



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
E-mail- hq@hil.gov.in

Invites applications for the following positions:

SI No.	Nam Name of Post	No. of posts	Pay-scale under IDA pattern	Place of posting	Max. Age-Limit
1.	Deputy Manager-HR & Admn.	01	Rs.24900-3%-50,500	01 for Rasayani Unit at Maharashtra	42
2.	Assistant Manager- HR & Admn.	01	Rs.20600-3%-46,500	01 for Corporate Office at New Delhi	40
3.	Officer-- HR & Admn.	02	Rs.16400-3%-40500	01 for Rasayani Unit at Maharashtra and 01 for Bathinda Unit at Punjab	32
4.	Mechanical Engineer	02	Rs.16400-3%-40500	01 for Rasayani Unit at Maharashtra and 01 for Bathinda Unit at Punjab	32
5.	Electrical Engineer	02	Rs.16400-3%-40500	01 for Rasayani Unit at Maharashtra and 01 for Bathinda Unit at Punjab	32

Application Forms and other details can be down loaded 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**.

Post at Sr. No.1 – Dy. Manager-HR & Admn. (E-3 Cadre): -

The incumbent must be Graduate with Post Graduate Degree or Diploma of **2 years** duration in Human Resource/Personnel Management/MBA (HR) / MSW / MLS / MPM / MLL & LW from a recognized university or institute with **10 Yrs** post qualification experience in HR functions in an organization of repute. Incumbents must have through understanding about laws pertaining to Labour and employment, modern Human Resources and Organizational Practices. Exposure in regard to Talent /Performance Management, succession planning, Corporate Social responsibility will be an added advantage.

Age: 42 Yrs

Post at Sr. No. 2 – Assistant Manager- HR & Admn. (E-2 Cadre): -

The incumbent must be Graduate with Post Graduate Degree or Diploma of **2 years** duration in Human Resource/Personnel Management/ MBA(HR) / MSW / MLS / MPM / MLL & LW from a recognized university or institute with **05 Yrs** post qualification experience in HR functions in an organization of repute . Incumbents must have through understanding about laws pertaining to Labour and employment, modern Human Resources and Organizational Practices. Exposure in regard to Talent /Performance Management, succession planning, Corporate Social responsibility will be an added advantage.

Age: 40 Yrs.

Post at Sr. No. 3 – Officer- HR & Admn. (E-1 Cadre): -

The incumbent must be Graduate with Post Graduate Degree or Diploma of **2 years** duration in Human Resource/Personnel Management/ MBA (HR)/MSW/MLS/MPM/MLL & LW from a recognized university or institute with **02 Yrs** post qualification experience in HR functions in an organization of repute . Incumbents must have through understanding about laws pertaining to Labour and employment, modern Human Resources and Organizational Practices. Exposure in regard to Talent /Performance Management, succession planning, Corporate Social responsibility will be an added advantage.

Age: 32 Yrs.

Post at Sr. No. 4– Mechanical Engineer (E-1 Cadre): -

Qualification: Degree in Mechanical Engineering

Experience:

2 Yrs. Experience in repair and machinery of plants and machinery in chemical plants. No experience required for Graduate Apprentices (Mech. Engg.) who have completed training satisfactorily.

Age: 32 Yrs.

Post at Sr. No. 5.– Electrical Engineer (E-1 Cadre): -

Qualification: Degree in Electrical Engineering

Experience:

2 Yrs. Experience in repair, Maintenance and erection of electrical plant and machinery, preferably in chemical factories. No experience required for graduate Engg. Apprentice (Electrical) who has completed training satisfactorily.

Age: 32 Yrs.

General Terms & Conditions for the post:

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.

Reservation of posts for OBC, SC/ST & PWD shall be as per Govt. 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”**.

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.500/- (Non Refundable) in favour of **“Hindustan Insecticides Limited”** (SC/ST/PWD 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 to the General Manager (HR & Admn.), Hindustan Insecticides**

Limited Corporate Office, SCOPE Complex, Core-6, 2nd Floor, 7 Lodhi Road, New Delhi-110 003.

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 traveled is not less than 50 km and submission of Rail/Bus tickets.

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. Any amendment/ modification/ alteration in the terms and conditions with reference to this advt. shall be displayed on our Web-site.

APPLICATION FORMAT

ANNEXURE -I

For office use only
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. (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	Natur e of duties
	From (DD/MM/YY)	To (DD/MM/YY)	Duratio n 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:_____