

HINDUSTAN AERONAUTICS LIMITED
CORPORATE OFFICE :: BENGALURU

**EQUAL OPPORTUNITY POLICY UNDER THE RIGHTS OF PERSONS WITH
DISABILITIES ACT, 2016**

1. Background

- 1.1. The Government has enacted "The Rights of Persons with Disabilities (RPWD) Act, 2016" from 19th April 2017 and notified "The Rights of Persons with Disabilities Rules, 2017" on 15th June 2017. The Section - 21 of the RPWD Act 2016 has provided that every Establishment shall notify Equal Opportunity Policy, in the manner as may be prescribed by the Central Government. The Rule - 8 of the RPWD Rules, 2017 has specified the manner of publication of Equal Opportunity Policy for Persons with Disabilities (PWDs). In compliance to the above instructions, the Equal Opportunity Policy for Hindustan Aeronautics Limited (HAL) is notified as below:

2. Scope

- 2.1 The Equal Opportunity Policy covers all PWDs viz., job applicants, employees, trainees and personnel engaged on Tenure / Contract basis.

3. Equal Opportunity Policy

3.1. Facility and Amenity provided to the PWDs:

- 3.1.1. The Company strives to maintain the standards relating to physical environment and Information & Communication Technology that adheres to the accessibility of PWDs as prescribed by the Government, from time to time. The Company conducts the Accessibility Audit at Divisions/Offices, on regular basis, to make the built up environment accessible to PWDs.
- 3.1.2 The Company also aims to make necessary changes in the existing infrastructure like accessible parking, ramp & rail facilities, accessible toilets, accessible lifts, etc., to ease the movement of PWDs.
- 3.1.3 The Company provides special permission to employees with disabilities to come to their work spot inside Factory premises in Motorized Transport.

3.2. List of Posts identified suitable for PWDs in the Establishment:

3.2.1. The Company identified the Posts suitable for employment of PWDs and notified vide Circular No. HAL/HR/37(1)/2023 dated 17.4.23 (copy enclosed).

3.3. The manner of selection of PWDs for various Posts:

3.3.1. The Company advertises the vacancies in Group 'A' and 'B' in the New Papers on All India / Regional basis and its website (www.hal-india.co.in). The Company advertises the vacancies in Group 'C' (including engagement of Tenure-based Personnel) in the Local/Regional News Papers and its website, in addition to notifying the vacancies to Employment Exchanges.

3.3.2. The Company mentions the details of reservation, relaxation and concessions provided to the persons with benchmark disabilities, in the detailed Advertisement hosted at website. The Application Format for the candidates includes the relevant columns for the posts identified for PWDs, category/sub-category of disability, percentage of disability, etc.

3.3.3. The Company allows the persons with benchmark disabilities to use the facility of Scribe/Reader/Lab Assistant as per the requirement of Selection Test for each Recruitment Advertisement.

3.3.4. The Company maintains the Reservation Rosters for persons with benchmark disabilities, in conformity with the Government Directives, at Divisions/Offices.

3.3.5. The Company ensures that the suitability for appointment, in relation to the disability, are decided on the basis of reports of the Medical Board attached to the Special Employment Exchanges for physically disabled, as per the extant Rules. The Company also ensures that PWD candidates are subjected to pre-employment medical examination with regard to other medical parameters, as per Company's standards.

3.4. Post-Recruitment and Pre-Promotion Training facility:

3.4.1. The Company imparts the structured induction training programme to newly inducted employees including PWDs. Job specific Post-Recruitment Training programme is an integral part of the Training cycle for the employees on a periodic basis including employees with disabilities. The Company identifies the Mentors for the Trainees including PWDs.

3.4.2. The Company imparts Skill Development Programs taking into consideration their training needs or the needs of the projects on which the employees are working or deployed, based on the gaps in the skill sets to be possessed vis-à-vis required skill sets.

3.5. Preference in Transfer and Posting:

3.5.1. The Company provides preference to employees with disabilities for posting at the time of transfer/promotion, subject to the administrative constraints.

3.6. Special Leave, preference in allotment of residential accommodation if any, and other facilities:

3.6.1. The Company provides preference to employees with disabilities for allotting them accessible accommodation in ground floor of the Quarters, on priority, subject to availability.

3.6.2. The Company appoints the Grievance Redressal Officers for PWDs at Divisions/ Offices.

3.6.3. The Company grants special casual leave of 15 days (or the actual time spent including transit period, whichever is less) to the disabled Ex-Servicemen who have been provided with artificial limbs as a result of injuries sustained while on active service and are required to report to Artificial Limb Centre when their artificial limbs require replacement/treatment. The Company also grant special casual leave upto a maximum of 15 days, to Ex-Servicemen for appearing before the Medical Re-survey Board for re-assessment of their disability.

3.7. Provisions of Assistive Devices, barrier-free accessibility:

3.7.1. The Company provides the additional Transport Allowance to Blind, Orthopedically disabled and Deaf & Dumb Workmen and Officers at the rate of Rs. 1860/- per month, as per applicable Government Guidelines.

3.7.2. The Company provides the Special Allowance to Blind and Orthopedically disabled Workmen at the rate of Rs. 800/- per month.

3.7.3. The Company grants the advance for purchase of Motorized Wheel-Chair / Tricycle in respect of Orthopedically disabled Workmen, as per the Rules in vogue.

- 3.7.4. The Company extends the financial assistance for purchase of Hearing Aids / Orthopedic Equipments & Implants in respect of employees with disabilities, as per Company Rules.
- 3.7.5 The Company strives to provide appropriate barrier free and conducive environment to employees with disabilities. In new Buildings being constructed, all the measures are being taken for barrier-free accessibility for employees with disabilities.

3.8 Appointment of Liaison Officer for PWDs by the Establishment:

- 3.8.1 The Company appoints the Liaison Officer for PWDs at all the Divisions/Offices to ensure effective implementation of reservation matters pertaining to PWDs.
- 3.8.2 The details of Chief Liaison Officer for PWDs in HAL are as follows:

Shri D. Deepak
Executive Director (HR)
Hindustan Aeronautics Limited
Corporate Office
15/1, Cubbon Road
Bengaluru – 560 001
Phone No.: 080 - 2232 0046
E-Mail ID: d.deepak@hal-india.co.in



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CORPORATE OFFICE

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HINDUSTAN AERONAUTICS LIMITED

HAL/HR/37(1)/2023

17th April 2023

Sub: Posts suitable for Employment of Persons with Benchmark Disabilities in HAL - Inclusion of Persons with Spinal Deformity / Spinal Injury

- Ref: (i) CO letter No. HAL/P&A/33(1)/PHP-POL/MPA/2000 dated 8.3.2000
(ii) CO letter No. HAL/P&A/33(1)/PHP-POL/MPA/2000 dated 20.4.2000
(iii) CO letter No. HAL/HR/33(1)/PHP-POL/MPA/2015 dated 5.5.2015
(iv) CO letter No. HAL/HR/37(1)/2019 dated 27.11.2019
(v) CO letter No. HAL/HR/37(1)/2020 dated 18.3.2020

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The Posts/Disciplines suitable for employment of Persons with Benchmark Disabilities in HAL, as mentioned in Section 34 (1) of the Rights of Persons with Disabilities (RPWD) Act, 2016 were notified vide CO letter dated 18.3.2020.

2. Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) vide Office Memorandum F. No. 30-12/2020-DD-III dated 7.9.22 (copy enclosed) has notified a separate sub-category i.e., **Spinal Deformity (SD) and Spinal Injury (SI) under Locomotor Disability** of the RPWD Act, 2016, as mentioned below:

- (a) Persons with SD/SI without any associated neurological / limb dysfunction; &
(b) Persons with SD/SI with associated neurological / limb dysfunction.

In this connection, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) Gazette Notification F.No. 30-12/2020-DD-III dated 24.8.22 (copy enclosed) refers.

3. Accordingly, the Posts/Disciplines (Group - A, B & C) suitable for employment of Persons with Spinal Deformity / Spinal Injury without any associated neurological / limb dysfunction (SD/SI) and Persons with Spinal Deformity / Spinal Injury with associated neurological / limb dysfunction (SDD/SID) in HAL are identified.

4. The list of Posts/Disciplines (Group - A, B & C) suitable for employment of Persons with Benchmark Disabilities in HAL, as mentioned in Section 34 (1) (a), (b), (c), (d) & (e) of the RPWD Act, 2016 (including Spinal Deformity / Spinal Injury under Locomotor Disability) is enclosed at **Annexure - I**.

5. Divisions/Offices are requested to take necessary action for compliance, please.

Deepak
17/4/23
(D Deepak)

Executive Director (HR)

Encl: As stated

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Annexure – I

List of Posts / Disciplines (Group – A, B & C) suitable for employment of Persons with Benchmark Disabilities in HAL, as mentioned in the Section – 34 (1) (a) (b) (c) (d) & (e) of the Rights of Persons with Disabilities Act, 2016 (including Spinal Deformity / Spinal Injury)

ACRONYMS	
Visual Impairment:	
B	Blindness
LV	Low Vision
Hearing Impairment:	
D	Deaf
HoH	Hard of Hearing
Locomotor Disability:	
OA	One Arm affected
OL	One Leg affected
OAL	One Arm & One Leg affected
BL	Both Legs affected but not Arms
SDD/SID	Spinal Deformity/Spinal Injury with associated neurological / limb dysfunction of respective locomotor disability identified for the particular post.
SD/SI	Spinal Deformity/Spinal Injury without any associated neurological / limb dysfunction.
Other Disabilities:	
LC	Leprosy Cured
DW	Dwarfism
AAV	Acid Attack Victims
MD	Multiple Disabilities

I. Group - A (Grade – II & above):

Sl. No	Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
1	Computer Science / IT	-	HoH	OL, OA, BL, OAL, SDD/SID, SD/SI	LC, DW, AAV
2	Planning / Progress / Production or Manufacturing Shop / Programme / Machine Shop / Methods / Projects / Quality / Inspection / Final Assembly / Assembly & Testing / Tooling / Indigenization / Lean / Maintenance / Mechanical / Electrical / Electronics / Printing Press	-	HoH	OL, SDD/SID, SD/SI	-

Sl. No	Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
3	Aeronautical / Design / DLE	-	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV
4	Laboratory / Metallurgy	-	HoH	OL, OA, SDD/SID, SD/SI	-
5	Customer Services	-	HoH	SD/SI	-
6	Management Services	LV	HoH	OL, OA, SDD/SID, SD/SI	-
7	HR / Labour Welfare / Facility Management / Official Language / CSR	LV	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
8	Training / Faculty / Skill Development	LV	-	OL, OA, BL, SDD/SID, SD/SI	LC, DW, AAV MD
9	Finance / Accounts / Systems Audit	-	HoH	OL, OA, BL, SDD/SID, SD/SI	LC, DW, AAV MD
10	IMM / Purchase / Stores / Material Planning	LV	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
11	Library	-	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
12	Secretariat (Company Secretary)	-	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
13	Medical Disciplines (Doctors)	-	-	OL, SDD/SID, SD/SI	-
14	Surgical Disciplines (Doctors)	-	-	SD/SI	-
15	Radiology (Doctors)	-	-	OL, SDD/SID, SD/SI	LC, DW, AAV MD
16	Pathology (Doctors)	-	HoH	OL, SDD/SID, SD/SI	LC, DW, AAV MD
17	Dental (Doctors)	-	-	OL, SDD/SID, SD/SI	-

Sl. No	Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
18	Legal / Contracts	LV	-	OA, SDD/SID, SD/SI	LC, DW, AAV MD
19	Civil / Works Engineering / Civil Maintenance	-	HoH	OL, OA, SDD/SID, SD/SI	-
20	Architecture	-	HoH	OL, SDD/SID, SD/SI	LC, DW, AAV
21	Marketing / Business Development	-	-	OA, SDD/SID, SD/SI	-
22	Corporate Communication / Public Relations	LV	-	OA, SDD/SID, SD/SI	LC, DW, AAV MD
23	Vigilance	-	-	OL, OA, BL SDD/SID, SD/SI	LC, DW, AAV MD
24	Horticulture	-	HoH	SD/SI	LC, DW, AAV
25	Outsourcing	-	HoH	OA, SDD/SID, SD/SI	-
26	Off-sets	-	HoH	SD/SI	-
27	Safety / Aerodrome / Air Traffic Controller / Meteorology / Flight Operations / Environment	-	-	SD/SI	-
28	Security / Fire	-	-	SD/SI	-

II. Group - A (Management / Design Trainees):

(a) Management Trainee:

Sl. No	Posts / Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
1	Aeronautical	-	HoH	OL, OA, SDD/SID, SD/SI	-
	Computer Science	-	HoH	OL, OA, BL, OAL, SDD/SID, SD/SI	LC, DW, AAV
	Electrical	-	HoH	OL, SDD/SID, SD/SI	-
	Electronics	-	HoH	OL, SDD/SID, SD/SI	-
	Mechanical	-	HoH	OL, SDD/SID, SD/SI	-
	Metallurgy	-	HoH	OL, OA, SDD/SID, SD/SI	-
	Production	-	HoH	OL, SDD/SID, SD/SI	-
2	Management Trainee (IMM)	LV	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
3	Management Trainee (Marketing)	-	-	OA, SDD/SID, SD/SI	-
4	Management Trainee (HR)	LV	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
5	Management Trainee (Legal)	LV	-	OA, SDD/SID, SD/SI	LC, DW, AAV MD
6	Management Trainee (Civil)	-	HoH	OL, OA, SDD/SID, SD/SI	-
7	Management Trainee (Architecture)	-	HoH	OL, SDD/SID, SD/SI	LC, DW, AAV
8	Management Trainee (Finance)	-	HoH	OL, OA, BL, SDD/SID, SD/SI	LC, DW, AAV MD

(b) Design Trainee:

Sl. No	Posts / Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
1	Aeronautical	-	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV
	Electrical				
	Electronics				
	Mechanical				

III. Group - B (Grade - I):

Sl. No	Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
1	Computer / IT	-	HoH	OL, OA, BL, OAL, SDD/SID, SD/SI	LC, DW, AAV
2	Planning / Progress / Production or Manufacturing Shop / Programme / Methods / Projects / Machine Shop / Quality / Inspection / Final Assembly / Assembly & Testing / Tooling / Indigenization / Lean / Maintenance / Mechanical / Electrical / Electronics / Printing Press	-	HoH	OL, SDD/SID, SD/SI	-
3	Aeronautical / Design / DLE	-	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV
4	Laboratory / Metallurgy	-	HoH	OL, OA, SDD/SID, SD/SI	-
5	Customer Services	-	HoH	SD/SI	-
6	Management Services	LV	HoH	OL, OA, SDD/SID, SD/SI	-
7	HR / Labour Welfare / Facility Management / Official Language / CSR	LV	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
8	Training / Skill Development	LV	-	OL, OA, BL, SDD/SID, SD/SI	LC, DW, AAV MD

Sl. No	Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
9	Finance / Accounts / Systems Audit	-	HoH	OL, OA, BL, SDD/SID, SD/SI	LC, DW, AAV MD
10	IMM / Purchase / Stores / Material Planning	LV	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
11	Library	-	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
12	Secretariat (Company Secretary)	-	HoH	OL, OA, SDD/SID, SD/SI	LC, DW, AAV MD
13	Medical (Doctors)	-	-	OL, SDD/SID, SD/SI	-
14	Dental (Doctors)	-	-	OL, SDD/SID, SD/SI	-
15	Legal / Contracts	LV	-	OA, SDD/SID, SD/SI	LC, DW, AAV MD
16	Civil / Works Engg. / Civil Maint.	-	HoH	OL, OA, SDD/SID, SD/SI	-
17	Architecture	-	HoH	OL, SDD/SID, SD/SI	LC, DW, AAV
18	Marketing / Business Development	-	-	OA, SDD/SID, SD/SI	-
19	Corporate Communication / Public Relations	LV	-	OA, SDD/SID, SD/SI	LC, DW, AAV MD
20	Vigilance	-	-	OL, OA, BL, SDD/SID, SD/SI	LC, DW, AAV MD
21	Horticulture	-	HoH	SD/SI	LC, DW, AAV
22	Outsourcing	-	HoH	OA, SDD/SID, SD/SI	-
23	Off-sets	-	HoH	SD/SI	-
24	Safety / Aerodrome / Air Traffic Controller / Meteorology / Environment	-	-	SD/SI	-
25	Security / Fire	-	-	SD/SI	-

IV. Group - C (Scales – 3 to 10 / SS):

(a) Technical:

Sl. No	Trades / Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
1	Machinist / Drilling Machine Operator / Turner / Miller / Grinder / Slotter Machine Operator / Fitter / Boiler Operator / Production Shops / Mechanical	-	-	OL, SDD/SID, SD/SI	-
2	Sheet Metal Operator / Power Press Operator	-	HoH	SD/SI	-
3	Painter	-	HoH	SD/SI	-
4	Engine Mechanic	-	HoH	SD/SI	-
5	Radio Wirer / Electrical / Avionics / Electronics Mechanic / Instrumentation Mechanic / Radio & Radar / Electronics & Communication	-	HoH	OL, SDD/SID, SD/SI	-
6	Heat Treatment Operator / Metallurgy / Electroplater	-	HoH	-	-
7	Moulder / Core Maker / Forge-man / Furnace-man / Tool & Die Maker / Process / Chemical	-	HoH	-	-
8	Carpenter	-	HoH	OL, SDD/SID, SD/SI	-
9	Tracer / Planner / Project-man / Draughts-man / Layout-man	-	HoH	OL, SDD/SID, SD/SI	LC, DW, AAV
10	Inspector / Quality Control	-	HoH	OL, SDD/SID, SD/SI	-
11	Scientific Assistant / Laboratory	-	HoH	OL, SDD/SID, SD/SI	-
12	Electrician	-	HoH	SD/SI	-
13	Welder	-	HoH	-	-
14	Civil / Works Engineering / Horticulture	-	HoH	SD/SI	-
15	Airframe / Safety Equipment / Weapon Fitter	-	-	-	-

(b) Non- Technical:

Sl. No	Trades / Disciplines	Visual Impairment	Hearing Impairment	Locomotor Disability	Other Disabilities
1	Admin Asst. / Commercial Asst. / Accounts Asst.	LV	HoH	OL, OA, BL, OAL, SDD/SID, SD/SI	LC, DW, AAV MD
2	Stenographer	-	-	OL, OA, BL, SDD/SID, SD/SI	LC, DW, AAV MD
3	Data Entry Assistant / Computer Assistant	-	D, HoH	OL, OA, BL, SDD/SID, SD/SI	LC, DW, AAV MD
4	Librarian	-	HoH	SD/SI	LC, DW, AAV MD
5	Binder	-	HoH	OL, SDD/SID, SD/SI	LC, DW, AAV MD
6	Para-Medical Disciplines:				
a)	Dresser	-	HoH	SD/SI	-
b)	Mid-Wife	-	HoH	SD/SI	-
c)	Dietician	-	HoH	OL, OA, SDD/SID, SD/SI	-
d)	Lab Assistant	-	HoH	SD/SI	-
e)	Audiologist	-	-	OL, SDD/SID, SD/SI	-
f)	Refractionist	-	-	OL, SDD/SID, SD/SI	-
g)	Lab Technician	-	HoH	OL, SDD/SID, SD/SI	-
h)	Nurse	-	-	SD/SI	-
i)	Physiotherapist	-	HoH	SD/SI	-
j)	X-Ray Technician / Dialysis Technician	-	HoH	SD/SI	-
k)	Pharmacist	-	HoH	OL, SDD/SID, SD/SI	LC, DW, AAV MD
l)	ECG Technician / ECHO Technician	-	-	SD/SI	-
7	Hindi Translator	B, LV	HoH	OL, OA, BL, OAL, SDD/SID, SD/SI	-
8	Security / Fire	-	-	-	-