



**HIL (India) Limited**  
(Formerly known HINDUSTAN INSECTICIDES LTD)  
(A Govt. of India Enterprise)  
(An ISO 9001 2008 Certified Company)  
SCOPE COMPLEX, CORE-6, II-FLOOR,  
7, LODHI ROAD, NEW DELHI-110003,  
Tel. :24361019, Fax No. : 91-11-24362116  
Website :- [www.hil.gov.in](http://www.hil.gov.in)  
E-mail- [hq@hil.gov.in](mailto:hq@hil.gov.in)

**HIL (India) Limited invites applications for the following positions on “Fixed Tenure basis” for 02 years, extendable for further one year, as per details below :**

Sl. No.	Name of Post	No. of posts	Pay-scale under IDA pattern	Place of posting	Max. Age Limit
1.	Engineer Electrical	01	Rs.16400-3%-40500	Rasayani	32
2.	Engineer (IT)	01	Rs.16400-3%-40500	Rasayani	32
3.	Hindi Officer	01	Rs.16400-3%-40500	Rasayani	32
4.	Officer (Commercial)	01	Rs.16400-3%-40500	Corporate Office	32
5.	Officer (Accounts)	02	Rs. 16400-3%-40500	Rasayani	32

The number of vacancies indicated above are tentative and actual requirement may vary based on further assessment. Relaxations / reservations for SC/ST, OBC (Non-Creamy Layer)/ PWD/EWS shall be as per Government of India Guidelines.

#### **Age Relaxation**

- 3 years for OBC (Non creamy layer)
- 5 years for SC/ST Candidates
- 10 years for person with Disability – Candidates with Locomotor Disability or Hearing Impairment. The definition of Locomotor Disability or Hearing Impairment for physically challenged candidates is as per The person with Disabilities (equal opportunities, protection of rights and full participation) Act” 1995.
- 5 years for Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.

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 self-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) payable at Rasayani for the post of Sl. No. 1, 2, 3 & 5 and payable at New Delhi for the post of Sl. No. 4, within 21 days from the date of publication of this advertisement in The Employment News as per details given below :

**For the post at Sl. No.1, 2, 3 & 5** application may please be addressed to :-

“Deputy General Manager (HR&A), HIL (India) Limited, Rasayani, Distt. Raigad - 410207 Maharashtra (DD payable at Rasayani).”

**For the post at Sl. No.4** application may please be addressed to :-

“General Manager (HR & Admn.), HIL (India) Limited, SCOPE Complex, Core-6, 2<sup>nd</sup> Floor, 7, Lodhi Road, New Delhi – 110003.”

All the applicants must reach the office apply within 21 days from the date of publication of advertisement in “**The Employment News**”.

The requirement details as given below:

**Qualification & Experience:**

1. **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.”
2. **Engineer (IT) :** - B.Tech/BE in Computer Science/IT with two years experience OR MCA with 2 years experience in relevant field.
3. **Hindi Officer :** - Master’s Degree in Hindi with English as a subject at degree level OR Master’s Degree in English with Hindi as a subject at Degree level OR Master’s Degree in any subject with Hindi and English as subjects at degree level. A diploma or certificate in translation from Government recognized institution is desirable with minimum 4 years experience of implementation of Official Language Act and Rules, organizing Hindi workshops and Training Programmes etc. Translation from Hindi to English and vice-versa. Publication work in Hindi.
4. **Officer (Commercial) :-**  
**Essential:**  
Graduate in Engineering(preferably Mechanical / Chemical) with two years post qualification experience in Material Department in a responsible capacity.  
**Desirable :**  
PG Diploma in Material Management OR MBA preferably with specialization in Material Management.
5. **Officer (Accounts):** - “CA / ICWA / MBA (Finance) from recognized University with one year post qualification experience in line executive work experience, working experience in SAP will be preferred.”

**Selection Process**

After screening of documents, suitable number of eligible candidates shall be called for selection which may consist of Written Test AND/OR Interview. The Company reserves the right to shortlist candidates for Interview out of eligible candidates.

**General Terms & Conditions for the posts**

1. The Appointment is purely on fixed tenure basis and it is not against any permanent vacancy. This placement will not entitle any candidate to claim for regular/ permanent employment in HIL in future.
2. **The cut-off date for determining age limit and post-qualification experience will be 31.10.2019.**

A non refundable processing Fee of Rs.590/- is payable by the General and OBC Candidates in favour of HIL (India) Limited **payable at Rasayani**. However, SC/ST & person with disability are exempted from paying the process Fee.

3. Besides Pay, VDA, usual benefits like HRA, Medical reimbursement, LTC, Gratuity, CPF, Leave Encashment, Canteen Facility & Reimbursement for use of own conveyance for official purpose etc. shall be payable as per rules of the Company.
4. Candidates employed in Government/ Semi-Government/ Public Sector Undertaking/ Autonomous Bodies are required to produce "No Objection Certificate" at the time of Interview and produce relieving order from their organization in the event of Selection.
5. Shortlisted Candidates will be individually informed through e-mail (E-mail ID as provided in the application Form) about the personal interview.
6. Applications which are incomplete in any detail, not legible or without all the required enclosures or received after the last date for receipt of applications will be rejected and no correspondence on this will be entertained.
7. The Candidates called for Interview for the above posts shall be reimbursed 3 Tier AC 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.
8. HIL(India) Limited reserves the right to raise the minimum eligibility standards and also reserves the right to fill or not to fill the above Position's without assigning any reason whatsoever.
9. HIL(India) Limited would be free to reject any application at 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.
10. Any amendment/ modification/ alteration in the terms and conditions with reference to this advt. shall be displayed on our Web-site only.

Mere fulfilling the conditions does not make the candidate eligible to be called for an interview. HIL reserves the right to cancel the candidature of any candidate or entire process of the recruitment at its discretion.

**Sd-  
General Manager (HR & Admn.)**

## APPLICATION FORMAT

### ANNEXURE -I

<b>For office use only</b>
Application No.
Date of Receipt

(Space for affixing recent passport size colour photograph)

**Post applied for :** \_\_\_\_\_  
**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

ii) 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 earlier, if so, the details such as  
 Name of the Post  
 Date of Interview  
 Whether selected or not
13. The minimum time required to join the post, if selected
14. Any other additional relevant information including reference
15. Details of DD: DD No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Rs. \_\_\_\_\_ Drawn Branch: \_\_\_\_\_
16. 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: \_\_\_\_\_