

Dated: 18.01.2023



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, IT etc.** for our Offices / Divisions / Projects sites located across the country and overseas locations for recruitment on **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 28.02.2023	Essential Qualification	Pay Range	Essential Experience as on 28.02.23
1	Infrastructure Development	HITES/REC-IDD/01/2022	Chief Architect	FTC	55 Years*	B E / B Arch	E-5 (32900-58000) / Consolidated Pay Range Rs. 65000-90000 /- Per Month	Minimum 22 Years for Degree holders in planning, designing and 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.
2	Infrastructure Development	HITES/REC-IDD/02/2022	Chief Engineer/ Chief Project Manager Civil)	FTC	55 Years/ 50 Years*	B E / B Tech- Civil (Full Time) Or Diploma Civil (Full Time)	E-5 (32900-58000) / Consolidated Pay Range Rs. 65000-90000 /- Per Month E-4 (29100 – 54500) Consolidated Pay Range Rs.55000-80000/- Per Month	Minimum 22 Years for Chief Engineer for Degree holders/Minimum 15 Years for Chief Project Manager Degree holders or 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, liaising 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.
3	Infrastructure Development	HITES/REC-ID/03/2022	Chief Engineer/Chief Project Manager(Arbitration)	FTC	55 Years/ 50 Years*	B E / B Tech Desirable: LLB/LLM	E-5 (32900-58000) / Consolidated Pay Range Rs. 65000-90000 /- Per Month E-4 (29100 – 54500) Consolidated Pay Range Rs.55000-80000/- Per Month	Minimum 22 Years for C.E. for Degree holders/Minimum 15 Years for C.P.M. Degree holders or 18 years for Diploma holders of post qualification work experience with minimum 03to05 years of working experience in handling Arbitration matters. Experience in drafting return/counter reply/petitions for filling before Arbitration Tribunal & Courts, contesting cases, liaising work with advocates on miscellaneous legal as well as arbitration cases.

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4	Infrastructure Development	HITES/REC-IDD/04/2022	Project Engineer (Services)	FTC	40 Years	B E / B Tech- Electrical/Mechanical (Full Time) Or Diploma (Electrical/Mechanical) (Full Time)	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
5	Infrastructure Development	HITES/REC-IDD/05/2022	Assistant Project Engineer (Civil/Electrical/Mechanical)	FTC	35 Years	B E / B Tech (Civil/ Electrical/Mechanical) or Diploma (Civil/ Electrical/Mechanical)	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.
6	Infrastructure Development	HITES/REC-IDD/06/2022	Site Engineer (Civil)	FTC	37 Years	B E / B Tech (Civil) (Full Time) Or Diploma (Civil) (Full Time)	E-0 (12600-32500)	Minimum 1 Years for Degree Holders / 3 Years for Diploma Holders of post qualification work experience
7	Infrastructure Development	HITES/REC-IDD/07/2022	Junior Architect	FTC	40 Years	B. Arch (registered with council of architecture) (Full Time)	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.
8	Infrastructure Development	HITES/REC-IDD/08/2022	MIS Executive	FTC	40 Years	Diploma in Software Engineering	SSL-5(10085 – 24690)	Minimum 3 Years post qualification experience in preparation of MIS reports, presentations, preferably for infrastructure projects
9	Procurement & Consultancy	HITES/REC-PCD/01/2022	Manager /Dy. Manager (Procurement)	FTC	40 Years.	Graduate in Engineering (Full Time)	E-2 (20600-46500)/ E-1(16400 - 40500)	Minimum 5 Years for Manager/3 Years for Dy. Manager 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.
10	Procurement & Consultancy	HITES/REC-PCD/03/2022	Dy. Manager (Interior Design)	FTC	40 Years.	Graduate in Engineering (Full Time)	E-1(16400 - 40500)	Minimum 3 Years of experience of Auto CAD, Drawing furniture, Layout placement, Inspection of Quality Control

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11	Procurement & Consultancy Division	HITES/REC-PCD/02/2022	Deputy Manager (Projects)	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
12	Bio Medical Division	HITES/REC-BME/01/2022	Deputy Vice President (BME)	FTC	50 Years	B E / B Tech (Bio Medical Engineering) (Full Time)	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.
13	Bio Medical Division	HITES/REC-BME/02/2022	Bio Medical Engineer (Grade-II)	FTC	40 Years.	B.Tech /B.E. (Bio Medical Engineering) (Full Time)	E-1(16400 - 40500)	Minimum 3 Yrs .of post qualification work experience in handling Bio Medical Equipment Servicing and Maintenance Testing & Commissioning& processing of bills of Bio-Medical/Hospital equipment for Hospitals & Healthcare projects..
14	Legal	HITES/REC-Legal/01/2022	Manager /Dy. Manager (Legal)	FTC	40 Yrs.	LLB	E-2 (20600-46500)/ E-1(16400 - 40500)	Minimum 5 Years for Manager/3 Years for Dy. Manager of post qualification work experience in Legal Department in an organization of repute /practicing as an advocate in an advocate Firm or both. Experience in 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.
15	HR & Admin	HITES/REC-HR/01/2022	Junior Officer	FTC	37 Years	Graduation in any discipline / MBA (HR) (desirable)	SSL-5(10085-24690)	Minimum 4 years' of experience in HR functions from a reputed organization. Desirable : Experience in operating HR systems through SAP.

* 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.

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:

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 FTC basis. 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) 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.
- (5) 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.
- (6) Only On-line mode of application will be accepted.
- (7) The cut off date for considering the age and experience of candidates will be taken as **28.02.2023**
- (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) Appointment of selected candidates is subject to verification of Caste, Character and Antecedents, from the concerned authorities as per the rules of the Company.
- (11) Reservations and Age relaxation for different categories viz. SC/ ST/ OBC/ PWD/ Ex-servicemen etc., are as per Govt. of India Directives.

- (12) Age relaxation will be given to exceptionally experienced candidates.
- (13) 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.
- (14) 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.
- (15) No correspondence will be entertained with the candidates not short listed for interview.
- (16) Incomplete application or application will be rejected and no correspondence in this regard will be entertained.
- (17) Any corrigendum / addendum / errata in respect of this advertisement shall be displayed only on HITES website 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.
- (18) 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.
- (19) 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: eligible candidates will be 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: 18.02.2023**