



**NAINI AEROSPACE LIMITED
NAINI, PRAYAGRAJ**

**RECRUITMENT FOR THE VARIOUS POSTS ON FIXED TERM TENURE BASIS
Advertisement No. NAeL/Rectt./22/02**

ABOUT COMPANY

Naini Aerospace Limited (NAeL) was incorporated on 29th December 2016 as a wholly owned subsidiary of Hindustan Aeronautics Limited (HAL) to take-over sick Naini unit of Hindustan Cables Limited (HCL) which was closed for last 15 years.

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.

Production of Aircraft Looms was launched on 10th July 2017 after completion of training and by arranging Loom boards, tools, equipment etc. and orders from Helicopter and LCA Tejas division of HAL to instill self confidence in the transferred work-force which was idling for last many years. Over 10000 looms of Dhruv Helicopter & Tejas fighter jet and 14 Structure of Dhruv Helicopter have been produced & delivered successfully since then and fitted on the platform.

As such, presently, the main product of the Company is Aircraft/ Helicopter Loom (Wire Harnesses) and Structure of Helicopters.

NAeL has now reached to the level of full-fledged operationalisation with proven capabilities in the field of production of Aero-structures and Aircraft loom manufacturing.

In addition, the Company has forayed into the work of Stub Wing of LCA. Soon, it will be starting Drone Pilot Training and other diversified business.

NAeL invites applications from Qualified and experienced professionals, for the following positions, to be engaged on Contract - Fixed Term Tenure Appointment (FTA) Basis initially for a period of four years (which may be further extended based on organisational requirements and individual performance) in the factory situated at UPSIDA Industrial Area, Naini, Prayagraj, UP:

Sl. No.	Name of the Position	Required No.
1	HR Officer	01 (UR)
2	Finance Officer	01 (UR)
3	Security Officer	01 (UR)

The details regarding the desired qualification, age ceiling, job roles/ requirements, compensation, selection process, general instructions etc in respect of the above-mentioned positions are mentioned in the subsequent pages.

Candidates are advised to go through the subsequent pages (Page No. 2 to 6) carefully and apply for the position as per their eligibility.

1.POSITION: HR OFFICER

(a)	Position	HR Officer
(b)	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. Minimum 60% of marks in aggregate in the qualifying examination. Degree in Law will be an added advantage.
(c)	Minimum Experience (Post Qualification as on 15/02/2023)	3 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/02/2023)	35 years
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none">• Knowledge of HR functions (recruitment, performance appraisal, IR & Administration, training & development etc.).• Understanding of labour laws and disciplinary procedures.• Responsible for handling whole HR Generalist activities.• Support the development and implementation of HR initiatives and systems.• All HR administration related activities.• Proficient in MS Office; knowledge of HRMS is a plus.• Excellent communication and interpersonal skills.• Problem-solving and decision-making aptitude.• Strong ethics and reliability.

2. POSITION: FINANCE OFFICER

(a)	Position	Finance Officer
(b)	Qualification	Bachelor's Degree with a pass in final examination of CA/CMA from the Institute of Chartered Accountants of India / Institute of Cost and Management Accountants of India.
(c)	Minimum Experience (Post Qualification as on 15/02/2023)	3 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/02/2023)	35 years
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none">• Experience of handling finance, Taxes etc.• Knowledge of Balance Sheet and other Functions.• Should have capacity in dealing matters related to General Accounting.• Knowledge of Chart of Accounts, Corporate Book Keeping, Taxation, Payroll etc. Receivable and Payable Management, Revenue Billing, Purchase Finance, and Insurance matters etc.• Knowledge of Tax Laws, TDS and GST issues with latest developments.• Knowledge of Tally ERP is must.

3. POSITION: SECURITY OFFICER

(a)	Position	Security Officer
(b)	Qualification	<p>i) Successful completion of ten months pre-Commission Training Course from the Officers' Training School, Chennai or from any other equivalent Institution under the Defence Forces; [OR]</p> <p>ii) Successful completion of one to one and a half years Course conducted by the Central/State Governments qualifying for appointment as Deputy Superintendent of Police/Sub Inspectors in State Police, Railway Protection Force, Central Reserve Police, Border Security Force; [OR]</p> <p>iii) Successful completion of one-year Training Course conducted by Central Government for those selected for the posts of Intelligence Officers in the Central Intelligence Bureau and Research and Analysis Wing; [OR]</p> <p>iv) Successful completion of Training conducted by the Central Government for candidates selected for the post of Sub Inspectors in the CISF or successful completion of one-year training conducted by Home Ministry, Government of India, for SI in CBI; [OR]</p> <p>v) 52 weeks Training Course of Instructions for IAF Police in the Rank of Sergeant, Junior Warrant Officer, Warrant Officer and Master Warrant Officer.</p>
(c)	Minimum Experience (Post Qualification as on 15/02/2023)	3 years
(d)	No of Posts	01
(e)	Upper age limit (as on 15/02/2023)	35 years*
(f)	Tenure of appointment	Four Years
(g)	Job Role/ Requirements	<ul style="list-style-type: none"> • Manage the effective deployment of security personnel to safeguard factory periphery. • Should have sound knowledge of the fire equipment, alarm and detection system operation to manage fire set up in any manufacturing setup. • Liaison with local police and fire authorities. • Should have sound knowledge of proper access control system of manpower and material movement. • Carry out security/ fire protection and prevention training programme for security personnel and employees. • Carry out security and fire audits of various department. • Should have hands on experience of CCTV control system and its maintenance. • Must possess basis computer skills in performing the day to day activities. • Knowledge of Labour Laws and HR practices will have an added advantage.

* Candidates, with requisite qualifications, who are from Armed Forces/ Central Forces (viz. CRPF/CISF/BSF etc) and who got retired/ taken VRS etc from therein, are eligible to apply for the post subject to their age as on 15/02/2023 does not exceed 50 years.

COMPENSATION& BENEFITS

Selected candidates, on their engagement, may get an all-inclusive consolidated compensation of Rs. 5.25 Lakh per annum approx.

Depending upon satisfactory performance, an annual increment of 3% on the all-inclusive consolidated compensation (monthly consolidated compensation) may be provided after successfully completion of one year of service and so on.

In addition, they will also be entitled for PF, Casual Leave, Earned Leave, mobile reimbursement and other benefits as per the Rules of the Company.

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 and Venue of the Interview will be intimated to the short-listed/eligible candidates via E-mail / 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. Candidates called for interview will be reimbursed to and fro Third AC train fare from the mailing/ present address or the starting station, whichever is nearer to the place of Interview by the shortest route, on production of proof of journey.

GENERAL INSTRUCTIONS

1. Only Indian Nationals are eligible to apply.
2. The posts are purely temporary in nature and offered on Fixed Tenure basis for a period of Four Year. This post is not against any permanent vacancy. This placement will not entitle the candidate for any regular employment in NAeL in future.
3. 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 alongwith relevant documents in a closed envelop super scribing "Name of the Post Applied For":

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

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

4. All candidates (except SC/ST/PwBD) are required to pay a Non-Refundable Processing Fee of Rs.500/- (Rupees Five Hundred only). Processing Fee has to be paid through Demand Draft in favour of "Naini Aerospace Limited" payable at SBI SME Branch, Naini, Prayagraj. The Original Demand Draft to be attached with the Application Form. No application will be entertained in absence of the aforesaid Demand Draft. Processing fee once received through DD by NAeL will not be refunded under any circumstances.
5. 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.

6. Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete application will not be entertained.
7. 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.
8. 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.
9. Candidates should enclose self-attested copies of date of birth, Degree Certificate, marks sheets of all semesters, experience certificates etc alongwith the Application Form.
10. 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.
11. 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.
12. 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.
13. 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.
14. No correspondence will be entertained with the candidates not selected for interview/ Appointment.
15. 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.
16. Canvassing in any form will be a disqualification.
17. 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.

LAST DATE OF RECEIPT OF APPLICATION AT NAeL IS 11.03.2023.

APPLICATIONS RECEIVED AT NAeL AFTER 11.03.2023 WILL NOT BE ENTERTAINED.