i) Candidates qualifying in the written test will be called for Document Verification in the order of Merit. The number of candidates called for Document Verification will be limited to the number of Posts notified (Discipline/Category wise). The candidates will be required to produce Testimonials / Documents in support of

Age; Qualification; Income & Asset (EWS); Experience and other advertised eligibility criteria. The Testimonials / Documents should be in the possession of the candidates as on the cut-off date (last date) for receipt of Applications. 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. No undertaking for production of documents in respect of eligibility criteria with regard to Age, Qualification & Experience on a later date will be allowed.

ii) Engagement of selected candidates is subject to Verification of Character & Antecedents from the concerned Authorities, as per the Rules of the Company. 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, EWS certificate, Disability Certificate etc. All the relevant and required documents as per the notified criteria will be scrutinized during document verification stage and those candidates who are found to be meeting the notified 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.

iii) The date, time and place of document verification will be informed through e-mail. Candidates attending the Document Verification 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 Photocopy 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. It may be noted that no Travelling Allowance will be paid to candidates called for Written Test. However, if the Written Test and the Document Verification are held at one and the same Station and on the same/ adjacent days, the candidates who qualify the Document Verification stage would be paid Travelling Allowance, as per their entitlement, for one journey to and from the place of Selection.

10 (a) Medical Examination:

i) Candidates qualified in the Document Verification will be issued Provisional Offer and they are (including PwBDs) required to undergo Pre-employment Medical examination.

ii) Candidates should have sound health and should meet the medical standards prescribed by the Company. Engagement of selected candidates will be subject to receipt of satisfactory medical report from the Company's Doctor as per the Medical Standards of the Company. No relaxation in health standards will be allowed.

iii) The decision of the Company's Doctor in this regard will be final and binding.

iv) Additionally, in respect of 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 and till such time their engagement in HAL will be provisional. Appointment of selected PwBDs will be subject to verification of Disability Certificate from the concerned Authorities as per the Company Rules.

11. General Conditions

- Only Indian Nationals are eligible to apply.
- The candidates sponsored by Employment Exchanges and who have received communication from HAL are only eligible to apply for the notified posts.
- Candidates are allowed to apply for any one post only and applications once submitted cannot be altered under any circumstances. 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.
- Request for change of Date of Birth, Mobile Number, Mailing Address, Qualification, Discipline etc., as declared in the 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 notification, 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.
- No application will be accepted in person.
- Applicants serving 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 Document Verification from their employer failing which their candidature will be cancelled and they will not be paid Travelling Allowance.
- Wherever CGPA, letter grade etc., in a qualifying diploma is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the university/Institute. Candidates will be required to submit a conversion Certificate to this effect from the University/Institute at the time of Document Verification, if short listed /called for.
- Any sort of canvassing or influencing of the Officers related to Recruitment / Selection process would result in immediate disqualification of the candidates.
- 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 respects.
- 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.
- 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.

- 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 candidates. 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. HAL's decision in this regard shall be final.
- The decision of HAL in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of Written Test, etc., will be final and binding on the candidates.
- 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 or assigning any reason whatsoever. The number of vacancies can be modified as per the discretion of the Company.
- Short listing of candidates for the Written Test will be purely provisional on the basis of submission of details/ documents by Candidates without verification of Age, Qualification, Category (EWS) 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 and Engagement.
- Applicants having work Experience in Private Sector Organizations are required to submit an Experience Certificate on the letterhead 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 letterhead of the Company.
- Engagement of selected candidates is subject to receipt of satisfactory Medical Report from the Company's Doctor as per the medical standards prescribed by HAL, verification of Income & Asset / Disability Certificate and Character & Antecedents, Vigilance Clearance from the concerned Authorities ((Wherever applicable), as per the Company Rules.
- In case of any particular clarification, the candidates can write to the E-mail ID at **kunal.b@hal-india.co.in** or contact us at **080-2232 5341**. No other method of Communication will be entertained.
- Court of jurisdiction for any dispute / cause will be at Bangalore.
- In case of any ambiguity / dispute arises on account of interpretation in version other than English in Application form, Notification etc., the English version will prevail.
- Any further Information/ Corrigendum/ Addendum would be uploaded only on HAL Website <http://www.hal-india.co.in>

Job Description for Diploma Technician (Mechanical)

Job Description:

- a) Reading and comprehending drawings of Mechanical Systems.
- b) Carry out replacement of Mechanical components and mechanical systems related checks as per procedure.
- c) Knowledge of basic computer applications
- d) Knowledge of measuring tools and test equipments
- e) Preservation of Technical Documents
- f) Awareness on Supply Chain & Inventory Management related concepts like FIFO, Minimum Stock level, reorder level etc.
- g) Monitoring, tracking & disposal of life limited items in stock

Job Description for Diploma Technician (Electrical)

Job Description:

- a) Reading and comprehending drawings, Electrical circuit diagrams (AC/DC Circuits)
- b) Carry out removal and installation of Electrical/Avionics components and electrical systems related checks as per procedure.
- c) Carry out all the Electrical systems related checks i.e., continuity, Meggar, bonding & grounding.
- d) Undertake routine maintenance of Electrical support equipment
- e) Knowledge of measuring tools and test equipments
- f) Knowledge of basic computer applications

Note for Candidates:

- i) It may be noted that the information posted in HAL Website only are considered authentic. Accordingly, candidates may please note that Career opportunities in HAL shall be explored in HAL Website only.
- ii) Candidates should be aware of fake e-mails and communications received and should not make payment with any Individual/ Agency for securing employment in HAL. HAL reserves the right to take legal action against those fraudsters.