



HINDUSTAN INSECTICIDES LTD
(A Govt. of India Enterprise)
(An ISO 9001 2008 Certified Company)
Head Office, SCOPE COMPLEX, CORE-6,
II-FLOOR, 7, LODHI ROAD, NEW DELHI-110003,
Tel. :24361019, Fax No. : 91-11-24362116
Website :- www.hil.gov.in
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Invite applications for the following posts: -

Sl. No.	Post	Scale of Pay (Rs.) (with IDA pattern)	No. of Post	Reservation	Upper Age
1.	General Manager (Technical)	Rs.36600-62000	01	UR	52
2.	Company Secretary – cum – Law Officer	Rs.20600-46500	01	UR	40
3.	Hindi Officer	Rs.16400-40500	01	UR	40

Application Forms and other details can be seen and form can be filled online available on www.ewebapply.com on or before 06.04.2018.

Qualification & Experience: -

- General Manager (Technical):** - "Degree in Chemical Engineering with 16 years' experience in a responsible capacity in a chemical factory out of which 5 years must have been in managerial position with experience of operation and maintenance of plant and preference will be given to candidates who carries additional experience of project implementation, erection and commissioning. Such experience shall be in a company with a turnover of not less than Rs.500 crores and candidates working in the other Public Sector Undertakings should have experience of working at least for 2 years in the immediate lower pay scales of Rs.32900-3%-58500."
- Company Secretary-cum-Law Officer:** - "An Associate/Fellow Member of the Institute of Company secretaries of India and law Graduate with 5 years experience in the field of which not less than 2 years should be in a Supervisory capacity in industry or Government."
- Hindi Officer:** - "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 subjects at degree level. A diploma or certificate in translation from Govt. 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."

Contd....-2/-

General Terms & Conditions for the post: -

1. **The cut-off date for determining age limit and post-qualification experience will be 31.03.2018.**

2. 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.

3. Relaxations / Reservations for SC/ST, OBC(Non-Creamy Layer) / 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” 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.**

4. In case of large no. of application is received for a post, HIL reserves right to conduct a Written or Online Test before short-listing candidates for interview. No TA/DA will be paid for appearing in the Written or Online Test.

5. The Candidates called for Interview for the post of General Manager (Technical) shall be reimbursed 2 tier A/C Rail fare and the candidates called for interview for the posts of Company Secretary-cum-Law Officer and Hindi Officer 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.

6. HIL reserves the right to raise the minimum eligibility standards and also reserves the right to fill or not to fill all or any of the above positions without assigning any reason whatsoever. 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.

7. 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.

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

Sl. No.	Details
1.	Cutoff date of reckoning of eligibility shall remain 31.03.2018
2.	The link to the online registration of the application will be hosted on the website www.ewebapply.com
3.	Online registration of application commences from the date of publication of advertisement in Hindustan Times and Employment News and closes on 1730 Hrs on the 21 days from the date of publication of advertisement in Employment News, unless change in date is notified on website.
4.	Canvassing in any form is liable to render a candidate ineligible.
5.	Application will be accepted online only through www.ewebapply.com

-Sd/
General Manager (HR & Admn.)

General Conditions/terms for the post:

1. Person with Disabilities (PWD)

Only such person, who suffer from not less than 40% of relevant Disability
Are eligible to be considered under PWD as per "the Person With Disabilities
(Equal Opportunities, Protection Of Right & Full Participation) Act-1995."

2. Selection Process:

a. Verification of Original Document:

All original document such as degree certificate, proof of date of birth, caste certificate etc. will be checked at the time of interview. The list of document accepted in support of the same is given below for reference of the candidates. However, this list is not exhaustive and candidate may be required to produce other relevant documents on case to case basis in support of his/ her candidature. Non-production of original documents will debar the candidate from appearing for the interview and no Travelling Allowance will be reimbursed to such candidates.

- (i) Date of Birth (DOB) Proof:
(1) Xth Std. Passing Certificate indicating DOB
OR
(2) School Leaving Certificate
OR
(3) Birth Certificate

- (ii) Qualification
 - (1) Marksheets indicating date of declaration of result.
 - (2) Final Degree Certificate
 - (3) Provisional passing certificate (in case Final Degree Certificate is not available)
- (iii) Experience
 - (1) Past Employee:
 - Experience letter indicating the date of joining as well a relieving
 - (2) Current Employment (All of the following)
 - Proof of date of joining- Appointment letter issued after joining.
 - Pay slip for the month of June 2016 (to be submitted at the time of interview)
 - Identity Card issued by current employer.

Please note that experience as Apprentice Trainee under Apprentice Act will be considered.

- (iv) If working in Govt./PSU:- NO Objection Certificate (If application not forwarded thorough proper channel) and a document indicating the current pay scale and date since working in the said pay scale.
- (v) Salary Details:
 - (1) For Govt./PSU: Document indicating the current pay scale.
 - (2) For Private: CTC Breakup certified by employer clearly indicating the monthly, annual components & benefits
- (vi) In case of PWD candidates Disability Certificate issued by the Competent Authority as per the Act.
- (vii) Candidates from Armed Force and presently in the last year of service need to submit certificate/ Letter of Competent Authority stating the last date service for availing the Age Relaxation applicable to Ex- servicemen.

b. Caste Certificate:

OBC (NCL) candidates must produce caste certificates, as per the format prescribed by the Government of India. Format of Non Creamy Layer certificate for OBC have been uploaded on HIL website under the head "Career-> Executive". Non Creamy Layer Certificate for OBC shall be issued not more than 1 year before the last date of submission of application.

3. Eligibility of Candidates:

From PSU/ Govt. Department/ Armed Forces

- (i) Candidates, who are employed in government/ Public Sector Undertaking, shall have to produce "No Objection Certificate" (NOC) from their presents employer at the time of interview: failing which the candidate shall not be allowed to appear for the interview.
- (ii) Candidates presently working with Govt./ PSUs in the same pay scale of pay below than the post applied for. Internal candidates should be working for 2 Year in one scale of pay below that of the post applied for.
This shall not be applicable to candidates working in Govt. /PSUs in the same pay scale or above than the post applied for.

The Candidates called for Interview for the post of General Manager (Technical) shall be reimbursed 2 tier A/C Rail fare and the candidates called for interview for the posts of Company Secretary-cum-Law Officer and Hindi Office 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.

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.