



Hindustan Aeronautics Limited

Instructions for filling the Online Application Form (OAF)

Candidates are advised to go through the instructions carefully

Kindly read the Employment notification /Advertisement dated **02nd March 2021** available on “Careers at HAL” link of HAL Website <https://hal-india.co.in>

Candidates should check carefully for any errors in the data entered in the Application Form before clicking the “**Final Submit**” Button. Once the candidate clicks the final submit button, no further changes to the application can be made.

Incomplete / Incorrect applications are liable to be rejected without prior intimation to the candidate.

Multiple application forms from the same candidate for the same post will lead to disqualification of the candidature.

HAL is not responsible for any error that the candidate commits while filling the OAF. Strictly follow the guidelines provided for scanning and uploading the photograph & signature.

IMPORTANT: After completing the application, take the system generated printout of the online application registered for future correspondences. **Recommended browser setting – Internet Explorer 9 and above/Google chrome 49 and above.**



Hindustan Aeronautics Limited

OVERHAUL DIVISION, BANGALORE COMPLEX

- [Notification](#)
- [Instructions to Apply Online](#)
- [Register to Apply Online](#)
- [Registered Candidate Login](#)

[Keep visiting the website regularly fo](#)

For any queries, e-mail to rectt.ohl@hal-india.com

Note: Recommend browser settings - Internet Explorer 9 and above / Google Chrome.

Steps to be followed while filling Online Application Form:-

Candidate must register first by providing basic information such as **Primary Mobile Number, Date of Birth, HAL Ref No and Name (HAL Ref No and Name as appearing in the Call letter)** is mandatory.

a) Click on the link "Register to Apply Online" appearing on the home page, following page will appear:



Candidate Registration

<input type="text" value="Mobile Number"/>	<input type="text" value="DOB dd/MM/yyyy"/>	<input type="text" value="HAL Ref No"/>
<input type="button" value="Generate OTP"/>	<input type="text" value="Enter OTP Number"/>	<input type="text" value="Enter Full Name"/>
		<input type="button" value="Register"/> <input type="button" value="Clear"/>

Already Registered ? [Log-in Here](#)

Note :
> DOB and Mobile No once entered cannot be changed in the Online Application Form.
> As per the call letter, name has to be entered

- b) Provide your correct **Mobile number, DATE OF BIRTH (dd/mm/yyyy), HAL Ref No and Name to be entered as per your call letter** because all communication from HAL will be through the registered mobile no. & Email ID. No Oral communication or postal correspondence will be made under any circumstances.
- c) Click on Generate OTP and the OTP will be sent through SMS to your registered mobile number. Enter the OTP and click on Register; following page will appear:
- d) Please ensure you have all the relevant documents and details of you before clicking on "**Continue**":



[Logout](#)

OVERHAUL DIVISION, BANGALORE COMPLEX

STEPS FOR FILLING ONLINE APPLICATION	
Step 1	Fill Basic Details.
Step 2	Fill Personal Details.
Step 3	Fill Qualification Details.
Step 4	Fill Experience Details.
Step 5	Upload Photo & Signature. <ul style="list-style-type: none">Photo & signature should be in JPG/JPEG format only. File size should not be more than 100kb.
Step 6	Preview Application & Final Submit.
Step 7	Print Application

e) Fill the "Basic Details" (Self-explanatory).

Basic Details Personal Details Qualification Details Experience Details Upload Documents

Basic Details

Full Name (As in SSLC / SSC Certificate) * HARI Date of Birth * 24/10/1992

Age as on 01.01.2021* Post * -- Select --

Trade * Reference Number Date of Communication *

Select Category (copy of certificate to be produced at the time of Interview(Document Verification) in case of SC/ST/OBC(Non-Creamy Layer))*

Caste* Sub-Caste*

Whether you are domicile of Jammu and Kashmir during the period from 01.01.1980 to 31.12.1989. (copy of Certificate to be produced at the time of Document verification) * OYes ONo

Are you a Person with Disability?* OYesONo Categories of Disability Percentage of Disability * %

Are you an Ex-servicemen?* OYesONo

Are you an Ex-Apprentice Trainee of HAL Bangalore Based Divisions?* OYesONo Are you employed?* OYesONo

Have you ever been a Member/Worker of any Political Party/Organisation or participated in any Political activities?* OYesONo

Name of Political Party/Organisation Particular of Political Activity (if any)

Period of Membership (from year)/year of participation in Political Activity

Nature of Participation in Political Activity Office, if any, held in Political Party

Next

Please proceed by clicking 'Next'. You will be prompted to fill personal details:

f) Fill the "Personal Details" (Self-explanatory)

Personal Details

Father's Name * Nationality * Indian

Gender of Candidate * -- Select -- Marital Status * -- Select -- State of Domicile * -- Select --

Nearest Railway Station (With reference to the Present Address) Religion *

Aadhar No. *

Permanent Address Details **Correspondence Address Details (All future Communications will be made on this Address only)**

Address Line 1 * Address Line 1 * Address Line 2 Address Line 2 Address Line 3 Address Line 3 City* City* Pincode* Pincode* District* District* State* State* Phone No Phone No

Primary Mobile No 9844569966 Alternate Mobile No

Primary Email ID * Alternate Email ID

Tick If Permanent & Correspondence Address is Same

Save & Next

g) Give proper **Email ID** because all the communication from the HAL will be sent to your registered Email ID only. No Oral communication or postal correspondence will be made under any circumstances.

* If Correspondence address is different, kindly enter the details, if it is same tick the check box.

h) Fill the **“Educational Qualification”** (Self-explanatory)

- 1) Fill the required details with subjects, from the drop down menu; please refer to notification.
- 2) Enter the Maximum and Obtained marks, percentage will be calculated automatically.
- 3) If you have obtained marks under CGPA, convert them into Percentage and fill the marks accordingly.

Qualification Details

Name of the Qualification	Discipline / Trade / Subjects	Course duration In years	Month & Year of Passing	Name of the University / Board / Any Other	Mode of Study	Marking Scheme	Max Marks	Marks obtained	% of Marks
10th*	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/yyyy"/>	<input type="text"/>	-- Select ▾	-- Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
12th	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/yyyy"/>	<input type="text"/>	-- Select ▾	-- Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
III	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/yyyy"/>	<input type="text"/>	-- Select ▾	-- Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>
Diploma*	-- Select -- ▾	<input type="text"/>	<input type="text" value="mm/yyyy"/>	<input type="text"/>	-- Select ▾	-- Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note : Candidates with CGPA gradations/Grade scheme will have to convert the grades into marks(Max.100) and then indicate the percentage of marks.

Note : Candidates are required to mandatorily indicate the details of all qualifications acquired, enrolled or presently pursuing / undergoing. Only candidates with Diploma in Mechanical / Electrical / Electrical & Electronics Engineering / Technology passed from Recognized Institutions/ Technical Board will be considered. Passed from non - recognized Institutions, Part Time, Correspondence Courses, Distance Education / E-Learning will not be accepted.

Do you possess any other Qualification? Yes No

Details of any other Qualifications completed or pursuing:

Qualification Level	Discipline / Trade / Subjects	Course duration in Years	Month & Year of Passing	University / Board	Marking Scheme	Max Marks	Marks Obtained	% of Marks	Mode of Study	Status	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="mm/yyyy"/>	<input type="text"/>	-- Select ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	--Select ▾	--Select ▾	Delete
Add New Row											

Details of Apprenticeship, if any:

Institute/Organisation	From	To	Discipline	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
Add New Row				

Save & Next

i) Fill the "Experience Details" (Self-explanatory)

- Details of total experience if any.
- Clicking + **the New screen will pop-up as shown below to enter the experience details:-**

Basic Details Personal Details Qualification Details **Experience Details** Upload Documents

Experience Details

Sl No	Designation	Organisation	Type of Organisation	From Date	To Date	PayScale/Gross Pay	Total Experience In Year/Months	Nature Of duties	Transfer/Discharge/Resignation
+ - Search Refresh Page 1 of 1 10 No Records are Available to Display									

Total Experience : Years Months

Have you attended Written test / Interview at HAL any time earlier? * Yes No

If yes, please give the details of the post for which you have attended Written test / Interview

Date of Written test / Interview

Any other relevant details

Save & Next

j) Upload the Photo and Signature.

Basic Details Personal Details Qualification Details Experience Details **Upload Documents**

Upload Documents

Documents	Browse	Upload	Status
Photo *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Not Uploaded
Signature *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Not Uploaded

DECLARATION:

Tick here

I hereby declare that the all details including particulars regarding Age, Qualification, Experience etc. are true & complete to the best of my knowledge and belief. In case of any changes in the information furnished above, the same will be informed forthwith. In the event, the information is found to be false or incorrect, my candidature / engagement may be considered terminated without any notice and I hereby declare that I do not possess any other qualifications and also not pursuing any other course. I may be terminated, without notice, if management found that I have concealed any higher qualification which I have possessed before joining the company and also pursuing higher qualification the time of joining the company.

Preview

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

PHOTO IMAGE:

- a) Before applying online, candidate will be required to have a scanned or digital image of his/her photograph and signature as per the specifications given below:
- b) Photograph must be a recent passport style colour picture.
- c) The picture should be in colour, against a light-coloured, preferably white background. - Look straight at the camera with a relaxed face
- d) If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen. - Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- e) PHOTOGRAPH IMAGE should be of PASSPORT SIZE, Should be between 10Kb - 50 Kb. The image should be of .jpg or .jpeg format

SIGNATURE IMAGE:

- a) The applicant has to sign on white paper with Black Ink pen.
 - b) Scan the image and crop the same to the actual dimension required.
 - c) Maximum file size should be 10Kb -50 Kb. The image should be of .jpg or .jpeg format
 - d) Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB(photograph) & 50KB(signature) by using crop and then resize option.
 - e) If the file size and format are not as prescribed, an error message will be displayed.
 - f) Procedure for Uploading the Photograph and Signature (i) There will be two separate links for uploading Photograph and Signature (ii) Click on the respective link "Upload Photograph / Signature" (i) Browse & Select the location where the Scanned Photo / Signature file has been saved. (iv) Select the file by clicking on it (v) click the 'Upload' button
 - g) Your Online Application will not be registered unless you upload your photo and signature as specified.
- J) Click on "**Preview button**" You can Preview/Edit your application, Else Click on Final submit
Once you click on Final submit button, you cannot do any changes.

Kindly note that you will receive SMS saying "Dear Candidate, your Online Registration process for the post of Diploma Technician is completed & your Application No. is XXXXXX. Regards, HAL – OVERHAUL DIVISION (BC).

Candidates need to take a printout of completed application for future reference. No need to send the printout of online application.

For any queries regarding filling up of application form, please send a mail to EMAIL-ID: rectt.ohl@hal-india.com