



Advt No.: - HSCC/RECT/2023/1

HSCC (INDIA) LIMITED, a subsidiary of NBCC (India) Ltd is a premier multi-disciplinary **MINI RATNA** profit making company providing quality consultancy services in healthcare and other social sectors under the aegis of Ministry of Housing and Urban Affairs. The Company has been consistently posting profits since its inception. HSCC is one of the few companies in South East Asia with expertise in all aspects of infrastructure healthcare development. HSCC, certified with ISO 9001:2015, has a PAN India as well as global presence.

For meeting its ongoing and future requirements, the company requires the services of dynamic and result oriented professionals on regular basis. The selected candidate will be posted anywhere in India or abroad. The company offers an informal work atmosphere and a compensation package matching with industry norms with good opportunities for professionals who are self-starters.

S.No.	Post/ Grade/ Payscale (IDA)/ Number of vacancies	Discipline	Upper Age Limit	Qualification	Essential Post Qualification Experience
1.	Assistant Manager E-1 40,000- 1,40,000 Total - 24 (UR-11 SC-04 ST-01 OBC-06 EWS-02) Including -1 HH)	Civil	30 yrs	Full Time Degree in Civil Engineering or equivalent Government recognized University/ Institute with 60% aggregate marks.	Total 04 years of experience in the field of PMC/ EPC/ Health Care Infrastructure/ Hospital Buildings. Should be presently working on regular basis for a minimum period of 2 years in one step below post (E-0) in a scale of pay ₹ 30,000-1,20,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector Company/Banks. The candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, piling, Underground piping, Hospital building works, RCC works like deep foundations, foundation of structure for heavy equipment, structural steel works for hospital buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects, Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively, candidate should have experience in design, coordination with various agencies involved

				<p>like client, consultants, contractors, Estimation, and specification will be an added advantage.</p> <p>Weightage will be given to the candidates having working experience in Health care Infrastructure.</p> <p>Total 04 years of experience in the field of PMC/ EPC/ Health Care Infrastructure/ Hospital Buildings. Should be presently working on regular basis for a minimum period of 2 years in one step below post (E-0) in a scale of pay ₹ 30,000-1,20,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Should have experience in Design, Engineering, Erection & Commissioning of HT/LT switchgears, Transformers, Motors, PLC based panels, lighting, Automatic Power factor correction equipment, Cable Engineering, Electrical system engineering. The design activities include preparation of design documentation/ Calculations, schematic layout drawings, cable schedules and cable layouts, including ventilation system/ lighting equipment. Tel Network, CCTV, HVAC, PA, Fire Alarm System, BMS/ Automation system etc. Experience of preparation of technical specifications, Estimation of bill of quantity of buildings/ industrial structures and basic cost estimation based on central/ state PWD rates including market rates analysis. Calling of tenders, its technical review/ vendor document's review and experience of dealing of contract clauses. Preparation of Quality Assurance Plan (QAP)/ Field Quality Plan (FQP) for various construction materials required for Electrical, inception/ witnessing of tests and dispatch of item as per QAP at manufacturer's works. Measurement and certification of works carried-out at site. Preparation of construction schedule and controlling the cost/ time of execution of electrical work. Experience of Post construction inclusive of DLP and operation and maintenance of the system.</p>	<p>Total 04 years of experience in the field of PMC/ EPC/ Health Care Infrastructure/ Hospital Buildings. Should be presently working on regular basis for a minimum period of 2 years in one step below post (E-0) in a scale of pay ₹ 30,000-1,20,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Should have experience in Design, Engineering, Erection & Commissioning of HT/LT switchgears, Transformers, Motors, PLC based panels, lighting, Automatic Power factor correction equipment, Cable Engineering, Electrical system engineering. The design activities include preparation of design documentation/ Calculations, schematic layout drawings, cable schedules and cable layouts, including ventilation system/ lighting equipment. Tel Network, CCTV, HVAC, PA, Fire Alarm System, BMS/ Automation system etc. Experience of preparation of technical specifications, Estimation of bill of quantity of buildings/ industrial structures and basic cost estimation based on central/ state PWD rates including market rates analysis. Calling of tenders, its technical review/ vendor document's review and experience of dealing of contract clauses. Preparation of Quality Assurance Plan (QAP)/ Field Quality Plan (FQP) for various construction materials required for Electrical, inception/ witnessing of tests and dispatch of item as per QAP at manufacturer's works. Measurement and certification of works carried-out at site. Preparation of construction schedule and controlling the cost/ time of execution of electrical work. Experience of Post construction inclusive of DLP and operation and maintenance of the system.</p>
		Mechanical	Full Time Degree in Mechanical	Total 04 years of experience in the field of PMC/ EPC/ Health Care Infrastructure/ Hospital Buildings. Should be presently working on	

		Engineering or from Government recognized University/ Institute with 60% aggregate marks.	regular basis for a minimum period of 2 years in one step below post (E-0) in a scale of pay ₹30,000-1,20,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector Company/Banks. Should have experience in Design engineering, Supply and erection & Commissioning air conditioning systems/ water supply/ firefighting network/ compressed air systems. Experience of preparation of technical specifications, estimation based on Central/ State PWD rates including market rate analysis. Supervision of installation & Measurement and certification of works carried- out at site. Preparation of construction schedule and controlling the cost/ time of execution of Mechanical works. Experience of dealing of contracts clause. Experience of post construction inclusive of DLP and operation and Maintenance of the system.
	System	Full time degree in Information Technology/ computer Science from recognized University/ Institute with 60% aggregate marks.	Total 04 years of experience out of which 2 years of experience in one step below post (E-0) in a scale of pay ₹ 30,000-1,20,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector. Candidate should be well versed in ERP environment and upkeep of the information systems/ communication systems including web designing, database, software, hardware, network and allied equipment.
	Architecture & Planning	Full time degree in Architecture from Government recognized University/ Institute with 60% aggregate marks.	Total 04 years of experience out of which 2 years of experience in one step below post (E-0) in a scale of pay ₹ 30,000-1,20,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector. Candidates should have experience in planning, designing, detailing, interior designing, good creative & visualization skills, knowledge of building codes & regulations proficient in RAVIT, Auto CAD, BIM, 3D

			software, preparation of artistic views & walk through presentation, preparation of drawings in pre DCR format etc. for large township/housing societies/ Commercial complex/ institutions/ hospital projects.
		Associate/ Member ICAI/ICWAI or MBA (Finance) Government recognized University/ Institute with aggregate 60% marks in MBA (Finance).	Total 04 years of experience out of which 2 years of experience in one step below post (E-0) in a scale of pay ₹ 30,000-1,20,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector Company/Banks. Should have experience in managing working capital both at unit and corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budget at Corporate level including initiative cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU/ Government organization and familiarity with computerized system.
Finance		Full time MBA/ full time two years Post Graduate Diploma in Management (equivalent to MBA) from Government recognized university/ institute with Specialization in HRM/PM/IR as major subject with aggregate 60% marks.	Total 04 years of experience out of which 2 years of experience in one step below post (E-0) in a scale of pay ₹ 30,000-1,20,000 (IDA) or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector.
	HRM	Qualified Company Secretary	Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, disciplinary matters, application of HRM concepts, tools and practices such as manpower planning, performance management, career planning succession planning, competency modelling, competency appraisal, etc. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects.
	Company Secretary	Qualified Company Secretary	Total 04 years of experience out of which 2 years of experience in one step below post (E-0) in a scale of pay ₹ 30,000-1,20,000 (IDA) or

					<p>equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 09 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Candidate should have excellent communication and drafting skills. Adequate experience required in Legal compliance as per Companies Act, 1956 and SEBI regulations/e-filing of documents with exposure to public issue/dividend related matters, handling of investor's grievances and coordination with other regulatory agencies, Stock Exchange, ROC, etc. Candidates having knowledge and proficiency in use of Computer will be preferred.</p>
--	--	--	--	--	---

PROCEDURE FOR APPLYING: -

The candidates are required to read the General Instructions mentioned below before filling up the Online Application Form. The candidates are required to apply online. The relevant link for the online application will be made available under the head "CAREER" on HSCC website, i.e., www.hsccltd.co.in. Final Online submission of application will be open till 17:00 hrs on 31.08.2023. No other means/ mode of application shall be accepted.

Before filling application online, candidates should keep ready scanned copy of passport size photograph & signature in **.jpg/.jpeg** format (photo size less than **300kb** and signature size less than **200kb**) and other relevant documents in **.pdf** format less than 1mb per document and a valid e-mail ID in operation for more than one year. Fill in the online form with relevant details. Upload scanned copy of the photograph & signature. Candidates should ensure that the relevant details viz. Name, Date of birth, Address, etc. entered in HSCC online application is correct. Detailed procedure regarding payment of fee is explained under "PAYMENT OF APPLICATION FEE."

PAYMENT OF APPLICATION FEE

- Applicants/ Candidates are required to pay non-refundable fee of ₹ 1000/- through Online gateway.
- Candidates will be levied tax/charge from their transaction Bank as applicable.
- SC/ ST/ PWD and Internal candidates will be exempted from payment of Application Fee.
- Candidates are required to make Application Fee payment through debit card/credit card/ net-banking. The candidate will be automatically redirected to make online payment, wherever the fee is applicable, once the form is successfully completed.



- No other mode of payment will be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of Application Fee.

Selection Procedure

Selection for all the above post shall be through Group Discussion and Personal Interview.

The Selection criteria may change depending on the response received against the post. Decision of HSCC will be final in this regard.

GENERAL CONDITIONS

1. Candidates should read the complete advertisement carefully & ensure that he/she fulfils the eligibility criteria for the post advertised in all respects.
2. All the Essential Qualification must be full time and be recognized from AICTE/UGC/State Technical Board/Any other appropriate body.
3. If a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard issued by the Competent Authority indicating the Authority (with number and date) under which it has been so treated otherwise the candidature/Online Application is liable to be rejected.
4. Candidates are requested to give specific, correct, full information. All original certificates/ documents in support of information furnished in the application form are to be produced at the time of verification of documents, failing which the candidate will be disqualified. Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
5. Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition.
6. Persons with benchmark disabilities can also apply for any of the above post in accordance with Government of India guidelines in force. Disability of applicants applying against the post reserved for disabled persons should not be less than 40%.
7. The upper age limit indicated is for Unreserved category candidates. Age relaxation for SC/ST/OBC (NCL)/ Person with Disabilities (PWD) will be as per Government guidelines in this regard. SC/ST/OBC (NCL)/PWD candidates are required to upload scanned copy of their caste/ disability certificate (as applicable) along with the application form. Age relaxation for Ex-serviceman will be service rendered in the Armed forces plus 03 years.
8. Internal candidates {HSCC (India) Limited} will be given age relaxation of five years provided they have at least three years of service left before superannuation.

9. Internal candidates working on contractual establishment will be entitled for age relaxation of **5 years** or the period served in the organization, whichever is higher, subject to fulfilment of the other eligibility criteria and terms and conditions.
10. Candidates from reserved category such as SC/ST/OBC (NCL) can also apply against unreserved posts. However, age relaxation will not be allowed to such category candidates against unreserved posts.
11. In case of variation in name/ surname/ name spelling mentioned in the application with that in the respective certificate pertaining to education/ professional qualification/ caste certificate/ etc. the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of verification of documents, failing which the candidature shall be liable to be cancelled. In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate and notarized affidavit in this regard.
12. Relaxation of standard in selection against reserved vacancies. If sufficient numbers of reserved category person are not available on the basis of laid down general standards, the general standards could be relaxed suitably to fill up the reserved post.
13. The cut-off date for determining the age limit and the post qualification experience shall be the closing date of application. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience on a post/ level shall be counted from the said date onwards.
14. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish "NO OBJECTION CERTIFICATE" at the time of interview. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their Parent Department; they may submit an undertaking at the time of interview that they will produce proper relieving from their organization, in case selected; otherwise, they will not be allowed to join.
15. Selected candidates will be required to serve in any part of India or abroad.
16. Where CGPA/OGPA or grading system in a degree/ diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these norms with respect to his/ her university/ institute at the time of verification of documents.
17. Candidates are required to retain a copy of the online submitted application form for future reference.
18. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.
19. HSCC reserve the right to cancel this advertisement and/or the selection for any of the above posts without assigning any reason.



20. Candidates are advised to keep their e-mail ID given in the Application Form active at least for one year. No change in e-mail ID will be allowed.
21. Any corrigendum/ addendum/ errata in respect of the above advertisement shall be made available only on our official website www.hsccltd.co.in under the heads “**CAREER**”. No further press advertisement will be given. Hence **prospective applicants are advised to visit HSCC website regularly for latest updates.**
22. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
23. Only SC/ST/PWD Candidates called for interview who come for places beyond a distance of 100 km will be reimbursed actual expenses incurred on travel to and from the place of interview on production of proof of journey undertaken and onward journey, limited to III AC Rail fare or Bus fare chargeable by the shortest route from railway station/ Bus stand.
24. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Delhi. In case of any ambiguity/ dispute arising on account of interpretation other than English, the English version will prevail.
25. **All correspondence shall be made through e-mail only and no communication would be sent through courier/ post or through any other mode.**
