


**(HAL/KPT/ADVT. No. - 02/2015)**

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 and 10 co-located R&D Centers spread across the Country. HAL's spectrum of expertise encompasses design, development, manufacture, repair, overhaul and upgrade of Aircrafts, Helicopters, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.

The Koraput Division, a unit of HAL's vast network, has the unique distinction of being one amongst the few Aero-engine manufacturers in the world.

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

Sl. No.	Name of the Post	Grade	Pay Scale (IDA) w.e.f. 1.1.2007	Number of Posts	Qualification	Reservation
01	Senior Medical Officer (Medicine)	III	Rs. 20600 - 46500	1	MBBS + Post Graduate Degree in General Medicine or Post Graduate Diploma in concerned speciality.	UR-02 OBC-01 SC-01
02	Senior Medical Officer (OB & G)	III	Rs. 20600 - 46500	1	MBBS + Post Graduate Degree in Obstetrics & Gynaecology or Post Graduate Diploma in concerned speciality.	
03	Senior Medical Officer (Paediatrics)	III	Rs. 20600 - 46500	1	MBBS + Post Graduate Degree in Paediatrics or Post Graduate Diploma in concerned speciality.	
04	Senior Medical Officer (Pathology)	III	Rs. 20600 - 46500	1	MBBS + Post Graduate Degree in Pathology or Post Graduate Diploma in concerned speciality.	
05	Safety Officer	II	Rs. 16400 - 40500	1	Degree in Engineering (in Mechanical/Production/ Electrical / Electronics Engg) + One year Diploma in Industrial Safety	UR-1

**Note:** 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.

The details of posts identified suitable for Persons with Disabilities (PWD) along with Physical Requirement and Reservation category are mentioned below:-

Name of the Post	Physical Requirement	Categories of disabled suitable for Post	Reservation of Vacancy
Senior Medical Officer	S, ST, W, BN, MF, RW, SE, H, C	OA, OL	Of the four posts, one post is reserved for Physically challenged persons with Disability in OH category.
Safety Officer	-	Not suitable for PwD	-

- Persons with Disabilities (PwDs) suffering from – (i) blindness or low vision; (ii) hearing impairment; (iii) locomotor disability or cerebral palsy, as the case may be, suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.
- Persons with Disabilities (PwDs) 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.

**ABBREVIATIONS USED:**

S=Sitting, ST=Standing, W=Walking, BN=Bending, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, OA=One Arm Affected (Right or Left), OL=One Leg Affected (Right or Left); OH=Orthopaedically Handicapped; UR - Un Reserved, OBC (NCL) - Other Backward Class (Non Creamy Layer), SC - Scheduled Caste, ST - Scheduled Tribe, N/A - Not Applicable

## 1. DETAILS OF POSTS

### **1.1) SENIOR MEDICAL OFFICER (MEDICINE)**

**Qualification requirement:**

MBBS + PG Degree/PG Diploma in **General Medicine**. Qualification should be recognized by Medical Council of India. They should have registered with any state Medical Council under Medical Council of India Act.

**Experience requirement:**

Candidates applying with MBBS + PG Diploma should have at least one year experience in the concerned speciality i.e. Medicine, after obtaining the Post-Graduate Diploma. If the candidate claims post-qualification experience in PSUs/Govt/Semi-Govt, it should be in the next below Grade or in equivalent post. Candidates possessing MBBS + PG Degree in the concerned speciality may apply even without experience. Years of experience will be counted as on 01-09-2015.

**Job requirement:**

- 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 required.
- Should be able to perform duties as a General Duty Medical Officer

## **1.2) SENIOR MEDICAL OFFICER (OB&G)**

### **Qualification requirement:**

MBBS + PG Degree/PG Diploma in **Obstetrics & Gynecology**. Qualification should be recognized by Medical Council of India. They should have registered with any state Medical Council under Medical Council of India Act.

### **Experience requirement:**

Candidates applying with MBBS + PG Diploma should have at least one year experience in the concerned speciality i.e. Obstetrics & Gynecology, after obtaining the Post-Graduate Diploma. If the candidate claims post-qualification experience in PSUs/Govt/Semi-Govt, it should be in the next below Grade or in equivalent post. Candidates possessing MBBS + PG Degree in the concerned speciality may apply even without experience. Years of experience will be counted as on 01-09-2015.

### **Job requirement:**

- Should be able to manage and conduct Normal and Assisted deliveries.
- Should be able to deal with Gynecological and Obstetrical Surgery independently.
- Should be able to manage Antenatal and Postnatal cases.
- Should be able to resuscitate new-born after deliveries.
- Should be able to manage cases attending Emergency Room as and when required.
- Should be able to perform duties as a General Duty Medical Officer.

## **1.3) SENIOR MEDICAL OFFICER (PAEDIATRICS)**

### **Qualification requirement:**

MBBS + PG Degree/PG Diploma in **Paediatrics**. Qualification should be recognized by Medical Council of India. They should have registered with any state Medical Council under Medical Council of India Act.

### **Experience requirement:**

Candidates applying with MBBS + PG Diploma should have at least one year experience in the concerned speciality i.e. Paediatrics, after obtaining the Post-Graduate Diploma. If the candidate claims post-qualification experience in PSUs/Govt/Semi-Govt, it should be in the next below Grade or in equivalent post. Candidates possessing MBBS + PG Degree in the concerned speciality may apply even without experience. Years of experience will be counted as on 01-09-2015.

### **Job requirement:**

- Should be able to manage all Paediatrics cases efficiently.
- Must have good knowledge in neonatology e.g. New born Resuscitation, preterm babies management, managing Septicaemia in newborn etc.
- Must have good knowledge in incubator and nursery care.
- Should be able to manage cases attending emergency room as and when required.
- Should be able to perform duties as a General Duty Medical Officer.

## **1.4) SENIOR MEDICAL OFFICER (PATHOLOGY)**

### **Qualification requirement:**

MBBS + PG Degree/PG Diploma in **Pathology**. Qualification should be recognized by Medical Council of India. They should have registered with any state Medical Council under Medical Council of India Act.

**Experience requirement:**

Candidates applying with MBBS + PG Diploma should have at least one year experience in the concerned speciality i.e. Pathology, after obtaining the Post-Graduate Diploma. If the candidate claims post-qualification experience in PSUs/Govt/Semi-Govt, it should be in the next below Grade or in equivalent post. Candidates possessing MBBS + PG Degree in the concerned speciality may apply even without experience. Years of experience will be counted as on 01-09-2015.

**Job requirement:**

- Should be able to manage Pathology Laboratory with Bio-chemistry, Cytology, Histopathology, Hematology and Serology etc independently.
- Experience in Microbiology will be an added advantage,
- Should be able to manage cases attending Emergency Room as and when required.
- Should be able to perform duties as a General Duty Medical Officer.

**1.5) SAFETY OFFICER**

**Qualification requirement:**

- i. Full Time Degree in Engineering (i.e. BE / B.Tech / B.Sc Engineering) in Mechanical / Production / Electrical / Electronics Engg  
+  
One year **Diplomain Industrial Safety** (recognized by appropriate statutory authorities i.e. Regional Labour Institutes / Central Labour Institutes / State authorities etc.)
- ii. Candidate should have adequate knowledge of Oriya language

**Experience requirement:**

Candidate should have at least Two years working experience in a factory in the relevant area i.e. Industrial Safety, after obtaining (Degree in Engineering + Diploma in Industrial Safety) or (Diploma in Industrial Safety + Degree in Engineering). If the candidate claims experience in PSUs/Govt/Semi-Govt, it should be in the next below Grade or in equivalent post. Years of experience will be counted as on 01-09-2015.

**Job requirement:**

- To ensure and maintain safe & accident free work environment.
- To fulfill the statutory compliances like renewal of factory license, correspondence with Director of Factories & Boilers, testing & certification of hoist, EOT cranes, pressure vessels, shot blasting machine, presses and forklifts etc.
- To lead group of technicians and interact with employees of the Division to create the awareness about Safety. Co-ordination for conducting Safety awareness programs & trainings.
- Co-ordination for conducting periodic Medical examinations for employees, who are working in hazardous areas/special process areas.
- Required to look after Procurement, stock inventory of personal protective equipments etc.
- Required to review for Identification of hazardous areas and take suitable action for safe environment.
- Preparing accident reports and carrying investigation, Conducting safety audit and safety inspection,
- Ensure display of warning & cautionary notices at appropriate places in and around the factory.
- Responsible to carry out all the functions & duties prescribed under Rule 61-A 3(a) of the Orissa Factories Rules, 1950.

Note: Grouping of Branches of Engineering Degree against the concerned Discipline is mentioned below:

<b>Discipline</b>	<b>Branches of Engineering Degree</b>
MECHANICAL	Mechanical / Mechanical & Industrial Engg / Mechanical & Production Engg
PRODUCTION	Industrial Production / Production Engg. / Industrial Engg & Production / Mechanical Production & Industrial Engg. / Production Engg. & Management / Industrial Engg. / Manufacturing Engg / Production & Industrial Engg. / Industrial Engg. & Management / Manufacturing Science & Engg. / Manufacturing Process & Automation / Mechanical Stream – Production Engg.
ELECTRICAL	Electrical / Electrical & Electronics / Electrical & Instrumentation
ELECTRONICS	Electronics / Electronics & Communication / Instrumentation & Control / Instrumentation & Electronics / Applied Electronics & Instrumentation / Electronics & Telecommunications

## **02. AGE LIMIT & RELAXATION**

Upper age limit is not above 45 years as on 01-09-2015 for the posts of Senior Medical Officer (Grade-III). Upper age limit is not above 35 years as on 01-09-2015 for the post of Safety Officer (Grade-II). The upper age limit is relaxable as under, subject to submission of requisite certificates:-

- a) Upper age limit is relaxable by 5 years for SC/ST candidates in respect of vacancies reserved for them;
- b) Upper age limit is relaxable by 3 years for OBC (Non – Creamy Layer) category candidates in respect of vacancies reserved for them. The OBC candidates who belong to Creamy Layer should indicate their category as 'General' only.
- c) Upper age limit is relaxable by 10 years for Persons with Disabilities (PWDs)/Physically Handicapped (PH) persons, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC i.e. (15 years for persons belonging to Scheduled Castes/Scheduled Tribes and 13 years for persons belonging to other Backward Classes in respect of the posts reserved for them). Relaxation of age limit is applicable for PwDs irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with 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) Every Ex-Serviceman who has put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he/she seeks appointment / employment by more than 3 years, he/she is deemed to satisfy the condition regarding the age limit.

### 03. 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 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 prepared. Finally, candidates will be short-listed based on the number of years of relevant experience and they only will be called for 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.com](http://www.hal-india.com)).

### 04. APPLICATION FEE:

- a) The application should be accompanied by a crossed Demand Draft (DD) of Rs. 500/- (Rupees Five Hundred Only) towards application fee, which is non-refundable. Demand Draft should be drawn in favour of "**Hindustan Aeronautics Limited**" payable at **Sunabeda-2**, SBI Branch Code 1304. The Demand Draft should have been obtained between 07/09/2015 to 30/09/2015.
- b) Application fee is fully exempted in the case of SC / ST / Persons with Disabilities (PWD)

### 05. PRE-EMPLOYMENT MEDICAL EXAMINATION

- a) No individual will be appointed unless he 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 HAL Website ([www.hal-india.com](http://www.hal-india.com)) for information.
- d) Persons with Disabilities (PWDs) 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 PWD category is required to submit a "Disability Certificate" issued by the Competent Authority, in the prescribed format, at the time of interview. However, photocopy of the same may be attached with the application.
- e) In respect of Persons with Disabilities (PWDs), 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. PWD candidates will be subjected to pre-employment medical examination at HAL Hospital, Sunabeda with regard to other medical parameters as per the revised standards of the company.

**06. REMUNERATION & OTHER BENEFITS**

The selected candidates will be placed in respective Grades i.e. Grade-III/II applied against the advertisement. The details of pay and other allowances are mentioned below:-

Sl.	Particulars	Grade-II / III
i	Scale of Pay (w.e.f. 01-01-2007)	Rs. 20600-46500/- (Gr-III) Rs. 16400-40500/- (Gr-II)
ii	Basic Pay (minimum of the scale)	Rs. 20600 (Gr-III) Rs. 16400 (Gr-II)
iii	Dearness Allowance (DA) (as on 01.07.2015)	102.6% of running Basic
iv	Perquisites & allowances under Cafeteria System	44% of running Basic
v	Special Compensatory Allowance (SCA) at Koraput	10% of running Basic
vi	Non-Practicing Allowance (NPA) for doctors only	25% of running Basic
vii	House Rent Allowance (HRA)	10% of running Basic
viii	Annual Increment (admissible)	3% of running Basic

- a) If company accommodation is provided, House Rent Allowance will not be paid.
- b) The ceiling for Perquisites i.e. 44% 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.
- c) NPA will not be considered as pay for the purpose of calculating other benefits.
- d) Other benefits such as Provident Fund, Gratuity, Performance Related Pay (PRP), Casual Leave, Vacation Leave, Medical facilities for self and dependent family members, uniform etc., will be admissible as per Company Rules
- e) 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. However in deserving cases, HAL management may consider fixing the pay at a higher stage in the same pay scale and if negotiated at the time of interview & recommended by the selection panel.

**07. GENERAL CONDITIONS**

- a) Only Indian Nationals are eligible to apply.
- b) 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.
- c) 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.

- d) 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.
- e) 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.
- f) The maximum age with all the relaxations should not exceed 55 years as on 01.09.2015.
- g) All qualifications should have been acquired from Indian Universities/ Institutes recognized by appropriate statutory authorities.
- h) Candidates belonging to SC/ST/OBC (NCL)/PWD/XSM categories are required to submit copies of Caste Certificates / Disability Certificate / Discharge Certificate issued by the Competent Authority in the prescribed format, along with the application, in support of their claim.
- i) The candidates claiming OBC category are required to adhere the following for availing reservation benefits :-
  - 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 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 be not older than six months as on 01-09-2015.
- j) 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.
- k) Candidates appearing for Interview will be paid Travelling Allowance at the rate of 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.



l) 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) Experience possessed by candidates engaged on contract basis through contractors in PSUs / Central / State Governments will not be considered.
- iv) 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.
- v) The experience possessed by candidates in the executive cadre of the concerned PSU/Central/State/Private Organizations only will be considered eligible.
- vi) 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. Equivalent Pay Scales are mentioned below:-

Posts in HAL	IDA pay scales at HAL	Equivalent CDA pay scale
Grade-I	Rs. 12600 - 32500	09300-34800 (PB-2), GP 4200
Grade-II	Rs. 16400 - 40500	15600-39100 (PB-3), GP 5400
Grade-III	Rs. 20600 - 46500	15600-39100 (PB-3), GP 6600

- m) 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.
- n) 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.
- o) Name of candidate, date of birth, Father's/Mother's name should be filled in the Application Blank as mentioned in Matriculation/ 10<sup>th</sup> Standard or equivalent certificate (OR) Mark sheet of Matriculation/10<sup>th</sup> 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).
- p) 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;

- q) HAL takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. The last date for receiving application is **30/09/2015.**
- r) Appointment of selected candidates is subject to receipt of (i) satisfactory Medical Reports from the HAL Hospital 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;
- s) Selected candidate will be on probation for a period of one year.
- t) Selected candidates will be posted at HAL Koraput Division or any where 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.
- u) 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;
- v) 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.
- w) Any further information / Corrigendum / Addendum would be uploaded only on HAL website ([www.hal-india.com](http://www.hal-india.com)).
- x) Canvassing in any form will disqualify the candidature;
- y) Any dispute/cause with regard to recruitment against this advertisement will be settled within the jurisdiction of **Koraput Court** only.

## **08. HOW TO APPLY**

- a) Candidate is required to download the "Application Form" from HAL website ([www.hal-india.com/careers](http://www.hal-india.com/careers)).
- b) Filled-in Application Form duly signed and affixing latest passport size colour photograph along with required demand draft and self attested true copies of the required testimonials/documents are to be sent by post/courier, to **The Manager (HR), Recruitment Cell, Hindustan Aeronautics Limited, Koraput Division, Sunabeda-763002, Dist: Koraput, Odisha.**
- c) The candidates are required to write their name, date of birth and the post applied for, on back side of the demand draft while forwarding the same along with the application. The candidates are requested to write on the top of the envelope that – Application for the post of \_\_\_\_\_ "
- d) The last date for receiving application is **30/09/2015.**

For any queries please contact us at [06853-220929](tel:06853-220929) (or) e-mail us at [kishore.kumar@hal-india.com](mailto:kishore.kumar@hal-india.com)

CHIEF MANAGER (HR)  
HAL KORAPUT

Check-list for documents to be attached along with Application:

- a) 10<sup>th</sup> Class (High School) Marks Sheet / Certificate (in support of Date of Birth)
- b) Mark Sheets of Qualification(s) prescribed and Provisional/Original Degree Certificate
- c) Documents in proof of Experience: Experience certificate should be issued on an authentic letter head by a Competent Authority. However in the absence of proper experience certificates, candidates shall be required to send joining letter and relieving order. In case of serving employees, latest salary certificate /Pay Slip may be sent in place of relieving order.
- d) Appointment Letter / Relieving Letter (for experience in previous organizations / establishments)
- e) Latest salary certificate / Salary-slip (from the present employer / establishments)
- f) Category Certificate [SC / ST / OBC {Non Creamy Layer}]
- g) Discharge certificate (for Ex-Servicemen)
- h) Certificate of Jammu & Kashmir Domicile from 01.01.1980 to 31.12.1989
- i) Disability Certificate for PWD from Competent Authority
- j) Internship Completion Certificate for MBBS candidates
- k) Registration Certificate with any state Medical Council under Medical Council of India (MCI) Act.