



## SELECTION OF FINANCE OFFICERS

Hindustan Aeronautics Ltd (HAL), a Navratna Central Public Sector Undertaking, is a premier Aeronautical Industry of South East Asia, with 20 Production / Overhaul / Service Divisions and 10 co-located R&D Centres spread across the Country. HAL's spectrum of expertise encompasses hi-tech programmes involving a number of state-of-the-art technology, design, development, manufacture, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and structural components for Satellites & Launch Vehicles.

HAL, over the last seven decades, has grown progressively into an integrated aerospace organization with the indigenous design & development of the Advanced Light Helicopter (ALH-Dhruv), Intermediate Jet Trainer (IJT) & Light Combat Aircraft (LCA-Tejas). The ongoing major projects & programmes include ALH (both Military & Civil roles), IJT, LCA, Pilotless Target Aircraft (PTA), SU-30 MKI, Hawk (Advanced Jet Trainer) & Dornier -228 (Light Transport Aircraft). Aligning with the emerging future requirements, HAL has conceptualized the indigenous development of Light Combat Helicopter (LCH), Basic Turboprop Trainer Aircraft (HTT – 40), Light Utility Helicopter (LUH) & Indian Multi-Role Helicopter (IMRH), HAL will co-design & co-develop the Fifth Generation Fighter Aircraft (FGFA) & Multi Role Transport Aircraft (MTA), with foreign partners.

HAL invites applications from young, energetic & result oriented **Finance Professionals** for the post of **Finance Officer (Grade – II)** for its various Production, Overhaul, Service Divisions / Research & Design Centres / Offices at Bangalore, Hyderabad, Nasik, Koraput (Odisha), Lucknow, Korwa (Uttar Pradesh) and Barrackpore (West Bengal).

## NUMBER OF POSTS

Finance Officer (Grade – II)	SC	ST	OBC (Non Creamy Layer)	UR	Total
	8	4	19	35	<b>66</b>

Two (2 nos) vacancies are reserved for Person with Disabilities (PWDs). The vacancies in respect of PWDs will be distributed among all the categories i.e, ST, SC, OBC & UR. The types of disabilities considered for the post are: **PD** = Partially Deaf; **OL** = One Leg affected (Right or Left) & **OA** = One Arm affected (Right or Left).

## PAY SCALE, AGE LIMIT, EXPERIENCE & REMUNERATION

Grade	Pay Scale*	Age Limit as on 01.02.13	Post Professional Qualification Experience requirement (PPQE) as on 01.02.13
Grade – II	16400 – 40500	40 years	3 years

\*Annual Increment is 3% of Basic Pay

Candidates will be appointed in the Scale of Pay as indicated above. Besides Basic Pay, Variable Dearness Allowance, Company Accommodation / House Rent Allowance, Provident Fund, Gratuity & Performance Related Pay (PRP). Candidates will be eligible for perquisites and allowances under the cafeteria system at the rate of 42% of Basic Pay. The approximate CTC per annum is Rs. 6.0 to 6.5 lakhs depending on the location of the posting.

## QUALIFICATION & EXPERIENCE

**Qualification:** Bachelor's Degree (10+2+3 years) with a pass in final examination of the Institute of Chartered Accountants of India / Institute of Cost Accounts of India.

**Experience:** The Candidate should have 3 years of Post Professional Qualification Experience. The Candidate shall be responsible for all functions of Finance, Accounts and Audit at the operating level. The Candidate, preferably, should have knowledge / exposure in large scale manufacturing Industry.

The Candidate should have high degree of Professional knowledge and proven Competence in the following areas:

- Preparation and finalization of Annual Accounts, working knowledge on preparation of Accounts;
- Knowledge of receivables and debtors managements ;
- Knowledge of costing systems and cost accounting;
- Knowledge of Accounting Standards & Cost Accounting Standards;
- Interaction with Statutory Auditors & Internal Auditors;
- Cash Management & dealing with Banks and Financial Institutions ;
- Knowledge of sales tax, service tax and income tax;
- Should have sound conceptual and analytical ability;
- Should be conversant with purchase procedures;
- Functional Knowledge of ERP & Hands on experience of working on computers;
- Core Knowledge of Accounting.

## AGE LIMIT

- Upper Age Limit as on **01.02.2013** not above **40** years for **General category** candidates;
- Upper Age Limit is relaxable by 5 years in respect of **SC/ST** candidates;
- Upper Age Limit is relaxable by 3 years in respect of **OBC (non – creamy layer)** candidates;
- In respect of **Persons with Disabilities (PWDs)**, Upper Age Limit is relaxable by 10 years, which will be over and above the relaxation admissible for candidates belonging to SC/ST/OBC;
- For candidates who had ordinarily been **domiciled in the State of Jammu & Kashmir** during the period of 01.01.1980 to 31.12.1989, upper age limit is relaxable by 5 years;
- Relaxation will be extended as per rules in respect of **Ex-servicemen**.

## SELECTION PROCEDURE

Eligible candidates will be required to appear for an Objective Type Online Test at their own expense, on the date, time and venue, which will be provided in the Admit card. For the purpose of the Written Test (Online test), candidates will be short – listed based on their meeting the specified eligibility criteria and the nature of experience possessed at the time of applying.

The test will be of 2 hours duration and will consist of 120 multiple – choice questions on the Finance Discipline only. The test can be taken in Hindi or English. Candidates will have to give their choice for appearing in Hindi or English at the time of applying for the post which cannot be changed subsequently.

The Online Test will be held at Bangalore, Chennai, Hyderabad, Kolkata, Mumbai & Noida. Candidates are required to choose any two cities as preference – 1 & preference – 2 as Test Center and no change in any circumstance will be considered subsequently. However, HAL reserves the right to add / cancel any centre and allocate appropriate centre to the candidates.

**The candidate has to download his Admit card from HAL website.** Admit cards will not be sent either by post or by e-mail.

Candidates will be required to carry a valid photo Id card (PAN card, Valid Driving License, Aadhar Card, Valid Passport, Voter's identity card only) at the time of Written Test. No other Id card will be accepted.

For Interview, candidates will be short-listed on the basis of their performance in the Written Test. Shortlisted candidates will be required to attend the interview at Bangalore which may be held at short notice. The Interview Call Letters will be uploaded on the HAL Website and the candidates will be intimated for the same through e – mail at the id provided in the online application. Candidates will be eligible for Traveling Allowance, for the journey undertaken for the purpose of attending interview, as per Company Rules.

**IMPORTANT:** Candidates are required to give valid e-mail id's and check the same regularly. Communication to the candidates will be sent on the e-mail id's provided by the candidate in the online application ONLY. No other method of communicating with the candidates (call/ post) will be adopted.

**PRE-EMPLOYMENT MEDICAL STANDARDS:**

Candidates provisionally selected by HAL will have to undergo a pre-employment Medical Exam before joining HAL, Applicants should have and should meet the medical standards prescribed by the Company. Appointment of selected candidates will be subject to receipt of satisfactory medical report from the Company's Doctor as per the Medical Standards of the Company. No relaxation in health standards will be allowed. **Click here** for viewing the Pre-employment Medical Standards, prescribed by HAL.

Person with Disabilities are required to furnish duly stamped Medical Certificate in relaxation to their disability from a Government Hospital or Medical Board attached to Special Employment Exchange for the Handicapped.

**PLACEMENT:** Selected candidates can be posted to any Division / R&D Centers / Office of the Company. The candidates will not be allowed to seek / apply for transfer to any other Division / Location of the Company for initial three years of service.

## MODE OF PAYMENT OF APPLICATION FEE

- Rs. 400/- (Rupees Four Hundred only) towards application fee and Rs.25/- as Bank charges (total of Rs.425/-), which is non-refundable (exempted in the case of SC / ST/ PWD candidates);
- All core banking branches of State Bank of India (SBI) has been authorized to collect the Registration Fee in specially opened Account No. 30969511830, on behalf of HAL;
- Application Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the Application Fee.

## HOW TO APPLY? (REGISTRATION PROCESS)

- Eligible and interested candidates are required to apply Online only through HAL Website (Careers section): [www.hal-india.com](http://www.hal-india.com) . No other means / mode of application will be accepted, The Website is functional from **1200 Hours on 06.02.2013 till 1800 hours on 25.02.2013;**
- Before registering the applications at HAL website the candidates should possess the following:
  - Valid E-mail ID, which should remain valid & active till the completion of selection process;
  - Scanned copy of latest passport size colour photograph (in jpg file only & less than 180 KB size for uploading with the application form);
  - Educational details like semester-wise marks etc;
- The steps for depositing the Application Fee & submitting the Application Online are as Follows:

**Step -1:** Candidate is required to click the link given in career section of HAL website for Registration.

**Step -2:** The personal, educational & experience details are required to be filled up and photograph to be uploaded. Before finally submitting the details entered, an editing option will be given to the candidate for editing any details already entered, if required.

- In case of the candidates belonging to SC/ST/PWD categories, on submission of personal, educational & experience, the registration process will be completed by generating a unique Application Number in the Application confirmation page for future reference.
- In case of candidates belonging to General & OBC categories, on submission of personal, educational & experience, they are required to print the Bank Challan (Pay in-slip) for depositing the Application Fee in the Bank.

**Step -3:** (for General / OBC Categories only): Candidate has to approach any of the core banking branches of SBI with the 'pay-in-slip' and deposit the Application Fee of Rs. 400/- along with the bank charges Rs.25/- in '**Hindustan Aeronautics Limited- Recruitment Account**' bearing No. **30969511830**, on or before 25.02.2013. On receipt of the Application Fee, the concerned SBI branch will enter a unique Journal Number in the 'Pay-in-slip'. Candidates should retain the original counterfoil of the 'Pay-in-Slip' (candidate's copy) for future reference.

**Step -4:** (For General / OBC Categories only): After Payment of Application Fee in the Bank, candidate is required to log on to HAL website (www.hal-india.com) on or before 1800 hrs on 25.02.2013 and fill up the E-mail Id & Date of Birth in the link given. Candidates will then be required to enter the details of payment of Application Fee (i.e., Name & Code No. of SBI Branch, SBI Journal No. Date of Deposit of Application Fee in Bank). On submission, Application Confirmation page will be displayed. Candidate is required to print the application confirmation page for future reference.

In case of Non Payment of Application Fee and not completing the above steps, the Application will be incomplete and the same will be rejected.

## GENERAL CONDITIONS

- Only Indian Nationals need apply. Mere submission of application will not entail right for claiming Appointment;
- HAL reserves the right to cancel/ restrict/ enlarge/ modify/ alter the requirements advertised, if need so arise, without issuing any further notice or assigning any reason thereto;

- Only shortlisted candidates will be called for Written Test and subsequently for Interview;
- Age and experience are to be counted as on **01.02.2013**;
- Out of the total post qualification experience mentioned against each position, candidates are required to possess a minimum of **1 year** experience in the next below Grade / Level (applicable for PSUs /Govt) or in other equivalent posts, as on **01.02.2013**;
- Candidates belonging to SC/ST/OBC/PWD categories are required to submit copies of Caste Certificates/Disability Certificate in the prescribed format at the time of Interview;
- For getting reservation benefits under the OBC category, the following are required to be adhered to:
  - The candidate must belong to non – creamy layer;
  - The name of caste and community of the candidate must appear in the 'Central list of Other Backward Classes'.
  - The candidate must furnish an OBC certificate as per the format prescribed by the Govt. of India (not older than six months as on 01.02.2013), from the Competent Authority, at the time of Interview.
- Candidates employed in Central/ State Government Departments/ Public Sector Enterprises/ Autonomous bodies should produce **NOC** (No Objection Certificate) at the time of Interview from their employer failing which they will not be permitted to appear for the interview, and will not be eligible for payment of Travelling Allowance;
- These vacancies are identified to be filled up by external candidates only, through Direct Recruitment. Therefore, applications of internal candidates, if any, will not be considered ;
- Appointment of selected candidates is subject to receipt of satisfactory Medical Reports from the HAL Hospital as per the standards prescribed by HAL as well as verification of Caste and Character & Antecedents from the concerned Authorities, as per the rules of the Company;
- Canvassing in any form will disqualify the candidature;

- Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria;
- Court of jurisdiction for any dispute will be at Bangalore.

### IMPORTANT DATES

Online registration of Applications through HAL Website	: From 1200 hrs on 06.02.2013 till 1800 hrs on 25.02.2013
Intimation of shortlisted candidates and Starting date for downloading of Admit Card from HAL website for written (online) examination	: Second week of March 2013
Tentative Date of Written Test (will be confirmed in Admit Card)	: 30 <sup>th</sup> & 31 <sup>st</sup> March 2013
Tentative Date of Interview at Bangalore	: Third/Fourth week of April-2013

All candidates are requested to go through the detailed advertisement carefully to clear all doubts/ queries. Queries, if any are to be sent to [halforec@gmail.com](mailto:halforec@gmail.com) only. No calls will be entertained for the purpose.

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