



### HLL INFRA TECH SERVICES LTD.

(100% Subsidiary of HLL Lifecare Limited, A Government of India Enterprises)

B-14A, Sector-62, Noida, U.P.-201301

HITES - HLL Infra Tech Services Ltd, a subsidiary of HLL Lifecare Limited, a Government of India Enterprise, is specialized in Infrastructure Development, Facility Management, Procurement services and Biomedical Engineering services in Healthcare Sector offers challenging career opportunities. We are looking for experienced professionals in various levels in the area of **Infrastructure Development, Bio Medical Engineering, Procurement** and other Support Functions / disciplines like **Finance, HR,IT etc.** for our Offices / Divisions / Projects sites located across the country and overseas locations for recruitment on **Regular / Fixed Term Contract (FTC)** basis as per details given below:

| Sl.No | Division                   | Post Code             | Position / No. of Post (Indicative)         | Type    | Upper Age Limit as on 01/03/2020 | Essential Qualification                   | Pay Range         | Essential Experience as on 01/03/2020  |
|-------|----------------------------|-----------------------|---|---------|----------------------------------|---|-------------------|--|
| 1     | Infrastructure Development | HITES/REC-IDD/01/2020 | Deputy Vice President (Civil)<br>(1 Nos.)   | Regular | 50 Years                         | B E / B Tech-Civil<br>(Full Time)         | E-5 (32900-58000) | Minimum 12 years post qualification work experience in Project Planning, Detailed Engineering Coordination with all techno-commercial aspects, and finalisation of tender documents, contract Management, Project Execution, and Estimation & Project Management of large scale building construction projects / multistoried healthcare projects from concept to commissioning.   |
| 2     | Finance Division           | HITES/REC-FIN/01/2020 | Deputy Vice President (Finance)<br>(1 Nos.) | Regular | 50 Years                         | CA/ICWA (Final)                           | E-5 (32900-58000) | Minimum 12 years of post qualification experience in different areas of Finance & Accounts viz. Project & corporate accounting, Financial management, Budgetary planning & control, Treasury management, finalization of accounts, compilation of accounts, auditing management, taxation, tendering, costing of projects, MIS, liaisoning with Ministries, Govt. Department, CAG, bank etc.   |
| 3     | Bio Medical Engineering    | HITES/REC-BME/01/2020 | Deputy Vice President (BME)<br>(1 Nos.)     | Regular | 50 Years                         | B E / B Tech<br>(Bio Medical Engineering) | E-5 (32900-58000) | Minimum 12 years post qualification work experience required out of which at least 10 years in a Senior Managerial Position. The person must have at least 5 years of experience in Radiotherapy field, Thorough knowledge of gap analysis for Hospital Equipment, Preparing Equipment price estimate for budgeting, Hospital Planning, Preparation of technical specification for various Medical Equipment, Handling pre-dispatch and post-dispatch inspections. Equipment layout planning and pre-installation requirement, knowledge of equipment safety standards / hospital services like MGPS, MOT, CSSD etc. |

| Sl.No | Division                  | Post Code             | Position / No. of Post (Indicative)                          | Type    | Upper Age Limit as on 01/03/2020 | Essential Qualification (Full Time)                | Pay Range                               | Essential Experience as on 01/03/2020   |
|-------|---------------------------|-----------------------|--|---------|----------------------------------|--|---|---|
| 4     | Information Technology    | HITES/REC-IT/01/2020  | Deputy Vice President / Deputy General Manager (IT) (1 Nos.) | FTC     | 50 Years / 45 Years              | B E / B Tech (Information Technology) (Full Time)  | E-5 (32900-58000)/ E-4 (29100-54500)    | Minimum 12Years for DVP Position / 10 Years for DGM position of post qualification work experience in computer hardware, network and security systems. Hands on experience in trouble shooting network components, firewall, LAN, WAN etc. Incumbent should have experience in implementation of ERP and should be well versed with ERP (Preferably SAP), working especially in MM,PS,PM ESS, SRM (e-tendering) modules and should be able to use the modules for business processes and support the end users. Should be able to negotiate with service providers, vendors, train vendors in e-tendering and provide support etc. Management of e-mail services, domain registration and website management. |
| 5     | Procurement & Consultancy | HITES/REC-PCD/01/2020 | Deputy General Manager (Procurement) (2 Nos.)                | Regular | 45 Years                         | Graduate in Engineering (Full Time)                | E-4 (29100 - 54500)                     | Minimum 10 years post qualification work experience required. Out of total post Qualification experience candidate should have at least 5 years of hands on experience in Public Procurement Procedure of Medical Equipment, Goods, Material etc. Experience in Medical Equipment Procurement in Govt. /PSUs is Desirable.  |
| 6     | Bio Medical Division      | HITES/REC-BME/02/2020 | Deputy General Manager (BME) (1 Nos.)                        | Regular | 45 Years                         | B E / B Tech (Bio Medical Engineering) (Full Time) | E-4 (29100 - 54500)                     | Minimum 10 years post qualification work experience Radiotherapy field, through knowledge of gap analysis for Hospital equipment, preparing equipment price estimate budgeting, Hospital Planning, preparation of technical specification for various Medical Equipment, handling pre-dispatch and post dispatch inspections. Equipment layout planning and pre-installation requirement, knowledge of equipment safety standards/hospital services like MGPS, MOT,CSSD etc.  |
| 7     | Finance Division          | HITES/REC-FIN/02/2020 | Deputy General Manager / Senior Manager (Finance) (1nos.)    | Regular | 45 Years                         | CA/ICWA (Final)                                    | E-4 (29100 – 54500) / E-3 (24900-50500) | Minimum 10 yrs for DGM Post /8 Yrs for SM Post of post qualification work experience at managerial level in different areas of Finance & Accounts viz. Project & corporate accounting, Financial management, Budgetary planning & control, Treasury management, finalization of accounts, compilation of accounts, auditing management, taxation, tendering, costing of projects, MIS, liaisoning with Ministries, Govt. Department, CAG, bank etc.   |

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|-------|----------------------------|-----------------------|---|---------|----------------------------------|---|---------------------|---|
| 8     | Infrastructure Development | HITES/REC-IDD/02/2020 | Chief Project Manager Civil)<br>(2 Nos.)          | FTC     | 50 Years                         | B E / B Tech- Civil<br><b>(Full Time)</b><br>Or<br>Diploma<br>Civil<br><b>(Full Time)</b> | E-4 (29100 – 54500) | Minimum 15 Years for Degree holders / 18 years for Diploma holders of post qualification work experience in Project Planning, Contract Management, Project Execution, preparation of cost estimates & detailed project reports, review drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. /CPWD procedures, monitoring construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirements for large scale building construction projects / multistoried healthcare projects from concept to commissioning. |
| 9     | Infrastructure Development | HITES/REC-IDD/03/2020 | Senior Manager (Civil)<br>(1 No.)                 | Regular | 45 Years                         | B E / B Tech-Civil<br><b>(Full Time)</b>  | E-3 (24900-50500)   | Minimum 8 Years of post qualification work experience in Project planning and Execution & contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement.                            |
| 10    | Procurement & Consultancy  | HITES/REC-PCD/02/2020 | Senior Manager (Procurement)<br>(1 Nos.)          | Regular | 45 Yrs.                          | Graduate in Engineering<br><b>(Full Time)</b>   | E-3 (24900-50500)   | Minimum 8 Years of post qualification work experience in Indent Scrutiny, Bid Documentation preparation, Tendering, Bid Scrutiny, Evaluation for Procurement of Medical Equipment / Hospital consumable etc..<br>Experience in Govt. /PSUs is Desirable.  |
| 11    | Procurement & Consultancy  | HITES/REC-PCD/03/2020 | Senior Manager (Contract Management )<br>(3 Nos.) | Regular | 45 Yrs.                          | Graduate in Engineering<br><b>(Full Time)</b>   | E-3 (24900-50500)   | Minimum 8 Years of post qualification work experience in post contract Management of Medical / Cold chain Equipment / Drugs etc. Which includes coordination with all authorities after processing of order, L/C management, pre and post shipment inspection, delivery monitoring, Bill processing and payment release to suppliers etc..<br>Experience in Govt. /PSUs is Desirable  |
| 12    | Bio Medical Engineering    | HITES/REC-BME/03/2020 | Senior Manager (BME)<br>(3 Nos.)                  | Regular | 45 Years                         | B E / B Tech<br>(Bio Medical Engineering)<br><b>(Full Time)</b>                           | E-3 (24900-50500)   | Minimum 8 Years of post qualification work experience. The role in this position requires experience in the key tasks of Planning, Preparation of specifications, review of drawings, cost estimation, tendering, Installation, Testing & Commissioning& processing of bills of Bio-Medical/Hospital equipment for Hospitals & Healthcare projects..  |

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|-------|----------------------------|-----------------------|---|-------------|----------------------------------|--|-------------------|---|
| 13    | Infrastructure Development | HITES/REC-IDD/04/2020 | Project Manager (Civil)<br>(2 Nos.)                           | FTC         | 45 Years                         | B E / B Tech-Civil<br><b>(Full Time)</b><br>Or<br>Diploma (Civil)<br><b>(Full Time)</b>  | E-3 (24900-50500) | Minimum 8 Years for Degree holders / 11 years for Diploma holders of post qualification work experience in Project planning and Execution & contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects. The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement. |
| 14    | Infrastructure Development | HITES/REC-IDD/05/2020 | Project Engineer<br>(Electrical/Mechanical)<br>(7 Nos.)       | FTC         | 40 Years                         | B E / B Tech-<br>Electrical/Mechanical<br><b>(Full Time)</b><br>Or<br>Diploma<br>(Electrical/Mechanical)<br><b>(Full Time)</b> | E-2 (20600-46500) | Minimum 5 Years for Degree holders / 8 years for Diploma holders of post qualification work experience in Project Execution including supervision, strict adherence with contractual terms & quality assurance, inspection and testing procedures, coordination skills, good knowledge in standard codes and CPWD specifications / manuals, quantity survey and review of daily site measurements, checking of bills w.r.t. MEP services for large sized / multi storied building. Experience on Hospital Projects will be preferred  |
| 15    | Infrastructure Development | HITES/REC-IDD/06/2020 | Manager (Civil)<br>(2 Nos.)                                   | Regular     | 40 Years                         | B E / B Tech-Civil<br><b>(Full Time)</b>   | E-2 (20600-46500) | Minimum 5 Years of Post Qualification work experience in Project planning and Execution & contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects. The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement  |
| 16    | Infrastructure Development | HITES/REC-IDD/07/2020 | Manager( Architect)<br>(1 Nos.)                               | Regular/FTC | 40 Years                         | B. Arch (registered with council of architecture)<br><b>(Full Time)</b>  | E-2 (20600-46500) | Minimum 5 Years of post qualification work experience in Preparation and Review of Architectural Building Plans and Designs of Multi Storied Buildings preferably Hospitals and Health care Projects using latest software.   |
| 17    | Information Technology     | HITES/REC-IT/02/2020  | Manager (IT- Audio Visual & Communication System)<br>(1 nos.) | FTC         | 40 Years                         | B.E./B.Tech. –Electronics & Communication / Information Technology<br><b>(Full Time)</b>                                       | E-2 (20600-46500) | Minimum 5 Years post qualification work Experience in Audio Visual and Communication System.  |

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|-------|----------------------------|-----------------------|---|---------|----------------------------------|---|---------------------------------------|---|
| 18    | Bio Medical Engineering    | HITES/REC-BME/04/2020 | Manager (BME) (1 Nos.)                          | FTC     | 40 Years.                        | B E / B Tech (Electronics/Electrical) <b>(Full Time)</b>                    | E-2 (20600-46500)                     | Minimum 5 Years of post qualification work experience .The role in this position requires experience in the key tasks of Planning, Preparation of specifications, review of drawings, cost estimation, tendering, Installation, Testing & Commissioning& processing of bills of Bio-Medical/Hospital equipment for Hospitals & Healthcare projects..  |
| 19    | Infrastructure Development | HITES/REC-IDD/08/2020 | Project Engineer (Civil) (5 Nos.)               | FTC     | 40 Years                         | B E / B Tech-Civil <b>(Full Time)</b> Or Diploma (Civil) <b>(Full Time)</b> | E-2 (20600-46500)                     | Minimum 5 Years for Degree Holders / 8 Years for Diploma Holders of post qualification work experience in Project planning and Execution & contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement. |
| 20    | Information Technology     | HITES/REC-IT/03/2020  | Manager /Deputy Manager (IT) (2 Nos.)           | FTC     | 40 Years                         | B E / B Tech (Information Technology / Computer Science) <b>(Full Time)</b> | E-2 (20600-46500)/ E-1 (16400 -40500) | Minimum 5 Yrs for Manager /3 Yrs for DM of post qualification work experience in e-office, Software development tools, Server infra management & networking.  |
| 21    | Infrastructure Development | HITES/REC-IDD/09/2020 | Deputy Manager (Electrical/Mechanical) (2 Nos.) | Regular | 40 Years                         | B.E. / B.Tech (Electrical/Mechanical) <b>(Full Time)</b>                    | E-1(16400 - 40500)                    | Minimum 3 Years of post qualification work experience in Project planning and Execution & Contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement..   |

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|-------|----------------------------|-----------------------|---|---------|----------------------------------|--|--------------------|--|
| 21    | Infrastructure Development | HITES/REC-IDD/09/2020 | Deputy Manager (Electrical/Mechanical) (2 Nos.) | FTC     | 40 Years                         | B.E. / B.Tech (Electrical/Mechanical) OR Diploma (Electrical/Mechanical)<br><b>(Full Time)</b> | E-1(16400 - 40500) | Minimum 3 Years for Degree Holders / 5 Years for Diploma Holders of post qualification work experience in Project planning and Execution & Contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement.. |
| 22    | Infrastructure Development | HITES/REC-IDD/10/2020 | Deputy Manager (Civil) (1 Nos.)                 | Regular | 40 Years                         | B.E. / B.Tech (Civil)<br><b>(Full Time)</b>  | E-1(16400 - 40500) | Minimum 3 Years of post qualification work experience in Project planning and Execution & Contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement  |
|       |                            |                       |   | FTC     | 40 Years                         | B.E. / B.Tech (Civil) OR Diploma (Civil)<br><b>(Full Time)</b>                                 | E-1(16400 - 40500) | Minimum 3 Years for Degree Holders / 5 Years for Diploma Holders of post qualification work experience in Project planning and Execution & Contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement   |

| Sl.No | Division                           | Post Code             | Position / No. of Post (Indicative)                           | Type        | Upper Age Limit as on 01/3/2020 | Essential Qualification  | Pay Range                              | Essential Experience as on 01/03/2020   |
|-------|------------------------------------|-----------------------|---|-------------|---------------------------------|--|--|---|
| 23    | Infrastructure Development         | HITES/REC-IDD/11/2020 | Deputy Manager (Structural) (1 Nos.)                          | Regular/FTC | 40 Years                        | B.E. / B.Tech (Civil) with M.E / M.Tech (Structural Engineering) (Full Time) | E-1(16400 - 40500)                     | Minimum 3 Years of post qualification work experience in Project planning and Execution & Contract management of civil & allied works of large sized multi storied building preferably Hospitals & other Health care projects The detailed task includes preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt. CPWD procedures, monitoring, construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement |
| 24    | Finance                            | HITES/REC-FIN/03/2020 | Deputy Manager (Finance) (03 Nos.)                            | FTC         | 40 Years                        | CA/ICWA (Final)  | E-1(16400 - 40500)                     | Minimum 3 Years of post qualification work experience in Infrastructure / Procurement Project Accounting, Finalization of Accounts, Compilation, Tendering, Taxation, Vetting of Suppliers / Contractors Bills etc  |
| 25    | Bio Medical Engineering            | HITES/REC-BME/05/2020 | Deputy Manager (BME) (03 Nos.)                                | Regular     | 40 Years                        | B E / B Tech (Bio Medical Engineering) (Full Time)                           | E-1(16400 - 40500)                     | Minimum 3 Years of post qualification work experience .The role in this position requires experience in the key tasks of Planning, Preparation of specifications, review of drawings, cost estimation, tendering, Installation, Testing & Commissioning& processing of bills of Bio-Medical/Hospital equipment for Hospitals & Healthcare projects..  |
| 26    | Procurement & Consultancy Division | HITES/REC-PCD/04/2020 | Deputy Manager (PCD) (02 Nos.)                                | Regular/FTC | 40 Years                        | Graduate in Engineering (Full Time)  | E-1(16400 - 40500)                     | Minimum 3 years of post qualification work experience in Indent Scrutiny, Bid Documentation preparation, Tendering, Bid Scrutiny, Evaluation for Procurement of Medical Equipment / Hospital consumable etc.. Experience in Govt. /PSUs is Desirable  |
| 27    | Bio-Medical Engineering Division   | HITES/REC-BME/06/2020 | Test Engineer ( 3 nos.)                                       | FTC         | 30 Years.                       | B.E/B.Tech/ M.Sc. (Electronics/Electrical) (Full Time)                       | E-1(16400 - 40500)                     | Minimum 3 Years of Post qualification experience required in conducting Transient Testing including ESD   |
| 28    | HR & Admin                         | HITES/REC-HR/01/2020  | Deputy Manager / Assistant Manager (Admin & Liaison) (2 Nos.) | Regular/FTC | 40 Years/ 37 Years              | MBA(HR)/PGDHRM/MSW/PG DPMIR  | E-1(16400 - 40500) / E-0 (12600-32500) | Minimum 3 Years for Deputy Manager / 1 Year for Assistant Manager of post qualification work experience in Admin & Liaison Activity with Ministry and various Government and non – government Organisations (state/central) / PSU'S or Autonomous Bodies under Govt.  |

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|-------|------------------------------------|-----------------------|---|------|----------------------------------|--|--------------------|---|
| 29    | Infrastructure Development         | HITES/REC-IDD/12/2020 | Junior Architect (4 Nos.)                           | FTC  | 40 Years                         | B. Arch (registered with council of architecture) <b>(Full Time)</b>                         | E-1(16400 - 40500) | Minimum 3 Years of post qualification work experience in Preparation and Review of Architectural Building Plans and Designs of Multi Storied Buildings preferably Hospitals and Health care Projects using latest software. |
| 30    | Procurement & Consultancy Division | HITES/REC-PCD/05/2020 | Bio Medical Engineer (Grade-II) (3 Nos.)            | FTC  | 40 Years.                        | B.Tech /B.E. (Bio Medical Engineering) <b>(Full Time)</b>                                    | E-1(16400 - 40500) | Minimum 3 Yrs .of post qualification work experience in handling Bio Medical Equipment Servicing and Maintenance  |
| 31    | Procurement & Consultancy Division | HITES/REC-PCD/06/2020 | Bio Medical Engineer (Grade-I) (3 nos.)             | FTC  | 37 Years.                        | B.Tech /B.E. (Bio Medical Engineering) <b>(Full Time)</b>                                    | E-0 (12600-32500)  | Minimum 1 Yrs. of post qualification work experience in handling Bio Medical Equipment Servicing and Maintenance  |
| 32    | Information Technology             | HITES/REC-IT/04/2020  | Assistant Manager (Information Technology) (1 nos.) | FTC  | 37 Years.                        | B.Tech /B.E. (Information Technology) Or Diploma in Hardware & Networking <b>(Full Time)</b> | E-0 (12600-32500)  | Minimum 1 Years for Degree Holders / 3 Years for Diploma Holders experience in Hardware & networking trouble shooting.  |
| 33    | Infrastructure Development         | HITES/REC-IDD/13/2020 | Assistant Manager (Architecture) (1 nos.)           | FTC  | 37 Years.                        | B. Arch (registered with Council of Architecture) <b>(Full Time)</b>                         | E-0 (12600-32500)  | Minimum 1 Year of post qualification experience in architectural works preferably in Healthcare Sector.   |
| 34    | Infrastructure Development         | HITES/REC-IDD/14/2020 | Site Engineer (Civil) (7 nos.)                      | FTC  | 37 Years                         | B E / B Tech (Civil) <b>(Full Time)</b> Or Diploma (Civil) <b>(Full Time)</b>                | E-0 (12600-32500)  | Minimum 1 Years for Degree Holders / 3 Years for Diploma Holders of post qualification work experience  |
| 35    | Infrastructure Development         | HITES/REC-IDD/15/2020 | Draughtsman (2 nos.)                                | FTC  | 30Years.                         | Diploma OR ITI in Civil/Architecture <b>(Full Time)</b>                                      | 7405 - 18020       | Minimum 3 Years for Diploma holder & 5 Years for ITI holder of Post Qualification Experience required in Architectural & Structural Drawing and extraction of Quantity.   |
| 36    | Finance Division                   | HITES/REC-FIN/04/2020 | Senior Account Officer (4 nos.)                     | FTC  | 40 Years.                        | B.Com/M.Com/MBA (Finance)/CA (Inter)/ICWA (Inter)  | 10755 - 24790      | Minimum 6 Years (for B.Com)/4 Years (for M.Com/MBA (Finance) /1 Year (for CA (Inter)/ICWA (Inter)) of Post Qualification Experience required  |
| 37    | Finance Division                   | HITES/REC-FIN/05/2020 | Account Officer (5 nos.)                            | FTC  | 40 Years.                        | B.Com/M.Com/MBA (Finance)/CA (Inter)/ICWA (Inter)  | 10085-24690        | Minimum 5 Years (for B.Com)/3 Years (for M.Com/MBA (Finance) /2 Years (for CA (Inter)/ICWA (Inter)) of Post Qualification Experience required   |
| 38    | Finance Division                   | HITES/REC-FIN/06/2020 | Account Assistant (5 nos.)                          | FTC  | 35 Years.                        | B.Com/M.Com/MBA (Finance)  | 7700-19340         | Minimum 2 Years (for B.Com)/1Year (for M.Com/MBA (Finance) of Post Qualification Experience required  |
| 39    | Finance Division                   | HITES/REC-FIN/07/2020 | Junior Account Assistant (5 nos.)                   | FTC  | 30 Years.                        | B.Com/CA (Inter)/ICWA(Inter)/CS (Inter)  | 7405-18020         | Fresher's may apply   |
| 40    | Bio-Medical Engineering Division   | HITES/REC-BME/07/2020 | Senior Research Assistant (2 nos.)                  | FTC  | 30 Years.                        | Diploma/B.Sc. (Electronics/Electrical/Computer Science)                                      | 10085 – 24690      | Minimum 1 Year of Post qualification experience required in assisting of conducting Test and report preparation   |



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|-------|----------------------------------|-----------------------|-------------------------------------|------|----------------------------------|---|---------------|--|
| 41    | Bio-Medical Engineering Division | HITES/REC-BME/08/2020 | Technician (2 nos.)                 | FTC  | 30 Years.                        | ITI (Electrical/Mechanical) (Full Time)     | 8075-20670    | Minimum 1 Year of Post qualification experience required in assisting of conducting Test and measurements                          |
| 42    | Infrastructure Development       | HITES/REC-IDD/16/2020 | MIS Executive (1 no.)               | FTC  | 40 Years                         | Diploma in Software Engineering (Full Time) | 10085 - 24690 | Minimum 3 Years post qualification experience in preparation of MIS reports, presentations, preferably for infrastructure projects |
| 43    | Infrastructure Development       | HITES/REC-IDD/17/2020 | Technical Analyst (2 nos.)          | FTC  | 40 Years                         | B.Tech/ B.E /Diploma (Full Time)            | 7700 - 19340  | Minimum 1 Years for Degree Holders / 3 Years for Diploma Holders of post qualification work experience                             |
| 44    | HR & Admin                       | HITES/REC-HR/02/2020  | Office Boy (1 NO.)                  | FTC  | 40 Years                         | 10 <sup>th</sup> Pass                       | 4250 - 6750   | Minimum 1 Years post qualification experience.   |

\*candidates selected against the specified discipline may be posted to other relevant discipline as and when required and vice versa. Postings will be across the Country/Overseas locations at the discretion of Management.

## 2. COMPENSATION PACKAGE:

### For Regular Post:-

In addition to basic pay of the Scale, the Executives are also entitled to IDA, HRA / Lease Accommodation, Perquisites, Medical Benefits, Performance Related Pay (PRP) etc. as applicable from time to time. Besides, other normal facilities, benefits such as EPF, Gratuity, leave encashment, etc. as per Rules are also available. Apart from these HITES offers excellent career progression opportunities for the qualified professionals.

### For Positions on Fixed Term Contract Basis:-

In addition to the Basic Pay + Dearness Allowance, the executives/non-executives are also entitled for Annual Increment, EPF, Gratuity, Medical reimbursement, leave encashment, etc. as per Rules. Apart from these HITES offers excellent career progression opportunities for the qualified professionals.

## 3. EDUCATIONAL QUALIFICATION

The qualification which qualifies the applicant should be from National Level institute of repute, recognized Indian universities under the full time/regular scheme only.

Article ship/Internship/Training/Dissertation during Professional courses will not be considered in Post Qualification Experience.

#### 4. GENERAL CONDITIONS:

- (1) Only Indian Nationals need apply.
- (2) Appointment to the above mentioned posts will be on Regular / FTC basis. Applicants appointed on regular basis will be on probation as per rules for a period of one year. Appointment on FTC basis will be initially for a period of 3 years and renewable based on the performance of the candidate during the period / requirement of the organisation.
- (3) Selected candidates during the period of his/her employment will be required to serve at any location/ office of HITES situated across India.
- (4) Applicants currently working in PSE's under Central/State Government or any other autonomous Government organizations, applying for Regular positions must have worked for a minimum of 2 years as on 01/03/2020 in the next below pay scale for which the candidate is applying. Applicants currently working in Private Sector / Contractual employment at PSE's under Central / State Govt. or any other autonomous Government Organizations applying for any particular post should have minimum monthly emoluments as per the details below :-

| <b>Post Applying For</b>                      | <b>Candidates currently working in PSE's under Central / State Government or any other autonomous Government Organizations should have minimum 2 years' experience in the next below scale as below</b> | <b>Candidates currently working in Private Sector / Candidates currently working in PSE's under Central / State Govt. or any other autonomous Government Organizations on Contract basis should have minimum Gross Monthly Emoluments as below :-</b> |
|---|---|---|
| <b>Deputy Vice President (Regular basis)</b>  | Rs. 29100-54500 or equivalent   | Rs.1,00,000/-   |
| <b>Deputy General Manager (Regular basis)</b> | Rs. 24900 - 50500 or equivalent   | Rs. 85,000/-  |
| <b>Senior Manager (Regular basis)</b>         | Rs. 20600 -46500 or equivalent  | Rs. 70,000/-  |
| <b>Manager (Regular basis)</b>                | Rs. 16400 – 40500 or equivalent   | Rs. 55,000/-  |
| <b>Deputy Manager (Regular basis)</b>         | Rs. 12600-32500 or equivalent   | Rs. 45,000/-  |
| <b>Assistant Manager (Regular Basis)</b>      | –   | Rs. 30,000/-  |

- (5) Depending on the requirement, the company reserves the right to cancel /restrict/ curtail/ increase the number of vacancies, if needso arises, without any further notice and without assigning any reason thereof.

- (6) Candidates may be considered for a lower post in case they are found otherwise suitable depending on their qualification experience, present position and performance in interview.
- (7) Only On-line mode of application will be accepted.
- (8)** The cut off date for considering the age and experience of candidates will be taken as **01/03/2020**.
- (9) Internal candidates of HITES, currently working in lower scales will also be considered for selection on merit as per the criteria advertised.
- (9) Mere conformity to the job requirements will not entitle a candidate to be called for interview. Instead, depending upon the quantum of response of applications, the Management may, if found necessary, prescribe a competitive written test / personal interview or both or raise the Standard of Specifications to restrict the number of candidates to be called for interview. Depends upon the suitability of the candidates during interview they can be offered lower position for which they have applied also.
- (10) Applicants serving in Government / Public Sector Enterprises / Semi-Government organizations should apply through proper channel or produce 'No Objection Certificate' at the time of interview, failing which they will not be permitted to appear for the interview.
- (11) Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, from the concerned authorities as per the rules of the Company.
- (12) Reservations and Age relaxation for different categories viz. SC/ ST/ OBC/ PWD/ Ex-servicemen etc., are as per Govt. of India Directives.
- (13) Age relaxation will be given to exceptionally experienced candidates.
- (14) Candidates belonging to SC/ST/OBC (non creamy layer) / PWD / Ex-servicemen category should enclose a copy of the certificate issued by the Competent Authority to that effect in the prescribed format by Govt. (Central / State). In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (15) Candidates belonging to OBC category are required to produce the recently obtained OBC Certificate (Non-creamy layer) (not older than 6 months as on the date of advertisement) in the format prescribed by the Government (Central/State), issued by Competent Authority. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (16) Candidates belonging to PWD/Ex-Servicemen are required to furnish attested copies of certificates in support of their claim. In case, the candidate fails to produce the certificate in support of their claim, his/her candidature will not be considered.
- (17) The appointment of selected candidates will be subject to their medical fitness for such appointment based on Medical Examination as per the Directives of the Company.
- (18) No correspondence will be entertained with the candidates not short listed for interview.
- (19) Incomplete application or application will be rejected and no correspondence in this regard will be entertained.
- (20) Any corrigendum / addendum / errata in respect of this advertisement shall be displayed only on HITES website [www.hllhites.com](http://www.hllhites.com) under the head of 'Careers'. No further press advertisement will be issued. Hence prospective applicants are advised to visit HITES website for latest update with regard to this advertisement.
- (21) Further, HITES reserves the right to cancel / restrict / enlarge / modify the recruitment / selection process of advertised post without any further notice or assigning any reasons whatsoever, if need so arises.
- (22) Applicants are advised to provide a valid e-mail ID in the applications and should be valid for minimum of one year from the date of this advertisement.
- (22) Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.
- (23) Management will not be responsible for delayed receipt / non-receipt of On-line applications.

(24) The decision of Management regarding selection will be final.

(25) Court of jurisdiction for any dispute will be New Delhi.

## **5. SELECTION PROCEDURE**

**a.** Selection of candidates for Position mentioned against **Serial no. 35 to 44** will be through **Skill Assessment Test**.

**b.** For remaining positions mentioned against **Sl. No. 1 to 34**, eligible candidates shortlisted based on the initial scrutiny will be called for interview. Suitable communications in this regard will be sent to the candidates individually.

6. Out-station candidates called for interview for Regular Positions will be paid train fare by the shortest route on production of proof of journey as per HITES TA rules.
7. HITES reserves the right to conduct preliminary interview / test/GD etc depending upon the response of candidates in respect of all the positions as deemed fit by HITES Management.
8. Candidates must check their eligibility/ suitability thoroughly before applying and must apply for only one position/category
9. **Last date of submission of Application is: 28<sup>th</sup> May 2020**

