

Instructions for filling the Online Application Form (OAF)

Candidates are advised to go through the instructions carefully

Kindly read the Employment notification /Advertisement dated **24th November 2021** available on "Careers at HAL" link of HAL Website <https://hal-india.co.in>

Candidate should have all the necessary documents, Bank payment details and other details with them before filling the Online Application.

Candidates should also 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 and other documents.

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.

Steps to be followed while filling Online Application Form:-

Candidate must first register by providing basic information such as Primary Mobile Number & Date of Birth.

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



Medical & Health Division, Bangalore Complex.

Notification for Post of STAFF NURSE AND PHARMACIST

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

For any queries, e-mail to hr.medical@hal-india.co.in

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

- b) Provide your correct MOBILE number and Date of Birth (dd/mm/yyyy), 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.



Candidate Registration

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

- c) Click on Generate OTP, OTP will be sent to your registered mobile. Enter the OTP and click on Register; following page will appear:

Medical & Health Division, Bangalore

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 & Certificates. <ul style="list-style-type: none">Photo & signature should be in JPG/JPEG format only. File size should not be more than 50kb.All certificates / documents should be in JPG/JPEG format only. File size should not be more than 900kb.Following certificates / documents need to upload<ul style="list-style-type: none">a. 12th certificate.b. Diploma certificate.c. Experience certificate.d. Attach certificate .If You are OBC/SC/ST/PWD
Step 6	Preview Application & Final Submit.
Step 7	Print Application

- c) Fill the “**Basic Details**” (Self-explanatory). Also note the following points:
- d) Please proceed by clicking ‘Next’. You will be prompted to fill personal details:
- e) Please proceed by clicking ‘Next’. You will be prompted to fill personal details:

f)*Give proper Email ID because all communication from HAL will be through the registered Email ID. No Oral communication or postal correspondence will be made under any circumstances.

- 1) *If Correspondence address is different kindly re enter the details.
- 2) *Interviewed by HAL any time earlier (Yes/No), if yes give the details.
- 3) *Bank details are compulsory (if you belong to Category UR / OBC) to proceed further for filling the online application. Click 'Next'

Personal Details

Gender *	Male	Marital Status *	Married	State of Domicile *	Jammu and Kashmir
Nationality *	bfcfb	Father Name *	cvbcb	Mother's Name *	cvbcb
Nearest Railway Station (With reference to the Present Address) *	cvbcb	Religion *	Buddhism		

Permanent Address Details

Address Line 1 *	bcvb
Address Line 2	
Address Line 3	
Pincode*	560033
District*	Bengaluru
City*	cvbcb
State*	Karnataka
Phone No	1564897854
Primary Mobile No	9844569988
Primary Email ID*	bvcvb@gmail.com

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

Address Line 1 *	bcvb
Address Line 2	
Address Line 3	
Pincode*	560033
District*	Bengaluru
City*	cvbcb
State*	Karnataka
Phone No	1564897854
Alternative Mobile No	9844569988
Alternative Email ID	bvcvb@gmail.com

Note: All correspondences to the candidates will be made via Mail/SMS/e-mail Id provided by the candidate in the application format. No other method of communication will be adopted. E-mail will also be made as login / user ID for downloading the hall tickets, also for knowing the results of the written test.

Tick If Permanent & Correspondence Address is Same

Have you been interviewed by HAL any time earlier? (If yes, please give the details of the post for which you have been interviewed as also date/year/venue)* Yes No

Division		Post Interviewed		Date of Interview	
If Selected, how soon can you join? *	2	In days			

Bank Details

Bank Name		Branch Name		IFSC CODE	
Transaction Ref.No		Date of Transaction		Amount	

Save & Next

f) Fill the "Educational Qualification" (Self-explanatory)

1) * Fill the required details with subjects, from the drop down menu; please refer to notification. (If you have obtained marks under CGPA, convert them into Percentage and fill the marks accordingly) validation will be done based on your percentage. If you do not possess % of marks as 60% or above (UR / OBC), 50% or above (SC/ST) in Diploma Qualification, you cannot proceed further & submit.

- 1) * Additional Qualification can be shared but not compulsory.
- 2) Click 'Next' to enter Training and Experience Details.

Qualification Details										
Qualification Level	Discipline / Trade / Subjects	Course duration in days	Course duration in months	Course duration in years	Month & Year of Passing	Name of the University / Board / Any Other	Delivery Mode	Marking Scheme	Max Marks	Obtain Marks
10th/SSLC/MATRIC*	NA	NA	<input type="text"/>	NA	mm/yyyy	<input type="text"/>	Full Time ▾	-- Select -- ▾	<input type="text"/>	<input type="text"/>
12 TH PUC*	<input type="text"/>	NA	<input type="text"/>	NA	mm/yyyy	<input type="text"/>	Full Time ▾	-- Select -- ▾	<input type="text"/>	<input type="text"/>
-- Select -- ▾	<input type="text"/>	in days	in months	in years	mm/yyyy	<input type="text"/>	Full Time ▾	-- Select -- ▾	<input type="text"/>	<input type="text"/>

#Note:

- 12THPUC is mandatory
- For the post of Pharmacist, candidates with the subjects of Physics, Chemistry and Biology are only eligible to apply
- In case the Marking Scheme is Grade, please enter the equivalent percentage.
- * For calculation of Percentage of marks, aggregate of all Semesters/ Years will only be considered

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

[Save & Next](#)

Click 'Next' to enter Training and Experience Details.

Experience Details										
Details of Employment in other Organisations, if any after discharge from the Defence Forces										
Sl No	Designation	Organisation	Type of Organisation	From Date	To Date	PayScale	Total Experience in Year/Months	Nature Of duties	Reason for Exit/Leaving	
<div style="display: flex; justify-content: space-between; align-items: center;"> + ✎ 🗑️ 🔍 Refresh Page 1 of 1 10 ▾ </div> <p style="text-align: right;">No Records are Available to Display</p>										

[Save & Next](#)

K) Fill the "Upload Documents". (Self-explanatory)

GUIDELINES FOR SCANNING THE PHOTOGRAPH & SIGNATURE:

PHOTO IMAGE:

- Before applying online a candidate will be required to have a scanned or digital image of his/her photograph and signature as per the specifications given below:
- Photograph must be a recent passport style colour picture.
- The picture should be in colour, against a light-coloured, preferably white, background. - Look straight at the camera with a relaxed face
- 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.
- 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 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(photo) & 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.

Qualification & Experience documents to be uploaded (IMAGE):

- a) All certificates / documents should be in JPG/JPEG format only. File size should not be more than 900kb.
- b) Following certificates / documents need to be uploaded:
 1. 12th /PUC Certificate
 2. Diploma Qualification Certificate.
 3. Experience certificate.
 4. Attach Certificate if you are OBC /SC/ST/PWD.

Documents	Browse	Upload	Status
Photo *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Uploaded
Signature *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Uploaded
12th/PUC Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Uploaded
Diploma Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Uploaded
Experience Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Uploaded
Attach certificate .If You are OBC/SC/ST/PWD	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Not Uploaded

#Note:

- Kindly re-upload the document if you want to replace any of existing uploaded document.

DECLARATION:

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.

Preview