



**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](http://www.hil.gov.in)  
E-mail: - [hq@hil.gov.in](mailto:hq@hil.gov.in)

**Invites applications for the following position:**

Sl. No.	Name of Post	No. of posts	Pay-scale under IDA pattern	Place of posting	Max. Age-Limit	Category
1.	Personnel Manager	01	Rs.29100-3%-54500/-	Bathinda Unit	45	Unreserved
2.	Analyst	02	Rs.6740-3%-19540/-	Bathinda Unit	35	01 ST 01 PWD (OH)

Application Forms and other details can be down loaded from our website [www.hil.gov.in](http://www.hil.gov.in) and submitted by post on or before \_\_\_\_\_.

**Qualification & Experience:**

**Post No.1 – Personnel Manager: -**

“Post Graduate Diploma Holders in Business Administration with 05 years experience in Personnel Administration and Industrial Relations in any establishment out of which 03years should have been in a responsible capacity in factory. Requirement of experience relaxable in the case of those having Post Graduate Diploma in Business Administration from Indian Institute of Management”.

**OR**

“Graduate with Diploma in Personnel Administration or Social Work/Science/ Industrial Relations from a recognized Institution with 09 years experience in Personnel Administration and Industrial relations in any establishment out of which 03 years should have been in a responsible capacity in a factory dealing directly in Personnel Administration and Industrial Relations in all their aspects including negotiation with labour union.”

**Contd...-2/-**

**Post No.2 – Analyst: -**

“B. Sc. in Chemistry (main subject or Mathematics, Physics and Chemistry) with one year experience in Chemical Analysis”.

**General Conditions/terms for the posts:**

Besides Pay, VDA, usual benefits like HRA, Medical reimbursement, LTC, Gratuity, CPF, Leave Encashment, Canteen facility & Reimbursement for use of own conveyance etc. shall be payable as per rules of the Company.

Reservation of posts: The post of Personnel Manager is open for all categories. Age relaxation of 5 years for SC/ST and Ex-serviceman, dependents of those killed in action and 3 years for OBC & 10 years for PWD. 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 they must have to produce “NOC” at the time of interview, failing which they will not be entertained for the interview.

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.500/-(Non Refundable) in favour of “**Hindustan Insecticides Limited**” (SC/ST/PWD candidates are exempted from the application fee) payable at New Delhi, within 21 days from the date of publication of this advertisement to the **Dy. General Manager(P&A), Hindustan Insecticides Limited, Corporate Office, SCOPE Complex, Core-6, 2<sup>nd</sup> Floor, 7 Lodhi Road, New Delhi-110 003.**

The Candidates called for Interview for the post of Personnel Manager & Analyst shall be reimbursed 3 tier A/C & IInd Sleeper Class Rail fare respectively or equivalent for to and fro journey by shortest route provided the distance traveled is not less than 50 km and submission of Rail/Bus tickets respectively.

Mere fulfilling the conditions does not make the candidate eligible to be called for an interview. HIL reserves the right to cancel the candidature of any candidate or entire process of the recruitment at its discretion. Any amendment/ modification/ alteration in the terms and conditions with reference to this advt. shall be displayed on our Web-site.

## 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. (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) 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 Organisation	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 earlier, if so, the details such as  
Name of the Post  
Date of Interview  
Whether selected or not
13. The minimum time required to join the post, if selected
14. Any other additional relevant information including reference
15. Details of DD: DD No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Rs. \_\_\_\_\_ Drawn Branch: \_\_\_\_\_
16. 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 or 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: \_\_\_\_\_

Name: - \_\_\_\_\_