



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- hilheadoffice@gmail.com

Invite applications for the following posts: -

Sl No.	Name of Post	No. of posts	Pay-scale under IDA pattern	Initial Place of posting	Max. Age Limit
1.	Officer (Accounts)	04	Rs.16400-3%-40500	Three(3) at Head Office /One(1) at RSO Pune	40 years
2.	Marketing Officer (Coordination)	03	Rs.16400-3%-40500	Corporate Office, New Delhi	40 years
3.	Public Relation Officer(P.R.O)	01	Rs.16400-3%-40500	Corporate Office, New Delhi	40 years

Application Forms and other details can be down loaded from our website www.hil.gov.in

Qualification & Experience: -

- Officer (Accounts):** - “CA/ICWA with one year post qualification experience OR Graduate in Commerce with CA(Inter)/ICWA(Inter) with two year post qualification experience including Articleship /practical training”
- Marketing Officer (Coordination):** - Graduate with MBA(Mktg.) with 1 year experience in Marketing/ Coordination/Corporate Communication.
- Public Relation Officer (P.R.O):**- Graduate with MBA in Marketing with Specialization in Advertisement and Publicity.

Contd....-2/-

General Conditions/terms 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 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 Rules. 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 must bring No Objection Certificate from present employer at the time of interview failing which they will neither be interviewed nor be paid travelling expenses.

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)** alongwith 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.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 Employment News to the **Deputy General Manager (HR & Admn.), Hindustan Insecticides Limited, Corporate Office, SCOPE Complex, Core-6, 2nd Floor, 7 Lodhi Road, New Delhi-110 003.**

The selection process consist of written test and or interview. However, for attending writer test no travelling expenses will be paid.

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 condition 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 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: _____