



# HIL (INDIA) LIMITED

(Formerly known HINDUSTAN INSECTICIDES LTD)

(A Govt. of India Enterprise)

(An ISO 9001 2008 Certified Company)

SCOPE COMPLEX, CORE-6, 2<sup>nd</sup> - FLOOR,

7, LODHI ROAD, NEW DELHI-110003,

Tel.:24361019, Fax No.:91-11-24362116

Website:-www.hil.gov.in E-mail-hq@hil.gov.in

HIL (India) Limited formerly known as Hindustan Insecticides Limited (HIL), a Govt. of India Enterprise, under the Deptt. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India, was incorporated in March, 1954 with the objective of supplying DDT for National Malaria Eradication Programme launched by the Government of India. Subsequently, the company diversified into agro pesticides to meet the requirements of agriculture sector and has grown manifold. Presently the company is also operating in agro inputs namely agro-chemicals, seeds and recently it ventured into fertilizers so that all the requirement of farming community can be met under one roof. HIL has widened its product profile of technical products & is also looking at development of alternatives to DDT. HIL (India) Ltd. has also developed technology for insecticidal treated nets which is currently being promoted by WHO as alternate vector control tool.

HIL (India) Limited invites applications for the following positions on “Regular Basis” and “Fixed Tenure Basis” as per details below:

Sl. No.	Name of Post	No. of posts #	Pay-scale under (IDA pattern) (Pre-revised)	Max. Age Limit (In Yrs.)	Location	Remarks
1.	General Manager-Finance (E-6 Cadre)	01 (UR)	Rs.36600-3%-62000 (Pre-revised)	52	Corporate Office	Regular basis
2.	Finance Manager (E-4 cadre)	01 (UR)	Rs.29100-3%-54500 (Pre-revised)	45	Corporate Office	Regular basis
3.	Marketing Officer (Coordination) (E-1 cadre)	01 (UR)	Rs.16400-3%-40500 (Pre-revised)	32	Corporate Office	Fixed Tenure (For 02 years, extendable for further 01 year)
4.	Officer (Accounts) (E-1 cadre)	01 (UR)	Rs.16400-3%-40500 (Pre-revised)	32	Corporate Office	Fixed Tenure (For 02 years, extendable for further 01 year)

## **Qualification & Experience:**

### **General Manager (Finance):**

“Should be a Chartered Accountant or Cost Accountant with 16 years post-professional qualifications experience in a responsible capacity out of which 5 years must have been in a senior managerial position of a manufacturing Unit whose turnover is not less than Rs.500 Crores. Candidate from PSUs should have experience of working at least for 2 years in the immediate lower pay scale of Rs.32900-3%-58000(pre-revised IDA scale). Knowledge of SAP is desirable”

**Contd....-2-**

**Finance Manager :**

“Should be a Chartered Accountant or Cost Accountant with 12 years post-professional qualifications experience in a responsible capacity in a manufacturing Unit. Candidate from PSUs should have experience of working at least for 2 years in the immediate lower pay scale of Rs.24900-3%-50500(pre-revised IDA scale). Knowledge of SAP is desirable”

**Officer (Coordination) :**

“Graduate with MBA (Marketing) with 1 year experience in Marketing/ Coordination/ Corporate Communication.”

**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 Interview. The Company reserves the right to shortlist candidates for Interview out of eligible candidates.

After screening of documents submitted through post, suitable number of eligible candidates will 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.

The entire direct recruitment for the post of Officer (Coordination) (E-1 cadre post at Sl. No.3), Officer (Accounts) (E-1 Cadre, post at Sl. No.4) shall comprise of Written Test and Interview. Eligible candidates will be required to appear in Written Test, which will be objective type test.

The Written Test will have two parts: Discipline Related & Aptitude Related. Duration of test will be of 90 minutes. The total number of questions will be 100 each, out of which 50 questions would be from mix of course curriculum of qualifying degree of relevant discipline of two marks each and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge/ Awareness of one mark each. There will be negative marking for wrong answers.

Based on the performance of the candidate in the Written Test, eligible candidates will be provisionally called for personal interview tentatively in the ratio of 1:7.

In respect of the posts of Officer (Coordination)(E-1 cadre post at Sl. No.3), Officer (Accounts) (E-1 Cadre, post at Sl. No.4) which are the posts at induction level, merit list of suitable candidates shall be prepared on the basis of performance in the Written Test as well as Personal Interview:

Sl. No.	Parameter	Weightage of Marks obtained in each parameter
1	Written Test	80% (rounded off to 02 decimal places)
2	Personal interview	20% (rounded off to 02 decimal places)
	Total	100%

It may be noted that the scrutiny of documents will be done for ascertaining the eligibility before personal interview/test.

Separate merit list will be drawn for UR/ SC/ ST/ OBC/ PwBD/ EWS Candidates with reference to number of available vacancy for each category, if applicable.

For appearing in personal interview, all outstation candidates will be reimbursed 3rd Tier AC fare (To & Fro). The Candidates called for Interview for the post of General Manager (Finance) shall be reimbursed 2 tier A/C Rail fare. If interviews are conducted through virtual mode, then no TA will be applicable.

**General Terms & Conditions for the posts-**

1. The Appointment for the posts are on regular basis for the posts at Sl. No.1 & 2 and posts at Sl. No.3 & 4 are on Fixed Tenure Basis.
2. Against the unreserved posts- SC/ST/OBC/EWS candidates may be considered under general standard of merit against the said post provided no relaxation in age etc. is availed of/extended to them. However, against the reserved post, relaxation as per Govt. guidelines will apply.
3. HIL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason therefor. In addition to the notified vacancies a panel of candidates shall also be created to fill drop out or future vacancies or vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment.
4. HIL also reserves the right to raise/relax the minimum eligibility standards and to fill/ not to fill any or all of the above positions.
5. The Candidate should have sound health. The selected candidates, before joining, will be required to get medical certificate from Civil Surgeon from any Central/ State Government Hospitals. The appointment will be provisional and subject to verification of Character and Antecedents and caste/ PwBD certificate from the concerned District Authorities/ Competent Authorities.
6. Selected candidates can be posted or transferred at any time in any of the Units/ Plants / Office of HIL (India) Ltd at the discretion of the Management.
7. Besides Basic Pay, selected candidates against the post of General Manager (Finance) and Manager (Finance) will entitled for VDA. Usual benefits like HRA, Medical Reimbursement/ Facility, 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. And selected candidates against the post of Officer (Coordination) at Sr. No, 03, Officer (Accounts) at Sr. No, 04 will entitled for all the usual benefits except Gratuity.

8. 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.
9. Shortlisted candidates will be individually informed through e-mail about the personal interview. E-mail ID, as provided in the application form, should remain valid for atleast one year. No change in the Email will be allowed once entered. All future correspondence would be sent via E-mail only.
10. Applications which are incomplete in any detail or without all the required enclosures will be rejected and no correspondence on this will be entertained.
11. The Candidates called for Interview for the post of General Manager (Finance) shall be reimbursed 2 tier A/C Rail fare or equivalent & for Finance Manager 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. If interviews are conducted through virtual mode, then no TA will be applicable.
12. 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 positions without assigning any reason whatsoever.
13. 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.
14. Any amendment/ modification/ alteration in the terms and conditions with reference to this advt. shall be displayed on our Web-site only.
15. Management reserves the right to restrict / increase the number of posts & alter the eligibility criteria. Management reserves the right to devise its own selection criteria.
16. HIL (INDIA) LIMITED reserves the right to cancel the advertisement and / or the selection process there under without assigning any reasons.
17. Corrigendum if any related to this advertisement shall be given only under the head “**Human Resource**”→**Career Section** on our website
18. Candidates from PSUs, including internal candidates, should have put in at least 2 years’ experience in immediate lower grade for the posts.
19. Mere fulfilling the conditions does not make the candidate eligible to be called for an interview. HIL (India) Ltd. reserves the right to cancel the candidature of any candidate or entire process of the recruitment at its discretion.

20. 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.
21. The cut-off date for determining age limit and post-qualification experience will be **05-04-2022**.
22. Last date for receipt of application is **25-04-2022**.
23. Duly filled applications along with required documents must reach by **25-04-2022**, may please be addressed to:-

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

**General Manager (HR & Admn.)/c.**

## 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/ Person 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:** \_\_\_\_\_