



Hindustan Aeronautics Limited

Hindustan Aeronautics Limited
Avionics Division, Korwa

Sub: Engagement of Diploma (MoM & SP) Apprentices under the Apprentices Act 1961

Hindustan Aeronautics Limited, a Navratna PSU under ministry of Defence, invites applications from Eligible Candidates, who have passed Diploma in Modern Office Management & Secretarial Practice (MOM & SP) and willing to undergo Apprenticeship Training, may **submit/sent** their applications to the Manager (Training), Hindustan Aeronautics Limited, Avionics Division, PO Korwa, Distt AMETHI (UP) Pin 227412.

Eligibility criteria for Selection of Apprentices will be as under:

Qualification: Diploma in MOM & SP discipline. The Appearing Candidates will not be eligible. As per the Apprentices Act, the Candidates shall be eligible for Apprenticeship within a period of three years of passing of the qualified examinations. Those who have passed the Diploma Examination before 2014 are Not Eligible.

Age Limit: 26 years for General candidates Relaxable by 03 years in case OBC, 05 years in case of SC/ST Candidates (as on 05.07.2017).

The Candidates are required to submit the filled in Bio Data (in the prescribed Format) along with his/her latest passport size photograph pasted in specified place. The self-attested copies of the following documents are to be attached with the Application.

- 1) High School Certificate & Mark sheet , 2) Intermediate Certificate & Mark sheet , 3) Diploma Certificate & Mark sheet of all Semesters 4) Caste Certificate for SC/ST/OBC as applicable 5) Certificate of Extra-curricular activities
- 6) PH Certificate (if applicable). The reservation for Engagement of Apprentices will be admissible as per the Apprentice Act 1961.

The Selection for Engagement of Apprentices will be based on Merit, taking into consideration the Marks secured in the Diploma (MoM & SP) Examination. Where ever CGPA/DGPA/CPI etc. is awarded, equivalent percentage of marks should be indicated as per the norms adopted by the University/Institute. A Certificate from the respective University/Institute to this effect should be attached along with this application form.

The Wards of the Serving /Retired /Deceased Employees of HAL are required to submit the details of the Employee, duly certified by Manager (HR) in the attached Format along with application of the Candidate. Eligible Candidates will have to submit the filled in Bio data (as per the attached Format) & self-attested copies of the relevant documents latest by **05.07.2017**. On top of Envelop the Applicant should write "**Application for Diploma (MoM&SP) Apprenticeship**". The complete application may be dropped in the box kept in the Security Control Room, HAL Korwa Amethi. The Complete Application with all the enclosures is to be submitted/sent through post, so as to reach on or before **05.07.2017**.

Incomplete applications (without all enclosures) will be rejected. Applications received after **05.07.2017** will not be accepted. The period of Training will be of one year duration. Candidates who are doing/have already completed their Apprentices are not eligible. Stipend @ Rs. 3542/- per month or as revised, will be payable to the Apprentices. No TA/DA will be payable for attending the verification process. The Candidates will have to make their own arrangement for stay, if required, during the verification process. Canvassing in any form will be treated as disqualification.

Important dates

S.No.	Description of activities	Date
01.	Last date for receipt/ submission of Complete Application.	05 July 2017
02.	Declaration of the List of Provisionally Selected Candidates at www.hal-india.com	25 July 2017
03.	Verification of Original Documents	31 July 2017 to 05 Aug 2017

Deputy General Manager (Training)
Hindustan Aeronautics Limited, PO Korwa,
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