



HIL (INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
(An ISO 9001:2008 Certified Company)
SCOPE Complex, Core-6, IInd Floor,
7 Lodi Road, New Delhi- 110 003.
Ph: 011-24361019; Fax: 011-24362116
Website:- www.hil.gov.in
E-mail: hq@hil.gov.in

Invites applications for the following position on fixed tenure basis :

Sl. No.	Name of Post	No. of posts	Pay-scale under IDA pattern	Place of posting	Max. Age limit
1.	Marketing Officer (E-1 Cadre)	03	Rs.16,400-3%-40,500	RSO, Kolkata	32 Years

Application Forms and other details can be downloaded from our website www.hil.gov.in and submitted by post within 21 days from the date of publication of the advertisement in the **Employment News**. The selected candidates will be appointed for two years extendable by further one year.

A. QUALIFICATION AND INLINE WORK-EXPERIENCE ELIGIBILITY CRITERIA

S.No.1 B.Sc.(agriculture) or Science Graduate with two years working experience in the field of Agrochemicals/ Seeds/ Fertilizers in reputed Company.

General Terms & Conditions for the post: -

B. DATE OF RECKONING ELIGIBILITY CRITERIA

The cut-off date for determining age limit & post-qualification experience will be **31-10-18.**

C. PAY AND PERKS

Selected candidates 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, Gratuity, 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.

D. RESERVATION/CONCESSIONS/RELAXATIONS

Relaxations / reservations for SC/ST, OBC (Non-Creamy Layer) / PWD 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.

Relaxation of ESM will be allowed as per Government of India guidelines.

SELECTION PROCESS

Candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview to be organised 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 reserves a **right to conduct a written test or online test** before shortlisting 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

1. Those who fulfil 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.500/- (Non Refundable) in favour of **“HIL (India) Limited”** (SC/ST/PwD/Ex.SM/ Departmental candidates are exempted from the application fee) payable at New Delhi, within 21 days from the date of publication of this advertisement **in The Employment News as per details given below :**

HIL (India) Limited
Regional Sales Office (East)
6, Ganesh Chandra Avenue,
4th Floor, Kolkata-700013, WB.

2. All Candidates called for Interview 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.
3. HIL 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.
4. HIL 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.

5. Any amendment/ modification/ alteration/corrigendum in respect of this advertisement shall be displayed only on HIL 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 website regularly for latest updates with regard to this advertisement.
6. **Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.**

-Sd/-
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 : Marketing Officer on Fixed Tenure Basis for RSO (Kolkata)

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. (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 Organisation	Nature of duties
	From (DD/MM/YY)	To (DD/MM/YY)	Duration in months			

- 11. Total Experience [as mentioned at Column 11] (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: _____