



**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 position on “Fixed Tenure basis” for 02 years, extendable for further one year, as per details below :**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>No. of posts</b>	<b>Pay-scale under (IDA pattern) (Pre-revised)</b>	<b>Place of posting</b>	<b>Max. Age Limit</b>
1.	Finance Manager	01	Rs 29100-3%-54500 (Pre-revised)	Rasayani Unit, Maharashtra	45 Yrs.

The numbers 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.
- Relaxation in upper age limits to ExSM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.

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” DD payable at Rasayani (Maharashtra) (SC/ST/PwD/Ex.SM/ Departmental candidates are exempted from the application fee).

**Application may please be addressed to - HIL(India) Limited, Rasayani, Dist.: Raigad, Maharashtra - 410207. All the applicants must apply within 21 days from the date of publication of advertisement in “The Employment News/ News paper/ Company Website”.**

The Requirement details as given below:

**Qualification & Experience:**

**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. Knowledge of SAP is desirable and if any incumbents working within organization he/she should have experience of working at least of 2 years in the immediate lower pay scale of Rs.24900-3%-50500.”

**Selection Process**

After screening of documents, suitable number of eligible candidates for the posts 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**

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. Candidate must be working as on 31.07.2020.

**Appointment and Placements**

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. Selected candidates shall be posted in any of the Units/ Plants of HIL (India) Ltd at the discretion of the Management. However, they may be posted in any Units/ Offices of HIL at any point of time at the discretion of the Management. The selected candidates for the above posts shall be posted accordingly.

1. **The cut-off date for determining age limit and post-qualification experience will be 31.07.2020.**

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 (Maharashtra) for the above said post. However, SC/ST & person with disability are exempted from paying the process fee.

2. Besides Pay, VDA, usual benefits like HRA, Medical reimbursement, LTC, CPF, Leave Encashment, Canteen Facility & Reimbursement for use of own conveyance for official purpose etc. shall be payable as per rules of the Company, except Gratuity.

3. 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.
4. Shortlisted Candidates will be individually informed through e-mail (E-mail ID as provided in the application Form) about the personal interview.
5. 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.
6. The Candidates called for Interview for the post of Finance Manager on Fixed Terms Basis, 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.
7. 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.
8. 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.
9. Any amendment/ modification/ alteration in the terms and conditions with reference to this advt. shall be displayed on our Web-site only.
10. 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.
11. HIL (INDIA) LIMITED reserves the right to cancel the advertisement and / or the selection process there under without assigning any reasons.
12. Corrigendum if any related to this advertisement shall be given only on our website [www.hil.gov.in](http://www.hil.gov.in)
13. Candidates from PSUs should have put in at least 2 years experience in immediate lower grade for the posts.
14. Canvassing in any form at any stage (including before or after selection / joining) shall be considered a disqualification for employment in the Company.

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

**Contd...2/-**

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:** \_\_\_\_\_