

Dated: 15/12/2024



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 at various levels in the area of **Civil Engineering, Electrical Engineering, Mechanical Engineering, Architecture, Bio Medical Engineering, Procurement & Facility Management Professionals** and in **Finance division etc.** for our Offices / Divisions / Projects across PAN India for recruitment on **Fixed Term Contract (FTC)** basis per details given below:

Sl. No	Division	Post Code	Position	Type	Upper Age Limit as on 30.11.2024	Essential Qualification (Regular Course)	Scale of Pay (Pre Revised) in Rs.	Essential post qualification Experience as on 30.11.2024	Vacancies
01	Infrastructure Development	HITES/ REC/IDD/2024/ 01	Project Manager (Civil)	FTC	45 Yrs.	BE/B.Tech-Civil OR Diploma (Civil)	E-3 (24900-50500)	Minimum 08 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, and construction management at sites with specified QA/QC standards, liaisoning with clients, consultants, contractors & other stakeholders including Govt. Statutory authorities as per requirement.	01
02	Infrastructure Development	HITES/ REC/IDD/2024/ 02	Project Manager (Services)	FTC	45 Yrs.	BE/B.Tech- Electrical/ Mechanical OR Diploma (Elect./Mech.)	E-3 (24900-50500)	Minimum 08 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.Electrical, Mechanical, Firefighting, Plumbing and other allied services etc for large sized / multi storied building projects.	02

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03	Infrastructure Development	HITES/REC/IDD/2024/03	Site Engineer (Civil)	FTC	35 Years	BE/B.Tech-Civil OR Diploma (Civil)	E-0 (12600-32500)	Minimum 01 Year for Degree Holders / 03 Years for Diploma Holders of post qualification experience in Project Planning, Execution & Contract Management of Civil & allied works of large sized multi storied buildings. The detailed tasks 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 procedures, monitoring, construction management at sites with specified QA/QC standards as per requirements.	03
04	Infrastructure Development	HITES/REC/IDD/2024/04	Site Engineer (Services)	FTC	35 Years	BE/B.Tech-Electrical/Mechanical OR Diploma (Elect./Mech.)	E-0 (12600-32500)	Minimum 01 Year for Degree Holders / 03 Years for Diploma Holders of post qualification experience in Project Planning, Execution & Contract Management w.r.t Electrical, Mechanical, Firefighting, Plumbing and other allied services etc of large sized multi storied buildings. The detailed tasks 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 procedures, monitoring, construction management at sites with specified QA/QC standards as per requirements.	07
05	Infrastructure Development	HITES/REC/IDD/2024/05	Chief Architect	FTC	55 Yrs.	BE / B. Arch (registered with council of architecture)	E-5 (32900-58000)	Minimum 18 Years of experience in planning & designing of Healthcare Infrastructure Projects including preparation and Review of Master Plan, concept Plans , Detailed Planning, Project Reports for projects consisting of Super Specialty/ Multispecialty Hospitals, Medical Colleges, Nursing Colleges etc. Using latest planning and designing techniques/software. Person should be well versed with relevant Design Standards/Norms as applicable in India.	02
06	Infrastructure Development	HITES/REC/IDD/2024/06	Junior Architect	FTC	35 Years	B E / B Arch (registered with council of architecture)	E-1 (16400 - 40500)	Minimum 3 Years Post Qualification work experience in Preparation & Review of Architectural Building Plans and Designs of Multi storied Buildings preferably Hospitals and Health care Projects using latest software.	03
07	Finance	HITES/REC/FIN/2024/01	Deputy Manager (Finance)	FTC	35 Yrs.	CA / ICWA	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.	02
08	Finance	HITES/REC/FIN/2024/02	Assistant Manager (Finance)	FTC	35 Yrs.	CA / ICWA	E-0 (12600-32500)	Minimum 1 Year of post-qualification work experience in Infrastructure / Procurement Project Accounting, Finalization of Accounts, Compilation, Tendering, Taxation, Vetting of Suppliers / Contractors Bills etc. Exposure in handling LCs & Bank Release Orders (Import/Export Accounting).	01

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09	Finance	HITES/ REC/FIN/2024/ 03	Senior Manager (Finance)	FTC	45 Yrs.	CA / ICWA	E-3(24900- 50500)	<p>Minimum 8 Years of Post qualification Experience.</p> <p>Sound Knowledge of GST Act, filing of Monthly GST returns, Return rectifications, GSTR2B reconciliation, Annual returns, handling of GST Audit etc. Sound Knowledge of income Tax Act, TDS and returns, 26 AS reconciliation and related matters, Tax Audit etc. Sound knowledge of Accounting standards, Accounting Principles and related provisions & control mechanism.</p> <p>Finalization of Books of counts, preparation of financial statements, schedules, notes to accounts etc. and managing Statutory and C&AG audit. Preparation of Revenue and Capital budgets, Working Capital management and analysis of interpretation. Knowledge of costing, analysis of costs, and preparation of cost reports.</p> <p>Working knowledge in FICO module of SAP software Skilled in MS office especially on Excel and PPT. Excellent oral and written communication skills.</p>	01
10	Finance	HITES/ REC/FIN/2024/ 04	Deputy Manager (Internal Audit)	FTC	35 Yrs.	CA/ICWA	E-1(16400 - 40500)	<p>Minimum 3 Years of Post qualification Experience .</p> <p>Perform periodical audit of processes to ensure efficacy of Internal Financial Reporting. Engage with Corporate and Local Audit and Compliance resources and provide updates on audit and remediation. Act as an objective source of independent advice to ensure validity, legality and goal achievement. Identify process weaknesses, risks related to potential revenue leakage, segregation of duties, access controls and recommend risk aversion measures. Document process and prepare audit findings memorandum. Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards. Exposure to SAP, Expert knowledge on excel. Advanced computer skills on MS Office, databases. Good Communication skills</p>	01
11	Facility Management	HITES/REC /FMD/2024/01	Chief Engineer (FMD)	FTC	55 Yrs.	Graduate in Engineering / Hospitality / Hospital Management /Hotel Management	E-5 (32900-58000)	<p>Minimum 22 Years of post-qualification experience in which at least 10 years directly involved in managing Facility Management services such as House Keeping, HVAC, Electrical and Mechanical Management and Maintenance, Waste Management, Landscaping and Horticulture, managing large manpower in any multispecialty hospital / MNC / Facility Management Organization.</p>	01

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12	Facility Management	HITES/REC/FMD/2024/02	Senior Manager (FMD)	FTC	45 Yrs.	Graduate in Engineering / Hospitality / Hospital Management /Hotel Management Or *Diploma in Hospitality / Hospital Management Hotel Management *(03 Years Diploma post 10+2)	E-3 (24,900-50,500)	Minimum 8 Years for Degree Holders / 11 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.	01
13	Facility Management	HITES/REC/FMD/2024/03	Manager (FMD)	FTC	40 Yrs.		E-2 (20600-46500)	Minimum 5 Years for Degree Holders / 8 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.	04
14	Facility Management	HITES/REC/FMD/2024/04	Dy. Manager (FMD)	FTC	35 Yrs.		E-1 (16400 - 40500)	Minimum 3 Years for 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.	05
15	Facility Management	HITES/REC/FMD/2024/05	Facility Executive (FMD)	FTC	35 Yrs.		E-0 (12600-32500)	Minimum 1 Years for Degree Holders / 3 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.	06
16	Procurement & Consultancy	HITES/REC/PCD/2024/01	Manager (PCD)	FTC	40 Yrs.	Graduate in Engineering	E-2 (20600-46500)	Minimum 5 Years of post-qualification work experience in Indent Scrutiny, Bid Documentation preparation, Tendering, Bid Scrutiny,Procurement,Materials management, Contract management Evaluation for Procurement of Medical Equipment / Hospital consumable etc. Experience in Govt. /PSUs is Desirable.	01
17	Procurement & Consultancy	HITES/REC/PCD/2024/02	Deputy Manager (Procurement)	FTC	35 Yrs.	Graduate in Engineering	E-1 (16400 - 40500)	Minimum 3 Years of post-qualification work experience in Indent Scrutiny, Bid Documentation preparation, Tendering, Bid Scrutiny,Procurement,Materials management, Contract management Evaluation for Procurement of Medical Equipment / Hospital consumable etc. Exposure in Handling GeM and CPP Portal. Experience in Govt. /PSUs is Desirable	03

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18	Bio Medical Engineering	HITES/REC/BME/2024/01	Deputy Vice President (BME)	FTC	50 Yrs.	BE / B.Tech (Bio-Medical Engineering /Electronics & Communication)	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, through 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.	01
19	Bio Medical Engineering	HITES/REC/BME/2024/02	Bio-Medical Engineering (Grade-II)	FTC	35 Yrs.	BE / B.Tech (Bio-Medical Engineering /Electronics & Communication)	E-1 (16400 - 40500)	Minimum 3 Years post qualification experience in handling Bio-Medical Equipment Servicing and Maintenance, Testing & Commissioning & processing of bills of Bio- Medical/Hospital equipment for Hospitals & Healthcare projects.	01

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.

PROCEDURE FOR APPLYING

- Candidates are required to read the GENERAL INSTRUCTIONS before filling up the online application form.
- Candidates must check their eligibility/ suitability thoroughly before applying.
- Only On-line mode of application will be acceptable.
- 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.

Opening date of Online Application	15th December 2024
Closing date of Online Application	05th January 2025 till 1800 Hours

COMPENSATION PACKAGE:

In addition to Basic pay + Dearness Allowance, the Executives are also entitled for Annual Increment, EPF, Gratuity, Medical reimbursement, leave encashment etc. as per rules.

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. Articleship/Internship/Training/dissertation/ Self Employment during Professional courses or prior to Educational Qualification will not be considered in Post Qualification Experience.

GENERAL CONDITIONS:

- Only Indian Nationals need apply.
- Appointments to the above-mentioned posts will be made on a Fixed Term Contract basis, initially for a period of 3 Years and renewable based on the performance of the candidate every year during the said period / may be extended further as per future requirement of the organisation.
- Those working in Govt./PSU may apply through proper channel/submit NOC at the time of interview or should submit proper relieving letter from present employer in the event of selection.
- Selected candidates during the period of his/her employment will be required to serve at any location/ office of HITES situated across India.
- Please note that no TA/DA shall be paid to any candidate for appearing in the interview.
- Candidates may be considered for a lower post in case they are found otherwise suitable depending on their qualification experience, present position and performance during the interview.
- The cutoff date for considering the age and experience of candidates will be taken as 30/11/2024.
- 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 also applied.
- Appointment of selected candidates is subject to verification of credentials, from the concerned authorities 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 Govt. of India rules. Age relaxation can be considered for exceptionally experienced candidates and this shall depend solely on the discretion of Selection Committee.
- 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.
- 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.
- 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.
- 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.
- No correspondence will be entertained with the candidates not short listed for interview for any enquiry made.
- Incomplete application will be rejected and no correspondence in this regard will be entertained.
- 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.
- 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.
- Management reserves the right to call or not to call any / all of the candidates who have responded against this advertisement.

- Management will not be responsible for delayed receipt / non-receipt of On-line applications.
- The decision of Management regarding selection will be final.
- Court of jurisdiction for any dispute will be New Delhi.

SELECTION PROCEDURE

- Suitable candidates in conformity with the eligibility criteria/experience in the relevant field may be called for selection process. HITES reserves the right to conduct preliminary interview / test/GD etc., as part of selection process depending upon the response of candidates in respect of any of the position as deemed fit by HITES Management.
 - Last date of submission of Application is: **05th January 2025 till 1800 Hours.**

