



**NAINI AEROSPACE LIMITED
NAINI, PRAYAGRAJ**

**NOTIFICATION FOR ENGAGEMENT OF CONSULTANTS
ON CONTRACT BASIS**

Advertisement No. NAeL/Rectt./25/10

ABOUT COMPANY

Naini Aerospace Limited (NAeL) was incorporated on 29th December 2016 as a wholly owned subsidiary of Hindustan Aeronautics Limited (HAL).

Naini Aerospace Ltd is situated in the Naini industrial area of Prayagraj developed by UP State Industrial Development Corporation. The factory is located on Prayagraj-Mirzapur highway, approximately 20 km from Prayagraj City Centre.

The Company is mainly into the Production of Aircraft/ Helicopter Loom (Wire Harnesses), Stub Wings for LCA, Structure of Helicopters and Drone. The company has also obtained DGCA approval for Remote Pilot Training.

Applications are invited for eligible and desirous retired/superannuated professionals of PSUs/Govt. Departments/ Autonomous Organizations engaging Consultant(s), on contractual basis in Naini Aerospace Limited, Naini, Prayagraj.

The duly filled in application along with updated CV, scanned copies of certificates (Qualifications and Experience) and other relevant certificates are required to be sent invariably. Candidates fulfilling the eligibility criteria may submit the application in prescribed format to Naini Aerospace Limited, UPSIDA Industrial Area, Naini, Prayagraj, UP – 211010. **The last date for submission of application is 08/11/2025 by 05:00 PM.** The details of educational qualifications, experience, age roles/ requirements, compensation, selection process, general instructions and other eligibility criteria for each post of Consultant(s) are given below. **Candidates are advised to go through the subsequent pages carefully and apply for the position as per their eligibility.**

Sl. No.	Name of the Position	No of Posts
1.	Human Resource Consultant	01
2.	Finance Consultant	01

1. Human Resource Consultant

a.	Position	Human Resource Consultant
b.	Number of positions	01 (One) Post
c.	Qualification	Bachelor's Degree with PG Degree / PG Diploma / MBA /MSW/ MA with specialization in Human Resources/ Personnel Management/ Industrial Relations / Human Resource Development / etc., from Institutes / Universities recognized by appropriate statutory authorities. Degree in Law will be an added advantage. And Must have at least 15 Years of work experience from Government or Autonomous Organizations.
d.	Age Limit	Age should be less than 63 Years as on the closing date of this notification.
e.	Tenure	Initially the contract period will for One Year, it may be extended or curtailed based on organizational requirement and performance of the individual. The total period of engagement of consultant shall not exceed 2 years or 65 Years of age whichever is earlier.
f.	Consolidated Remuneration (Per Month)	Rs. 40,000.00 to Rs. 50,000.00
g.	Experience & Job Requirements	i. Knowledge of HR functions (Recruitment, Performance Appraisal, IR & Administration, Manpower Planning, Wage Administration, Training & Development etc.). ii. Understanding of labour laws and disciplinary procedures. iii. Compliance of all labour laws applicable to NAeL. iv. Responsible for handling whole HR Generalist activities. v. Support the development and implementation of HR initiatives and systems. vi. All HR administration related activities. vii. Proficient in MS Office; knowledge of HRMS. viii. Excellent communication and interpersonal skills.

		ix. Problem-solving and decision-making aptitude. Strong ethics and reliability. x. Ensuring clear and effective interaction with all stakeholders. xi. Should have ability to quickly adapt to NAeL's specific operational needs and provide tailored solutions.
h.	Leaves & Holidays	Consultants will be eligible for weekly offs, paid holidays, and a maximum of 12 days leave annually on a pro-rata basis.

2. Finance Consultant

a.	Position	Finance Consultant
b.	Number of positions	01 (One) Post
c.	Qualification	i. Cost & Works Accounts (CWA)/Cost Management Accountant (CMA) from the Institute of Cost Accountant of India; [OR] ii. Chartered Accountant (CA) from the Institute of Chartered Accountants of India; [OR] iii. Two years Full Time MBA with specialization* in Finance / Accounts from a recognized University or Deemed University or Institute recognized by AICTE; [OR] iv. Full Time MMS with specialization* in Finance / Accounts from a recognized University or Deemed University or Institute recognized by AICTE; [OR] v. Two years Full Time Post Graduate Degree/Diploma in Management (Finance*) from an Institute recognized by AICTE. *In case of dual specialization, Finance shall be the major one. And Must have at least 15 Years of work experience from Government or Autonomous Organizations.
d.	Age Limit	Age should be less than 63 Years as on the closing date of this notification.
e.	Tenure	Initially the contract period will for One Year, it may be extended or curtailed based on organizational requirement and performance of the individual. The total period of

		engagement of consultant shall not exceed 2 years or 65 Years of age whichever is earlier.
f.	Consolidated Remuneration (Per Month)	Rs. 40,000.00 to Rs. 50,000.00
g.	Experience & Job Requirements	i. Experience of handling finance, Taxes etc. ii. Knowledge of Balance Sheet and other Functions. iii. Should have capacity in dealing matters related to General Accounting. iv. Knowledge of Chart of Accounts, Corporate Book Keeping, Taxation, Payroll etc. Receivable and Payable Management, Revenue Billing, Purchase Finance, and Insurance matters etc. v. Knowledge of Tax Laws, TDS and GST issues with latest developments. vi. Knowledge of Tally ERP is must. vii. Liaisoning with Internal Auditor, Statutory Auditor and CAG. viii. Reporting of statutory compliances to respective authorities. ix. Knowledge of Export/ Import and Customs will be an added advantage. x. Should have excellent communication skills, ensuring clear and effective interaction with all stakeholders. xi. Should have ability to quickly adapt to NAeL's specific operational needs and provide tailored solutions.
h.	Leaves & Holidays	Consultants will be eligible for weekly offs, paid holidays, and a maximum of 12 days leave annually on a pro-rata basis.

Note: The above vacancies are indicative and may vary as per actual requirement. The position is purely temporary on contractual basis for a period as mentioned above from the date of joining.

SELECTION PROCESS

1. Eligible candidates short-listed, based on the initial screening of their Application Forms and credentials etc., only will be called for personal interview.
2. Date & Time of the Interview will be intimated to the short-listed/eligible candidates via Email / NAeL Website.
3. Interviews for the shortlisted candidates will be conducted at NAeL, Naini, Prayagraj for which call letters will be sent on the individual's email ID.
4. No TA/DA shall be admissible to the Consultants for attending the interview or for taking up the appointment.

GENERAL INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. A candidate is eligible to apply for one post only for which he/ she is most eligible. Candidates are allowed to apply only once and applications once submitted cannot be altered under any circumstances.
3. Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete application will not be entertained.
4. Candidate must possess the required educational qualification on the last date of receipt of applications. Candidate should have obtained the required education qualification from recognized university / institute. As and when asked by NAeL, candidate will be required to produce self-attested copies of mark sheets (of all years / semesters) and degree certificate obtained from recognized university.
5. If the candidate claims to possess equivalent educational qualification, such candidates will be required to submit orders establishing equivalence / authenticity.
6. The posts are purely temporary in nature and it is not against any permanent vacancy. This engagement will not entitle the candidate for any regular employment in NAeL in future.
7. Eligible and interested candidates are required to print the Application Form from the NAeL's website. Duly filled application form to be forwarded only through Speed Post /Registered Post / Courier to the following Address along with relevant documents in a closed envelop super scribing "Name of the Post Applied For": to-

**HR Head,
Naini Aerospace Limited,
UPSIDA Industrial Area,
P.O- TSL, Naini, Prayagraj, Uttar Pradesh – 211010.**

8. Application Forms received through email/ FAX etc. shall not be entertained

9. The Consultant will not be entitled for any kind of allowances and/ residential accommodation. They will also not be entitled to telephone facilities, transport facilities, staff car etc.
10. The continuance of Consultant during the above mentioned period depends on the satisfactory performance. It can be terminated at any time by issuing one-month notice by NAeL. It can also be terminated at any time without giving one month's notice if he/she is found guilty of gross negligence or involved in acts of grave misconduct.
11. The services of the Consultants shall stand terminated automatically on expiry of the contract period unless it is extended in writing.
12. The Consultants may also leave the assignment, on their own volition by giving one month notice period / deposit 30 days' pay in lieu of notice period or any shortfall thereof or as decided by the Competent Authority of NAeL. The decision of the Competent Authority will be final in this regard.
13. The candidates should ensure that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the candidate does not meet the eligibility criteria and/or the candidate has furnished any incorrect/false information or has suppressed any material fact(s), the candidature of such a candidate is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable for suitable actions including termination and prosecution.
14. Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete application will not be entertained.
15. No correspondence will be entertained with the non-shortlisted or non-selected candidates.
16. The engagement of Consultant will not confer any right on the part of individual for permanent appointment to the post.
17. The Consultant will be under the administrative control of the Head of the NAeL or as directed on or after joining. The Consultant is required to adhere to the administrative, financial and disciplinary regulations of NAeL where the incumbent is working.
18. The Consultant shall be engaged on full time basis. The Consultant shall give a declaration to the effect that he/she will not be employed elsewhere on full time basis.

19. The Consultant will not be entitled to any Provident Fund, and all other service benefits allowed to regular employees. The Consultant will not be entitled to any travelling allowance at the time of joining and leaving NAeL.
20. The Consultant will be entitled to admissible tour TA & DA as per NAeL rules.
21. Income tax will be deducted from the emoluments of Consultants at source as applicable.
22. The Consultant shall have no claim, whatsoever, for regularization/absorption or otherwise against any regular post on termination of the tenure as it is purely contractual/temporary & is time bound in nature which runs co-terminus with the length of the contract period.
23. Candidates are advised to visit the NAeL website for further updates if any, such as Notice, corrigendum, addendum, cancellation etc.
24. The candidature of applicants at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions. Mere issuance of Interview call letter to the candidate will not imply that his/her candidature has been finally cleared by NAeL.
25. It shall be the responsibility of candidate to read the detailed instructions on the NAeL website and adhere to application requirements. Candidates are advised to visit the NAeL website <https://nael.co.in> regularly for any updates. Any corrigendum/Addendum, if any, will be hosted/ published on NAeL website.
26. Candidates should enclose self-attested copies of Date of Birth, Degree Certificate, Marks sheets of all semesters, experience certificates etc., along with the Application Form.
27. The person must be acquainted with the functioning of PSUs/ Govt. Department. Person retired from PSU having experience of relevant field shall be given preference.
28. Mere conformity to the job role/ requirement will not entitle a candidate to be called for interview. NAeL Management reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview.
29. The recruitment process can be cancelled / suspended / terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained. In such case, Processing Fees shall be refunded back into the Bank account number of the candidates declared in the Application Form.
30. Candidates are advised to possess a valid e-mail ID, which is to be mentioned on the Application Form. They are also advised to retain this e-mail ID active for at least six months as any important intimation to the candidates shall be provided by NAeL.

31. Applicants should have sound health. The appointment, if selected, will be subjected to meeting the health standards prescribed by the Company. No relaxation in the health standards is allowed.
32. NAeL reserves the right to call/ not call any candidate for the interview. It also reserves the right to cancel the interview at any given point of time.
33. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto shall be subject to jurisdiction of the Court at Allahabad/Prayagraj.
34. Any sort of Canvassing or influencing of the Officials related to Recruitment / Selection Process would result in immediate disqualification of the candidates.
35. Any further information / Corrigendum / Addendum would be uploaded only on NAeL website <https://nael.co.in>.

LAST DATE OF RECEIPT OF APPLICATION AT NAeL IS 08/11/2025.

APPLICATIONS RECEIVED AT NAeL AFTER 08/11/2025 WILL NOT BE ENTERTAINED.