



HIL (INDIA) LIMITED
(Formerly known as Hindustan Insecticides Limited)
(A Govt. of India Enterprise)
(An ISO 9001:2008 Certified Company)
SCOPE COMPLEX, CORE-6, II-FLOOR, 7, LODI ROAD,
NEW DELHI-110003,
Tel. :24361019, Fax No. : 91-11-24362116
E-mail - hq@hil.gov.in
Website :- www.hil.gov.in

Invites applications for the following positions: -

Sl. No.	Name of post	No. of post	Pay-scale under IDA pattern	Place of posting	Max. Age-Limit (in years)	Remarks
1	Asstt. Manager (HR & Admn.,)	01	Rs.20,600-3%-46,500	Udyogamandal Unit, Kerala	40	*On fixed tenure basis or on deputation basis
2	Engineer (Electrical)	01	Rs. 16,400-3%-40,500	Bathinda Unit, Punjab	32	*On fixed tenure basis
3	Officer (Accounts)	01	Rs. 16,400-3%-40,500	Regional Sales Office, Kolkata	32	*On fixed tenure basis

*** The posts of Asstt. Manager (HR & Admn) will be filled up on fixed tenure basis or on deputation basis for two years which is further extendable for one year and the post of Engineer (Electrical) & Officer (Accounts) will be filled up only on fixed tenure basis for 02 years and further extendable by 01 year.**

Application Forms and other details can be downloaded from our website www.hil.gov.in and the same can be submitted to us **on or before 29.04.2019**

The qualifications & experience for the above posts are as under;

1. **Asstt. Manager (HR & Admn.):** - "Post Graduate Diploma in Business Admn. with 4 years experience in Industrial Relations Deptt. in any establishment out of which about 2 years should be in a responsible capacity in a factory. Requirement of experience relaxable in the case of those having post graduate diploma in business Admn. from the Indian Institute of Management"

OR

Graduate with Diploma in Personnel Admn. or Industrial Relations or Social Work/Science from a Recognized Institute with 6 years experience in Industrial Relations Deptt. in any establishment out of which 2 years should be in responsible capacity in a factory dealing with Personnel, Admn. and Industrial Relations in all its aspects including negotiations with Labour Unions.

Contd.....2/-

2. **Engineer (Electrical)**: - “2 years experience in Electrical Engg. in a factory, preferably in a Chemical Factory, No experience required for Graduate Apprentices (Electrical Engineer) who have completed training satisfactorily.

OR

Diploma in Electrical Engineering with 5 years experience in Electrical Engineer in a factory preferably in Chemical Factory.”

3. **Officer (Accounts)** :- “CA / ICWA with one year post qualification experience, working experience in SAP will be preferred.

OR

Graduate in Commerce with CA(Inter)/ICWA(Inter) with two year post qualification experience including Article ship / practical training, working experience in SAP will be preferred.”

General Terms & Conditions for the post: -

1. **DATE OF RECKONING ELIGIBILITY CRITERIA:** - The cut-off date for determining age limit & post-qualification experience will be **31.03.2019**.
2. **PAY AND PERKS:** - Candidate selected for the posts of Assistant Manager (HR & Admn.), Engineer (Electrical) & Officer (Accounts) will be placed at the minimum Basic Pay in pay scale indicated for the post. Besides Basic Pay, VDA, usual benefits like HRA, Medical reimbursement, LTC, Group Personal accident Insurance, EPF, Leave Encashment, Canteen facility & Reimbursement for use of own conveyance for official purpose etc. shall be payable as per rules of the Company. However, the Candidates selected against these posts will be eligible for all the benefits except gratuity.
3. **RESERVATION/CONCESSIONS/RELAXATIONS:** - Relaxations / reservations for SC/ST, OBC (Non-Creamy Layer) / PWD /EWS shall be as per Government of India Guidelines. Age relaxation of 5 years for SC/ST and Ex-serviceman, dependents of those killed in action and 3 years for OBC. Age is also relaxable by 5 yrs in the case of persons working in Central Government / Semi Government / Public Sector Undertaking. Candidates from PSUs / Govt. / Semi-Govt. are required to submit their application “Through Proper Channel” or produce the “No Objection Certificate” from their employer at the time of Interview otherwise candidature of the candidate will not be considered and will not be permitted to appear in the interview.
4. Relaxation of Ex-Service Men will be allowed as per Government of India guidelines.
5. **SELECTION PROCESS** Candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview to be organized at the place of posting. Further selection shall be made according to merit drawn on the basis of performance of shortlisted candidates in the interview process. However, in case large number of applications is received for a post, HIL (INDIA) LIMITED reserves a right to conduct a written test or online test before short listing candidates for interview. No TA/DA will be paid for appearing in the written or online test. Selected candidates can be posted any of the units /offices of the HIL at the discretion of its management at any point of time.

HOW TO APPLY: -

- 6 Those who fulfils the prescribed norms may submit their application invariably in the prescribed format by Speed Post/Courier/Registered Post (no other mode of dispatch is acceptable) along with attested copies of certificates, testimonials and recent passport size photograph, super scribing on the envelope the name of the post applied for and a DD of Rs.590/-(Non Refundable) in favour of "HIL (India) Limited" (SC/ST/PwD/Ex.SM/ Departmental candidates are exempted from the application fee), within 21 days from the date of publication of this advertisement in The Employment News, as per the details given below;

TERMS & CONDITIONS FOR DEPUTATION: Applications are invited from Officer of the Central Govt., State Govt., Union Territories, Autonomous or statutory organizations or Public Sector Undertakings.

With 06 year of service rendered after appointment to the post on regular basis in Office cadre of IDA pay scale of Rs. 16,400-40,500 in case of applications from Public Sector Undertakings on a regular basis in the parent cadre or department.

AGE: The applicants should not have crossed the age of 40 years for Assistant Manager (HR & Admn.) & Office (Accounts) post and 35 years for Engineer (Electrical) post as on cut-off date of 31.03.2019.

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

The terms & conditions and pay & allowances of the officers selected for appointment on deputation basis will be governed as per the provisions contained in Government of India, DoP&T OM No. 6/08/2009-Estt(Pay.II) dated 17.06.2010, as amended from time to time. The initial period of deputation shall be for a period of two years which is further extendable by one year.

While forwarding the applications in the prescribed format (Annexure) in respect of eligible officers who are interested and can be spared in the event of their selection, the following documents may also be sent along with the application;

- i) Application in prescribed pro-forma (Annexure).
- ii) Certified copies of up-to-date and complete Annual Confidential Report (APAR/CR Dossier) of last five years.
- iii) Integrity Certificate.
- iv) Vigilance clearance including certification that no disciplinary proceedings, Criminal proceedings are either pending or contemplated against the applicant.
- v) List of minor / major penalty, if any, imposed on the applicant during last 10 years.

The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

- 7 Interested candidate may send their application in prescribed Performa for the post of Asstt. Manager (HR & Admn.) to **Dy. General Manager (HR & Admn.), HIL (INDIA) LIMITED, Udyogamandal P.O. via Cochin, Kerala – 683501. (D.D. payable at Udyogamandal).**
- 8 Interested candidate may send their application in prescribed Performa for the post of Engineer (Electrical) to **Dy. Manager (HR & Admn.), HIL (INDIA) LIMITED, A-4, Industrial Growth Centre, Mansa Road, Bathinda, Punjab- 151001. (D.D. payable at Bathinda).**
- 9 Interested candidate may send their application in prescribed Performa for the post of Officer (Accounts) to **I/c, Regional Sales Office, HIL (INDIA) LIMITED, 6, Ganesh Chandra Avenue, Forth Floor, Kolkata – 700013, West Bengal. (D.D. payable at Kolkata).**
- 10 The Candidates called for Interview for the post of Asstt. Manager (HR & Admn.) ,Engineer (Electrical) & Officer (Accounts) shall be reimbursed 3 tier A/C Rail fare or equivalent for to and fro journey by shortest route provided the distance travelled is not less than 50 km and submission of Rail / Bus tickets.
- 11 HIL (INDIA) LIMITED reserves the right to cancel / restrict / enlarge / modify the recruitment / selection process of advertised post without any further notice or assigning any reasons whatsoever, if need so arises.
- 12 HIL (INDIA) LIMITED would be free to reject any application in any stage of the recruitment process, if the candidate is found ineligible for the post for which he/she has applied. The fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.
- 13 Any amendment / modification / alteration / corrigendum in respect of this advertisement shall be displayed only on HIL (INDIA) LIMITED Website i.e. www.hil.gov.in under the head of “Careers”. No further press advertisement will be issued. Hence prospective applicants are advised to visit HIL (INDIA) LIMITED website regularly for latest updates with regard to this advertisement.
- 14 Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

-Sd/-
(P.C. Singh)
(General Manager (HR & Admn.)

APPLICATION FORMAT

ANNEXURE -I

For office use only
Application No.
Date of Receipt

(Space for affixing
recent passport
size colour
photograph)

Post applied for : _____ **either on fixed tenure basis or on deputation basis.**
Newspaper in which the advt. published & Date of Publication : _____

1. Name in full [IN BLOCK LETTERS] :
2. Date of birth & age :
3. Place of Birth :
4. Nationality :
5. Father's/Husband's Name :
6. Address for Corres. with Pin code [mention contact Tel./Mob. No./ e-mail id] :
7. Permanent Address :
8. Whether the applicant belongs to SC/ST/OBC/Ex-Servicemen/Persons with Disabilities/EWS. (Please specifically write **YES/NO**).
If YES, please write category to which you belong and attach a copy of certificate in the prescribed format issued by Competent Authority.
9. (i) Educational/Professional qualifications (beginning with SSC/SSLC examination) & [Diploma /Degree with University/Institution name must be written clearly] :

Qualification	Discipline/ Subject	Year of Passing	Board/ University/ Institution	Percentage of Marks	Rank/ Class

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- ii) Self-Attested Xerox copies of all certificates to be enclosed.

10. Details of previous/present employment held, in chronological-order starting from present position to backwards

Post held	Period of service			Pay scale/ Salary drawn	Name/Place/ State of Organization	Nature of duties
	From (DD/MM/YY)	To (DD/MM/YY)	Duration in months			

11. Total Experience [as mentioned at Column 10] (YY/MM/DD)

12. Whether applied for any post in HIL (INDIA) LIMITED earlier, if so, the details such as
Name of the Post
Date of Interview
Whether selected or not

13. Please state whether any close relative (of applicant) is working in any establishment of HIL (INDIA) LIMITED : Yes / No

14. The minimum time required to join the post, if selected

15. Any other additional relevant information including reference

16. Details of DD: DD No.: Date:
Rs. Drawn Branch:

17. a) Have you ever been detained in Police Custody or not?
If yes, give complete details of it
b) Whether you have been convicted by any Court of Law or not?
If yes, please give complete details thereto
c) Whether any criminal case is pending or contemplated against you in any Court of Law or not? If yes, please give complete details thereto

DECLARATION:

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. In case I have given wrong information, or suppressed any material fact of factual information, then my services are liable to be terminated without giving any notice or reasons thereof. I am not aware of any circumstances, which might impair my fitness for employment under Government.

Signature of candidate

Date: _____

Place: _____