



**HIL (INDIA) LIMITED**  
(Formerly known as Hindustan Insecticides Limited)  
(A Govt. of India Enterprise)  
(An ISO 9001:2008 Certified Company)  
**SCOPE COMPLEX, CORE-6, II-FLOOR, 7, LODI ROAD,**  
**NEW DELHI-110003,**  
Tel. :24361019, Fax No. : 91-11-24362116  
E-mail - [hq@hil.gov.in](mailto:hq@hil.gov.in)  
Website :- [www.hil.gov.in](http://www.hil.gov.in)

Invites applications for the following positions: -

Sl. No.	Name of post	No. of post	Pay-scale under IDA pattern	Place of posting	Max. Age-Limit (in years)	Remarks
1.	Dy. Finance Manager	01	Rs.24,900-3%-50,500	Corporate Office, New Delhi	42	*On fixed tenure basis
2.	Asstt. Manager (HR & Admn.)	01	Rs.20,600-3%-46,500	Corporate Office, New Delhi	40	*On fixed tenure basis
3.	Officer (Accounts)	02	Rs. 16,400-3%-40,500	Rasayani Unit (Maharashtra)	32	*On fixed tenure basis
4.	Officer (Accounts)	02	Rs.16,400-3%-46,500	For any of the Regional Sales Offices situated at (Ahmadabad), (Hyderabad), (Pune), (Chandigarh)	32	*On fixed tenure basis
5.	Officer (Safety)	01	Rs. 16,400-3%-40,500	Udyogamandal Unit, Kerala	32	*On fixed tenure basis

\* All the above posts will be filled up on Fixed Tenure Basis for two years which is further extendable for one year. The candidates selected can be transferred subsequently to any of the locations of HIL as per requirement.

Application Forms and other details can be downloaded from our website [www.hil.gov.in](http://www.hil.gov.in) and the same can be submitted to us **on or before 12.07.2019**

The qualifications & experience for the above posts are as under;

1. **Dy. Finance Manager:** - "Chartered or Cost Accountant with 10 years post qualification experience in financial and cost accounting, Internal Audit, out of which about 02 years should have been in a responsible capacity in industry or Govt."

Contd.....2

2. **Asstt. Manager (HR & Admn.):** - “The Incumbent must be Graduate with Post Graduate Degree or Diploma of 2 years duration in Human Resource/Personnel Management/MBA (HR) / MSW /MLS / MPM / MLL & LW form a recognized university or institute with 5 years post qualification experience in HR functions in an organization of repute. Incumbents must have through understanding about laws pertaining to Labour and employment, modern Human Resources and Organizational Practices. Exposure in regard to Talent /Performance Management, succession planning, Corporate Social responsibility will be an added advantage.”
3. **Officer (Accounts)** :- “CA / ICWA / MBA (Finance) from recognized University with one year post qualification experience in line executive work experience, working experience in SAP will be preferred.”
4. **Officer (Safety):** - Candidates must possess the following qualification and experience. Only post qualification experience will be considered for the purpose.

The qualification and experience stipulated for the post of Safety Officer as per Section 81(F) of Kerala Factories Rules is reproduced in verbatim below:

(a) A person shall not be eligible for appointment as a Safety Officer unless he-

“(i) possesses a recognized degree in any branch of Engineering or Technology and has had practical experience of working in a factory in a supervisory capacity for a period of not less than 2 years, or

A recognized degree in Physics or Chemistry and has had practical experience of working in a factory in supervisory capacity for a period of not less than 5 years, or

A recognized diploma in any branch of Engineering or Technology and has had practical experience of working in a factory in a supervisory capacity for a period of not less than 5 years;

(ii) possesses a degree or diploma in industrial safety recognized by the State Government in this behalf; and

iii) has adequate knowledge of the language spoken by majority of the workers in the region in which the factory where he is to be appointed is situated.

(Provided that the provisions of this sub-clause shall not be applicable in the case of persons whose appointments are made on all India basis)

(b) Notwithstanding the provisions contained in clause(a), any person who possesses-

A recognized degree/ diploma in Engineering / Technology and has had experience of not less than 5 years in a department of the Central/ State Government which deals with the administration of the Factories Act, 1948 or the Indian Dock Laborers Act, 1934, or

A recognized Degree/ Diploma in Engineering/ Technology and has had experience of not less than 5 years, full time, on training, education, consultancy, or research in the field of accident prevention in Industry or in any Institution shall also be eligible for appointment as Safety Officer”.

**General Terms & Conditions for the post: -**

1. **DATE OF RECKONING ELIGIBILITY CRITERIA:** - The cut-off date for determining eligibility criteria in respect of age limit, minimum educational qualification, post-qualification in line, executive work experience, pay scale, CTC shall be **31.05.2019**.
2. **PAY AND PERKS:** - Selected Candidate will be placed at the minimum basic pay in pay scale indicated for each position. Besides Basic Pay, VDA, usual benefits like HRA, Medical reimbursement, LTC, 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. However, the Candidates selected against these posts will be eligible for all the benefits except gratuity.
3. **RESERVATION/CONCESSIONS/RELAXATIONS** : Relaxations / reservations for SC/ST, OBC (Non-Creamy Layer) / PWD /EWS 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.
4. Relaxation of Ex-Service Men will be allowed as per Government of India guidelines.
5. **SHORTLISTING & SELECTION PROCESS:** Candidates meeting the eligibility criteria will be provisionally shortlisted and called for personal interview to be organized 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 (INDIA) LIMITED reserves a right to conduct a written test or online test before short listing 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 fulfil 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.590/-(Non Refundable) in favour of "**HIL (India) Limited**" (SC/ST/PwD/Ex.SM/ Departmental candidates are exempted from the application fee), within 21 days from the date of publication of this advertisement in The Employment News.

The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Candidature of a candidate is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria at any stage.

It may be noted that applications received without self attested copies of relevant documents or received after due date i.e. 21 days from the date of publication of this advertisement in "The Employment News" shall be summarily rejected and no query shall be entertained in this regard.

- 2 Interested candidate may send their application in prescribed Performa for the post at **SI. No. 1, 2 & 4 to General Manager (HR & Admn.), HIL (India) Limited, Corporate Office, SCOPE Complex, Core-6, 2<sup>nd</sup> Floor, 7, Lodhi Road, New Delhi - 110003 (D.D. payable at Delhi).**
- 3 Interested candidate may send their application in prescribed Performa for the post at **SI. No. 3 for Rasayani Unit to Manager (HR), HIL (INDIA) LIMITED, Rasayani, Dist Raigad, Maharashtra - 410207 (D.D. payable at Rasayani).**
- 4 Interested candidate may send their application in prescribed Performa for the post at **SI. No. 5 to, HIL (INDIA) LIMITED, Udyogamandal P.O. via Cochin, Kerala – 683501. (D.D. payable at Ernakulam).**
- 5 The Candidates shortlisted by HIL (India) Limited for personal interview will be reimbursed to & from single 3<sup>rd</sup> A/C Class Rail / Bus fare from the nearest railway station of the mailing address to the place of interview by the shortest route on production of necessary receipts.
- 6 HIL (INDIA) LIMITED 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.

**Contd.....5**

- 7 HIL (INDIA) LIMITED 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.
- 8 Any amendment / modification / alteration / corrigendum in respect of this advertisement shall be displayed only on **HIL (INDIA) LIMITED Website i.e. [www.hil.gov.in](http://www.hil.gov.in)** under the head of "Careers". No further press advertisement will be issued. Hence prospective applicants are advised to visit HIL (INDIA) LIMITED website regularly for latest updates with regard to this advertisement.
- 9 Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

**-Sd/-**  
**( P.C. Singh)**  
**(General Manager (HR & Admn.)**

## APPLICATION FORMAT

### ANNEXURE -I

<b>For office use only</b>
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/EWS. (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) Self-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 (INDIA) LIMITED earlier, if so, the details such as  
Name of the Post  
Date of Interview  
Whether selected or not
13. Please state whether any close relative (of applicant) is working in any establishment of HIL (INDIA) LIMITED : Yes / No
14. The minimum time required to join the post, if selected
15. Any other additional relevant information including reference
16. Details of DD: DD No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Rs. \_\_\_\_\_ Drawn Branch: \_\_\_\_\_
17. 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:** \_\_\_\_\_