



**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 “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.	Officer (Rajbhasha)	01	Rs.16400-3%-40500 (Pre-revised)	Corporate Office, New Delhi	32	Fixed Tenure basis for 02 years, extendable for further one year
2.	Law Officer	01	Rs.16400-3%-40500 (Pre-revised)	Corporate Office, New Delhi	32	Fixed Tenure basis for 02 years, extendable for further one year

# These post are only indicative & tentative and may increase or decrease at the absolute discretion of HIL in compliance of the Presidential Directives on reservation at the time of appointment. Accordingly, HIL reserves the right to cancel/restrict/enlarge/modify/alter the requirements advertised, if need so arises, without any further notice or assigning any reason therefor. In addition to the notified vacancies a panel of candidates shall also be created to fill drop out or future vacancies or vacancies caused by cessation of service of selected candidates, arising within one year from date of empanelment. Posts shall be filled according to reservation position. **Accordingly, SC/ST/OBC/PwBD/ExSM/EWS category candidates are encouraged to apply.**

Further, HIL also reserves the right to raise/relax the minimum eligibility standards and to fill/not to fill any or all of the above positions.

### **Age-Relaxation:**

- 3 years for OBC (Non creamy layer) and 5 years for SC/ST Candidates as per Govt. guidelines.
- 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 guide lines.

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” payable at New Delhi. SC/ST/PWD/Ex.SM/ Departmental candidates are exempted from the application fee.

All the applications must reach the office within 21 days from the date of publication of advertisement in “The Employment News”.

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

**“Deputy General Manager (HR & Admn.),  
HIL (India) Limited, SCOPE Complex,  
Core-6, 2nd Floor, 7, Lodhi Road,  
New Delhi – 110003.”**

The requirement details as given below:-

### **Qualification & Experience:**

#### **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.

### **Law Officer:**

Professional degree in Law (3 years) full time course after graduation or 05 years integrated course after 10+2 from the recognized University. Candidate should have minimum 02 years post qualification experience in the relevant filed with Industry / Govt./ Solicitor's firm/ Advocate's firm for handling the cases pertaining to matters of Commercial, Finance, Service matters including disciplinary action and other related matters etc. with different authorities, parties and Hon'ble Courts. Candidate should be well versed in labour laws, corporate laws including arbitration procedures and handling legal functions such as drafting of legal documents, advising on legal matters and coordination with advocates on legal issues, attending hearing etc. The candidate must have working knowledge of Computer.

### **Selection Process**

After screening of documents, suitable number of eligible candidates shall be called for selection which may consist of Online/ Written Test AND Interview.

The Company reserves the right to shortlist candidates for Interview out of eligible candidates.

The entire direct recruitment for the above posts in E-1 Cadre shall comprise of Online/ Written Test and Interview.

Eligible candidates will be required to appear for Computer based online/ written objective type test, information for which will be provided in the Admit Card. The online test/ Written Test will have two parts: Discipline Related & Aptitude Related. Duration of test will be of 90 minutes. The total number of questions will be 100 each, out of which 50 questions would be from mix of course curriculum of qualifying degree of relevant discipline of two marks each and 50 questions from General English, Quantitative Aptitude, Reasoning & General Knowledge/ Awareness of one mark each. There will be negative marking for wrong answers.

Candidates will have to visit the Company Website for downloading Call Letters for Online Test/ Written Test. Intimation for downloading Call letter will also be sent through e-mail/SMS.

The candidate is required to use registration no./roll no./ password/ date of birth for downloading the call letter.

Based on the performance of the Candidate in the Online Test/ Written Test, eligible candidates will be provisionally called for personal interview tentatively in the ratio of 1:7 for appearing for personal interview all outstation candidates will be reimbursed 3<sup>rd</sup> Tier AC fare (To & Fro). If interviews are conducted through virtual mode, then no TA will be applicable. It may be noted that the scrutiny of documents required ascertaining the eligibility criteria will be done for personal interview.

Separate merit list will be drawn for UR/ SC/ ST/ OBC/ PwBD/ EWS Candidates with reference to number of available vacancy for each category, if applicable.

In respect of above posts at induction level, merit list of suitable candidates shall be prepared on the basis of performance in the Online Test/ Written Test/ as well as Personal Interview:

Sl. No.	Parameter	Weightage of Marks obtained in each parameter
1	Online Test/ Written Test	80% (rounded off to 02 decimal places)
2	Personal interview	20% (rounded off to 02 decimal places)
	Total	100%

### **General Terms & Conditions for the posts**

1. The Appointment for the posts is purely on fixed tenure basis 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.
2. 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.
3. Selected candidates can be posted or transferred at any time in any of the Units/ Plants of HIL (India) Ltd at the discretion of the Management.
4. The cut-off date for determining age limit and post-qualification experience will be 31.08.2021.
5. Besides Basic Pay, selected candidates will entitled for 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. However, Gratuity is not admissible for the posts as it is on fixed term basis.
6. 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.
7. Shortlisted candidates will be individually informed through e-mail about the personal interview. E-mail ID as provided in the application form should remain valid for at least one year. No change in the Email will be allowed once entered. All future correspondence would be sent via E-mail only.
8. Applications which are incomplete in any detail or without all the required enclosures will be rejected and no correspondence on this will be entertained.

9. The Candidates called for Interview for the above posts 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.
10. 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.
11. 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.
12. Any amendment/ modification/ alteration in the terms and conditions with reference to this advt. shall be displayed on our Web-site only.
13. 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.
14. HIL (INDIA) LIMITED reserves the right to cancel the advertisement and / or the selection process there under without assigning any reasons.
15. Corrigendum if any related to this advertisement shall be given only under the head **“Human Resource”**→**Career Section** on our website.
16. Candidates from PSUs should have put in at least 2 years’ experience in immediate lower grade for the posts.
17. 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.
18. All applicants must apply for the job advertised within 21 days from the date of publication of advertisement in “The Employment News”.
19. The application will be received only by offline mode i.e. Speed Post/Courier/ Registered Post (no other mode of dispatch is acceptable).

**Deputy 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 :** \_\_\_\_\_

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:** \_\_\_\_\_





