

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

**ADVERTISEMENT FOR RECRUITMENT ON IMMEDIATE ABSORPTION/ON  
CONTRACT 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 33 years. Applications are invited from dynamic and result oriented professionals in the disciplines given below 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.

| S.No         | Discipline  | Post                       | Pay Scale (Rs) | Age limit (as on 01.08.16) | Post qualification exp | Reserved for |    |    |     |
|--------------|---|----------------------------|----------------|----------------------------|------------------------|--------------|----|----|-----|
|              |   |                            |                |                            |                        | UR           | SC | ST | OBC |
| 1            | Design Engineering & Project Mgt /Architecture                    | Chief Gen Mgr              | 43200-66000    | 52 yrs                     | 23 yrs                 | 01           |    |    | 01  |
| 2            | Architecture/Proj Mgt/HRM   | Gen Mgr                    | 36600-62000    | 48 yrs                     | 20 yrs                 | 03           |    |    | 02  |
| 3            | Project Mgt/Arch  | Sr Mgr                     | 29100-54500    | 40 yrs                     | 14 yrs                 | 01           |    |    | 03  |
| 4            | Project Mgt / F&A /HR/Co Secy                                     | Mgr                        | 24900-50500    | 36 yrs                     | 10 yrs                 | 01           | 01 |    | 04  |
| 5            | Proj Mgt/F&A/HR   | Dy Mgr                     | 20600-46500    | 32 yrs                     | 07 yrs                 | 03           | 01 | 01 | 03  |
| 6            | Proj Mgt/F&A  | Asst Mgr                   | 16400-40500    | 28 yrs                     | 04 yrs                 | 07           | 01 | 01 | 02  |
| 7(a, b, c,d) | Civil/Elect/Mech /EC/IT/Bio-Med/Elect& Instrumentation/ F&A/HR/PR | Exe Asst Engr /Sr Exe Asst | 11975-27500    | 40 yrs                     | 03 yrs                 | 08           | 01 | 01 | 02  |

**1. DESIGN ENGINEERING & PROJECT MANAGEMENT/ARCHITECTURE :** Graduate in Civil Engg/Architecture with minimum 60% marks from a recognized University/Institute with extensive experience in Civil Structural Design in the inter-disciplinary co-ordination (Civil/Electrical/Mechanical/PHE/Estimation/Special Services / Medical Equipment /Furniture etc) and project management in an organization of repute. The candidate will be responsible for timely delivery of Design for all projects and/or execution of projects. Knowledge of IS Codes and exposure to latest design software is desirable.

**2. ARCHITECTURE:** Graduate in Architecture with minimum 60% marks from a recognized University/Institute with experience in computerized planning and design of specialized large scale buildings and complexes including health care facilities. The candidate should be capable of independently evolving concepts, understanding and guide in detailed design development including site supervision and interaction with clients for business development. Experience of working with latest software viz. Revit, Autocad 2012, Photoshop, 3D max, Sketch Up etc.

**3. PROJECT MANAGEMENT & SITE SUPERVISION:** Graduate in Civil/Electrical /Mechanical 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 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.

**4. 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.

**5. FINANCE & ACCOUNTS:** CA /ICWA having relevant experience in finalization of balance sheet, Taxation matters 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.

**6. 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.

**7(a) EXECUTIVE ASSISTANT ENGINEER:** Graduate in Civil/Electrical/ Mechanical (HVAC)/PHE/Environmental Engineering /Computer Science / IT /Electronics & Communication/MCA/Electronics & Instrumentation, Bio-Medical Engineering with minimum 60% marks from a recognized University/Institute with site experience. Candidates in Civil Engineering should have experience in all aspects of project management including civil/structural works tendering & monitoring, execution of large projects or structural design, PHE 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 bio-medical / Electronics & Instrumentation engineering must have experience in handling procurement assignments. Candidates in Computer Science/IT/Electronics & Communication Engineering/MCA should have experience in computer networking, system integration, software development etc. Diploma holders in Civil/Electrical/Mechanical (HVAC)/ Architecture/Electronics & Communication / Electronics & Instrumentation Engineering with minimum 8 years experience may also apply.

**7(b) SENIOR EXECUTIVE AISSTANT (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.

**7(c) SENIOR EXECUTIVE AISSTANT (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 through knowledge of labour laws and Establishment matters, Disciplinary matters, manpower planning, Performance Management etc.

**7(d) SENIOR EXECUTIVE AISSTANT (PR)** Graduate with minimum 60% marks with Post graduate diploma in Mass Communication/Corporate Communication/Journalism from a reputed/recognized University/Institute (minimum 60% marks). The candidate must also have experience of independently managing the functions of senior officials in the Government of India/PSU/reputed private companies. Key skills required include MIS reporting, planning and scheduling meetings and appointments, travel arrangements, organizing events and arrangements at National & International level, maintaining files etc The candidates must have excellent communication and interpersonal skills.

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

The selection procedure will be decided by HSCC depending upon response received against each post. 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.

**Applicants are required to pay a non-refundable fee of Rs.500/- (Rupees five hundred only) along with their application by Demand Draft favouring HSCC (India) Ltd, payable at Delhi/Noida (Please write name & discipline applied for on the back of the Demand Draft). SC/ST/PWD/internal candidates are exempted from payment of application fee.**

Fee, once paid, will not be refunded under any circumstances. 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, passport size photograph, Identity proof 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. Incomplete applications and applications submitted without complete testimonials will not be considered.

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 interview etc will be final and binding on candidates.

Date, Time & Venue of the interview 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 **11<sup>th</sup> August, 2016**:

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



### APPLICATION FORMAT

1. **Post Applied** for (in Block Letters) : \_\_\_\_\_  
**Level** \_\_\_\_\_

2. Name in full (In Block letters) : \_\_\_\_\_

3. Father's Name : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

5. Community : \_\_\_\_\_  
( SC/ ST/OBC/PH/ Un-Reserved ). Please attach certificate)

6. Religion : \_\_\_\_\_ Whether belong to Minority: Yes/No (Please tick)

7. Correspondence Address :

(In Block letters)

8. Contact No; Mobile : \_\_\_\_\_

Telephone : (O) \_\_\_\_\_ (R) \_\_\_\_\_

Fax : \_\_\_\_\_ E-mail \_\_\_\_\_

Passport size  
photograph

9. Qualifications (Academic & Professional) : (Please attach proof)

| Exam passed | Year of passing | Name of the Instt/University | Max marks | Marks obtained | % of marks |
|-------------|-----------------|------------------------------|-----------|----------------|------------|
|             |                 |                              |           |                |            |
|             |                 |                              |           |                |            |
|             |                 |                              |           |                |            |
|             |                 |                              |           |                |            |

10. Name of the Present Organization : \_\_\_\_\_

Please mark ( ✓ ) in appropriate box below

|                      |     |                   |        |
|----------------------|-----|-------------------|--------|
| Govt (Central/State) | PSU | Autonomous bodies | Others |
|----------------------|-----|-------------------|--------|

...2/-



:2:

11. Experience Details (Post qualification only)

| Name & address of employer | Post held | From | To | Pay scale & gross emoluments | Nature of experience (attach separate sheet if required) |
|----------------------------|-----------|------|----|------------------------------|--|
|                            |           |      |    |                              |  |
|                            |           |      |    |                              |  |
|                            |           |      |    |                              |  |
|                            |           |      |    |                              |  |

12. Total post qualification work experience : \_\_\_\_\_ years \_\_\_\_\_ months (Please attach proof)

13. Details of Computer proficiency \_\_\_\_\_

14. Have you applied earlier in HSCC during last two years : Yes/No

If yes,

a. Post applied for

b. Month & Year

c. whether attended interview

Yes/No

15. Have you worked earlier with HSCC : Yes/No

If yes, please specify, period From \_\_\_\_\_ to \_\_\_\_\_

Last post held : \_\_\_\_\_

16. Do you have any relative working with HSCC : Yes/No

If yes, please specify, Name & Designation :

...3/-





:3:

17. Do you know anyone in HSCC under whom you have worked earlier in any organization : Yes/No

If yes, Name of the HSCC employee under whom you have worked :

Name of the organization

18. Achievement, if any :

:

19. Other relevant information, if any

:

20. List of Enclosures (Please mark (✓))

i. 10<sup>th</sup> certificate

ii. 12<sup>th</sup> certificate

iii. Degree certificate + mark sheet

iv. Professional qualification certificate(s) + mark sheet

v. Proof of experience

vi. Salary certificate

viii. Caste certificate

ix. DD.No. \_\_\_\_\_ dated \_\_\_\_\_ drawn on \_\_\_\_\_ (Bank) for Rs. \_\_\_\_\_/-

x. Any other \_\_\_\_\_

### Verification

I declare that the information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed.

\_\_\_\_\_

Signature of the Candidate

Place :

Date :