



**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 **Civil Engg., Electrical Engg., Mechanical Engg., Bio Medical Engineering, Procurement Specialists** and other disciplines like **Finance, Legal etc.** for our Offices / Divisions / Projects across the country 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 31.10.2018	Essential Qualification (Full Time)	Scale of Pay / Pay Range	Essential Experience as on 31.10.2018
1	Infrastructure Development	IDD/2018/01	Associate Vice President (Civil) (2 Nos.)	Regular	55 Years	B E / B Tech-Civil	E-6 (36600-62000)	Minimum 15 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	Infrastructure Development	IDD/2018/02	Deputy Vice President (Civil) (5 Nos.)	Regular	50 Years	B E / B Tech-Civil	E-5 (32900-58000)	Minimum 12 years post qualification work experience in Project Planning, Detailed Engineering Coordination with all techno-commercial aspects, 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.
3	Infrastructure Development	IDD/2018/03	Chief Engineer (Civil) (3 Nos.)	FTC	55 Years*	B E / B Tech-Civil Or Diploma (Civil)	E-5 (32900-58000) / Consolidated Pay Range Rs. 65000-90000/- Per Month	Minimum 22 Years for Degree holders / 25 years for Diploma holders of post qualification work experience in Project Planning, Contract Management, Project Execution Detailed Engineering Coordination with all techno-commercial aspects, finalisation of tender documents, , and Estimation & Project Management of large scale building construction projects / multistoried healthcare projects from concept to commissioning.

\* Retired Employees from CPWD / CPSE's and Other Government Organisations can also apply. Maximum Age limit for these candidates would be 65 Years. Selected Candidates will be placed on Consolidated Pay Range.

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4	Infrastructure Development	IDD/2018/04	Chief Engineer (Electrical / Mechanical) (3 Nos.)	FTC	55 Years*	B E / B Tech (Electrical / Mechanical) Or Diploma (Electrical/Mechanical)	E-5 (32900-58000) / Consolidated Pay Range Rs. 65000-90000 /- Per Month	Minimum 22 Years for Degree holders / 25 years for Diploma holders of post qualification work experience in Project Planning, Contract Management, Project Execution Detailed Engineering Coordination with all techno-commercial aspects, finalisation of tender documents and Estimation & Project Management w.r.t MEP services of large scale building construction projects / multistoried healthcare projects from concept to commissioning .
5	Infrastructure Development	IDD/2018/05	Chief Project Manager (Civil) (8 Nos.)	FTC	50 Years*	B E / B Tech-Civil Or Diploma (Civil)	E-4 (29100-54500) / Consolidated Pay Range Rs.55000-80000/- Per Month	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.
6	Infrastructure Development	IDD/2018/06	Project Manager (Electrical/Mechanical) (6 Nos.)	FTC	45 Years	B E / B Tech- Electrical/Mechanical Or Diploma (Electrical/Mechanical)	E-3 (24900-50500)	Minimum 8 Years for Degree holders / 11 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 projects.
7	Infrastructure Development	IDD/2018/07	Project Manager (Civil) (5 Nos.)	FTC	45 Years	B E / B Tech-Civil Or Diploma (Civil)	E-3 (24900-50500)	Minimum 8 Years for Degree holders / 11 years for Diploma holders of post qualification relevant working 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.

\* Retired Employees from CPWD / CPSE's and Other Government Organisations can also apply. Maximum Age limit for these candidates would be 65 Years. Selected Candidates will be placed on Consolidated Pay Range.

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8	Infrastructure Development	IDD/2018/08	Manager (Monitoring) (1 Nos.)	FTC	40 Years	B E / B Tech-Civil	Consolidated Pay Range Rs. 35000-55000/- Per Month	Minimum 05 years of post qualification relevant working experience required. Incumbent should be well conversant with project monitoring tools like PRIMAVERA, MICROSOFT PROJECT etc., should have experience in MIS report generation.
9	Infrastructure Development	IDD/2018/09	Project Engineer (Civil) (5 Nos.)	FTC	40 Years	B E / B Tech-Civil Or Diploma (Civil)	Consolidated Pay Range Rs. 35000-55000/- Per Month	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.
10	Infrastructure Development	IDD/2018/10	Senior Architect (2 Nos.)	FTC	45 Years	B. Arch (Registered with Council of Architecture)	Consolidated Pay Range Rs. 40000-65000/- Per Month	Minimum 8 Years of post qualification work experience in responsible capacity in planning, designing and supervising execution of large building projects. The person should have experience in preparation and review of Project reports, concept and detailed plans, designs of multi storied buildings preferably hospitals and other health care projects using latest software.
11	Infrastructure Development	IDD/2018/11	Assistant Project Engineer (Civil) (15 Nos.)	FTC	35 Years	B E / B Tech (Civil) or Diploma (Civil)	Consolidated Pay Range Rs. 25000-40000/- Per Month	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 31.10.2018	Essential Qualification (Full Time)	Scale of Pay / Pay Range	Essential Experience as on 31.10.2018
12	Infrastructure Development	IDD/2018/12	Assistant Project Engineer (Electrical/Mechanical) (15 Nos.)	FTC	35 Years	B E / B Tech (Electrical/Mechanical) Or Diploma (Electrical / Mechanical)	Consolidated Pay Range Rs. 25000-40000/- Per Month	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.
13	Infrastructure Development	IDD/2018/13	Junior Architect (4 Nos.)	FTC	35 Years	B. Arch (Registered with Council of Architecture)	Consolidated Pay Range Rs. 25000-40000/- Per Month	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.
14	Infrastructure Development	IDD/2018/14	Safety Officer (2 Nos.)	FTC	35 Years	Graduate in Fire & Safety	Consolidated Pay Range Rs. 20000-35000/- Per Month	Minimum 1 Year of post qualification relevant working experience required in Building safety at construction projects , Safety related activities at Project Sites, Safety at Work place, training to employees for safety at workplace etc.
15	Infrastructure Development	IDD/2018/15	Deputy Vice President (Facility Management) (1 Nos.)	FTC	50 Years	Graduate in Engineering / Hospitality / Hospital Management	E-5 (32900-58000)	Minimum 12 years of post qualification work experience required, in which at least 2 years directly involved in managing Facility Management services such as House Keeping, HVAC, Electrical and Mechanical Management, Landscaping and Horticulture, managing large manpower in any multispecialty hospital / MNC / Facility Management Organisation.
16	Infrastructure Development	IDD/2018/16	Deputy Manager (Facility Management) (07 Nos.)	FTC	35 Years	Graduate in Engineering / Hospitality / Hospital Management Or Diploma in Hospitality / Hospital Management	Consolidated Pay Range Rs. 25000-40000/- Per Month	Minimum 3 Years for Degree Holders / 5 Years for Diploma Holders of post qualification work experience in managing Soft Services / Administration in any multispecialty hospital / MNC / 3 Star Hotel / Facility Management Organisation.
17	Infrastructure Development	IDD/2018/17	Facility Executive (09 Nos.)	FTC	35 Years	Graduate in Engineering / Hospitality / Hospital Management OR Diploma in Hospitality / Hospital Management	Consolidated Pay Range Rs. 20000-35000/- Per Month	Minimum 2 Years for Degree Holders / 4 Years for Diploma Holders of post qualification work experience in managing Soft Services / Administration in any multispecialty hospital / MNC / 3 Star Hotel / Facility Management Organisation required.

Sl.No.	Division	Post Code	Position / No. of Post (Indicative)	Type	Upper Age Limit as on 31.10.2018	Essential Qualification (Full Time)	Scale of Pay / Pay Range	Essential Experience as on 31.10.2018
18	Bio Medical Engineering	BME/2018/01	Deputy Vice President (BME) (1 Nos.)	FTC	50 Years	B E / B Tech (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 atleast 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.
19	Bio Medical Engineering	BME/2018/02	Sr. Manager / Manager (BME) (1 Nos.)	FTC	45 Yrs. for Sr. Mgr / 40 Yrs. for Mgr.	B E / B Tech (Bio Medical Engineering)	E-3 (24900-50500) for Sr. Manager / Consolidated Pay Range of 35000-55000/- for Manager	Minimum post qualification relevant working experience of 8 years for Senior Manager & 5 Years for Manager. The role in this position requires experience in Radiotherapy field, 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.
20	Finance	FIN/2018/01	Deputy Manager (Finance) (03 Nos.)	Regular / FTC	35 Yrs.	CA/ICWA	E-1(16400 - 40500) for Regular / Consolidated Pay Range of 25000-40000/- for FTC	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.
21	Information Technology	IT/2018/01	Deputy Manager (Information Technology) (1 Nos.)	FTC	35 Yrs.	B.E. / B.Tech Computer Science / Information Technology	Consolidated Pay Range Rs. 25000-40000/-.	Minimum 3 Years of post qualification work experience required. Incumbent must have Programming Skills in Dot Net, Java, PHP, ASP Net, C++, Knowledge of ERP Systems viz.SAP/Oracle/Baan etc., Knowledge of IT Hardware & Networking skills, Candidate should have Good verbal & written Communication Skills.
22	Legal	L/2018/01	Assistant Manager (Legal) (1 Nos.)	FTC	35 Yrs	LLB	Consolidated Pay Range Rs. 20000-35000/-.	Minimum 1 Year of post qualification work experience in Legal Department in an organisation of repute / practicing as an advocate in an advocate Firm or both Dealing matters such as Drafting / Vetting of various MOU's, Agreements, POAs, Indemnity Bond, RTI etc. and also experience in handling various Court cases / Arbitration matters.

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23	Procurement & Consultancy	PCD/2018/01	Deputy General Manager (Procurement) (1 Nos.)	FTC	45 Years	Graduate in Engineering	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.
24	Procurement & Consultancy	PCD/2018/02	Senior Manager / Manager (Procurement) (3 Nos.)	FTC	45 Yrs. For Sr. Mgr / 40 Yrs. for Mgr.	Graduate in Engineering	E-3 (24900-50500) for Sr. Manager / Consolidated Pay Range of 35000-55000/- for Manager	Minimum post qualification work experience of 08 years for Senior Manager & 5 Years for Manager in Indent Scrutiny, Bid Documentation preparation, Tendering, Bid Scrutiny, Evaluation for Procurement of Medical Equipment / Hospital consumable etc. Experience in Govt. /PSUs is Desirable.
25	Procurement & Consultancy	PCD/2018/03	Senior Manager / Manager (Contract Management) (3 Nos.)	FTC	45 Yrs. for Sr. Mgr / 40 Yrs. for Mgr	Graduate in Engineering	E-3 (24900-50500) for Sr. Manager / Consolidated Pay Range of 35000-55000/- for Manager	Minimum post qualification relevant experience of 08 years for Senior Manager & 5 Years for Manager 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. Experience in Govt. /PSUs is Desirable.
26	HR & Admin	HR/2018/01	Rajbhasha Adhikari / Official Language Officer	Regular / FTC	45 years	Master's Degree in Hindi with English as a subject at Degree Level	Scale of Pay Rs. 10755 – 24790/- (Regular Basis) / Consolidated Pay Range of Rs 12000 – 29500/- per month (FTC Basis)	Minimum Experience of 5 Years related to implementation of Official Language Act To ensure proper compliance of the provisions of the Official Language Act and the orders pertaining to Official Language Policy in organization. Translation work from English to Hindi and vice versa, to acquaint the officers and staff with the provisions of the O.L. Act, Government rules & Orders relating to official language and Hindi training and to help them in implementing the same. To prepare the reference and help literature, to organize Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.

\*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 at the discretion of Management.

## **2. COMPENSATION PACKAGE:**

### **2.1 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.

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

In addition to the consolidated Pay, the executives are also entitled for Annual Performance Incentive, 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.

## **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 31/10/2018 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 :-

Post Applying For	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 :-	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 :-
AVP	Rs. 32900-58000 or equivalent	Rs.90000/-
DVP	Rs. 29100-54500 or equivalent	Rs.80000/-
Deputy Manager (Regular basis)	Rs. 12600-32500 or equivalent	Rs. 25000/-

- (5) Depending on the requirement, the company reserves the right to cancel /restrict/ curtail/ increase the number of vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- (6) HITES will not be responsible for any postal delay/ wrong delivery/ non-delivery of communication by the candidate at any stage of the recruitment process.
- (7) The cut off date for considering the age and experience of candidates will be taken as **31.10.2018**.
- (8) 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) 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.



- (14) 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.
- (15) 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.
- (16) 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.
- (17) No correspondence will be entertained with the candidates not short listed for interview.
- (18) Incomplete application or application will be rejected and no correspondence in this regard will be entertained.
- (19) 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.
- (20) 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.
- (21) 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 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

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. HOW TO APPLY**

Candidates must apply online; through the website [www.hllhites.com/careers](http://www.hllhites.com/careers) .Other mode would not be accepted.

Last Date for submitting of On-Line Application is 10/12/2018.