ADVERTISEMENT FOR RECRUITMENT ON CONTRACT/ IMMEDIATE ABSORPTION BASIS ON REGULAR PAY SCALES

HSCC (INDIA) LIMITED is a premier multi-disciplinary MINI RATNA profit making company providing quality consultancy services in healthcare and other social sectors for the last more than 36 years. Applications are invited from dynamic and result oriented professionals for its ongoing and future assignments in the following discipline. The company offers an informal work atmosphere and a compensation package matching with industry norms with good opportunities for professionals who are self-starters.

<table>
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<tr>
<th>S. No.</th>
<th>Discipline</th>
<th>Post/ Level</th>
<th>IDA pay scale (₹)</th>
<th>Age Limit (as on 01.08.2019)</th>
<th>Post Qualification (as on 01.08.2019)</th>
<th>*Reserved for</th>
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<tbody>
<tr>
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<td>Project Management (Civil/Mechanical/IT)/ HR/Finance/CS</td>
<td>Asst Mgr (E-1)</td>
<td>40000-140000</td>
<td>28 yrs</td>
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1.1 PROJECT MANAGEMENT

(a) CIVIL: Graduate in Civil Engineering with minimum 60% marks from a recognized University/Institute with rich experience in the field of PMC/ EPC. The candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, piling, Underground piping, Hospital building works, RCC works like deep foundations, foundation of structure for heavy equipment, structural steel works for hospital buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects, Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be added an advantage. Alternatively, candidate should have experience in design, coordination with various agencies involved like client, consultants, contractors, estimation, etc. Weightage will be given to the candidates having working experience on Health Care Infrastructure projects.
(b) **Mechanical:** Graduate in Mechanical Engineering with minimum 60% marks from a recognized University/Institute with rich experience in Design engineering, Supply and erection & Commissioning air conditioning systems/ water supply/ firefighting network/ compressed air systems. The candidates must have experience of preparation of technical specifications, estimation based on Central/ State PWD rates including market rate analysis, Supervision of installation & measurement and certification of works carried- out at site, Preparation of construction schedule and controlling the cost/ time of execution of Mechanical works, dealing of contracts clause and post construction inclusive of DLP and operation and Maintenance of the system. Weightage will be given to the candidates having working experience in Health care Infrastructure.

(c) **IT:** Graduate in IT/CS/E&C Engineering with minimum 60% marks from a recognized University/Institute with rich experience in ERP environment and upkeep of the information systems/ communication systems including web designing, Tendering, database, software, hardware, network and allied equipment.

1.2 **Company Secretary:** Qualified Company Secretary with excellent knowledge of Company Law and its application including Secretarial Standards, good grasp of applicable laws to a Company. The candidate must have very good communication skills especially in drafting with power to grasp and express the content succinctly, up-to-date on new developments in the areas of work of a CS with capability to handle all the work independently expected of a Company Secretary.

1.3 **Finance:** CA /ICWA having relevant experience in managing working capital both at unit and corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP, IND AS and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budget at Corporate level including initiative cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU/ Government organization and familiarity with computerized system.
1.4 HR: MBA (HR) or equivalent having minimum 60% marks from a reputed recognized University/Institute with experience of handling HR functions in PSU/ Government/ large Private Sector Organization. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, disciplinary matters, application of HRM concepts, tools and practices such as manpower planning, performance management, career planning succession planning, competency modelling, competency appraisal, etc. The candidate must have experience in latest HR practices and policies and dealing with retention and attrition aspects.

GENERAL CONDITIONS

Only Indian Nationals are eligible to apply.

Candidates are requested to verify their eligibility before submitting application.

Candidates are advised to provide specific, correct and complete information. Candidature of the candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.

Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition.

Person with disabilities can also apply for any of the above post in accordance with Government of India guidelines in force. Disability of applicants apply against the post reserved for disabled persons should not be less than 40%.

The upper age limit mentioned is for general category of candidates. Age relaxation for SC/ST/OBC (NCL)/Ex-Serviceman and physically handicapped persons would be provided as per extant Govt. orders. Candidates from reserved category such as SC/ST/OBC (NCL) can also apply against unreserved posts. However, age relaxation will not be allowed to such category candidates against unreserved posts.

All Degrees should be from University/Institute recognized by the Board of Technical Education / AICTE/ appropriate statutory authority.

Wherever CGPA or letter grade is awarded in a qualifying Degree, equivalent percentage of marks should be indicated in the application format as per the norms adopted by the University/Institute.
The date of declaration of result/issuance of marksheet shall be deemed to be date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience on a post/level shall be counted from the said date onwards.

All pages of the Bio-data must be duly authenticated by the candidate before submission. Candidates are required to submit all relevant certificates/testimonials, duly self-attested in support of age, qualifications, Caste, Disability, Experience, Identity proof and passport size photograph along with the application. Originals should be produced at the time of selection process. Furnishing wrong/incorrect information or suppression of relevant information will lead to rejection of candidature and the application will be out-rightly rejected.

For all posts, candidates must have excellent knowledge of working on computers, including software viz. MS Office, MS Projects, Primavera etc for technical posts.

The minimum post qualification experience, age etc may be relaxed in respect of deserving/meritorious candidates at the discretion of the Management.

Management reserves the right to consider candidates for lower post than applied for, depending upon qualification and experience.

The selection procedure will be notified by HSCC depending upon the response received. Decision of HSCC will be final in this regard.

HSCC reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.

Any canvassing, directly or indirectly by the applicant will disqualify his/her candidature. Candidates from Govt/PSU should have been working minimum at one level/grade below the level applied for a minimum period of two years. Everything being equal, internal candidates will be given preference.

Candidates working in Government/ Semi-Government Organisation/ Public Sector Undertaking and Autonomous Bodies should apply through proper channel or furnish “No Objection Certificate” at the time of selection process. However, in the event of difficulty in getting NOC form their parent department, they must submit an undertaking that they will not claim any service transfer benefits/protection of pay in case of the selection. However, they have to produce proper relieving order from their organisation, in the event of their selection, at the time of reporting for joining.

The mere fact that a candidate has submitted the application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on
him/her the right to be definitely called for interview/considered further for selection process.

The company reserves the right to reject any application without assigning reason.

HSCC 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 whatsoever. The number of vacancies can be modified as per the discretion of the Management.

The decision of HSCC in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of selection process etc will be final and binding on candidates.

Date, Time & Venue of the selection process will be intimated to the short listed/eligible candidates via e-mail (to the e-mail ID provided in the application format by the candidate). No other method of communication will be adopted.

Selected candidates are liable to be posted anywhere in India/abroad and may be assigned any work depending upon requirement.

The appointment will be on contract basis initially for a period of two years, extendable based on performance and requirement. Performance will be reviewed after one year and in case of unsatisfactory performance, the contract period can be reduced without assigning any reason whatsoever.

Candidate working in PSU/ Government must apply through proper channel and may be considered for appointment on contract/ absorption basis.

**Applications sent by e-mail will not be considered.**

**Applications received after the closing date shall not be entertained.**

**Any corrigendum/addendum/errata in respect of the above advertisement will be made on HSCC website only. No further press advertisement will be given. All prospective candidates are advised to regularly scan through HSCC website for above purpose.**

**How to apply** Candidates possessing the required qualifications and experience may send their typed application in the prescribed format (available in the Careers page of website).
Candidates from PSUs/Govt may submit advance copy in time and apply through proper channel. Final selection will be subject to vigilance clearance and satisfactory Annual Confidential Reports.

Appointment will be subject to medical fitness from a reputed hospital at the discretion of the company.

The applications super scribing the level and post applied for on the cover should reach the following address latest by 22.07.2019 :-

**Deputy General Manager (HRM)**
**HSCC (I) Ltd**
E-6(A), Sector-1,
Noida (U.P)-201301