



HINDUSTAN INSECTICIDES LTD
(A Govt. of India Enterprise)
SCOPE COMPLEX, CORE-6, II-FLOOR, 7, LODI Road,
NEW DELHI-110003, Tel. :24368802, Fax No. : 91-11-24362116
Website :-www.hil-india.com

Hindustan Insecticides Limited(HIL) is a pioneer Pesticides Multi Unit Company having manufacturing facilities at Kochi, Rasayani(Panvel) & Bathinda with 6 RSOs across the country and one R&D Centre at Gurgaon invites application for the following position at its Head Office in New Delhi & at our Regional Sales Offices.

Sl. No.	Name of Post	No. of post	Pay-scale under IDA pattern (The pay scales are due for revision)	Place of posting	Total at emoluments minimum of Pay-scale (BP+DA+DP + HRA+CCA as on 01.01.2009)	Age-Limit (Max.)
1.	Dy. General Manager (Personnel Development) / Personnel Manager	1	Rs.16000-400-20800/ Rs.14500-350-18700	Corporate Office, New Delhi	Rs.42,732/- / Rs.38,754/-	48/45
2	Jr. Sales Officer	5	Rs.8600-250-14600	Hyderabad, Kolkata, Ahmedabad, Coimbatore & Delhi	Rs.19,237/- + HRA as applicable	40

Qualification & Experience:-

For Dy. General Manager(PD)

Graduate with atleast 2 years PG Degree/PG Diploma in Management with specialisation in HR/IR/PM OR MSW OR MHROD OR MBA with specialisation in HR from recognised institution with 7 years Post qualification executive experience in the relevant area.

For Personnel Manager

Graduate with atleast 2 years PG Degree/PG Diploma in Management with specialisation in HR/IR/PM OR MSW OR MHROD OR MBA with specialisation in HR from recognised institution with 5 years Post qualification executive experience in the relevant area.

For Jr. Sales Officer

Degree in Agriculture or Science Graduate with 2 years experience of selling pesticides at the consumer level through distributors/dealers.

Eligibility Criteria for DGM(PD)/Personnel Manager:-

The candidates presently working in PSUs should have minimum of 2 years of experience in the pay scale of Rs.14500-350-18700 or equivalent for the post of DGM(PD) and Rs.13000-350-18250 or equivalent for the post of Personnel Manager. The candidates from Private Sector should have experience of working in senior level position in large industrial undertaking in various aspects of PM/IR/Administrative functions in a large, multi-units organisation of repute having more than 500 employees. The position either of DGM(PD) or Personnel Manager will be the Head of Deptt. of Personnel Deptt. who shall be responsible for effective functioning of Personnel Deptt. at H.O and co-ordination of the personnel functions at the unit level.

General Terms and Conditions for the posts:

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

Reservation of Posts for OBC, SC/ST & PWD shall be as per Govt. of India Rules. 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 relax-able 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".

Those who fulfil the prescribed norms may **submit their application invariably in the prescribed format** given in our website www.hil-india.com along with 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 this advertisement to the **Company Secretary-cum-Law Officer**, along with attested copies of certificates, testimonials and recent passport size photograph with superscribing on the envelop the name of post applied for.

Candidates called for Interview 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.

Mere fulfilling the conditions does not make the candidate eligible to be called for an interview/test. HIL reserves the right to cancel the candidature of any candidate or entire process of the recruitment.

Note: Those candidates who have earlier applied for the either post of DGM(PD)/Personnel Manager in response to our advertisement appeared in Employment News & Times of India dated 11.10.2008 & 15.10.2008 respectively need not to apply.

APPLICATION FORMAT

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. Father's/Husband's Name :
3. Date of birth & age :
4. Place of Birth :
5. Nationality :
6. Permanent Address :
7. Address for correspondence [mention contact Tel. No. if any] :
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. Educational/Professional qualifications (beginning with SSC/SSLC
examination) & [Diploma /Degree with University/Institution name must
be written clearly] :
ii) Attested Xerox copies of all certificates to be enclosed.

Qualification	Discipline/ Subject	Year of Passing	Board/ University/ Institution	Percentage of Marks	Rank/ Class

(Contd..2)

10. Details of previous/present employment held, if any, in chronological-order starting from present position to backwards for each Post/Position held.

Post held	Period of service			Pay scale/ Salary drawn	Name/Place/ State of Organisation	Nature of duties (in brief)
	From (DD/MM/YY)	To (DD/MM/YY)	Duration			

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. If selected, the minimum time required to join the post :
14. Any other additional relevant information including reference :
15. Details of DD in favour of HIL: i) DD No. ii) Date iii) Amount
iv) Drawn on
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 of not?
If yes, please give complete details thereto
c) Whether any criminal case is pending or contemplated against you in any Court of Law of not? If yes, please give complete details thereto

Signature of Candidate : _____

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.

Date: _____

Signature of Candidate : _____

Place: _____

Name of the Candidate: _____