



HIL (India) Limited
 (Formerly known HINDUSTAN INSECTICIDES LTD)
 (A Govt. of India Enterprise)
 (An ISO 9001 2008 Certified Company)
 SCOPE COMPLEX, CORE-6, II-FLOOR,
 7, LODHI ROAD, NEW DELHI-110003,
 Tel. :24361019, Fax No. : 91-11-24362116
 Website :- www.hil.gov.in
 E-mail- hq@hil.gov.in

HIL (India) Limited invites applications for the following positions on “Regular Basis” and “Fixed Tenure Basis”, as per details below:

Sl. No.	Name of Post	No. of posts	Pay-scale under (IDA pattern) (Pre-revised)	Place of posting	Max. Age Limit	Remarks
1.	Finance Manager (E-4 cadre)	02	Rs.29100-3%-54500 (Pre-revised)	01 for Corporate Office, New Delhi and 01 for Rasayani Unit, Maharashtra	45	Regular Basis
2.	Assistant Marketing Manager (E-2 cadre)	04	Rs.20600-3%-46500 (Pre-revised)	01 for Bangalore (for the State of Karnataka); 01 for Vijayawada (for the State of Andhra Pradesh); 01 for Hyderabad; and 01 for Corporate Office (New Delhi)	40	Regular basis
3.	Company Secretary (E-2 cadre)	01	Rs.20600-3%-46500 (Pre-revised)	Corporate Office, New Delhi	40	Regular Basis
4.	Assistant Manager (Rajbhasha) (E-2 cadre)	01	Rs.20600-3%-46500 (Pre-revised)	Corporate Office, New Delhi	40	Fixed Tenure basis for 02 years, extendable for further one year
5.	Officer (Rajbhasha) (E-1 cadre)	01	Rs.16400-3%-40500 (Pre-revised)	Bathinda Unit, Punjab	32	Fixed Tenure basis for 02 years, extendable for further one year
6.	Assistant Manager (Finance) (E-2 cadre)	01	Rs.20600-3%-46500 (Pre-revised)	Bathinda Unit, Punjab	40	Fixed Tenure basis for 02 years, extendable for further one year

The numbers of vacancies indicated above are tentative and actual requirement may vary based on further assessment. Relaxations / reservations for SC/ST, OBC (Non-Creamy Layer)/ PWD/EWS shall be as per Government of India Guidelines.

Age Relaxation

- 3 years for OBC (Non creamy layer)
- 5 years for SC/ST Candidates
- 10 years for person with Disability – Candidates with Locomotor Disability or Hearing Impairment. The definition of Locomotor Disability or Hearing Impairment for physically challenged candidates is as per the person with Disabilities (equal opportunities, protection of rights and full participation) Act” 1995.
- 5 years for Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989.
- Relaxation in upper age limits to Ex SM/Dependent of those killed or disabled in action will be allowed as per Government of India guidelines.

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 self-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) will be payable as follows :

Sl. No.	Name of Post	Place of posting	DD Payable at	Application to be addressed
1.	Finance Manager	01 for Corporate Office, New Delhi and 01 for Rasayani Unit, Maharashtra	New Delhi	General Manager (HR & Admn.), HIL (India) Limited, SCOPE Complex, Core-6, 2nd Floor, 7, Lodhi Road, New Delhi – 110003." (DD payable at New Delhi).
2.	Assistant Marketing Manager	Bangalore (Karnataka); Vijayawada(Andhra Pradesh) Hyderabad (Telangana) and Corporate Office (New Delhi)		
3.	Company Secretary	Corporate Office, New Delhi		
4.	Assistant Manager (Rajbhasha)	Corporate Office, New Delhi		
5.	Officer (Rajbhasha)	Bathinda Unit, Punjab		
6.	Assistant Manager (Finance)	Bathinda Unit, Punjab		

All the applications must reach the office apply within **21 days from the date of publication of advertisement in "The Employment News"**.

For all the above mentioned posts application may please be addressed to : -

"General Manager (HR & Admn.), HIL (India) Limited, SCOPE Complex, Core-6, 2nd Floor, 7, Lodhi Road, New Delhi – 110003." (DD payable at New Delhi)."

The requirement details as given below: -

Qualification & Experience:

Finance Manager:

"Should be a Chartered Accountant or Cost Accountant with 12 years post-professional qualifications experience in a responsible capacity in a manufacturing Unit,. Knowledge of SAP is desirable and if any incumbents working within organization he/she should have experience of working at least of 2 years in the immediate below one step post pay scale of Rs.24900-3%-50500."

Assistant Marketing Manager:

"B.Sc.(Agriculture) OR Science Graduate with 5 years working experience in the fields of AgroChemicals/Seeds/ Fertilizers in reputed Company. If any incumbent working within organization he/she should have experience of working at least for 02 years in the immediate below one step post pay scale of Rs.16400-3%-40500."

For one post of Assistant Marketing Manager at Corporate Office, in addition to the above, the desirable experience and job profile should be as follows:

1. Worked as Coordinator in State office or any HO.
2. MIS coordination and Analytical reporting in Fertilizers and Agro-chemicals Industry.
3. Worked as company Nodal officer in any organization.

Company Secretary:

“Should be an Associate/Fellow member of the Institute of Company Secretaries of India with 5 years experience in the field, out of which not less than 2 years should be in a supervisory capacity in the immediate below one step post pay scale of Rs.16400-3%-40500.”

Assistant Manager (Rajbhasha):

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 Government recognized institution is desirable with minimum 5 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.” If any incumbents working within organization he/she should have experience of working at least for 2 years in the immediate below one step post pay scale of Rs.16400-3%-40500.

Officer (Rajbhasha) :

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 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.

Assistant Manager (Finance) : “Should be Chartered or Cost Accountant with 05 years’ post qualification experience in Financial & Cost Accounting, Internal Audit, out of which 02 years should have been in responsible capacity in Industry or Govt.” If any incumbents working within organization he/she should have experience of working at least for 2 years in the immediate below one step post pay scale of Rs.16400-3%-40500.

Selection Process

After screening of documents, suitable number of eligible candidates shall be called for selection which may consist of Written Test AND/OR Interview. The Company reserves the right to shortlist candidates for Interview out of eligible candidates.

General Terms & Conditions for the posts

1. The Appointment is purely on fixed tenure basis (for Sl. No.4, 5 & 6) and it is not against any permanent vacancy. This placement will not entitle any candidate to claim for regular/ permanent employment in HIL (India) Limited in future.

Appointment and Placements

The Candidate should have sound health. The selected candidates before joining will be required to get medical certificate from Civil Surgeon from any Central/ State Government Hospitals. The appointment will be provisional and subject to verification of Character and Antecedents and caste/PwBD certificate from the concerned District Authorities/ Competent Authorities. Selected candidates shall be posted in any of the Units/ Plants of HIL (India) Ltd at the discretion of the Management. However, they may be posted in any Units/ Offices of HIL at any point of time at the discretion of the Management. The selected candidates for the above posts shall be posted accordingly.

2. **The cut-off date for determining age limit and post-qualification experience will be 31.12.2020**
3. Besides Basic Pay, Candidates will also be paid VDA, usual benefits like HRA, Medical reimbursement/Facility, LTC, CPF, Leave Encashment, Canteen Facility & Reimbursement for use of own conveyance for official purpose etc. shall be payable as per rules of the Company, except Gratuity i.e. for the post at Sl. No. 4, 5 & 6. For the post of Finance Manager, Assistant Marketing Manager & Company Secretary the Gratuity shall be admissible as per the Rules of the Company.

4. Candidates employed in Government/ Semi-Government/ Public Sector Undertaking/ Autonomous Bodies are required to produce “No Objection Certificate” at the time of Interview and produce relieving order from their organization in the event of Selection.
5. Shortlisted Candidates will be individually informed through e-mail (E-mail ID as provided in the application Form) about the personal interview.
6. Applications which are incomplete in any detail, not legible or without all the required enclosures or received after the last date for receipt of applications will be rejected and no correspondence on this will be entertained.
7. The Candidates called for Interview for the post of Finance Manager, Assistant Marketing Manager, Company Secretary on Regular Basis; Assistant Manager (Rajbhasha) and Officer (Rajbhasha), Assistant Manager (Finance) on Fixed Terms Basis 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. If interviews are conducted through virtual mode, then no TA will be applicable.
8. HIL (India) Limited reserves the right to raise the minimum eligibility standards and also reserves the right to fill or not to fill the above positions without assigning any reason whatsoever.
9. HIL (India) Limited would be free to reject any application at 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.
10. Any amendment/ modification/ alteration in the terms and conditions with reference to this advt. shall be displayed on our Web-site only
11. Management reserves the right to restrict / increase the number of posts & alter the eligibility criteria. Management reserves the right to devise its own selection criteria.
12. HIL (INDIA) LIMITED reserves the right to cancel the advertisement and / or the selection process there under without assigning any reasons.
13. Corrigendum if any related to this advertisement shall be given only under the head “**Human Resource**” → **Career Section** on our website www.hil.gov.in.
14. Candidates from PSUs should have put in at least 2 years experience in immediate lower grade for the posts.
15. Candidates who have applied for the post at Sl. No.1 notified vide our advertisement published in Employment News dated 22-08-2020 and who wish to be considered for the same post against this advertisement need not apply afresh.
16. Mere fulfilling the conditions does not make the candidate eligible to be called for an interview. HIL (India) Limited reserves the right to cancel the candidature of any candidate or entire process of the recruitment at its discretion.

-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 : _____

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

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- ii) Self-Attested Xerox copies of all certificates to be enclosed.

Contd...2/-

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: _____