

HSCC (INDIA) LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
E-6(A), Sector-1, Noida

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 34 years. Applications are invited from dynamic and result oriented professionals for its ongoing and future assignments. The company offers an informal work atmosphere and a compensation package matching with industry norms with good opportunities for professionals who are self starters.

Sl. No	Discipline	Post/ Level	IDA Pay Scale (Rs)	Age limit (as on 1.7.17)	Post qualificati on exp	Reserved for			
						UR	SC	ST	OBC
1	Human Resource Management	GM (E-6)	36600-62000	48 yrs	20 yrs				01
2	Design & Engg /Project Mgt / Architecture/ /Fin & Accts/ Company Secy	Sr Mgr (E-4)	29100-54500	40 yrs	14 yrs	04	02	01	02
		Mgr (E-3)	24900-50500	36 yrs	10 yrs	06	02	01	02
		Dy Mgr (E-2)	20600-46500	32 yrs	07 yrs	06	02	01	01
		Asst Mgr (E-1)	16400-40500	28 yrs	04 yrs	03	02	01	02
3	Civil/Elect/Mech/ Arch /EC/IT/Bio-Med/Instrumentation & Control/ F&A/HR	Exe Asst Engr/ Sr Exe Asst (S4)	11975-27500	40 yrs	03 yrs	06	02	01	01
4	Civil / Elect / Mech/Arch/ Instrumentation & Control	Asst Engr (S2)	10250-23650	40 yrs	02 yrs	02		01	01

1. HUMAN RESOURCE MANAGEMENT: MBA (HR) having minimum 60% marks from a reputed recognized University/Institute. The candidate must have hands on experience of working in a reputed organization with in depth knowledge of HR functions including Performance Management, Training & Development, OD, Career Planning, Recruitment, Manpower Planning, Evolution of Policies, Establishment matters, latest Labour Laws, compliance with Govt. guidelines, Corporate Social Responsibility, exposure to general administration and liaison, Public Relations, vigilance matters etc. Candidates must possess excellent communication & interpersonal skills. LLB degree is desirable.

2a. DESIGN ENGINEERING: Graduate in Civil Engineering with minimum 60% marks from a recognized University/Institute with experience in planning, analysis and design of multistoried RCC buildings, retaining walls, water retaining structures, steel & composite structure buildings, machine foundation etc in organizations handling large civil projects. Knowledge of IS Codes, proficiency in structural analysis & design by STAAD, ETAB, SAFE & AUTOCAD software for space frames, columns, beams, slabs, foundations etc and finite element analysis & design. Adequate exposure to other software (STRAP, SAP) is desirable. Adequate exposure in checking of design, drawing & detailing of RCC & Steel structures including interdisciplinary coordination preferred. Candidates with post graduate qualifications in structural engineering will be given preference.

2b. ARCHITECTURE: Graduate in Architecture with minimum 60% marks from a recognized University/Institute with good understanding of planning large scale projects, healthcare buildings, housing etc. The candidate should be well versed with architectural detailing, construction detailing, working drawings, presentation drawings and municipal drawings. The candidate should have good knowledge of ACAD, Photoshop, MS-Office. Preference will be given to candidates with knowledge of Sketchup and 3d max with ability to produce 3 dimension views.

2c. PROJECT MANAGEMENT & SITE SUPERVISION: Graduate in Civil/Electrical Engineering with minimum 60% marks from a recognized University/Institute with rich experience in all aspects of project management including Multi Project co-ordination, publishing and finalizing pre qualification requirements as per Govt norms, inviting tenders, scrutiny of bids of vendors, project Management & site Supervision of large projects at various places in India and abroad. Candidates must be conversant with CPWD manuals, specifications, IS Codes, FIDIC conditions, CTE & ISO requirements etc, project planning & management, Billing, quality control, CVC guidelines. Preference will be given to candidates who have worked with CPWD, PSUs and other Government organizations.

2d. FINANCE & ACCOUNTS: CA /ICWA having relevant experience in finalization of balance sheet, Taxation matters, internal finance, budgeting with exposure to income tax, service tax, labour cess, VAT etc. Preference will be given to candidates having additional experience in handling payments to contractors/vendors, tender evaluation, MIS, co-ordination with Banks, Auditors, clients/Ministries etc.

2e. 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.

3(a) EXECUTIVE ASSISTANT ENGINEER: Graduate in Civil/Electrical/ Mechanical (HVAC)/Environmental/Architecture/Computer Science / IT /Electronics & Communication /Instrumentation & Control Engineering /Bio-Medical Engineering with minimum 60% marks from a recognized University/Institute with site experience. Candidates in Architecture discipline must have good understanding of planning large scale projects, healthcare buildings, housing etc. The candidate should be well versed with architectural detailing, construction detailing, working drawings, presentation drawings and municipal drawings with good knowledge of ACAD, Photoshop, MS-Office. Candidates in Civil/Environmental Engineering should have experience in all aspects of project management including civil/structural works, PHE, tendering & monitoring, execution of large projects etc. In case of Electrical Engineering, candidates must have experience in design/execution of electrical works in large multistoried institutional buildings in the field of internal and external electrification works including HT/LT installation work, DG sets etc. In Mechanical Engineering, candidates must be having experience in designing/execution of mechanical works in large multistoried buildings in handling special services such as HVAC, laundry, kitchen, gas piping, CSSD, waste disposal etc for hospitals/hotels etc.

Candidates in IT/Computer Science/Electronics & Communication Engineering should have experience in computer networking, system integration, software development etc.

Candidates in Bio-Medical/Instrumentation & Control Engineering must have experience in handling procurement assignments i.e. bid documentation, tendering, inspection and testing, logistics support, follow up with client for approval and payments etc. Preference will be given to candidates having experience in handling procurement of medicines, medical equipments and other instruments related to hospitals and laboratories.

Diploma holders in Civil/Electrical/Mechanical (HVAC)/ Architecture/Electronics & Communication /Instrumentation & Control Engineering with minimum 8 years experience may also apply.

3(b) SENIOR EXECUTIVE ASSISTANT (FINANCE) : CA/ICWA/MBA {Finance with minimum 60% marks} with knowledge of direct & indirect taxes, income tax, service tax, labour cess etc. Should also be conversant with tendering procedure in PSU/Government organization and familiarity with computerized system.

3(c) SENIOR EXECUTIVE ASSISTANT (HR) : MBA (HR) from reputed university/institute with minimum 60% marks. The candidate should have experience of working in PSU/Govt/large private sector organization of repute. Functional capabilities should be inclusive of thorough knowledge of labour laws and Establishment matters, Disciplinary matters, manpower planning, Performance Management etc.

4. ASSISTANT ENGINEER: Three years Diploma in Civil / Electrical /Mechanical(HVAC) /Environmental /Architecture/Bio-medical/Instrumentation & Control Engineering from a recognized University/Institute having minimum 60% marks with experience in all aspects of project management, Design, publishing and finalizing pre-qualification requirement as per norms, inviting tenders, scrutiny of bids of vendors, monitoring, execution of site activities etc. Candidates in Bio-Medical/Instrumentation & Control Engineering must have experience in handling procurement assignments i.e. bid documentation, tendering, inspection and testing, logistics support, follow up with client for approval and payments etc.

In addition to salary, the company offers attractive perquisites such as Medical reimbursement, company leased accommodation, performance related pay, leave encashment, house building/conveyance advance, gratuity, PF etc.

Candidates fulfilling the eligibility criteria based on the application and testimonials submitted will be considered for further selection process. Depending on the number of candidates fulfilling the criteria, candidates will undergo single stage/multiple stage selection process. In the event of number of applications being large, HSCC will adopt shortlisting criteria to restrict the number of candidates to be called for further selection process to a reasonable number by suitably raising the minimum eligibility standards.

Decision of HSCC in this regard will be final.

GENERAL CONDITIONS

Only Indian Nationals are eligible to apply.

Candidates applying for more than one post should apply separately for each post.

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.

The upper age limit mentioned is for general category of candidates. Reservations/Relaxation for SC/ST/OBC (NCL)/Ex-Serviceman and physically handicapped persons would be provided as per extant Govt. orders.

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.

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 interview. 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.

No of vacancies mentioned above may increase or decrease, depending upon the requirement in the company.

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.

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.

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.

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

Those employees who had left HSCC to join any other company/firm/agency associated in any form with HSCC need not apply.

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 **superscribing the level and post applied for** on the cover should reach the following address latest by **28.06.2017**:

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

