



HIL (INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
(An ISO 9001:2008 Certified Company)
SCOPE Complex, Core-6, IIInd Floor,
7 Lodi Road, New Delhi- 110 003.
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Invites applications for the following positions on fixed tenure basis :

Sl. No.	Name of Post	No. of posts	Pay-scale under IDA pattern	Place of posting	Max. Age limit
1	Deputy Manager(HR & Admin) (E-3 Cadre)	01	Rs.24900-3%-50500	Rasayani (Raigad) Maharashtra	40 years
2.	Officer (Seed Production) (E-1 Cadre)	02	Rs.16,400-3%-40,500	Hyderabad (Telengana)	35 Years
3.	Hindi Officer (E-1 Cadre)	01	Rs.16,400-3%-40,500	Bathinda (Pb)	40 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. AGE, QUALIFICATION AND INLINE WORK-EXPERIENCE ELIGIBILITY CRITERIA

S.No.1 Post Graduate Diploma holders in Business Administration with three years experience in Personnel & Administration and Industrial Relations in any establishment out of which two years should have been in a responsible capacity in a factory. Requirement of experience relaxable in the case of those having Post Graduate Diploma in Business Administration from IIM OR Graduate with Diploma in Personnel Administration or social work/ Science/ Industrial Relations from a recognized institution with six years experience in personnel & administration and Industrial Relations in any establishment out of which two years should have been in a responsible capacity in a factory, dealing directly with personnel & administration and industrial relations in all their aspects including negotiations with labour unions.

Sl.No.2 B.Sc.(agriculture) from a Recognized University with 03 (three) years practical experience in Seed Production in Public/ Private Seed Company OR M.Sc. (Agriculture) from a recognised University with one year practical experience in Seed Production.

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- Sl.No.3** Master's Degree in Hindi with English as a subject at Degree level OR Master's Degree in English with Hindi as a subject at Degree level OR Master's Degree in any subject with Hindi and English as subject at Degree level. A diploma or certificate in translation from Government recognized Institution is desirable with minimum 4 years experience of implementation of Official Language Act and Rules, organizing Hindi Workshops and Training Programmes etc. Translation from Hindi to English and vice-versa, Publication work in Hindi.

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 **30-09-18**.

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 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 **“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 :**
 - i) **For Post No.1 :** DGM(HR & Admn.), HIL (India) Limited Rasayani, Raigad-410207 (Maharashtra)
 - ii) **For Post No.2 :** Regional Sales Office (South), HIL (India) Limited, Alyssa Mahek Apartment, Flat No.304, Chapel Road, Hyderabad-500001.
 - iii) **For Post No.3 :** HIL (India) Limited, A-4, Industrial Growth Centre, Mansa Road, Bathinda-151001 (Punjab).
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 : _____, **on Fixed Tenure Basis**
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 of not?
 If yes, please give complete details thereto
 c) Whether any criminal case is pending or contemplated against you in any Court of Law of 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: _____