



HINDUSTAN AERONAUTICS LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
AVIONICS DIVISION – HYDERABAD – 500 042
HUMAN RESOURCE DEPARTMENT

Hindustan Aeronautics Limited(HAL), a Navaratna Central Public Sector undertaking, is a premier Aeronautical Industry of South East Asia, with 20 Production/Overhaul/Service Divisions and 10 co-located R&D centers spread across the Country. HAL's spectrum of expertise, encompasses design, development, manufacture, repair, overhaul and upgrade of Aircraft, Helicopters, Aero-engines, Industrial & Marine Gas Turbines, Accessories, Avionics & Systems and Structural Components for Satellite & Launch vehicles.

Avionics Division, Hyderabad a unit of HAL's vast network invites applications from the eligible candidates in the prescribed proforma for the following Grade-I posts in the executive cadre:

SL. No.	Name of the Post & Discipline	No.of Post & Reserved for	Qualification
1	Asst.Engineer (Civil)	01 (UR)	Regular Degree in Engineering / Technology or its equivalent in Civil Discipline with minimum 60% marks.
2	Asst.Scientific Officer	01 (UR)	Regular B.Sc.(Chemistry) Degree (10+2+3 pattern) with minimum 60% marks AND Post Graduate Degree in M.Sc.(Chemistry) with minimum 60% marks.
3.	Asst.Officer(Library)	01 (UR / PWD-HH)	Regular Graduation Degree in any discipline (10+2+3 pattern) with minimum 60% marks from recognized University AND 2 years regular Post Graduate Degree/Post Graduate Diploma in Library Science (i.e M.Lib) with minimum 60% marks from a recognized University.
4.	Asst. Officer(Catering)	01 (OBC)	Regular Graduation Degree(10+2+3 Pattern) with minimum 60% Marks AND 2 Years Full Time PG Degree/ Diploma In Hotel/ Catering Management with minimum 60% marks from Recognized University. OR Inter + 2 with Full time B.Tech (04 Years) Degree in Hotel / Catering Management Course with minimum 60% marks.
5.	Asst.Officer(Estate)	01 (UR)	Regular Graduation Degree in any discipline (10+2+3 pattern) AND Regular Post Graduation Degree with minimum 60% marks from recognized University AND Regular Course of Degree in Law (LL.B) with minimum 60% marks from recognized University.
6.	Asst.Officer(Horticulture)	01 (OBC)	Full time B.Sc.(Horticulture/Agriculture) with minimum 60% marks from recognized University. AND Full time M.Sc.(Horticulture/Agriculture) with minimum 60% marks from recognized University.
7.	Asst.Officer(Safety)	01 (OBC)	Regular Degree in any branch of Engineering or Technology with minimum 60% marks from recognized University; AND One year full time regular Diploma in Industrial Safety from a Central / Regional Labour Institutes; AND Candidates should possess adequate knowledge of Telugu, English and Hindi(Write, speak and read) AND Minimum 2 years of post qualification relevant experience.

8	Russian Language Interpreter	02 (UR)	<p>5 years Integrated Degree of Master of arts in Russian Language (Translation & Interpretation) from recognized University/ Institutes with minimum 60% marks.</p> <p style="text-align: center;">OR</p> <p>3 years Bachelors Degree in Russian Language with minimum 60% marks plus 2 years post Graduate Degree/Post Graduate Diploma in Russian Language with minimum 60% marks from recognized Universities/ Institutes.</p>
9	Asst. Officer(Security)	01 (OBC)	<p>i) Successful completion of Ten months Pre-Commission Training Course from the Officers' Training School, Madras or from any other equivalent Institution under the Defence Force;</p> <p style="text-align: center;">OR</p> <p>ii) Successful completion of One to one and half years Course conducted by the Central/State Government qualifying for appointment as Deputy Superintendent of Police/Sub Inspectors in State Police, Railway Protection Force, Central Reserve Police, Border Security Force.</p> <p style="text-align: center;">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;</p> <p style="text-align: center;">OR</p> <p>iv) Successful completion of Training conducted by the Central Government for candidates selected for the post of Sub Inspectors in CISF or successful completion of One year Training conducted by Home Ministry, Government of India, for SI in CBI;</p> <p style="text-align: center;">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 Warranty Officer;</p> <p style="text-align: center;">OR</p> <p>vi) Two Years PG Degree (M.Sc.) in Forensic Science & Criminology acquired after (10+2+3)</p> <p style="text-align: center;">OR</p> <p>vii) Two Years PG Degree (MA) In the following subjects, acquired after Graduation (10+2+3); MA - Sociology/ Economics/ Psychology / Public Administration/ Criminology/Political Science / Anthropology / Human Rights/Media Studies/ Social Policy / Public Policy.</p> <p>NOTE: The candidates possessing the Qualifications at Sl.No.(Vi) & (Vii) should secure a minimum of 60% Marks, in aggregate, of all the semesters/ year Or corresponding CGPA Ratings/ Gradations in their Qualifying examinations.</p>
Note : UR : Unreserved ; OBC : Other Backward Class ; PWD(HH) : Persons with Disability (Hearing Handicapped)			

Selected candidates would be appointed on a starting basic pay of Rs.12600/- in the Pay Scale of Rs. 12600-3%-32500. Besides Basic Pay, candidates would be eligible for Variable Dearness Allowance, Company Accommodation / House Rent Allowance, Performance Related Pay, Leave, Medical Facilities, Provident fund, Gratuity etc. as per Company Rules. Candidates would be paid 44% of Basic Pay for Perquisites and Allowances under the Cafeteria System.

AGE LIMIT:

Age is to be counted as on 01.01.2015. Reservation/concessions for candidates belonging OBC & PWD categories would be made as per the Government Directives.

- The upper age limit is 35 years as on 01.01.2015 for un-reserved candidates.
- Relaxation upto 3 years is admissible for candidates belonging to OBC(Non-Creamy Layer) for reserved posts under OBC(Non-Creamy Layer) Category. The prescribed OBC Caste Certificate is at Appendix B.
- Relaxation upto 10 years is admissible for candidates belonging to PWD candidates, which will be over and above the relaxation admissible for candidates belonging to OBC.
- Relaxation in the upper age limit upto 5 years to candidates who had domiciled in the State of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989.
- Upper age limit with all relaxations shall not exceed 55 years.

EXPERIENCE

For the post at Sl no.7-Asst Officer(Safety):

Minimum 2 years of post qualification relevant experience.

- Contract Experience
 - a) Experience possessed by candidates engaged on contract basis directly by PSUs/Central/State Governments concerned shall be considered a experience for the purpose of selection. in that case, Experience Certificate is to be produced from such PSUs/Central/State Governments, etc, indicating the contract engagement. As regards No Objection Certificate, the same need to be in line with the Terms & Conditions of Contract engagement and Rules applicable for such contract engagement in the concerned Organization.
 - b) Experience possessed by candidates in Private Organizations on contract basis shall be considered as experience, subject to scrutiny in terms of nature of experience, responsibilities, assignments, etc.
 - c) Experience possessed by candidates engaged on contract basis through Contractors by PSUs/Central/State Governments will not be considered as experience since the engagement is not direct.
 - d) The contract experience possessed by candidates as at (a) & (b) above will be considered as experience for the purpose of selection only if the experience is in Executive cadre of the concerned PSUs/Central/State/Private Organizations.

SERVICE BOND

The selected candidates will undergo a structured training for a period of 16 weeks. At the time of joining the selected candidates will be required to execute a bond to serve the Company for a period of two years after confirmation in the regular rolls of the Company or reimburse the actual remuneration paid and expenses incurred (including for the training) subject to a maximum of Rs.2,00,000/- (Rupees two lakhs only).

SELECTION PROCEDURE:

Candidates shortlisted based on the marks/percentage in the qualifying examination would be called for Written Test. The Written Test will be held at Hyderabad only. The written test will be Objective Type and 2 ½ hours duration. The test will be in three parts. Part-I will consist of 20 questions on General Awareness. Part-II will consist of 40 questions on English & Reasoning. Part-III will consist of 100 questions on the concerned discipline. No negative marks. Candidates shortlisted based on the performance in the Written Test only be called for Interview in the ratio of 1:5(Maximum). Date, Time and Venue of the Written Test / Interview will be intimated to the shortlisted/eligible candidates by E-mail/HAL Website / by post.

The details of the candidates shortlisted for Interview would be hosted on HAL Website www-hal-india.com and no separate communication will be made to the candidates.

Candidates shortlisted for Interview are required to bring the certificates / Documents (original and self attested photocopies) in proof of Age, Qualification, Experience, Caste, Training, Disability(as applicable) and passport size photographs at the time of interview.

HEALTH

Applicants should be of sound health and should meet the medical standards prescribed by the Company. Appointment of selected candidates would be subject to receipt of satisfactory medical report from the Company's Doctor as per the Medical Standards of the Company and satisfactory Medical Report from the concerned authorities in respect of PWD candidates.

APPLICATION FEE

The application fee is Rs.500/- which is non-refundable (exempted in case of SC/ST/PWD category). The application fee is to be sent in the form of crossed Demand Draft drawn on any Nationalized Bank (preferably State Bank of India) in favour of 'Hindustan Aeronautics Limited, Hyderabad', payable at Hyderabad. The Demand Draft should have been obtained between the period 28.01.2015 and 17.02.2015. Application fee will not be refunded under any circumstances, even if the candidate is ineligible at the time of applying or rejection of application etc. Therefore before forwarding the application, candidates are required to ensure that they meet all the eligibility criteria.

GENERAL CONDITIONS

- Only Indian nationals are eligible to apply.
- Education Qualification should have been acquired /possessed by the candidate as on 01.01.2015. The date of declaration of results indicated in the mark sheet of the Final Semester/Year will be considered as the date of acquisition of Educational Qualification.
- Appearing candidates or the candidates whose result is awaited are **NOT eligible** to apply.
- Candidates possessing Regular/Full time qualifications prescribed for the posts are only **eligible to apply**. In other words, the qualifications acquired through Part Time/Correspondence/Distance Education/ E-learning courses **should not apply**.

- The total maximum marks and total marks obtained for all Semesters/ years will be summed up to arrive at the aggregate percentage. No rounding off will be done. No weightage will be given to any particular Semester or Year. Candidate must indicate the aggregate marks (of all semesters/ years put together Diploma/Degree etc.in the Bio-data form. Aggregate marks are to be calculated as shown below:

$$\frac{\text{Total marks obtained in all semesters or years}}{\text{Maximum marks (cumulative of all semester or years)}} \times 100$$

- Wherever CGPA or letter grade in qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Candidates are required to submit a conversion Certificate to this effect from the University / Institute along with Application Form .
- Candidates who are employed in Government / Semi-Government/Public Sector Undertakings should apply through their employers i.e .through proper channel. Further, such candidates are required to produce “No Objection Certificate” at the time of Interview from their employer failing which they will not be permitted to appear for the interview.
- For getting the reservation benefits under OBC category, the following are required to be adhered:
 - The Candidate must not belong to creamy layer;
 - The name of caste of the candidate must appear in the ‘Central list of Other Backward Classes’;
 - The candidate need to furnish their OBC Certificate as per the format prescribed by the Government of India (Not older than 6 months as on 01.01.2015) from the Competent Authority.
- Appointment of selected candidates is subject to verification of Caste(Wherever applicable) and Character & Antecedents from the concerned Authorities, as per the rules of the Company;
- Mere submission of application will not entail a right for claiming appointment;
- HAL reserves the right to cancel / restrict / enlarge / modify / alter the advertisement / recruitment process and / or the selection process there under, without issuing any further notice or assign any reason whatsoever. The number of vacancies can be modified as per Management’s discretion.
- If the information furnished by the candidate in any part of the Bio-data is found to be false or incomplete or is not found to be in conformity with eligibility criteria mentioned in the advertisement, the candidature / appointment will be considered as revoked / terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.
- Any sort of canvassing or influencing the officials related to the recruitment / selection process would result in immediate disqualification of the candidate.
- HAL reserves the right in increase / decrease the specification depending upon the response.
- Candidates staying beyond 30 miles away and attending Personal interview will be paid to and fro TA(Rail fare) by the shortest route on production of proof of travel as per rules of the Company.
- Appointment of selected candidates is subject receipt of satisfactory Medical Report from the Company’s Doctor as per the standards prescribed by HAL (Concerned Authority in case of PWD candidates).
- Decision of HAL Management regarding selection will be final. Further, HAL Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies if any from the valid panel of selected candidates as per the rules of the Company.

- Candidates belong to SC/ST category are required to submit the self attested copies of SC/ST certificate in the prescribed format enclosed at Appendix A. Candidates belonging to OBC category are required to submit the OBC certificate in the prescribed format enclosed at Appendix B.
- Persons with Disabilities (PWDs) suffering from not less than 40% of the relevant disability shall be eligible for the benefit of reservation for PWD. The prescribed disability certificate to be submitted by the candidate is at Appendix-D.
- Candidates who have work experience in the Private Sector and produce the experience certificate should submit the same in the letter head of the Company. The letter head of the Company should have the details of the Company Registration Number.
- Necessary information regarding the selection, interview etc. will be hosted on HAL Website www.hal-india.com from time to time. Candidates are requested to visit the website from time to time.
- Before applying the candidates should satisfy themselves regarding eligibility criteria desired for the post.
- Incomplete Applications will be rejected and no further correspondence in this regard will be entertained.
- Appearance of the shortlisted candidates in the Interview is provisional and it does not entitle them for any claim for the post. They will be treated as debarred ab-initio at any stage of the recruitment process in case they do not fulfill eligibility criteria.
- HAL Management reserves right to call or not to call any / all of the candidates who have responded against this advertisement.
- The Admit Card for the Written Test & other correspondence would be forwarded through E-mail. Hence candidates are requested to possess a valid E-mail ID.
- Last date of receipt of applications is 17.02.2015. Applications received after due date will be rejected. We are not responsible for any postal delay.
- Court of Jurisdiction for any dispute / cause will be at Hyderabad.
- In case of any clarification please contact Manager(HR)TM, Avionics Division, Balanagar, Hyderabad on 040-23776910 or write to us at halhydtalent@gmail.com.

HOW TO APPLY

Eligible candidates may send their applications, duly filled in the prescribed format as at Annexure-I in A-4 size paper along with the relevant self attested copies of certificates with reference to Educational Qualifications (Provisional Certificates, Marks Sheets, (Year wise / semester wise), Conversion Certificate(for CGPA)), Experience Certificate, SC/ST Caste Certificate, OBC Certificate (not older than 6 months as on 01.01.2015.) Disability Certificate and also latest passport size photographs with an application fee of Rs.500/-(Non-refundable) in the form of Crossed Demand Draft drawn on any Nationalized Bank in favour of HAL, Hyderabad, payable at Hyderabad by post only, so as to reach on or before 17.02.2015 to the following address. Applications received through any other mode will not be accepted. The candidate is required to write his name and post applied for on the reverse side of Demand Draft which should be forwarded to the following address super scribing on the envelope in Bold, the post applied for and advertisement No:

THE MANAGER-HR(TM)
HINDUSTAN AERONAUTICS LIMITED
AVIONICS DIVISION
BALANAGAR,
HYDERABAD-500 042.

MANAGER(HR)



**Hindustan Aeronautics Limited
Avionics Division:: Hyderabad**

Annexure-I

Paste Self
Attested recent
passport size
photograph

APPLICATION FOR THE POST OF

Advt. No. _____ dated _____

1.	Name (IN BLOCK LETTER)	
2.	Gender	
3.	Father's Name	
4.	Mother's Name	
5.	a. Date of Birth b. Age as on 01.01.2015	
6.	State of Domicile & Nationality	
7.	<u>Contact / Mailing Address</u> Phone No. (with STD CODE): Mobile NO.: E-mail ID:	<u>Permanent address</u> Phone No. (with STD CODE): Mobile NO.: E-mail ID:
8.	Nearest Railway Station	
9.	Religion	
10.	Were you domicile of J&K during the period from 01.01.1980 to 31.12.1989?	YES / NO
11.	Circle the Category (copy of Certificate to be produced at the time of Interview in case of SC/ST/OBC (Non-Creamy Layer) a. Caste b. Sub-Caste (Name of the Caste) c. Non-Creamy Layer (for OBC only)	a. _____ b. _____ c. _____
12.	Are you a Person with Disability (PWD)? If Yes , circle the category of Disability (Copy of Certificate to be produced at the time of Interview)	YES / NO VD / OD / HD
13.	a. Are you an Ex-Serviceman? If yes , mention the last Rank held and the no. of years served in the Rank. b. Are you Serving Officer in the Armed forces? If yes , mention the present Rank and no. of years completed in the Rank.	YES / NO YES / NO.

14.	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) Post Interviewed: Date of Interview: Venue of Interview:	YES / NO
15.	Are any of your close relatives working in HAL? If yes, provide details of Name, Designation, Division, etc.	

16. **EDUCATION QUALIFICATION:** (Academic and Professional)

Name of Qualification with specialization wherever applicable	Institution / University	Nature of the Course (Full Time/Part time/Correspondence)	Duration of The Course	Subjects/ Specialization	Class / Divn.	Aggregate % of marks	Month & Year of Passing
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

(Note: Please give full & complete information. Use separate sheets if required)

* For calculation of Percentage, aggregate of all Semesters/Years should be considered.

: 3 :

16. **Details of Training undergone in the last 5 years:**

Name of Program	Institution / Organisation	Duration of the Training	
		From (DD/MM/YYYY)	To (DD/MM/YYYY)
(1)	(2)	(3)	(4)

18. **Professional Experience from the First Job onwards to Current Job** (Chronological order):

Sl. No.	Designation	Organisation	Central / Govt/PSU / Private	Date		Pay Scale	Gross Pay	Reason for Leaving
				From (dd/mm/yyyy)	To Dd/mm/yyyy			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

(Note: Please give complete details for the experience profile like Date, Month & Year. Use Separate Sheets if required)

19. Detailed Picture of the Position currently held by you. (to be typed in about 100 words on a separate sheet and enclose to the application with your name legibly written on the top of the paper.)
20. No. of years of Post Professional Qualification Experience you possess (in completed years): _____

- 21. Present Scale of Pay _____
Basic Pay _____ DA _____ Gross Pay _____
- 22. Date of Seniority (From Date in Present Grade / Post): _____
- 23. Pay Expected: _____
- 24. If selected, how soon can you Join? _____
- 25. Pen picture of professional experience, achievements and significant contribution in the field. (To be typed in about 100 words on a separate sheet and enclosed to the application with your legibly written on the top of the paper)
- 26. Details of Application fee paid:

Name of the Bank	Branch Code	Demand draft number	Date	Amount

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. I understand that in the event the information is found to be false or incorrect, my candidature/appointment may be considered as terminated without any notice.

Place:

Signature of the Candidate

Date:

Note: The candidate is required to fill up all the columns. Application will be rejected if any column is left blank, not filled or incomplete. No correspondence will be entertained.

The candidate should not attach any documents with the application blank other than specified one in the application blank/Advertisement.

FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATES BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE

This is to certify that Shri/ Shrimathi*/ Kumari* _____ Son/daughter* of _____ of Village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/ Tribe which is recognized as a Scheduled Caste/Scheduled Tribe* under:

- *The Constitution (Scheduled Castes) order 1950
- *The Constitution (Scheduled Tribes) order 1950
- *The Constitution (Scheduled Castes)(Union Territories) order 1950
- *The Constitution (Scheduled Tribes) (Union Territories) order 1951

{As amended by the Scheduled Castes and Scheduled Tribes lists(Modification Order, 1956, the Bombay Reorganization act, 1960, the Punjab Reorganization Act, 1966, the state of Himachal Pradesh Act 1970, the North-Eastern areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act 1976}

- *The Constitution (Jammu and Kashmir) Scheduled Castes order 1956
- *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976;
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order 1962
- *The Constitution (Pondicherry) Scheduled Castes order 1964
- *The Constitution (Scheduled Tribes) (Uttar Pradesh) order 1967
- *The Constitution (Goa, Daman and Diu) Scheduled Castes order 1968
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes order 1968
- *The Constitution (Nagaland) Scheduled Tribes order 1970
- *The Constitution (Sikkim) Scheduled Castes order 1978

2. Shri / Shrimathi/ Kumari* _____ and/or * his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the state/Union Territory* of _____.

Signature_____

Designation_____
(With seal of office)

Place _____ State / Union Territory

Date _____

* Please delete the words, which are not applicable

Note : The term " Ordinarily resides" used here will have the same meaning as in section 20 of the Representation of the People Act 1950.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This to certify that Shri / Smt / Kumari _____, son / daughter of _____, of Village / Town _____ in District / Division _____ in the State / Union Territory _____ belongs to the _____ Community which is recognized as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____,*. Shri / Smt / Kumari _____ and / or his/her family ordinarily reside(s) in the _____ District / Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India. Department of Personnel and Training. O.M No 36012/22/93- Estt.(SCT), dated 8-9-1993*.

District Magistrate,
Deputy Commissioner, etc

Dated:

SEAL

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the Caste of candidate is mentioned as OBC.

* as amended from time to time

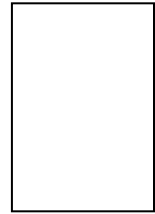
Note: The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the people's Act, 1950

DISABILITY CERTIFICATE

Certificate No.:

Date:

This is to certify that we have carefully examined Shri./ Smt./ Kum. _____
 _____ Son / Daughter / Wife
 of Shri. _____ Age _____
 Registration No. _____ Permanent resident
 _____ Ward / Village / Street _____ Post Office _____
 District _____ State _____ Whose
 photograph is affixed above, and are satisfied that:



A) He / She is a case of _____ Disability.
 His / Her extent permanent physical impairment / disability has been evaluated as per
 guidelines (to be specified) for the disabilities ticked below and shown against the relevant
 disability in the table below:

Sl.No	Disability	Affected part of Body	Diagnosis	Permanent Physical impairment / mental disability(in%)
1	Locomotors Disability	@		
2	Low vision	#		
3	Blindness	Both eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Metal- illness	X		

B) In the light of the above, his / her overall permanent physical impairment as per
 guidelines (to be specified), is as follows

In figures: _____ Percent

In words : _____ Percent

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of Disability is

(i) Not Necessary, Or

(ii) Is recommended / after _____ years _____ months and
 therefore this certificate shall be valid till _____ years.

@ e.g. Left / Right / Both arms / Legs

e.g. Single eye / Both eyes

£ e.g. Left / Right / Both ears

4. The applicant has submitted the following documents as proof of residence:

Nature of Document	Date of issue	Details of authority issuing Certificate

Name & Seal of Member

Name & Seal of Member

Name & Seal of the Chairperson