

Walk-in Interview & Selection Test for ID-Division of HITES

HITES- HLL Infra Tech Services Ltd, a fully owned subsidiary of HLL Lifecare Ltd, a Govt. of India Enterprise, is specialized in healthcare infrastructure development, facility management and procurement of medical equipment and devices services in healthcare sector offers the following challenging career opportunities.

We are looking for experienced dynamic, result oriented, performance driven professionals for various positions for Infrastructure Development Division of HITES (South) for our office/divisions/ projects across the country for recruitment on Fixed Terms Contract (FTC) basis as per the details given below.

Walk-in Interview:

SI No	Division	Post Code	Position / No of Post (Indicative)	Type	Upper Age Limit as on 01.02.2019	Essential Qualification	Pay Range	Essential Experience as on 01.02.2019
01	IDD	ID/2019-01	Senior Manager (Structural) (01 Nos)	FTC	45 Years	BE / B.Tech (Civil) (Full Time) With ME / M.Tech (Structural) Full Time	Consolidated Pay Range Rs. 40,000 – 60,000/- per month	Minimum 8 years post qualification experience in the relevant field. Should have structural design experience in multi-storeyed RCC structures and industrial steel structures. Knowledge in STAAD, STAAD Pro and / or any steel structures design software is essential.
02	IDD	ID/2019-02	Senior Manager (Architecture) (02 Nos.)	FTC	45 Years	B.Arch (Full Time)	Consolidated Pay Range Rs. 40,000 – 60,000/- per month	Minimum 8 years of post-qualification experience in a responsible capacity in designing various types of buildings. Should be registered in Council of Architecture. Experience in designing of hospitals above 100 beds / institutions are desirable.

03	IDD	ID/2019-03	Project Engineer (Civil) (01 Nos.)	FTC	40 Years	B E / B Tech or Diploma-Civil (Full Time)	Consolidated Pay Range Rs. 35000-55000/- per month	Minimum 5 Years for Degree Holders and 8 Years for Diploma Holders of post qualification experience in project planning, execution Contract Management Civil & allied works of large sized multi storied institutional buildings, preferably Hospitals & other Healthcare Projects. The detailed task include preparation of cost estimates & detailed project reports, review of drawings, preparation of tender documents, quantity surveying, processing of bills etc. as per Govt / CPWD procedure, monitoring, construction management at sites with specified QA/QC standards, liaisoning, with clients, consultants, contractors & other stakeholders including Govt. statutory authorities as per requirements.
04	IDD	ID/2019-04	Assistant Project Engineer (Civil) (05 Nos.)	FTC	35 Years	B E / B Tech or Diploma-Civil (Full Time)	Consolidated Pay Range Rs. 25000-40000/- per month	Minimum 3 Years for Degree Holders & 5 Years for Diploma Holders of post qualification experience in project planning, execution & contract management of Civil & allied works of large sized multi storied buildings preferably Hospitals, Institutional and other Healthcare Projects. The detailed task includes preparation of cost estimates & detailed projects reports, review of drawings, preparation of tenders documents, quantity surveying, processing of bills, etc. as per Govt/ CPWD procedure and monitoring construction management at site with specified QA/QC standards.
05	IDD	ID/2019-05	Assistant Project Engineer (Electrical) (01 Nos.)	FTC	35 Years	B E / B Tech or Diploma-Electrical (Full Time)	Consolidated Pay Range Rs. 25000-40000/- per month	Minimum 3 Years for Degree Holders & 5 Years for Diploma Holders of post qualification experience in project planning, execution & contract management of large sized multi storied buildings preferably Hospitals and other Healthcare Projects. The detailed task includes preparation of cost estimates & detailed projects reports, review of drawings, preparation of tenders documents, quantity surveying, processing of bills, etc. as per Govt/ CPWD procedure and monitoring construction management at site with specified QA/QC standards w.r.t MEP Services as per requirements

06	IDD	ID/2019-06	Assistant Project Engineer (Mechanical) (01Nos)	FTC	35 Years	B E / B Tech or Diploma-Mechanical (Full Time)	Consolidated Pay Range Rs. 25000-40000/- per month	Minimum 3 Years for Degree Holders & 5 Years for Diploma Holders of post qualification experience in project planning, execution & contract management of large sized multi storied buildings preferably Hospitals and other Healthcare Projects. The detailed task includes preparation of cost estimates & detailed projects reports, review of drawings, preparation of tenders documents, quantity surveying, processing of bills, etc. as per Govt/ CPWD procedure and monitoring construction management at site with specified QA/QC standards w.r.t MEP Services, HVAC and Fire fighting as per requirements.
07	IDD	ID/2019-07	Assistant Project Engineer (Safety) (02 Nos)	FTC	35 Years	B E / B Tech or Diploma-Safety (Full Time)	Consolidated Pay Range Rs. 25000-40000/- per month	Minimum 3 Years for Degree Holders & 5 Years for Diploma Holders of post qualification experience. To develop safety systems and policies, conduct safety audits, evaluation of hazardous conditions and develop safety controls. Design, develop and conduct safety training programmes, prepare safety budgets, drive safety culture within the division.
08	IDD	ID/2019-08	Deputy Manager (Finance) (02 Nos)	FTC	35 Years	CA / ICWA	Consolidated Pay Range Rs. 25000-40000/- per month	Minimum 3 years post qualification experience in Infrastructure / project accounting, Finalization of accounts, Compilation, Tendering, Taxation, Vetting of Contractors / Supplier's bills. Account Reconciliations, Statutory compliance, Banking, Accounting, Co-ordination with auditors, utilization certificates etc.
09	IDD	ID/2019-09	Site Engineer (Civil) (03 Nos)	FTC	27 years	B E / B Tech or Diploma-Civil (Full Time)	Consolidated Pay Range Rs. 20000-35,000/- per month	Fresher's for Degree holders and 3 years for Diploma holders with relevant experience in the areas such as site supervision, checking of measurements of civil and allied works for large sized / multi storied building projects.

Selection Test:

Sl No	Division	Post Code	Position / No of Post (Indicative)	Type	Upper Age Limit as on 01.02.2019	Essential Qualification	Pay Range	Essential Experience as on 01.02.2019
10	IDD	ID/2019-10	Accounts Officer (03 Nos)	FTC	40 Years	CA – Inter / ICWA - Inter	Consolidated Pay Range Rs. 12000-29,500/- per month	Minimum 3 Years post qualification experience in project accounting. Should have good knowledge in all Finance & Accounting Functions.

Details of Walk-in Interview

Date of Walk-in Interview	Positions	Venue	Time
06 th March 2019	<ol style="list-style-type: none"> Senior Manager (Structural & Architecture) Project Engineer (Civil) Deputy Manager (Finance) 	HLL Bhavan, Golden Jubilee Block, Poojappura P.O., Thiruvananthapuram – 695 012	09:00 AM onwards
07 th March 2019	<ol style="list-style-type: none"> Assistant Project Engineer (Civil, Electrical, Mechanical & Safety) Site Engineer (Civil) 		

Selection Test

Date of Walk- In Selection Test	Positions	Venue	Time
08 th March 2019	<ol style="list-style-type: none"> Accounts Officer 	HLL Bhavan, Golden Jubilee Block, Poojappura P.O., Thiruvananthapuram – 695 012	09:00 AM onwards

* Interested and eligible Candidates may register their names for Walk-in Interview / Selection Test between 09:00 AM to 12:00 PM on the above respective Interview & Selection test date only will be considered for the Interview & Selection test.

Compensation Package:

- In addition to the consolidated pay, the executives are also entitled for annual Performance Incentive, EPF, Gratuity, Medical reimbursement; leave encashment, etc. as per the rules of the company. Apart from these HITES offers excellent career progression opportunities for the qualified professionals.

Education 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.

General Conditions for Walk In Interview & Selection Test

- Appointment to the above mentioned posts will be initially for a period of 3 years and renewable based on the performance of the candidate during the period/ requirement of the organization.
- Selected candidates during the period of his/her employment will be required to serve at any location/office of HITES situated across India.
- Depending on the requirement, the company reserve the right to cancel/ restrict/curtail/increase the number of the vacancies, if need so arises, without any further notice and without assigning any reason thereof.
- The cut off date for considering the age and experience of the candidates will be taken as **01/02/2019**.
- Appointment of the selected candidates is subject to verification of Character and Antecedents, from the concerned authority as per the rules of the company.
- Reservations and age relaxation for different categories viz. SC/ST/OBC/PWD. Ex-servicemen etc., are as per the Govt. of India Directives.
- 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.
- **Candidates must recheck check their eligibility/suitability thoroughly and download the application form (annexed as Appendix-1 along with the advertisement), and submit duly filled application form at the time of registration.**
- Canvassing in any form will be a disqualification.
- Candidates should bring their updated resume along with all the Certificates in original to prove age, qualification, experience and latest salary certificates with break up.
- SC/ST/OBC Candidates should produce their community certificate in original.
- Age relaxation shall be given for exceptionally experienced / retired personnel.
- Interested and eligible candidates may Walk-in to the interview & Selection Test in the above mentioned Date & Venue with their latest resume and copies of educational qualification, relevant experience, Age & community certificates along with recent passport size photograph and latest salary break – up.
- Original relevant Certificates need to be produced for verification.
- The decision of HITES Management regarding selection will be final.
- Court of Jurisdiction for any dispute will be Trivandrum.
 - HITES reserve the right to conduct preliminary interview / test/ GD etc depending upon number of candidates in respect of all the positions.



एचएलएल इंफ्राटेक सर्विसिस लिमिटेड
(एचएलएल लाईफ़केयर लिमिटेड की समनुषंगी,
भारत सरकार का उद्यम)
बी14-ए, सेक्टर-62, नोएडा-201307
दूरभाष: 0120-4071500 फ़ैक्स: 0120-4071513

HLL INFRA TECH SERVICES LIMITED
(Subsidiary of HLL Lifecare Limited,
A Government of India Enterprise)
B-14A, Sector-62, Noida-201307
Tel: 0120-4071500 Fax: 0120-4071513

नौकरी के लिए आवेदन/APPLICATION FOR EMPLOYMENT

1. कृपया खाली स्थान मोटे अक्षरों में भरिए।

PLEASE FILL UP THE FOLLOWING BLANKS IN BLOCK LETTERS

2. जो कॉलम लागू नहीं है, कृपया उसकी ओर "लागू नहीं" अंकित करें।

PLEASE MARK N.A.AGAINST COLUMNS WHICH ARE NOT APPLICABLE TO YOU.

1. आवेदन पद /Post Applied for _____

2. रोज़गार दफ़्तर पंजीकरण संख्या(यदि लागू हो तो)

Employment Exchange Registration No.(if applicable)_____

3. साक्षात्कार की तिथि/Date of interview _____

वैयक्तिक विवरण/PERSONAL DATA

1. नाम/Name _____

2. a. पिता/पति का नाम और पेशा

Father's/Husband's Name and Occupation

b. माता का नाम/ Mother's Name

3. पत्राचार के लिए पता/Address for Communication

पिनकोड/Pincode _____

दूरभाष संख्या(यदि है तो)/Telephone NO.(if any) _____

4. स्थाई पता/Permanent Address

पिनकोड/Pincode _____

मोबाईल नं./Mobile No. _____

ई-मेल/E-mail _____

5. आयु तथा जन्म तिथि(अंको व अक्षरों में)

Age & Date of Birth(In figures & words)

6. अधिवास राज्य/State of Domicile _____ राष्ट्रीयता/Nationality _____

धर्म/जाति/Religion/Caste _____ लिंग: पुरुष/स्त्री/Sex: Male/Female _____

वैवाहिक स्थिति/Marital Status _____

7. पहचान चिन्ह/Identification Marks 1. _____

2. _____

8. पारिवारिक विवरण/Details of Family

व्यक्ति Particulars	नाम Name	आयु Age	पेशे का विवरण Details of Occupation	क्या आश्रित हैं या नहीं Whether Dependent or not
पिता/Father				
माता/Mother				
पत्नी/पति Wife/Husband				
सन्तान/Children				
भाई/Brothers				
बहन/Sisters				

9. मातृभाषा/Mother Tongue _____

10. जानने वाली भाषाएँ/Languages Known:

भाषाएँ/Languages	पढ़ना/Read	बोलना/Speak	लिखना/Write

11. क) क्या आप अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ी जाति/

भूतपूर्व सैनिक श्रेणी के हैं? (कृपया वर्ग स्पष्ट करें और पुष्टि अनुबन्ध करें)

हाँ/नहीं

a) Do you belong to SC/STOBC/Ex-Serviceman category

(Please specify category and attach proof)

Yes/No

ख) क्या आप विकलांग हैं?

(कृपया श्रेणी स्पष्ट करें और पुष्टि अनुबन्ध करें)

हाँ/नहीं

b) Are you physically handicapped?

(Please specify category and attach proof)

Yes/No

ग) क्या आप किसी बड़ी बिमारी से पीड़ित हैं?

यदि हाँ तो विवरण दीजिए।

हाँ/नहीं

c) Do you suffer from any major ailments?

If yes, please give details.

Yes/No

12. भारत या विदेश के किसी विधि न्यायालय जिवारा क्या आप कभी गिरफ्तार /

दोषी सिद्ध किए गए हैं? यदि हाँ तो कृपया विवरण दें।

हाँ/नहीं

Have you ever been arrested/convicted by any Court of Law in India or abroad?

If yes, please give details.

Yes/No

13. क्या आप के नाम पर कोई चौकसी मुकदमा है?

यदि हाँ तो, कृपया विवरण दें।

हाँ/नहीं

Is there any vigilance case in your name?

If yes, please give details.

Yes/NO

14. शिक्षा/EDUCATION

विश्वविद्यालय/कॉलेज/स्कूल का नाम Name of University/College/School	उपाधि/डिप्लोमा/प्रमाणक Degree/Diploma/Certificate	श्रेणी/वर्ग और अंकों का प्रतिशत Class/Division & % of Marks	पाठ्यक्रम की अवधि Duration of the Course	पास किया वर्ष Year of Passing	पूर्णकालिक/Full time अंशकालिक/Part time

पेशेवर संगठनों की सदस्यता / Membership in Professional Associations _____

पाठ्येतर कार्यकलाप और शौक / Extra Curricular Activities and Hobbies _____

(स्कूल, कॉलेज का अन्य कहीं से प्राप्त उपाधियां एवं पद) _____

(Include offices held and distinctions obtained in School, Colleges & elsewhere) _____

क्लब सदस्यता, यदि कोई हो/ Club Membership, if any _____

तकनीकी/पेशेवर प्रशिक्षण/Technical/Professional Training

संगठन / Organization	से/from	तक/Till	प्राप्त वृत्तिका / Stipend Received	पढ़ा हुआ विषय/व्यापार/subjects/Trade Learnt

16. आपकी पृष्ठभूमि/सेवा वृत्ति तथा चरित्र जानने वाले दो व्यक्तियों का संदर्भ, जिनका आपसे कोई रिश्ता नहीं।

Reference of two people, not related to you, who are well acquainted with your back ground/service career and character

क्रम संख्या Sl.No.	नाम Name	पता एवं दूरभाष संख्या Address & Telephone No.	पेशा Occupation
1.			
2.			

17. कृपया आपकी मुख्य शक्तियाँ एवं कमजोरियाँ स्पष्ट करें/ Please specify your major strengths & weaknesses.

क्रम संख्या Sl.No.	मुख्य शक्तियाँ/ Major Strength	मुख्य कमजोरियाँ/Major Weaknesses

18. क्या आपका कोई रिश्तेदार एचएलएल लाईफ़केयर लिमिटेड/उसकी समनुषंगियों में काम करता है?

हाँ/नहीं

यदि हाँ तो, विवरण दें।

Do you have any relative working with HLL Lifecare Limited/its subsidiaries?

Yes/No

If yes, Please give details.

नाम Name	कार्य स्थान Work Location	पदनाम Designation	रिश्ता Relationship

19. क्या आप इसके पहले एचएलएल लाईफ़केयर लिमिटेड/उसकी समनुषंगियों में नौकरी के लिए आवेदन भेजा था? कृपया विवरण दे

Have you applied before for employment in HLL Lifecare Limited/ its subsidiaries? Please give details.

20. क्या आपका वर्तमान नियोक्ता से कोई दायित्व (जैसे-सेवा करार/बन्धपत्र) है?

Do you have any liability (viz, service Agreement/Bond) with your present employer.

21. अगर आपका चयन हुआ तो कार्यभार ग्रहण करने के लिए आवश्यक समय ।
If selected, time required for joining.

22. क्या भारत में कहीं भी नियुक्त किए जाने से आप सहमत हैं?
Do you agree to be posted anywhere in India?

23. क्या आप कभी विदेश में रहे हैं? अगर हाँ तो, उस देश का नाम, यात्रा का उद्देश्य तथा यात्रा की अवधि का उल्लेख करें।
Have you been abroad? If yes, please mention country visited, purpose and duration etc.

24. क्या आप कर्मचारी भविष्यनिधि योजना के सदस्य हैं? यदि हाँ, तो कृपया निम्नलिखित का विवरण दीजिए:
Are you a member of the Employees Provident Fund Scheme? If yes, please give the following:
खाता संख्या/Account Number :
आपके द्वारा प्रदत्त अंशदान की राशि/ The Amount of Contribution paid by you :
आपका मूल वेतन/ Your Basic Pay :

25. आपके आवेदन के समर्थन में अन्य कोई जानकारियाँ:
Any other information in support of your application:

घोषणा/DECLARATION

मैं एतद् द्वारा घोषणा करता/करती हूँ कि ऊपर दी गई सूचनाएं मेरे उत्तम विश्वास और जानकारी में सही है और मुझे अच्छी तरह मालूम है कि अगर ऊपर दी गई कोई भी सूचना गलत पाई गई जाती है तो, प्रबन्ध द्वारा मेरी सेवाएं किसी सूचना के बिना समाप्त की जा सकती हैं।

I hereby declare that the information furnished above is true to the best of my knowledge and belief and I fully understand that if any information given above is found false, my services are liable to be terminated at any time without any notice by the Management.

स्थान
Place : _____

हस्ताक्षर
Signature: _____

दिनांक
Date : _____

नाम
Name : _____