

**SELECTION OF OFFICERS TO VARIOUS POSTS UNDER LATERAL SELECTION  
(EXECUTIVE CADRE)**

**(Advt No. HAL/HR/36(98)/2022/03)**

Hindustan Aeronautics Limited (HAL), a Navratna Central Public Sector Undertaking, is a premier Aeronautical Industry of South East Asia, with 20 Production / Overhaul / Service Divisions, 10 co-located R&D Centres and 1 Facility Management Division, spread across the Country. HAL's spectrum of expertise encompasses hi-tech programmes involving a number of state-of-the-art technology, design development, manufacture, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.

HAL invites applications from energetic & result oriented Professionals for the following posts for its various Divisions/ R&D Centres / Offices:

**A) DETAILS OF POSTS:**

Sl. No.	Name of the Post	Grade	No. of Posts
a.	Deputy General Manager (Civil), FMD Bangalore	VII	1 (UR)
b.	Deputy General Manager (Marketing), Liaison Office, Delhi	VII	1 (UR)
c.	Security Officer, Korwa, Kanpur and Bangalore	II	3 (1-SC, 1- OBC-NCL, 1-EWS)
d.	Officer (Official Language), Korwa	II	1 (OBC-NCL)
e.	Engineer (Civil), Bangalore	II	1 (ST)
f.	Fire Officer, Korwa, Kanpur and Bangalore	II	3 (1-SC, 2-UR)

*UR- Unreserved; SC-Scheduled Caste; ST-Scheduled Tribe; OBC (NCL)-Other Backward Classes (Non Creamy Layer); EWS- Economically Weaker Section.*

One vacancy among the Posts in Grade – II (Official Language), Grade – II (Civil) and Grade-VII (Civil) is reserved for Person with Benchmark Disabilities (PwBDs). The types of Disability considered for the post/s are as indicated below:

Name of the Posts	Type of Disability
Deputy General Manager (Civil) Engineer (Civil)	i) Hearing Impairment - Hard of Hearing (HoH) ii) Locomotor Disability- One Arm (OA) iii) Locomotor Disability- One Leg (OL)
Officer Official Language	i) Hearing Impairment - Hard of Hearing (HoH) ii) Locomotor Disability- One Arm (OA) iii) Locomotor Disability- One Leg (OL) iv) Visual Impairment- Low Vision(LV) v) Leprosy Cured (LC) vi) Dwarfism (DW) vii) Acid Attack Victim (AAV) viii) Multiple Disabilities (MD)

Note: PwBD candidates applying to the above three posts are required to mandatorily indicate the type of disability in the Online Application Form.

**B) QUALIFICATION:**

Sl. No.	Post	Grade	Qualification
a)	Deputy General Manager (Civil)	VII	Degree in Engineering / Technology in Civil Engineering from Institutes / Universities recognized by appropriate Statutory Authorities. <b>[OR]</b> Candidates possessing AMIE in Civil Engineering.
b)	Deputy General Manager (Marketing)	VII	Degree in Engineering / Technology or its equivalent in the branches of Electrical, Electronics, Mechanical and Production, with 2 years Full Time Post Graduate Degree/ Diploma in Marketing Management / MBA Qualification with dual specialization with one being Marketing. <b>[OR]</b> AMIE courses in Electrical, Electronics, Mechanical & Production Engineering by Institute of Engineers (India) / Grad IIIE course from the Indian Institute of Industrial Engineering, Mumbai under Production discipline with 2 years Full Time Post Graduate Degree/ Diploma in Marketing Management. <b>[OR]</b> Serving Indian Defence Services Officers (Army / Navy / Airforce / Coast Guard) with not less than the rank of Group Captain in Indian Airforce.
c)	Security Officer	II	<u>The Qualification mentioned below are required to be indicated under Details of Training undergone in the last 5 years in the Online Application Form.</u>  i) Successful completion of ten months pre-Commission Training Course from the Officers' Training School, Chennai or from any other equivalent Institution under the Defence Forces; <b>[OR]</b>  ii) Successful completion of one to one and a half years Course conducted by the Central/State Governments qualifying for appointment as Deputy Superintendent of Police/Sub-Inspectors in State Police, Railway Protection Force, Central Reserve Police, Border Security Force; <b>[OR]</b>  iii) Successful completion of one year Training Course conducted by Central Government for those selected for the posts of Intelligence Officers in the Central Intelligence Bureau and Research and Analysis Wing; <b>[OR]</b>

			iv) Successful completion of Training conducted by the Central Government for candidates selected for the post of Sub Inspectors in the CISF or successful completion of one year training conducted by Home Ministry, Government of India, for SI in CBI.
d)	Officer (Official Language)	II	<p>The candidate should possess a Full Time Bachelor's Degree (3 years after 10+2), from Institutes / Universities recognized by appropriate statutory authorities in the Country.</p> <p><b>[AND]</b></p> <p>The candidate should possess one of the following:</p> <p>i) Full Time Master's Degree in Hindi with English as a Compulsory or elective subject or as the medium of examination at the degree level from Institutes / Universities recognized by appropriate statutory authorities in the Country;</p> <p><b>[OR]</b></p> <p>ii) Full Time Master's Degree in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level from Institutes / Universities recognized by appropriate statutory authorities in the Country;</p> <p><b>[OR]</b></p> <p>iii) Full Time Master's Degree in any subject other than Hindi or English, with Hindi medium and English as compulsory or elective subject or as a medium of examination at the degree level from Institutes / Universities recognized by appropriate statutory authorities in the Country;</p> <p><b>[OR]</b></p> <p>iv) Full Time Master's Degree in any subject other than Hindi or English, with English medium and Hindi as compulsory or elective subject or as a medium of examination at the degree level from Institutes/Universities recognized by appropriate statutory authorities in the Country.</p>
e)	Engineer (Civil)	II	<p>Degree in Engineering / Technology in Civil Engineering from Institutes / Universities recognized by appropriate Statutory Authorities.</p> <p><b>[OR]</b></p> <p>Candidates possessing AMIE in Civil Engineering.</p>

f)	Fire Officer	II	<p>Candidate applying to the Post needs to possess either of the Qualifications indicated at Part-A or Part-B below and should possess a valid Heavy Transport Vehicle (HTV) Licence.</p> <p><b><u>PART-A</u></b></p> <p>i) Bachelor Degree of Fire Engineering from the National Fire Service College (NFSC), Nagpur awarded by the Nagpur University;</p> <p style="text-align: center;"><b>[OR]</b></p> <p>ii) Bachelor Degree of Fire Engg. from Institutes / Universities recognised by appropriate Statutory Authorities.</p> <p style="text-align: center;"><b>[OR]</b></p> <p>iv) Pass in Associate Membership / Membership Examination of Institute of Fire Engineering, UK;</p> <p style="text-align: center;"><b>[OR]</b></p> <p>iv) Degree of recognised University with pass in GIFE-India / UK.</p> <p><b><u>Part B</u></b></p> <p>i. Graduates in Science (B.Sc) (with Physics, Chemistry and Maths) possessing minimum 60% Marks in the Aggregate of all the Semesters / Years or Corresponding CGPA Ratings / Gradations.</p> <p><b>Plus</b></p> <p><b><u>Divisional Officers Course</u></b> of minimum 22 weeks duration conducted by National Fire Service College, Nagpur / CISF Fire Service Training Institute - National Industrial Security Academy (NISA), Hyderabad.</p>
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**Note :** The Qualification indicated above would mean Qualification acquired through Regular / Full Time Courses from Institutes / Universities recognised by appropriate Statutory Bodies.

The eligible branches of Engineering under the Qualifications specified at Sl. No. (b) above would include the following:

<b>Discipline</b>	<b>Eligible Branches of Engineering</b>
Electrical	Electrical / Electrical & Electronics / Electric & Instrumentation.
Electronics	Electronics / Electronics & Communication / Instrumentation & Control / Instrumentation & Electronics / Applied Electronics & Instrumentation / Electronics & Instrumentation / Electronics & Tele-communication.
Mechanical	Mechanical / Mechanical & Industrial Engineering / Mechanical & Production Engineering.
Production	Industrial Production / Production Engineering / Industrial Engineering & Production / Mechanical Production & Industrial Engineering / Production Engineering & Management / Industrial Engineering / Manufacturing Engineering / Production & Industrial Engineering / Industrial Engineering & Management / Manufacturing Science & Engineering / Manufacturing process & Automation / Mechanical Stream - Production Engineering.

- Candidates possessing basic & qualifying Degrees through 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. However, candidates possessing AMIE (Civil) are eligible to apply for posts at Sl.Nos.(a) & (e) only.
- All qualifications should be from Indian Universities / Institutes recognized by appropriate statutory authorities.

### C) POST PROFESSIONAL QUALIFICATION EXPERIENCE (PPQE):

Sl. No.	Name of the Post	Grade	No. of years of PPQE		Experience required to be possessed in next below Grade or in equivalent post * (completed years) as on <u>03.01.2023</u>
a.	Deputy General Manager (Civil)	VII	15 yrs.		3
b.	Deputy General Manager (Marketing)	VII	15 yrs.		3
c.	Security Officer	II	3 yrs.		3
d.	Officer (Official Language)	II	3 yrs.		3
e.	Engineer (Civil)	II	2 yrs.		2
f.	Fire Officer	II	For Qualification under Part –A	2 yrs.	2
			For Qualification under Part –B	5 yrs.	

\* Applicable to candidates working in Central / State Government / Quasi- Government / Autonomous Bodies / Public Sector Enterprises etc.

- PPQE will be calculated from the date of acquiring the requisite Professional Qualification. Experience prior to acquiring the requisite Professional Qualification Degree will not be reckoned for calculation of PPQE. Candidates need to possess PPQE in the relevant area/field.
- Any Full Time additional degree acquired during the period of experience post acquiring Professional Qualification, will not be reckoned as experience and the duration of course will be deducted from the total PPQE possessed.
- For Posts in Civil and Marketing Discipline, in case of Candidates possessing Full Time PG Degree in relevant Branch of Engineering, the period of Post Professional Qualification

Experience (PPQE) will be reduced by the prescribed period of the relevant Post Graduate Course, subject to a maximum of 02 (two years).

#### D) PAY SCALES & REMUNERATION:

Sl. No.	Grade	Pay Scales (2017 Scales)#
(i)	VII	Rs.90000 – 240000
(ii)	II	Rs.40000 – 140000

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

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

#### E) AGE LIMIT & RELAXATION:

Sl. No.	Grade	Age Limit as on 03.01.2023		
		UR/EWS	OBC-NCL	SC / ST
(i)	VII	48	-	-
(ii)	II	35	38	40

- In respect of Posts identified as suitable for Persons with Benchmark Disabilities (PwBs), Upper Age Limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC-NCL;
- Upper age limit is relaxable by 5 years in respect of the Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period of 01.01.1980 to 31.12.1989;
- Relaxation in Age limit in respect of Ex-Servicemen & Serving Officers will be extended as per rules;
- Upper Age limit with all relaxations shall not exceed 55 years (56 years in case of PwBD Candidates).

#### F) APPLICATION FEE:

- Rs.500/- (Rupees Five Hundred only) is to be paid as Application Fee (inclusive of GST of 18%). Candidates belonging to SC/ST/PwBD are exempted from the payment of Application Fee;
- Application Fee is to be deposited in the “Hindustan Aeronautics Limited – Recruitment Account” in State Bank of India bearing Account Number 41496209808 (IFSC Code: SBIN0009077) at any of the Core Banking Branches of State Bank of India in the prescribed Challan and a Journal Number is to be obtained. HAL will not be responsible in case a Candidate deposits the Application Fee in a wrong Account. No other form of payment is accepted;

- Candidates are required to provide details of the Application Fee paid in the Online Application Form and upload the Counterfoil of the Challan (HAL Copy);
- Application Fee can be deposited till the last date for receipt of Application;
- Application Fee once deposited into the Company's Account will not be refunded under any circumstance, even if the candidate is unable to apply online or due to being ineligible at the time of applying or rejection of Application. Therefore, before depositing the Application Fee, candidates should ensure that they meet all the eligibility criteria;
- The candidate should retain the original Counterfoil of the Challan (Candidate's copy) for future reference and submit the original Counterfoil of the Challan (HAL copy) at the time of Interview, in case, if they are shortlisted for the Interview. Photo copy of the Challan will not be accepted.

## G) HOW TO APPLY? (REGISTRATION PORCESS)

- Candidates meeting the prescribed specifications may submit their Application **online**. Applications received through other modes viz. P o s t / Fax / E-mail etc. will not be accepted;
- Eligible and interested candidates are required to apply Online only through HAL Website (Careers section): [www.hal-india.co.in](http://www.hal-india.co.in). No other means / mode of application will be accepted. The website is functional for Registration from **1500 hours on 14.12.2022 till 1700 hours on 03.01.2023**.
- Before registering the applications at HAL website the candidates should possess the following:
  - Valid E-mail ID and Mobile Number, which should remain valid & active till the completion of selection process;
  - Scanned copy of latest passport size colour photograph, Signature and Scanned copy of Counterfoil of the Challan (HAL copy) (if applicable) for uploading with the application form;
  - Details of Education & post professional qualification experience (if applicable).
- The steps for depositing the Application Fee & submitting the Application Online are as follows:
  - Step -1: Candidate is required to click the link given in career section of HAL website for Registration & select the name of the post eligible to apply for.
  - Step -2: The personal, educational & experience details are required to be filled up and photograph to be uploaded.
  - In case of candidates belonging to General, EWS & OBC-NCL categories, on submission of personal, educational & experience, they are required to Upload the Bank Challan (HAL Copy).
  - Step -3: (for General / OBC-NCL & EWS Categories only): Candidate has to approach any of the core banking branches of SBI with the 'pay-in-slip' and deposit the Application Fee of Rs.500/- along with the applicable bank charges in 'Hindustan Aeronautics Limited-Recruitment Account' bearing No.41496209808, on or before **03.01.2023**. On receipt of the Application Fee, the concerned SBI branch will enter a unique Journal Number in the 'Pay-in-slip'. Candidates should retain the original counterfoil of the 'Pay-in-Slip' (candidate's copy) for future reference.
  - Step -4: (For General / OBC-NCL & EWS Categories only): After Payment of Application Fee in the Bank, candidate is required to log on to HAL website ([www.hal-india.co.in](http://www.hal-india.co.in)) on or before 1700 hrs on 03.01.2023 and fill up the application online.

- In case of Non Payment of Application Fee and not completing the above steps, the Application will be incomplete and the same will be rejected.
- No documents / Certificates / testimonials in support of Caste, PwBD, Educational Qualification, Post Professional Qualification Experience, Training etc. are required to be attached along with Application Form. However, it may be noted that all the candidates who are called for Interview at a later stage will have to mandatorily produce Certificates in Original in respect of all the particulars submitted in the Online Application Form for Document Verification. Certificates in support of Caste / Disability etc. are required to be produced in Original in the prescribed Format (Formats uploaded for reference) at the time of Interview.
- Candidates are allowed to apply only once for the selected post and application submitted once cannot be altered under any circumstances.
- Request for change in Date of Birth, Mailing Address, Category etc., once declared in the online application form will not be entertained;
- If the information furnished by the Candidate/s at any stage of Recruitment is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the Advertisement, the candidature will be considered as revoked / terminated without any reference given to the Candidate.

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

- Only Indian Nationals are eligible to apply;
- Mere Submission of Application will not entail right for claiming appointment / getting shortlisted for further stages of recruitment process;
- HAL reserves the right to cancel/ restrict/ enlarge/ modify/ alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto. The number of vacancies can be modified as per requirements and discretion of the Management;
- **Selection Procedure:** Eligible candidates short-listed based on the initial screening only will be called for personal interview. Date, Time and Venue of the Interview will be intimated to the short-listed / eligible candidates via E-mail / HAL Website. Candidates will be shortlisted and called for Interview in the ratio of 1:10 (Maximum) as per the Rules of the Company. Candidates will be selected as per the Recruitment Rules of the Company.
- Merely meeting the qualification and PPQE requirements as indicated in the advertisement will not entail a right for shortlisting of the application for the interview.
- Age and Experience will be reckoned as on **03.01.2023**.
- Candidates employed in Central / State Government Departments / Public Sector Enterprises / Quasi Government/ Autonomous Bodies etc. (including candidates engaged on Contract basis in Central / State Govt. Departments / PSUs /Quasi Government/ Autonomous Bodies) should produce NOC (No Objection Certificate) at the time of the Interview / Document Verification from their Employer, failing which they will not be



permitted to appear for the Interview / Document Verification and will not be eligible for payment of Travelling Allowance;

- Persons with **40% or more** relevant disability only are eligible to apply. Candidates are required to produce Disability Certificate issued by the Competent Authority at the time of Interview;
- For getting reservation benefits under the OBC-NCL category, the following are required to be adhered to:
  - The candidate must belong to Non – Creamy layer;
  - The name of caste and community of the candidate must appear in the ‘Central list of Other Backward Classes’;
  - The candidate must furnish an OBC-NCL certificate as per the format prescribed by the Govt. of India (not older than six months as on **03.01.2023** from the Competent Authority, at the time of Interview.
- Reservation to Economically Weaker Sections (EWS) is governed by Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.1.19 of Department of Personnel & Training , Ministry of Personnel, Public Grievance & Pensions, Government of India.
- Internal candidates would be eligible to apply against Open Selection Post in Grade-VII only and eligible Candidates will be considered for Selection, along with external Candidates.
- Candidates provisionally selected by HAL will have to undergo pre-employment Medical Exam before joining HAL. Applicants should have sound health and should meet the medical standards prescribed by the Company. Appointment of selected candidates is subject to receipt of satisfactory medical report from the Company’s Doctor as per the Medical standards of the Company. No relaxation in health standards will be allowed. The Pre Employment Medical Standards prescribed by HAL are uploaded with this advertisement. In respect of Persons with Disability, the suitability for appointment, in relation to the Disability, will be decided on the basis of reports of the Medical Board attached to the Special Employment Exchange for Physically Handicapped. PwBD Candidates will be subjected to pre-employment medical examination with regard to other Medical Parameters as per the Medical Standards of the Company.
- Appointment of selected candidates is subject to verification of Caste, PwBD Certificate, Income & Asset Certificate issued by Competent Authority in the format prescribed by Gol (for EWS Candidates) Character & Antecedents from the concerned Authorities, as per the rules of the Company;
- Applicants having work experience in Private Sector Organizations are required to submit an experience certificate in the letter head of the Company at the Time of Interview. The letter head of the Company should have details of the Company;
- If the information furnished by the candidate is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, the candidature / appointment will be considered as revoked / terminated at any stage of the

recruitment process or after recruitment or joining, without any reference given to the candidate;

- **Not providing Pen Picture details as sought in the Online Application Form will lead to disqualification of the candidate. Candidates may please note that Pen Picture details will be scrutinized at a subsequent stage of selection to assess the nature and relevance of experience of shortlisted candidates.**
- Any correspondences to the candidate will be made to the mobile number / on the e-mail id provided by the candidate in the Online Application. No other mode of communication will be adopted;
- Any sort of canvassing or influencing the Officials related to recruitment / selection process would result in immediate disqualification of the candidate;
- Selected candidates can be posted to any Division / R&D Center / Office of the Company. The candidates will not be allowed to seek / apply for transfer to any other Division / Location of the Company for initial three years of Service;
- Court of jurisdiction for any dispute / cause will be at Bangalore;
- Any corrigendum/Addendum, if any, will be hosted/ published on HAL Website. Candidates are requested to visit the website regularly for updates;
- HAL reserves the right to cancel the Recruitment process entirely at any stage;
- Candidates are advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website. HAL does not assume any responsibility for the Candidates not being able to submit their application within the last date on account of aforesaid reasons or any other reason beyond the control of HAL.
- Candidates are required to keep their Mobile Number and Email ID as declared in the Application active for receiving Communication / Intimation like Call letters for Interview etc;
- Candidates are required to submit the Application only through Online mode. No printed / hardcopy of the filled application form or any other supporting documents is to be sent unless asked to submit specifically.
- In case any particular query is not covered above, the candidates can write to HAL at: [recruitment@hal-india.co.in](mailto:recruitment@hal-india.co.in). No other mode of communication will be entertained.
- All further announcements/details pertaining to this selection will only be published/ provided on HAL authorized website [www.hal-india.co.in](http://www.hal-india.co.in).

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

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## **JOB DESCRIPTIONS FOR VARIOUS POSTS**

### **Post Name: Deputy General Manager (Civil) (Gr-VII)**

#### **The Job:**

The candidate shall manage Civil Construction Projects / Maintenance works for creating and maintaining infrastructure facilities and for ensuring that all required services are provided to support the production activities, townships and other welfare facilities.

#### **The Responsibility:**

- Overall management of construction / supply / installation works contracts on site including all technical & financial matters with excellent Leadership quality;
- Execution of Infrastructure works of Integrated Projects within the scheduled time frame and cost and ensure that the project meets all the functional, aesthetical and other relevant requirements;
- Conceptualization and designing of infrastructure required for production & related facilities by accurately converting the user requirement and incorporating the latest NBC & IS Codes;
- Preparation of Budgetary estimates based on plinth area rates / market rates, preparation of detailed estimates based on standard schedule of rates and rate analysis as may be required;
- Exposure to tendering works including floating of tenders, analysis of tenders, price negotiations etc;
- Handling of statutory approvals like consents from Pollution Control Boards, Environmental clearances, Fire department clearances and other applicable local clearances etc;
- Contract Management of execution of works following contract provisions, relevant Codes, CTE guidelines and statutory compliances etc. Ensuring effective and regular supervision for the works and check compliance of quality and conformity with standards, specifications and drawings prescribed in the contracts. Timely release of approvals related to drawings, material etc. for ensuring smooth progress and timely completion of works;
- Provide certification on the quality of works accomplished and on their conformity to the specifications and drawings and ensure timely payments to the Contractors.
- Lead and guide the multi-disciplinary teams to achieve the planned results;
- Institute mechanism for controlling and monitoring the projects including preparation of construction schedules and resources planning using software programmes like MS Project/ PRIMAVERA.

#### **The Person:**

- The candidate should possess post professional qualification experience in any large Industry / Project Management Consultancy Organisations / EPC in planning and tendering of construction works, maintenance of services like water supply & sewerage, horticulture works, pollution control activities.

#### **Location:**

FMD, Bangalore, Karnataka.

**Post Name: Deputy General Manager (Marketing) (Grade-VII)**

**The Job:**

The Candidate will look after the Marketing (Domestic & International) / Business Development functions at Liaison Office, New Delhi and strengthen the Marketing activity at HAL Liaison Office / Co-ordination Office in New Delhi. The Candidate should have knowledge / exposure to all related Marketing activities and should be conversant with Defence Procurement Procedures of GoI (including Offsets) and Export related procedures like G2G, Line of Credit (LoC), Direct Sale etc. and Export Control/permission activity of MoD / GoI.

**The Responsibility:**

- Have regular interaction with Service Head Quarters and Plans & Project wing of the Services to understand their future requirements in aligning the HAL Perspective Plan with LTIPP of MoD and focussing on the products and technologies to be developed and follow-up on the status of various customer / HAL funded programmes.
- To be continuously in touch with the key personnel in Service Headquarters and also in MoD / related Ministries not only to identify leads of upcoming opportunities but also to liaise for such business in favour of HAL.
- To interact / follow-up with Foreign Missions in Delhi for expediting the various Proposals for Export of HAL platforms to friendly foreign countries.
- To have regular interaction with Service Head Quarters (IAF, IN, IA, ICG, BSF etc.) to promote sale of HAL Platforms & Services.
- Should have Knowledge / experience in planning and policy formulation functions and Offset Management functions related to Indian Defence Procurement.
- To support Marketing team at CO for the liaisoning works with MEA/ MoD/ Foreign Missions / other customer offices in Delhi.
- Follow-up / co-ordinate any other General Marketing & Brand building issues including participation in Domestic and International Exhibitions / Air shows, Sponsorship of Sarang / Surya Kiran / LCA Tejas and other platforms at overseas events.

**The Person:**

- Experience in International Cooperation/ Export/ International Marketing of Defence products is desirable.
- The candidate should be well conversant with international trade, security Pacts / agreements and international export scenario, and policies.

**Location:**

HAL, Liaison Office, New Delhi.

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

### **The Job and Responsibilities:**

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

### **Locations:**

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

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

**The Job and Responsibilities:**

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

**Location:**

Korwa (Uttar Pradesh)

## **Post Name: Engineer (Civil) (Gr-II)**

### **The Job:**

The Officer will be responsible to manage the Civil Activities & Maintenance Works both at Helicopter–MRO Division at Bangalore and the MRO Hubs across India.

### **The Responsibility:**

- Oversee the quality and execution of maintenance and housekeeping services for buildings to ensure uninterrupted production activities.
- Responsible for obtaining approvals for administrative sanctions, execution of works for maintaining existing infrastructure facilities / creation of new facilities by ensuring that all required services are provided to support the production process.
- Coordinating with Agencies like CPWD for preparation of Final Good for Construction drawings (GFC).
- Coordinate for physical verification of new building and facilities
- Periodical building and asset maintenance.
- Divisional civil work, preparing RFQ, Tendering, finalizing contract and execution of civil works.
- Any other civil works apart from the above arising during the course of time and coordinate with the appropriate authorities to execute / monitor Divisional and MRO Hub civil works.
- Handling of statutory approvals like consents from pollution Control Boards, Environmental Clearances, Fire department clearance and other applicable local clearance etc.
- Knowledge of statutory requirements like Factories Act, Arbitration Act, Contract Labour (R&A) Act, gender equality and differentiations.
- Preparing / drafting of Contract terms, works plans etc.
- Preparation and checking the estimates, drawing, prepare proposals of work, measurement, bills preparations and checking by the supervisors for correctness and acceptability as per standards and format specification.

### **The Person:**

- The candidate should possess post professional qualification experience in relevant areas like developing infrastructure, design, estimating, vendor development and execution of the project minimum worth of Rs.200 Crores from the reputed Companies (preferably ISO standards). Experience in coordination with Regulatory Authorities and Legal Clearance regarding the projects.

### **Location:**

- Bangalore, Karnataka.

## **POST NAME : FIRE OFFICER (GRADE – II)**

### **The Job:**

To work as an Officer In-charge of an Industrial / Aerodrome Fire Station and to look after routine administrative and operational control of independent Fire Stations.

### **Responsibilities:**

- Handle and perform as an Officer in-charge of independent Fire Station of Industry / Aerodrome Fire services.
- To monitor the functioning of various types of Fire protection equipment such as Fire Vehicles / Fire Tenders / Appliances, Pumps, fixed Firefighting installations.
- To conduct mock Fire drill practices, full scale exercises as required for fulfilment of various certifications for the establishment.
- To conduct Fire audits for the establishment and be able to recommend both active and passive Fire protection measures for new projects.
- Should have full knowledge on latest Fire prevention, Fire protection and Firefighting measures.
- Shall be well versed with management of men and Firefighting equipment / gadgets in the field of Fire Services.
- Should impart Firefighting training and demonstration on regular interval to employees and other personnel of the establishment.
- Should maintain adequate liaison and coordination with State Government Fire Services & Police Department.
- Should possess valid Heavy Transport Vehicle (HTV) license and should be capable of driving Fire vehicles on requirement.
- Should be able to manage and coordinate the day-to-day operations of Fire Service Department.
- Should have adequate knowledge of Rescue Operations and be able to attend emergencies.

### **Location:**

Bangalore (Karnataka); Korwa (Uttar Pradesh); Kanpur (Uttar Pradesh)